My Communities

Communicate and collaborate with educators from across the Commonwealth via **Communities**, threaded discussion **Forums**, and **Blogs**.

1. Click **Teacher Tools** in the upper-right hand corner of any page in **SAS**.

2. Choose **My Communities** from the **Teacher Tools** menu:

My Navigator

When a user first enters **My Communities**, they will be taken to **My Navigator**.

This page contains:

o   **Keyword Search** and **Browse** features that allow users to locate communities.

o   A list of the **Learning Communities** a user is a member of.

o   Invitations to **Learning Communities** from other users.

o   The status of any **Learning Communities** a user may have requested.

o   A highlighted community, referred to as a **Featured Community**.
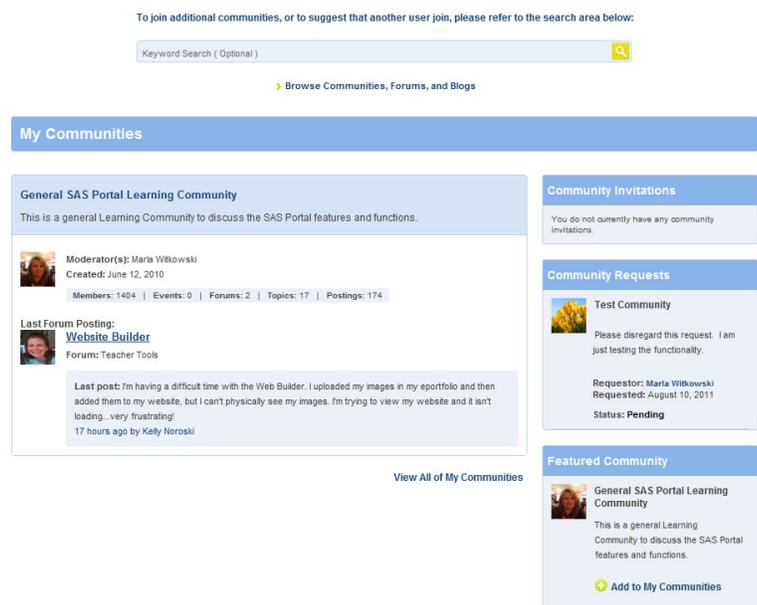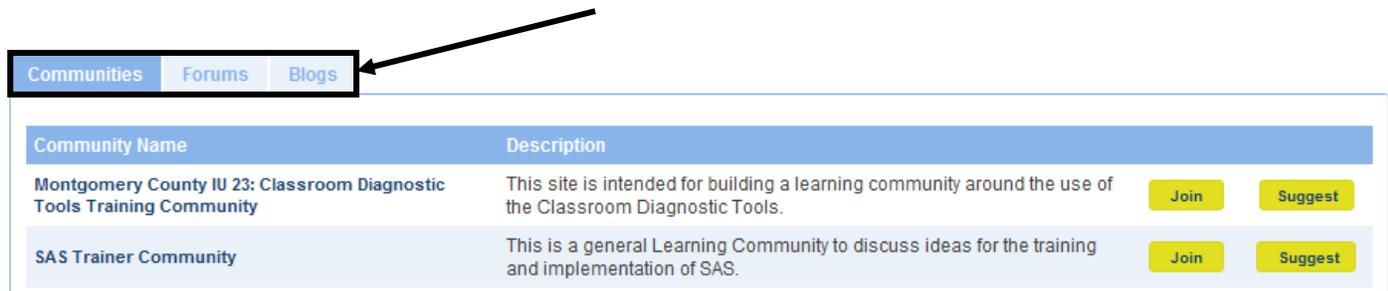
Locating a Community

1. Enter a **Keyword**, and click the **Search** icon (magnifying glass).

   To join additional communities, or to suggest that another user join, please refer to the search area below:

   training

2. A list of all related **Communities** will appear. Users can also view any related **Forums** or **Blogs** related to the **Keyword** by clicking on the tabs.
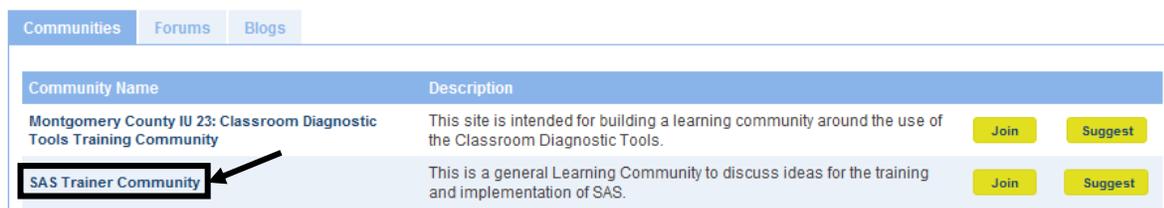
   | Communities | Forums | Blogs |

Community Name	Description		
Montgomery County IU 23: Classroom Diagnostic Tools Training Community	This site is intended for building a learning community around the use of the Classroom Diagnostic Tools.	Join	Suggest
SAS Trainer Community	This is a general Learning Community to discuss ideas for the training and implementation of SAS.	Join	Suggest

   Users can also view a list of all **Communities**, **Forums**, and **Blogs** by clicking on *Browse Communities, Forums, and Blogs*, located directly underneath the **Keyword Search** tool.

   › Browse Communities, Forums, and Blogs

3. To view a **Community**, click on the **Community Name**.

   | Communities | Forums | Blogs |

Community Name	Description		
Montgomery County IU 23: Classroom Diagnostic Tools Training Community	This site is intended for building a learning community around the use of the Classroom Diagnostic Tools.	Join	Suggest
SAS Trainer Community	This is a general Learning Community to discuss ideas for the training and implementation of SAS.	Join	Suggest

4. Users will be taken to the **Dashboard** tab, which provides an overview of a **Community**.

   | My Navigator | Dashboard | Members | Events | Forums |
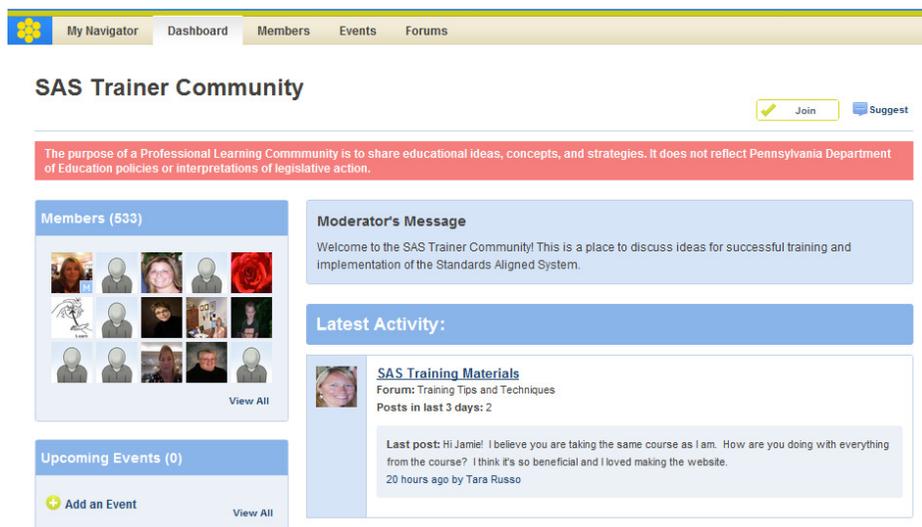
   ### SAS Trainer Community

   ✓ Join   Suggest

   The purpose of a Professional Learning Community is to share educational ideas, concepts, and strategies. It does not reflect Pennsylvania Department of Education policies or interpretations of legislative action.

   Members (533)

   View All

   Upcoming Events (0)

   Add an Event   View All

   Moderator's Message

   Welcome to the SAS Trainer Community! This is a place to discuss ideas for successful training and implementation of the Standards Aligned System.

   Latest Activity:

   SAS Training Materials
   Forum: Training Tips and Techniques
   Posts in last 3 days: 2

   Last post: Hi Jamie! I believe you are taking the same course as I am. How are you doing with everything from the course? I think it's so beneficial and I loved making the website.
   20 hours ago by Tara Russo

Dashboard Tab

The **Dashboard** provides an overview of a **Community**.

Here users can:

- o **Join** a **Community**.
- o View **Members**, and send an **Invitation** to join a **Community**.
- o View and add any **Upcoming Events**.
- o View the **Moderator's Message**.
- o Enter **Forums** related to the **Community**.
- o View the **Latest Activity**, or most recent posts to **Forums**.
- o Add **Digital Content** to the **Repository**, and rate it.

NOTE: Since the user is not yet a **Member** of the **Community**, they are only able to read postings and cannot post any information.

Joining a Community

If you determine that you wish to be a **Member** of a specific **Community**, you may elect to **Join**.

1. Locate, and then click on the **Join** button in the upper-right hand corner of the **Dashboard**.
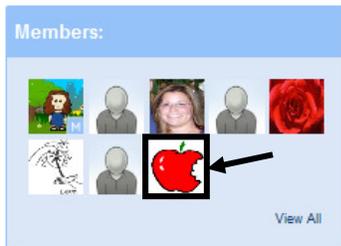

NOTE: This button is also available on the **Navigator** tab when performing a **Keyword Search**.

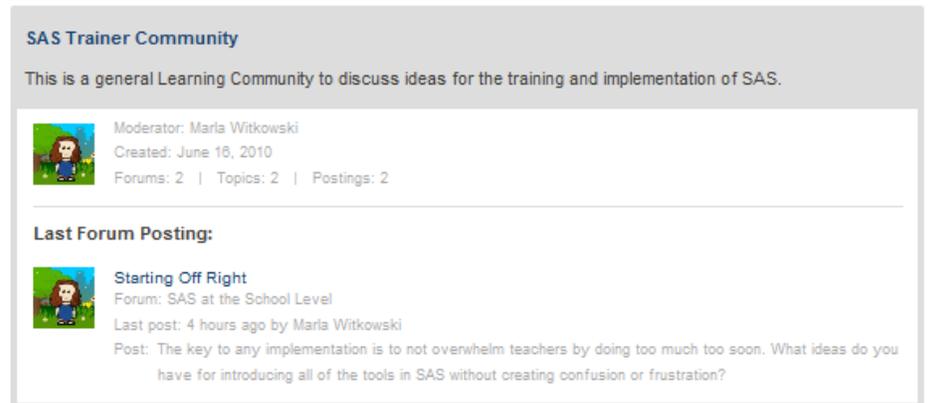2. Click **OK**. Joining a **Community** includes membership to all **Forums** within the **Community.**

3. You will be added to the list of **Members**, and the **Community** will now also appear on the **My Navigator** tab when you enter the **My Communities** tool.

You may upload an image to use as your avatar in the **My Profile** section of **Teacher Tools** (see p. 12).
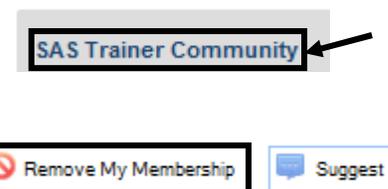
4. You will now be able to respond to postings within the **Community**.

Remove My Membership

If you determine that you no longer wish to be a **Member** of a specific **Community**, you may elect to revoke your membership.
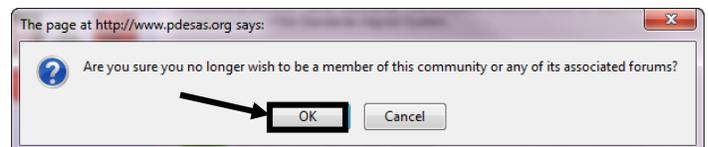
1. Click on the **Community Name** on the **My Navigator** tab.

2. Locate, and then click on the **Remove My Membership** button in the upper-right hand corner of the **Dashboard**.
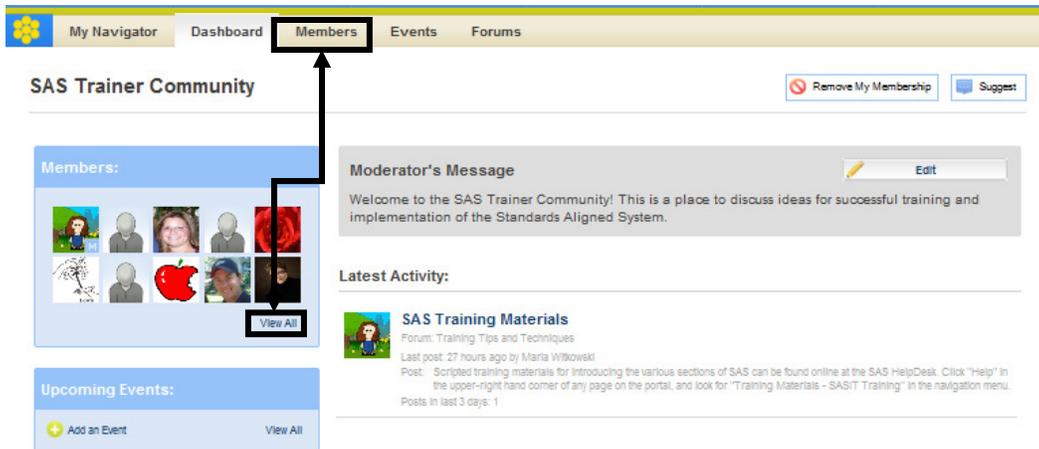

3. Click **OK**. Once you leave a **Community**, you will also lose membership to all **Forums** within the **Community**.
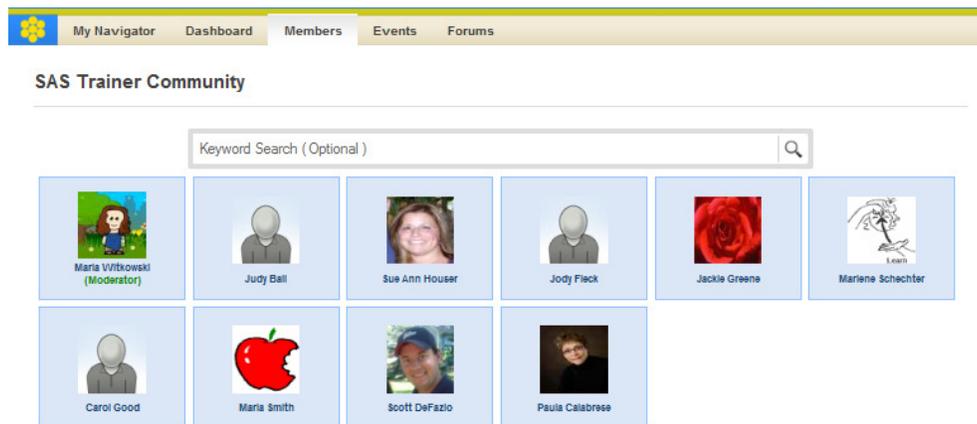

4. You will still be able to read information and postings within the **Community**, but will no longer be able to respond to any postings.
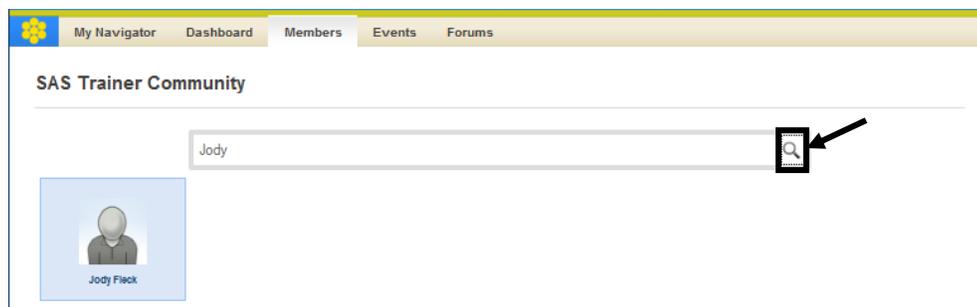
Members

1. To see all of the **Members** of a **Community**, click **View All** on the **Dashboard** tab, OR click on the **Members** tab.

2. You will be taken to the **Members** tab, where you will see everyone who is currently a **Member** of the **Community**.


3. Once a **Community's** membership has grown, you may elect to use the **Keyword Search** tool to search for a **Member**. Enter the **Member's** first and/or last name, and click the **Search** icon (magnifying glass) to search.

Community Invitations

To increase the amount of **Members** a **Community** has, you may wish to **Suggest** it to other SAS users.

1. Locate, and then click on the **Suggest** button in the upper-right hand corner of the **Dashboard** tab.
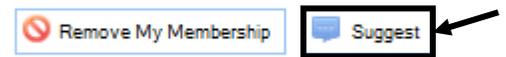
   > **NOTE:** This button is also available on the **My Navigator** tab when performing a **Keyword Search** or **Browse**.

2. A window will open. Enter a person's first, last, or full name, or email address. Click **Search** to locate them with the SAS user database.

3. A list of results will be returned. Click the **Select** button to the right of the appropriate user.

Name	Email Address	
Scott DeFazio	sdefazio@3rdl.com	✔ Select
Scott Deisley	deisleys@sgasd.org	✔ Select
Jay Scott	jscott@pattan.net	✔ Select

4. The user will be added to the list of **Chosen Users**. You may remove them at any time by clicking the **Remove** button.

   Chosen Users:

Name	Email Address	
Scott DeFazio	sdefazio@3rdl.com	🚫 Remove

5. Repeat Steps 2-4 until you have selected all of the users you wish to **Suggest** the **Community** to.

6. Click **Submit**.

7. Click **OK**.

   The page at http://www.pdesas.org says:

   ⚠ Your community suggestion has been sent to the chosen user(s). Thank you.

   OK

8. An email message will be sent to the user:

> *Your name* at *yourname@email.com* requested we send you this message:
>
> I thought you might be interested in visiting the SAS Learning Communities and joining the <INSERT PLC NAME>. The SAS Learning Communities are intended to extend and enhance the discussion of important issues, challenges, and ideas that promote success in the Pennsylvania educational community.
>
> To view this Learning Community, click here. Please explore the Community and join in on the conversation as we collaborate on educational topics that impact learning and instruction throughout the Commonwealth.

9. The **Suggestion** will appear on the chosen user's **My Navigator** tab, under **Community Invitations**. They can choose to **Accept** or **Decline** the **Community Invitation**.
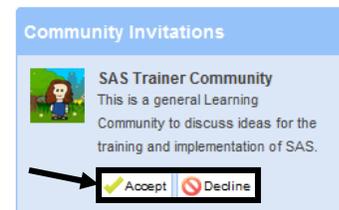
Peer-to-Peer Email

There may be times where you wish to discuss information one-on-one, privately, instead of within a **Community**.

1. Each **Member** in a **Community** has an avatar that appears on the **Members** tab, as well as next to any posting they make in a **Forum**.

2. Click on the **Member's Name** to send them an email.

3. A window will open. The **To:** and **From:** lines will be populated with the appropriate email addresses.

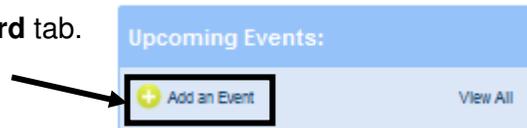4. Enter a **Subject**, and type the **Body** of your **Email**.

5. Click the **Send** button.

Events

Members of a **Community** may choose to post information about events that are relevant to the **Forum(s)** and/or **Topic(s)**.

1. Click **Add an Event** on the **Dashboard** tab.

Upcoming Events:

Add an Event   View All

2. A window will open. Enter an **Event Name** and **Location**.

Update Community Event

Community Information

Community: SAS Trainer Community
This is a general Learning Community to discuss ideas for the training and implementation of SAS.

Event Name
Standards Aligned System Institute

Location
The Westin Conference Center, Pittsburgh, PA

June 2010

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

3. Click in the **Start On** field, and use the pop-up calendar to select a starting date for the event. Repeat the process to select an **Ends On** date.

Start On
06/17/2010

Ends On (if more than 1 day event)
06/18/2010

4. Click in the **Start At** field, and use the sliders to select a starting time for the event, and then click **Done**. Repeat the process to select an **Ends At** time.

Start At:
08:30 am

End At:
04:30 pm

Choose Time

Time   08:30 am
Hour
Minute

Done

5. Click **Save**. The **Upcoming Event** will appear on the **Dashboard** tab.

Save   Cancel

6. Click on **View All** to see all of the **Upcoming Events** related to a **Community**, if needed.

Upcoming Events (1)

Jun 17

Standards Aligned System Institute
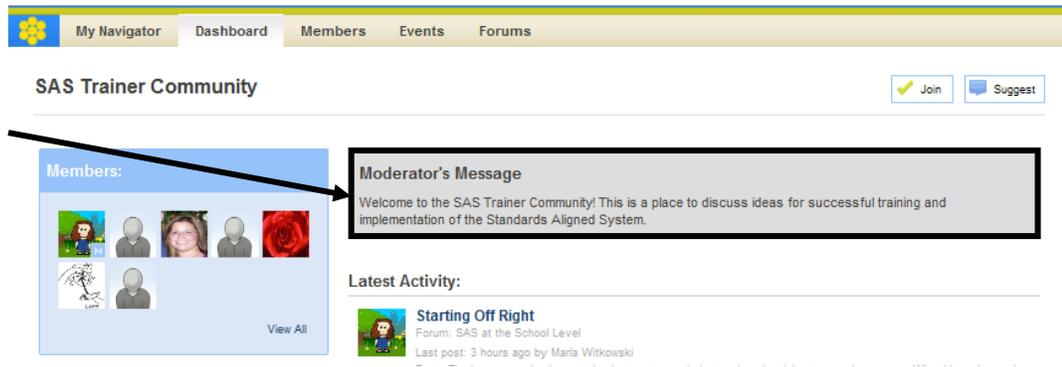Thursday June 17, 2010
8:30 AM to 4:30 PM
The Westin Conference Center,
Pittsburgh, PA

Add an Event   View All

Moderator's Message

The **Moderator's Message** is a greeting that welcomes **Members** to a **Community**. It appears on the **Dashboard** tab.
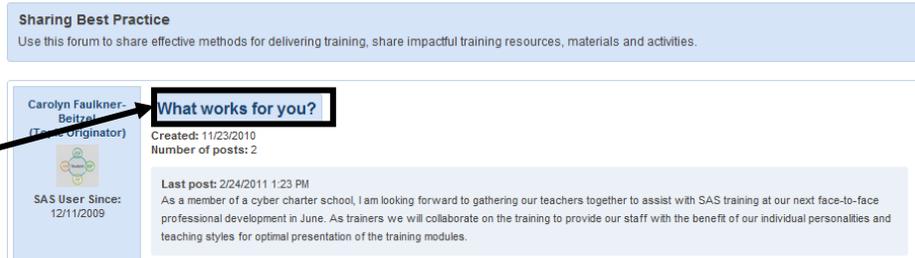

Forums

Forums provide a venue for threaded discussions within a **Community**. A single **Community** may contain multiple **Forums** dealing with a variety of topics.

1. From the **Dashboard** tab, click on the **Name** of the **Forum** you wish to enter. **Forums** can be found on the dashboard tab below the **Latest Activity** tab.
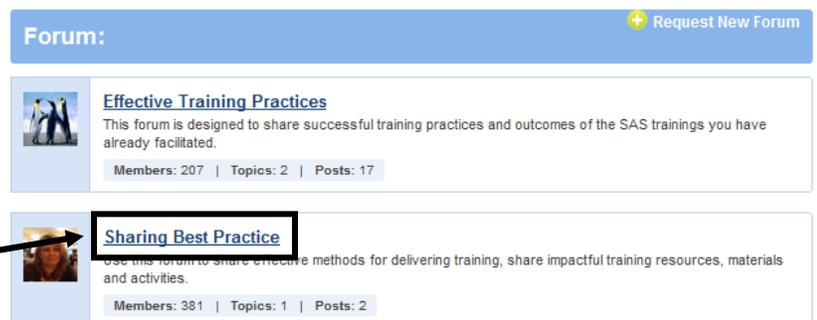
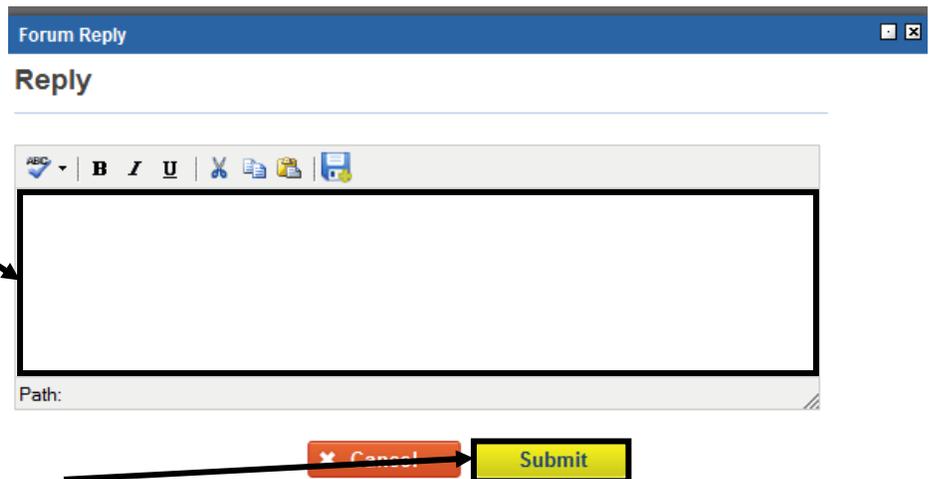2. You will see a list of all discussion **Topic(s)** within the **Forum**.

3. Click on the **Name** of a **Topic** to view all postings to a **Topic**.

Replying to a Posting
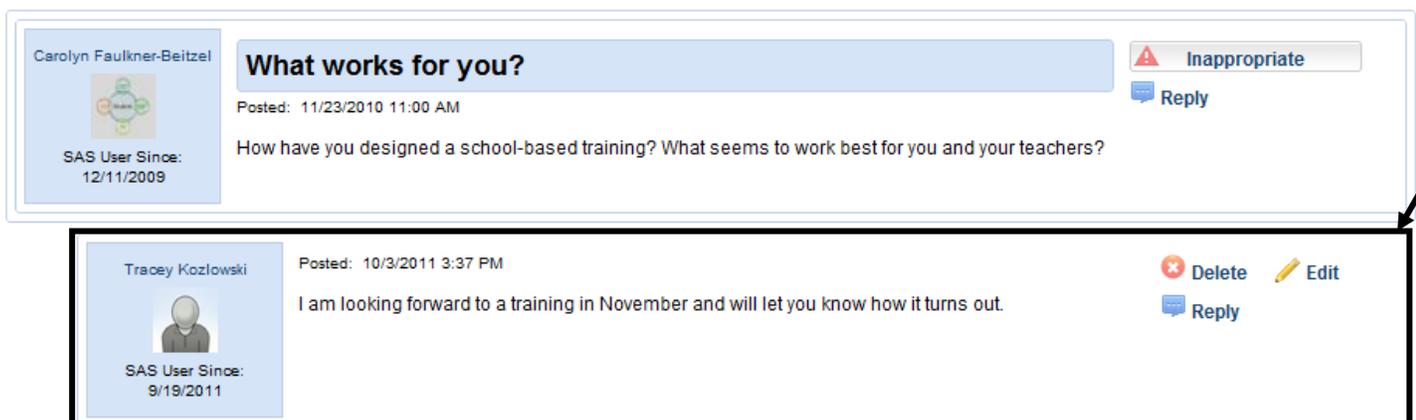
1. Click **Reply** to post a response.
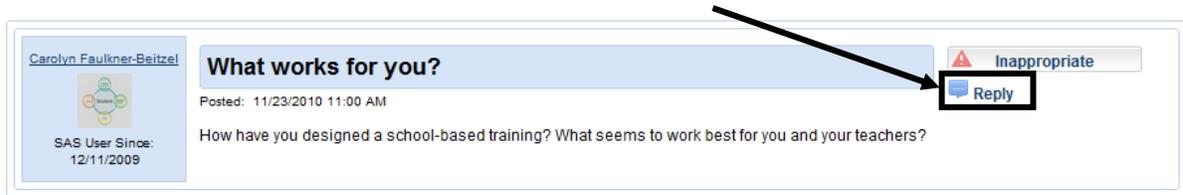
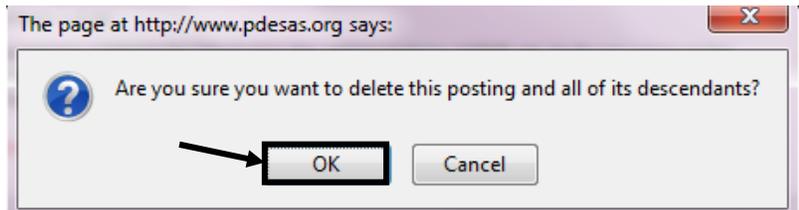2. A window will open. Enter your **Reply**.

3. Click the **Submit** button.

4. The window will close, and your **Reply** will be added to the **Forum**.

To Delete a Posting:

1. Click the **Delete** button.

2. Click **OK**. When you **Delete** a posting, you also remove <u>all</u> of the postings that are connected to the posting.

The page at http://www.pdesas.org says:

Are you sure you want to delete this posting and all of its descendants?

OK   Cancel

To Edit a Posting:

1. Click the **Edit** button.

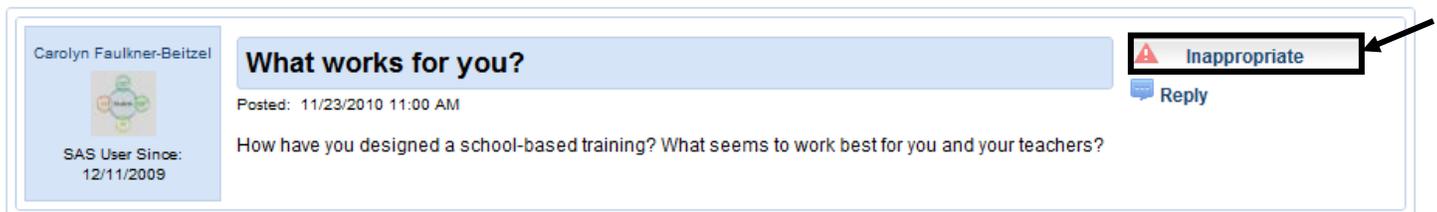2. Make any **Edits** necessary, and then click **Submit.**

Edit Posting

I am providing training for my faculty and I need to know how to set up a session for training. Can you please post any documentation you have on how to do that? I'm also not sure how to see the evaluation data, so any help would be greatly appreciated!
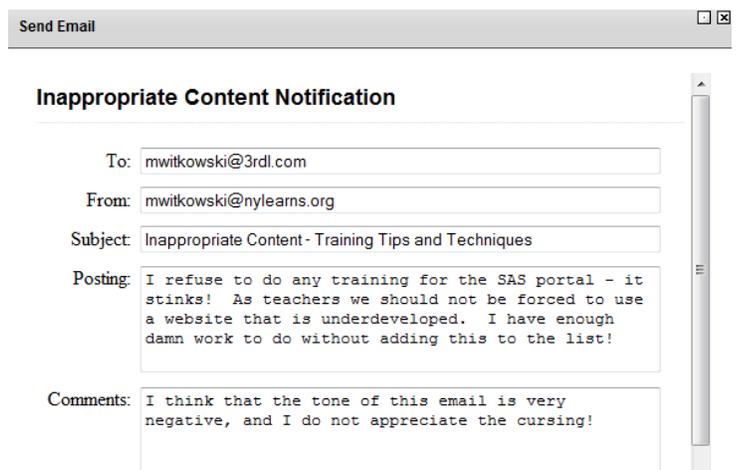
Inappropriate Postings

Occasionally a user may post something that you or another user may find objectionable.

1. Click the **Inappropriate** button to report the posting.

Carolyn Faulkner-Beitzel

SAS User Since: 12/11/2009

What works for you?

Posted: 11/23/2010 11:00 AM

How have you designed a school-based training? What seems to work best for you and your teachers?

⚠ **Inappropriate**

💬 **Reply**

2. A window will open. Enter any **Comments** regarding the posting.

3. Click the **Send** button.

Cancel   Send

Send Email

Inappropriate Content Notification

To: mwitkowski@3rdl.com

From: mwitkowski@nylearns.org

Subject: Inappropriate Content - Training Tips and Techniques

Posting: I refuse to do any training for the SAS portal – it stinks! As teachers we should not be forced to use a website that is underdeveloped. I have enough damn work to do without adding this to the list!

Comments: I think that the tone of this email is very negative, and I do not appreciate the cursing!

4. When this occurs, an email will be sent to the **Moderator**, highlighting the **Inappropriate** posting, and offering the user's reasons why the posting was marked as such.

5. Until a decision can be made by the **Moderator**, the posting, as well as any **Replies** to it, is temporarily removed from the **Forum**.

Posted: 6/22/2010 2:23 PM

A community user flagged this posting as inappropriate and it is currently under review by the moderator.

SAS User Since:

The **Moderator** may choose to:

- **Edit** or **Delete** the posting
- Contact the **Member** via **Peer-to-Peer** email
- Remove the **Inappropriate** status. The posting, and any related **Replies**, will again appear in the **Forum**.

Add New Topic

Within a **Forum**, it is a good idea to create **New Topic(s)** to get additional conversations started.

1. From the **Dashboard** tab, click on the **Forum Name**.

Training Tips and Techniques
In this forum you can share effective training strategies and materials.
Members: 3 | Topics: 1 | Posts: 1

2. Click the **New Topic** button.

Training Tips and Techniques

In this forum you can share effective training strategies and materials.

New Topic

3. Enter a **Topic Name** and an **Initial Posting**.

Add Topic

Add Topic

Topic Name:
Overwhelmed!

Initial Posting:

4. Scroll underneath the **Initial Posting**, and click the **Submit** button.

I am a new trainer. I took a 2 day workshop, and it was a lot of information - I felt overwhelmed, and I am really computer literate. I have no idea of how to best present SAS to my faculty without overwhelming them!

Cancel   Submit

5. The **Initial Posting** will appear on the **Topics** tab within a **Forum** as well as under **Latest Activity** on the **Dashboard** and **My Navigator** tabs.

Digital Content Repository

Once you have set up an **Initial Posting**, you may wish to include some **Digital Content** that will relate to the **Forum(s)** and/or **Topic(s)** that you have created.

Content Dividers

Dividers are used to help organize the content. Clicking on the **Folder** icon to the left of the **Divider** name will populate the contents of that **Divider** beneath the title.

Adding a Content Divider

1. From the bottom of the **Dashboard** screen, click on **Manage Content**.
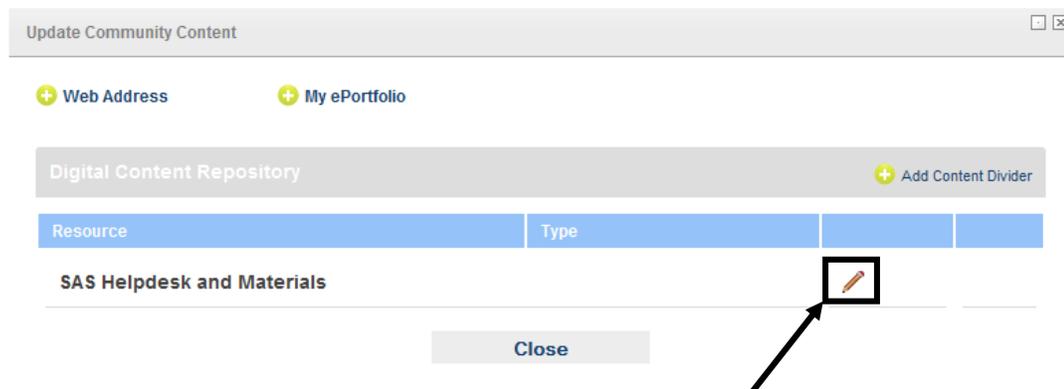

2. A window will open. Click on **Add New Divider**.
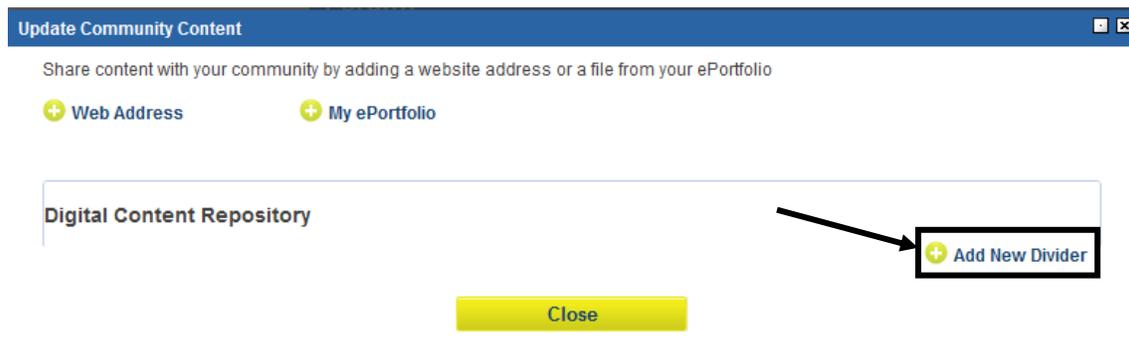
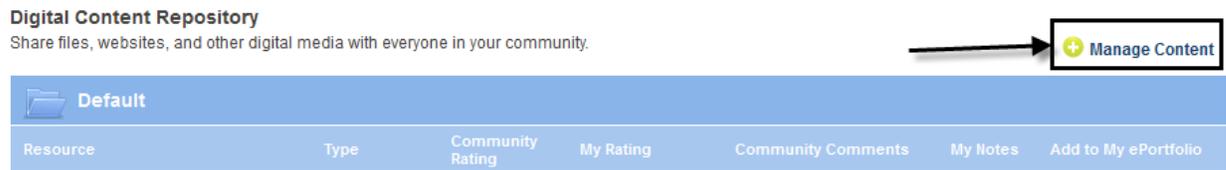3. Enter a **Name** for the **Content Divider**, and then click **Save**.
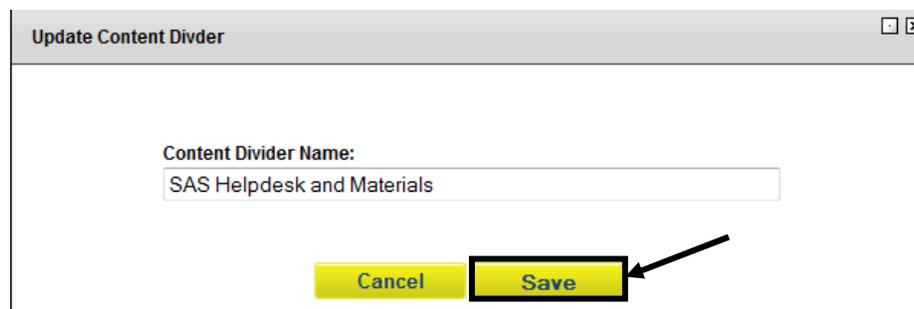
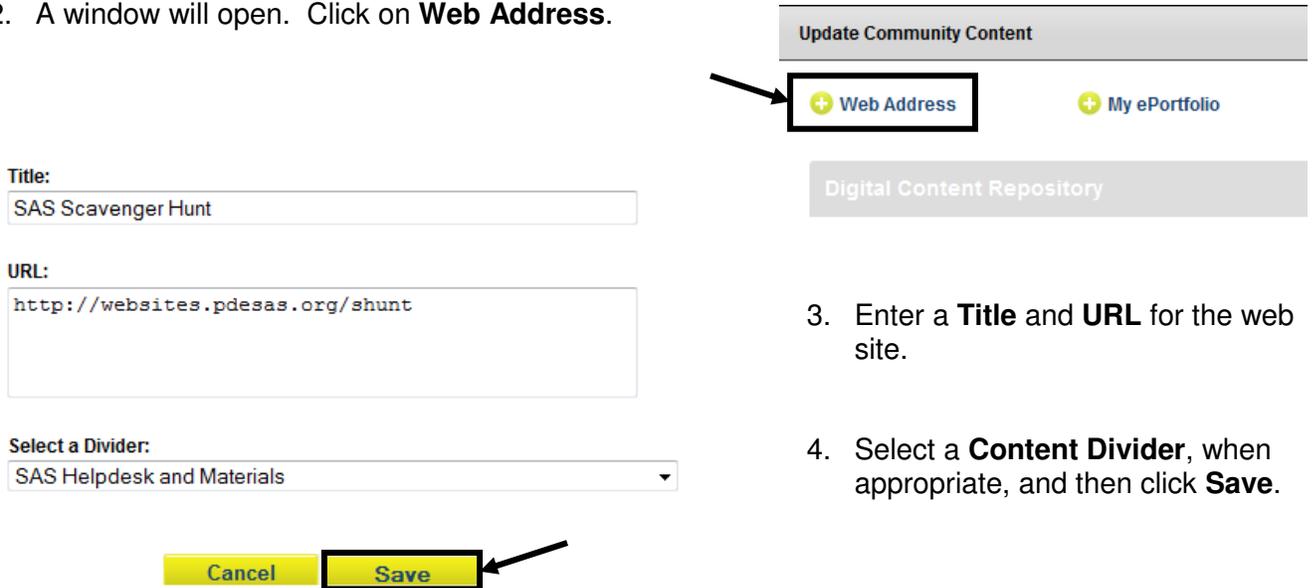4. Click **Close**, and the **Content Divider** will be added to the **Digital Content Repository**.

To **Edit** the **Content Divider**, click the **Edit** icon (pencil).

Adding a Web Address

1. From the bottom of the **Dashboard** screen, click on **Manage Content**.

Digital Content Repository
Share files, websites, and other digital media with everyone in your community.

⊕ Manage Content

📁 **Default**						
Resource	Type	Community Rating	My Rating	Community Comments	My Notes	Add to My ePortfolio

2. A window will open. Click on **Web Address**.

Update Community Content

⊕ Web Address   ⊕ My ePortfolio

Digital Content Repository

Title:

SAS Scavenger Hunt

URL:

http://websites.pdesas.org/shunt

3. Enter a **Title** and **URL** for the web site.

Select a Divider:

SAS Helpdesk and Materials ▼

4. Select a **Content Divider**, when appropriate, and then click **Save**.

Cancel   Save

5. Click the **Close** button.

NOTE: Users may only delete their own **Digital Content**. 📋

Update Community Content

⊕ Web Address   ⊕ My ePortfolio

Digital Content Repository			⊕ Add Content Divider
Resource		Type	
SAS Helpdesk and Materials			🖊
SAS Scavenger Hunt		Web Address	🖊 ✖

Close
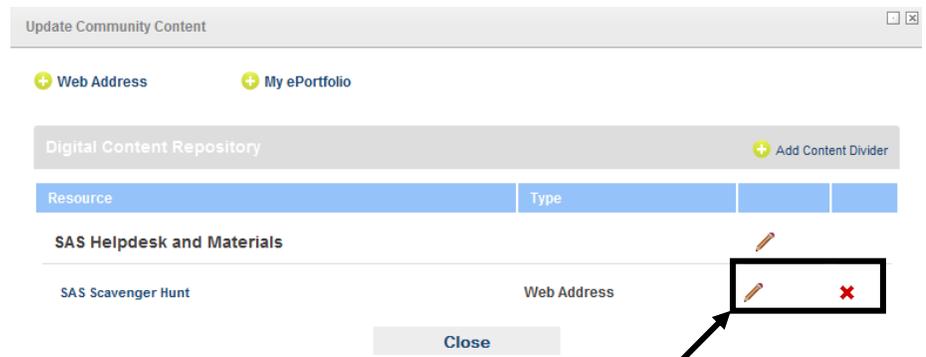
- To edit the **Web Address**, click the **Edit** icon (pencil).
- To delete the **Web Address**, click the **Delete** icon (x).

6. The **Web Address** will be added to the **Digital Content Repository**.

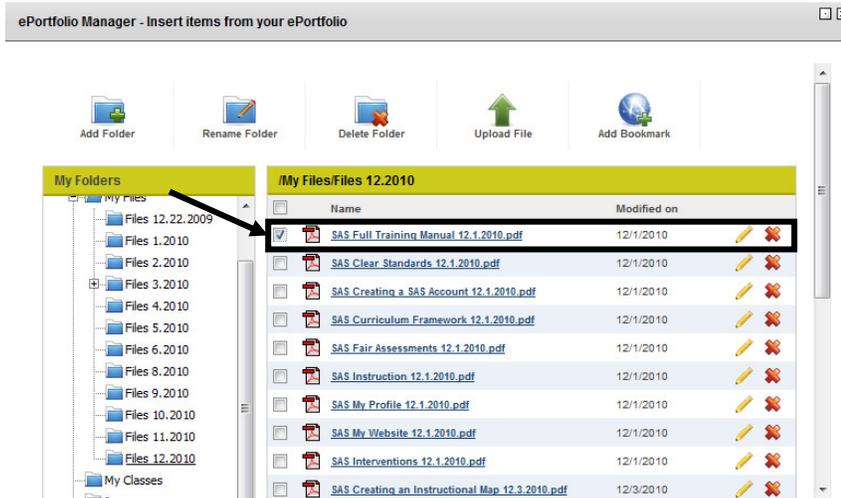| SAS Helpdesk and Materials				
SAS Scavenger Hunt	Web Address	★★★★★ ✖★★★★★	💬	📄

Inserting items from My ePortfolio

1. From the **Dashboard** tab, click on **Manage Content**.

2. A window will open. Click on **My ePortfolio**.

3. The **Portfolio Manager** will open. Navigate to the appropriate **Folder**, and place a **checkmark** next to the item you wish to add to the **Repository**.

4. Select a **Content Divider**, when appropriate.
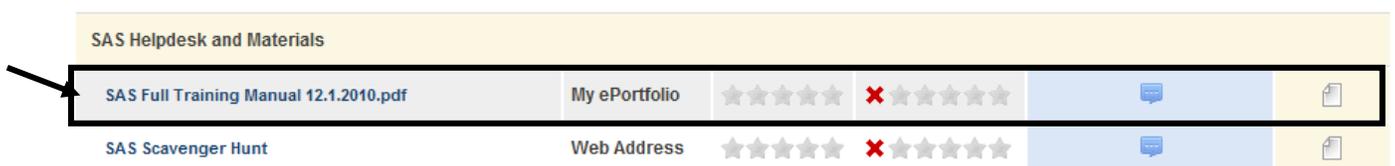
5. Click the **Add** button.
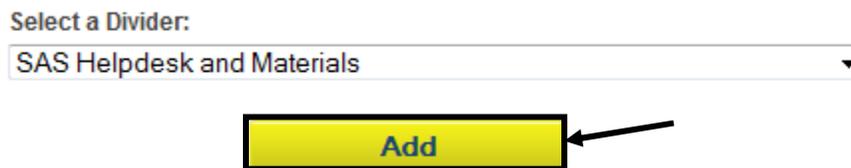
NOTE: Users can also **Upload File(s)** directly to the **ePortfolio** within the **Portfolio Manager**. Click on the **Upload File** button to add files to the **ePortfolio.**

6. Click the **Close** button.

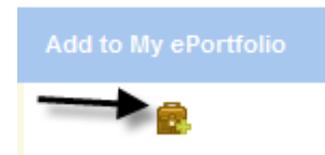7. The item will be added to the **Digital Content Repository**.

Adding Items to My ePortfolio from Digital Content Repository

1. Locate the item that you wish to add to your **My ePortfolio**.

2. Click on the **Add to My ePortfolio** icon for that item.

3. A pop up window will appear. Select a **Folder** within your **My ePortfolio** to place the item in.

4. Enter a **Description** (optional).

5. Click the **Save** button.

6. The item will appear as a resource in your **My ePortfolio**.

My Rating

Once there are resources in the **Digital Content Repository**, you may add a rating to the content.

1. Hover your mouse over the **Stars** under the heading **My Rating**.

2. Highlight the number of **Stars** (1-5) you wish to award the resource.

3. Your rating will be averaged in with the ratings of other **Members** under the heading **Community Rating**.

4. To remove your rating, click the red **X** icon to the left.

Community Comments

Members of the **Community** can **Comment** on resources in the **Digital Content Repository**.

1. To add a comment click on the icon under the heading **Community Comments**.

2. Enter **Comments**, and then click **Save**.

3. Your **Comments** will be added to the list at the top of the window.

4. Close the window.

Add Comments

Created	Author	Comment
6/21/2010	Marla Witkowski	You can find the most current training resources for SAS in the Training Materials section of this site.
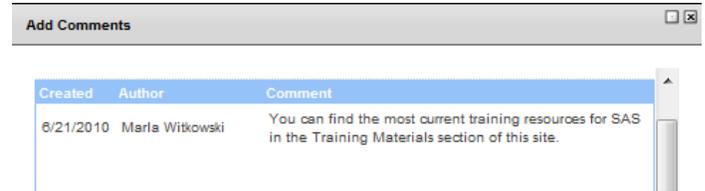
My Notes

Add personal **Notes** to a resource within the **Digital Content Repository**.

1. Click the icon underneath the heading **My Notes**.

Digital Content Repository   Add Content

Resource	Type	Community Rating	My Rating	Community Comments	My Notes
SAS HelpDesk	Web Address		✘	💬	📄
SAS Full Training Manual 6.11.2010.pdf	My ePortfolio		✘	💬	📄

Update Notes

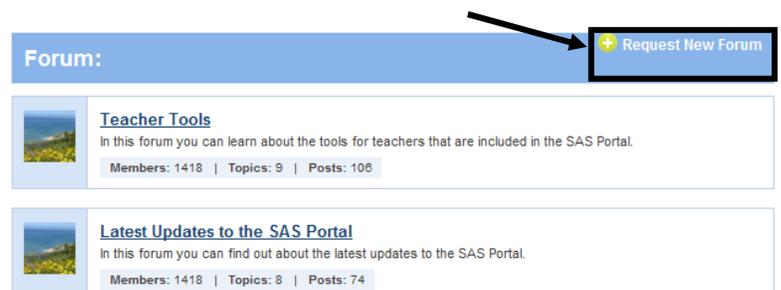There are scripted training materials on the SASIT training page.

2. Enter **Notes** and then click **Save**.

3. The window will close. To see your **Notes**, click on the icon again.

Cancel   Save
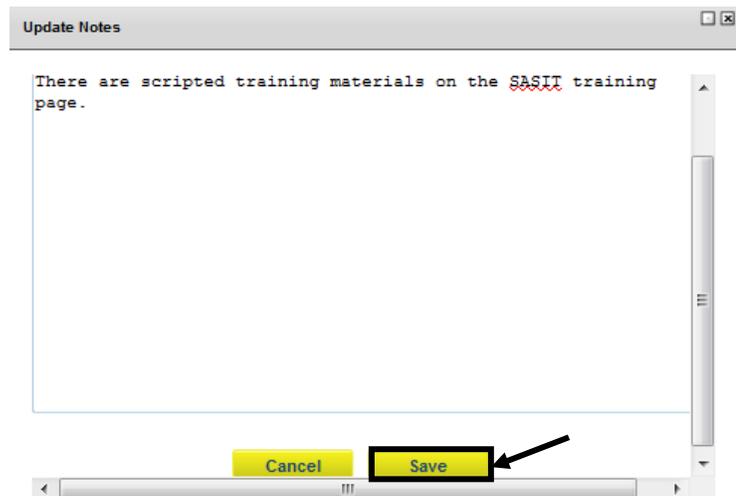
Request New Forum

If you have an idea for a new **Forum** within a **Community**, please use the **Request New Forum** button.

1. From the **Dashboard** or **Forum** tab, click **Request New Forum**.

Forum: ➕ Request New Forum

Teacher Tools
In this forum you can learn about the tools for teachers that are included in the SAS Portal.
Members: 1418 | Topics: 9 | Posts: 106

Latest Updates to the SAS Portal
In this forum you can find out about the latest updates to the SAS Portal.
Members: 1418 | Topics: 8 | Posts: 74

2. Enter a **Suggested Name** for the **Forum**.

3. Enter the **Purpose** of the **Forum**.

4. Click the **Submit** button.

Request Forum

New Forum Request

Suggested Name:
New Features

Purpose:
I would like to see a group that discusses new features of SAS, and highlights training materials and effective methods for introducing them to educators.

Cancel   Submit

The page at http://www.pdesas.org says:

⚠ Your request has been sent to the moderator(s) of this community. Thank you.

OK

5. Click **OK**. The **Request** will be sent for consideration.