

ACCED-I Communities of Practice Guide

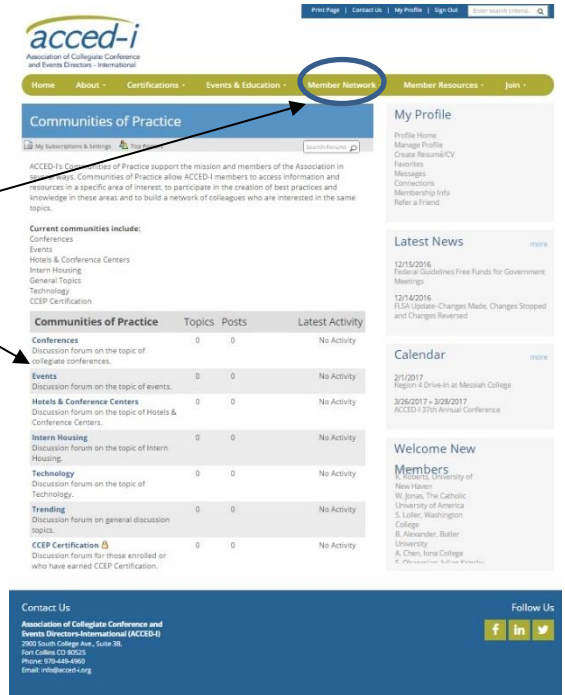
A Community of Practice (CoP) or Forum is a group discussion formed based on a topic, goal or scope of interest and seeks to create a knowledge base and best practices to be shared with other Association members.

Getting Started...

To get started with a CoP, login to the ACCED-I website and access the communities by clicking on the *Member Network* tab, then *Communities of Practice*.

You will see the Forum index which lists the active Communities.

Click on a CoP category to see the discussions within that group.



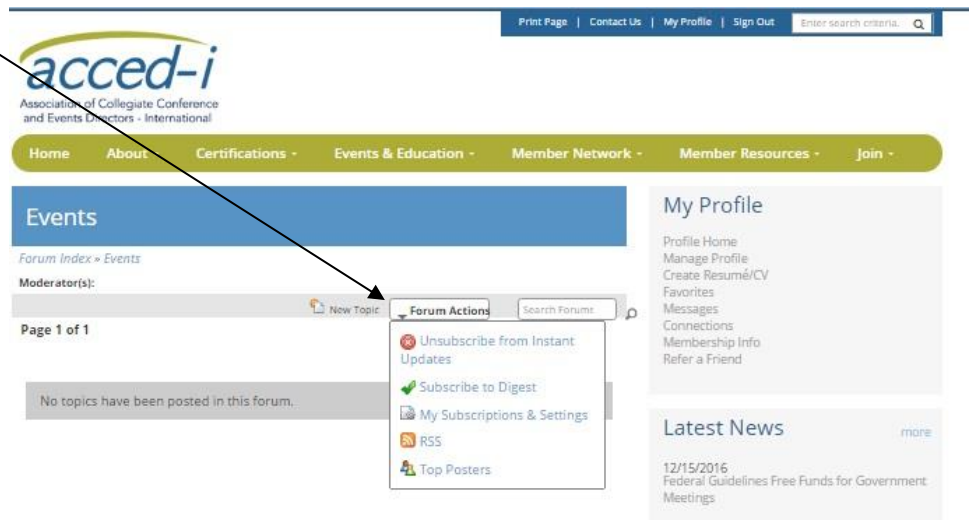
Manage Your Subscriptions

Click on *My Subscriptions and Settings*, to view and manage your subscriptions and settings.

Click on the *Forum Actions* area to manage your activity.

Here, you can:

- Subscribe/Unsubscribe from instant updates
- Subscribe/Unsubscribe to digest version
- RSS Feeds
- See who the top posters are



Posting to a Community of Practice

How do I post a message in the Community of Practice?

Click on the *New Topic* link.

Type in the subject and the text for your post. If you wish to attach an image or file you can do so.

Click *Submit Post*.



How do I reply to a discussion?

To reply to a discussion within the website, click on the link, enter your reply and click, *Submit Quick Reply*.

To reply to a discussion from your email after receiving the instant update or digest, click on the link contained within the email. Click on *remember me* when logging into the ACCED-I website so that you don't have to login each time.

How do I get updates on posts I am interested in?

If there is a topic of interest to you, you **MUST** subscribe to instant updates. When you are within the topic, there is a drop down menu in the right upper corner called *Thread Actions*. Click on that and select *Subscribe to Instant Updates*.

How do I delete posts?

Unless you are a CoP Moderator or an Administrator you can only delete your own posts. If someone has replied to your post then you will no-longer be able to delete it. If you wish to delete your post contact Lori@acced-i.org.

How do I edit posts?

Unless you are a CoP Moderator or an Administrator you can only edit your own posts and only if the CoP administrator has created the relevant rights for you to do so. When you edit your posts depending on the CoP setup, it will display the username, time, and date of when the post was edited at the bottom of the post.

How do I add a signature to my post?

You can add a signature to the bottom of your posts. To do so you need to first create a signature in through *My Subscriptions and Settings*.

Moderators

What are Community of Practice Moderators?

Moderators are members who look after the day to day running of the communities. They have the power to edit, delete, move, close, unclosed, topics and posts, in the Community of Practice they moderate. Moderators generally are there to prevent people from posting offensive or abusive material.

Can I be a moderator?

If you are interested in being a CoP moderator, email Communications & Marketing Manager Lori Everhart at Lori@acced-i.org and indicate which CoP you are interested in moderating.

Help or Questions

If you have questions about the CoP, contact Communications & Marketing Manager Lori Everhart at Lori@acced-i.org.