Exploration –Communities

The SAS Professional Learning Communities were developed for educators to communicate and collaborate across the Commonwealth via communities, threaded discussion forums, and blogs.

1. Click on MySAS in the upper-right hand corner of any page in SAS.

2. Choose Communities from the MySAS menu.

3. When you first enter Communities, the page may contain:

   - A list of the Learning Communities that you are a member of.
   - Invitations to Learning Communities from other users.
   - A highlighted community, referred to as a Featured Community.

4. You can also view a list of <u>all</u> Communities, Forums, and Blogs by clicking on Find a Community.

5. Enter the Keyword *trainer*, and click the Search icon (magnifying glass).

6. Click on the *SAS Trainer Community*.

7. You will be taken to the Dashboard tab, which provides an overview of a Community. Here you can:

   - View the Moderator's Message.

   - Join a Community, and send an Invitation to join a Community.

     o Click the Join button. Joining a Community includes membership to all Forums within the Community. You can also use the Suggest button to search for and invite others to join the Community.

   - View Members.

     o In the Members area in the right side of the Dashboard, click View All.

   - View and add any Upcoming Events.

     o In the Upcoming Events area in the left side of the Dashboard, click View All.

     o Review the Events listed. Any member of the Community can Add an Event to the list.

- Enter Forums related to the Community. View the Latest Activity, or most recent posts to Forums.

    o Scroll down to the Forum area on the Dashboard tab. Click on the *Effective Use of Teacher Tools* Forum.

    o Locate and click on an appropriate Topic Name (e.g. Curriculum Mapping, etc.). Post a reflection regarding the effective use and implementation of the Teacher Tool you selected.

    o Postings within a Forum can be Replied to, and can also be flagged as Inappropriate. If you mark something as Inappropriate, it will be temporarily removed from the Community and the Moderator will be notified.

- Add Digital Content to the Repository, and explore content that other Community   Members have posted.

    o Scroll down to the Content Repository area on the Dashboard. Click on Manage Content

    o Click on the *SAS Helpdesk and Materials* Divider (folder).

    o Locate the file titled *SAS Full Training Manual 9.27.2012.pdf*, and save it to your computer.

    o You may click on Comments to share your thoughts regarding the document with other Members, or click on My Notes to make your own personal notes regarding the document.

    o Click on Add Content to add an exemplary resource from your own ePortfolio.