

UCEA CONNECT Quick Start Guide

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Introduction

UCEA CONNECT is a new social networking site for UCEA Association members to participate in Association discussions, start your own personal blog, create a photo album, and share and view your professional profiles. Here's how to get started.

Sign-in and Registration

UCEA CONNECT is a members-only site; therefore, you need to complete your registration and sign in before you can access the various areas of the site.

The URL for UCEA CONNECT is:

<http://connect.ucea.edu>

On the home page, please enter your username and password at the right side of the page under the **SIGN IN** section; then click the **Sign In** button. If you haven't registered yet, click the **REGISTER** link at the bottom of the site menu on the left-hand side of the page.

Using Blogs

There are three kinds of blogs offered on UCEA CONNECT:

1. Association Wide Blogs (or discussions)
2. Private Group Blogs (or discussions)
3. Personal Blogs (for example, your own blog if you choose to start one)

Association Wide Blogs

To view the list of **Association Wide Blogs**, click the menu item with that label under the **Home** menu item at the left-hand side of the screen after you sign in. Every member (after signing in) has access to the same list of community blogs. You can read and post messages on any of these blogs. There are blogs for each UCEA region as well as blogs for each Community of Practice. There are also additional association wide blogs you can view for inquiries or comments intended for the entire membership. Please respect the intention of each blog and stay on topic.

Private Group Blogs

1. After your registration is complete, a system administrator will review your status and assign you to any appropriate private groups that you are currently a member of in UCEA. You will receive an email indicating the groups you have been included in. For example, if you are a commissioner, then you will be added to its associated private group. Each private group has one or more blogs. Only members of a group can view and post messages in these blogs. To view private blogs, please follow these steps. If you recently registered, you might need to wait until you are added to your private groups by the system admin, or you can email a request to the admin.
2. After signing in, you will first see your personal profile in the center panel of the page. At the lower left side of the profile panel, you will see a list of your groups. You can visit a group's home page by clicking on the group's name. Alternatively, on the right side of the page, there is a list of items underneath **MY PROFILE** including **My Groups**. You can click this to view a list of the groups that currently include you as a member. To view a group's home page and any blogs or discussions for that group, either click on the name

of the group in the **Group Name** column or the associated **House** icon under the **Homepage** column.

3. When you view a private group's home page, you will see a list of blogs for the group. You can view all the blog posts, add a new post to a blog, or upload a photo by using the horizontal menu at the top of the panel. The menu items are: **Group Home, Directory, Photo Album, Blogs, Message Group, Leave Group**. Directory shows a list of members of the group, Photo Album shows photos uploaded for this group, Blogs is what you see on the Group Home page, Message Group allows you to send a message to the group that is stored and read only the UCEA CONNECT site, and Leave Group removes you from the group. *Caution:* If you leave a group, then only a system administrator can add you back in again.

Note: Ignore the table labeled **My Permissions** at the bottom of the **My Groups** section. The information there isn't relevant for UCEA CONNECT.

Personal Blogs

Every member can start their own personal blog. To create, add to, or edit your blog: after you sign-in, click on the link **My Personal Blog** underneath the label **MY PROFILE** on the right side of the page. In the center of the screen, a new panel will display with the label **My Blog**. To start your personal blog, click **New Blog Entry** near the top under the My Blog label. You can edit a blog entry after you submit it. Each entry is stored in a list you can view and edit later. Other users see one personal blog for another member with all the entries that have been submitted to date by viewing a member's profile page, and then clicking on **Read My Blog** near the bottom of the personal profile page.

Subscribing and Unsubscribing to Blogs

If you *subscribe* to a blog, you will receive an email notification each time a new post is submitted to that blog. Email notification does not occur when comments are submitted to an existing blog post. To subscribe to a blog, you visit the blog page of interest, and then you click the **Subscribe** button at the top of the blog panel. The button label then changes to **Unsubscribe**. Therefore, to unsubscribe from a blog, you can simply click the **Unsubscribe** button in a blog. You can view your subscriptions by clicking **My Blog Subscriptions** in the **MY PROFILE** menu at the right side of the page; you unsubscribe from one or more blogs in your subscriptions table by simply clicking the corresponding **Unsubscribe** icon in the right column..

Adding Connections and Other Social Networking Features

With UCEA CONNECT, you can interact with your colleagues in other ways beyond participating in the blogs. Each member can enter professional and contact information in their profile that other members can view, upload a professional cv/resume, create a photo album, add connections with specific members, and send messages to other members. For example, if you have photos from a regional conference or a recent trip you want to share with your colleagues, you can upload these in your photo album (click **My Photo Album** under **MY PROFILE**) or request placement of the photos in an appropriate group area.

Adding Connection

To add a *connection*, display a member's profile and click **Add Connection** to invite someone to *connect*. Then type and send an invitation message, and wait for the member to respond. The recipient can choose to accept or deny your request. Buttons for your latest two connections are displayed in your profile; if you click one, you will view a connected member's profile. You can click the organization name in their profile to see other members from the same organization.