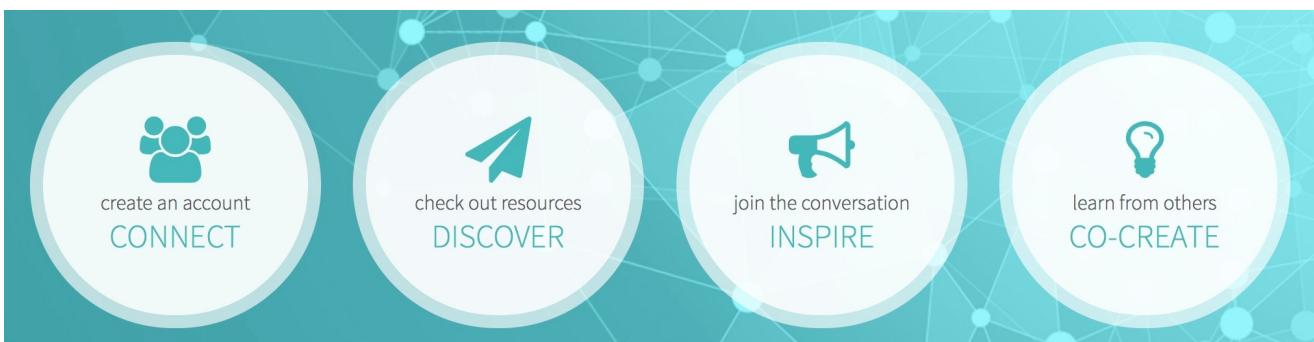


# HOW-TO GUIDE



## About this Guide

In this guide, you will learn about each section of the online community to help you make the best use of all it has to offer. Here you will find information on:

- Join or Login
  - Activate Your Account
  - Login to Your Account
- Main Navigation Bar
  - Activity
  - Members
  - Groups
  - Resources
  - Events
  - Questions and Answers
- Personal Settings Menu
  - Activity
  - Profile
  - Notifications
  - Messages
  - Forums
  - Settings
  - Log Out
  - Send Invites

[Join](#)[Login](#)

## Join or Login

To join the online social learning community, visit [community.healthycampuses.ca](http://community.healthycampuses.ca) and click on the blue “Join” button. Enter your new account details, including a unique username that is lowercase letters or numbers with no spaces. For example “johndoe.” Your unique username will be visible to other members. Complete all fields and tick off any social learning groups you are interested in joining.

After reading the Community Guidelines, you must agree to the terms before moving on. Click on sign me up for the Healthy Minds | Healthy Campuses newsletter to join our mailing list. Once complete, hit “Complete Registration.”

### Create an Account

#### Account Details

Username (required)

Only lowercase letters (a-z) and numbers are allowed.

To begin using this social learning platform, you will need to complete the following steps:

1. Activate your account via the email we have just sent to your email address
2. For security purposes, wait for one of our administrators to confirm your account

In the meantime, please upload a profile photo below:

**Profile Photo**

Please upload a photograph that we can use for your account's profile!



## What is an Online Social Learning Community?

An online social learning community is a virtual space where members of the Healthy Minds | Healthy Campuses Community of Practice can connect, discover, inspire and co-create together.

This space renders the ability to enhance our learning as a group by supporting knowledge exchange and encouraging innovation across post-secondary institutions and organizations within British Columbia and beyond who share the common goal of promoting campus mental health and reducing risky substance use.

## Activate Your Account

Once your account details have been accepted, you will be directed to a page that's titled "Check Your Email to Activate Your Account." At this time, you can upload your personal profile picture that will be shared on the community space. Please upload a photo of your face and crop the photo to fit into the designated photo template.

**\*Helpful Hint: Photos that are square shaped are the easiest to crop.**

Check your email and click on the activation link. To ensure the privacy of our online community, you must wait for an administrator to approve your request to join the online community once you have activated your account. Until you receive an email notifying you that you have been approved by an administrator, you will not be able to use your login information.

## Login to Your Account

Once you receive an email notifying you of administrator approval, you are ready to login! Visit [community.healthycampuses.ca](http://community.healthycampuses.ca) and click the green "Login" button. Enter the username you created when you set up your account and your password. Click "Log In." Once logged in to your account, you will see a new toolbar of options including home, activity, members, groups, resources, events and questions and answers.

Co  Connect

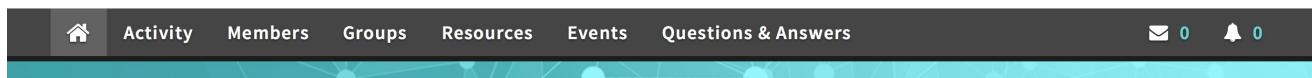
Create a personal profile to share a little bit about yourself with other community members. Connect with other members of the Community of Practice who share similar interests and view their profile to learn more about their areas of expertise, current projects they are working on, involvement within Healthy Minds | Healthy Campuses, their educational background and more! Continue conversations had at in-person and online learning events and start new conversations. Be sure to upload a profile picture to help build our vibrant virtual community and check out the interactive map to find community members from across British Columbia and beyond.

**Join Today**

**Close** 

# Main Navigation Bar

Use the main navigation bar to explore what is available to you within the online social learning community. Each of the tabs will turn a light grey colour when you have selected one of them. Learn more about what each of the tabs offers to members below.



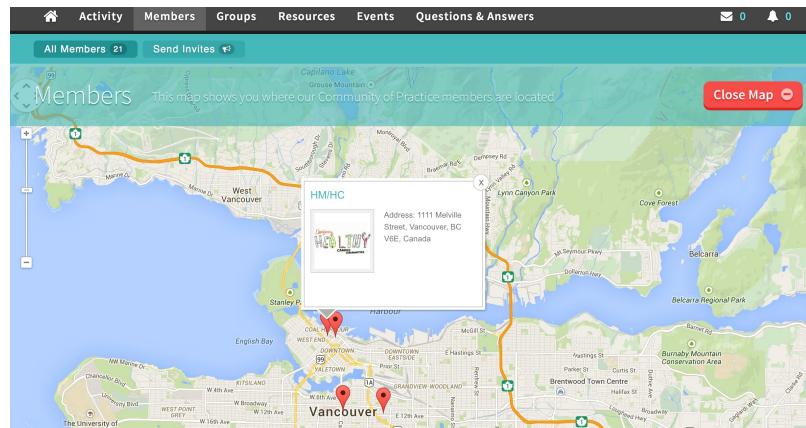
## Activity

The Activity button allows you to view what has happened on the social learning community. By viewing the “Activity Feed” under “All Members” you can view what other members have been up to within the online space to stay up-to-date with the latest discussion posts, resources, events and more. If you would like to view activity specifically related to the social learning groups, click on “My Groups” in the blue sub-navigation bar. You can also click “Mentions” to read posts that other members have made using the @ symbol to notify specific people. You can also use this space to upload a photo, video or link to your post and share it in the activity feed for everyone to see or within a specific group.

A screenshot of the Activity feed interface. On the left is a circular profile picture of a person sitting outdoors. Next to it is a text input box containing placeholder text: "Notify people using the @ sign. For example, @HMHC check out the new resource I added to the online social learning community!". Below the input box are three circular icons: a camera, a video camera, and a lock. Underneath these is a dropdown menu labeled "Post in:" with "Activity Feed" selected. To the right of the dropdown is a green "Post Update" button. To the right of the main feed area is a sidebar with the heading "Mentions". The sidebar contains a descriptive text: "Just like on Twitter or Facebook, you can use the @ sign to notify specific people within the online community of a message."

## Members

Once you click on the members tab in the main navigation bar, you will notice a Google map that you are able to expand (click “Expand Map”). Use the + and - on the left side of the map to zoom in and out on different parts of Canada. Each red pin represents a member of our Community of Practice and when you click on one, you will see the member’s photo, name and location. When you click on the member’s name, you will be re-directed to their profile page.



Minimize the map by clicking “Close Map,” and you have the option of scrolling through all of the Community of Practice members or searching for a specific person using the search box. For each member, you have the option to view their activity, profile or send them a private message.



Sarah Joosse  
Knowledge Exchange And Social Learning Coordinator  
Healthy Minds | Healthy Campuses  
Canadian Mental Health Association- BC Division

Activity  Profile  Private Message 

## Groups

When you click on the “Groups” tab on the main navigation bar, you can view institutions and organizations who are part of our Community of Practice, learn about the various committees or working groups community members are involved with or browse through hot topic groups that have been created. Simply click on the type of group you are searching for to narrow the group list. You can also use the search bar to find a group or search for specific key words to sort through the social learning groups.

Search Groups... 

Or click on a group type below to sort through the group listings.

INSTITUTION \*

ORGANIZATION \*

COMMITTEE OR WORKING GROUP \*

FOCUS AREA \*

### Co-Create

Collaborate with other community members to co-create innovative new resources, ideas and events. Join a group to engage in discussions, work together to develop a resource or plan and support one another in the online community space. Start a group designed for a new sub-committee, working group, a post-secondary institution or a specific focus area to encourage collaboration among all members of the group. Invite other community members to join your group to be part of exciting new innovations.

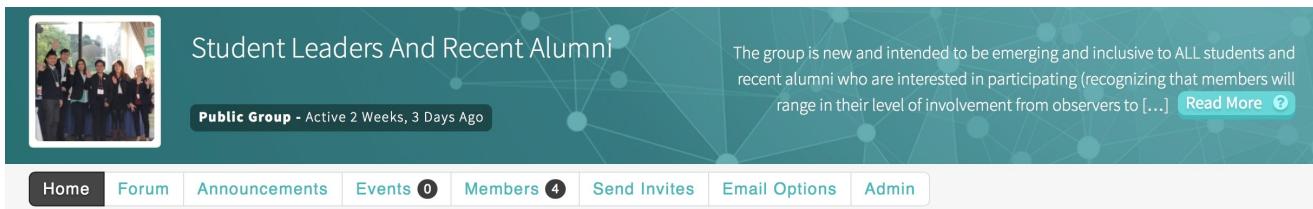
 

## Create a Group

If you don't see an existing group for your institution, organization, committee, working group or a focus area, go ahead and create a new group! Click on the button "Create a Group" located in the sub-navigation bar and enter the new group name and description. Select whether the group is an institution, organization, committee or working group, or a focus area. Click "Create Group and Continue." Determine whether you want your group to be public (visible to all registered members), private (visible but can only be joined by request) or hidden (not visible and can only join if invited by a group administrator). Select who can invite other members into the group and determine how often users who join the group will be notified by email. Enable the forum feature to allow for group discussions and sharing of resources within your new group. Choose a file to upload as the main photo for the group (it may be a logo, a picture that represents the interests of the group, or any other creative photo idea you might have). Upload another photo to use as a sidebar image to make your group page more visually appealing. Lastly, you are able to invite current members to join your group. Members will also be able to join at a later time.

## Group Navigation

Within each group, there is a white navigation bar that displays the tabs Home, Forum, Announcements, Events, Members, Send Invites, Email Options and Admin. Learn more about what each section offers in the descriptions below.



The screenshot shows a group page with the title "Student Leaders And Recent Alumni". It features a thumbnail image of a group of people, the text "Public Group - Active 2 Weeks, 3 Days Ago", and a description: "The group is new and intended to be emerging and inclusive to ALL students and recent alumni who are interested in participating (recognizing that members will range in their level of involvement from observers to [...])." A "Read More" button is visible. Below the title, there is a navigation bar with tabs: Home (selected), Forum, Announcements, Events (0), Members (4), Send Invites, Email Options, and Admin.

### Home

- Check out what has happened in the group recently by scrolling through the group's activity.

### Forum

- Use the forum to share and discuss resources, pose a question or start an important conversation about a specific topic.

### Announcements

- As a group administrator or moderator, you can share important news with your fellow group members by posting a group announcement. If you are not the group administrator, feel free to contact [sarah.joosse@cmha.bc.ca](mailto:sarah.joosse@cmha.bc.ca) to request the ability to share an announcement in the group.

### Events

- View upcoming events, show you are attending an event by RSVP'ing, or share a new event that you think other group members would be interested in learning more about.

## Members

- Click on “Members” to see who within the online social learning community is part of the group you have selected.

## Send Invites

- Invite other members inside the platform to join your group. You can also extend the invitation to colleagues who are not yet signed up for the platform to create an account and join your group once registered.

## Email Options

- Select how often you would like to receive email notifications about what is happening within the group.

## Email Subscription Options

How do you want to be notified about activity related to this group?

- No Email  
I will read this group on the web
- Weekly Summary Email  
Get a summary of new topics each week
- Daily Digest Email  
Get all the day's activity bundled into a single email
- New Topics Email  
Send new topics as they arrive (but don't send replies)
- All Email  
Send all group activity as it arrives

[Save Settings](#)

## Admin

- If you created a group or have been added as an administrator, you will have the option to edit the settings of the group. It is here that administrators can change the name, description or group type. Administrators will also have access to a navigation bar, that allows them to edit the privacy settings, photos, the members list, email options and the forum section. If you want to give multiple people control over the group’s administrator settings, you can promote them to an administrator in the “Members” tab.

The screenshot shows a group profile for "Pilot Testing". At the top, there is a navigation bar with tabs: Home, Activity, Members, Groups, Resources, Events, Questions & Answers, Details, Settings, Photo, Members, Email Options, Forum, Appearances, Delete, and Admin. A red arrow points to the Delete tab. Below the navigation bar, the group's name "Pilot Testing" is displayed along with a small thumbnail image of a laptop. A message encourages users to provide feedback. At the bottom of the page, there is a footer with links: Home, Forum, Announcements, Events 0, Members 8, Send Invites, Email Options, and Admin. The Admin link is highlighted with a red circle.

## Resources

The screenshot shows a navigation bar for the Resources section with four tabs: All Resources, My Resources, Favourites, and Share a Resource. The All Resources tab is currently active.

Explore resources community members have posted, share your thoughts or questions about a specific resource by commenting on the resource, or add a new resource for others to view. Within the resources section, you have the option to view all resources that have been shared, view the resources you have uploaded, view a list of resources that you have marked as your favourites or share a new resource.

## Share a Resource

To add a new resource to the online community, click "Share a Resource." Fill in the required fields and categorize and tag your resource with keywords so it is easy for other community members to find. Click "Choose File" to upload the file or paste the URL link under "Resource Link." Be sure to choose an image file that will represent the resource you are uploading, such as a screenshot of the website, the front cover image of a PDF or a team photo of members who have contributed to the resource. Still working on your resource? Let others know by clicking "work in progress" to show it is not the final product.

**\*Helpful Hint: Uploaded files cannot exceed 4Mbs in size. If your file is larger, you may be able to use a free online program to compress your file. Check out: <http://smallpdf.com/compress-pdf> for more details.**

## ★ Add to favourites

If you like a specific resource and want to save it under "My Resources," simply click on the button "Add to Favourites" and it will be added to your own personal resources list.

### Leave a Comment

Logged in as Sarah Joosse. [Log out](#)

[Submit Comment](#)

Share your comments on resources by clicking on the title of the resource to view it and scroll down to the comment box. You can read what others have written below the comment box and send a reply if your thought is linked to a previous comment.



Sarah Joosse

October 27, 2014 at 11:02 AM [\(Edit\)](#)

What are some ways you have used or plan to use this video in your current role?

[Reply](#)

## Sidebar

Check out the side bar on the right hand side of the resources page to view specific resources by type, topic, tags or the month in which it was uploaded.

## Resource Types

 Guide

 Video

 Report

 Program

## Resource Topics

 The Annual Summit

 Substance Use and Addiction

 Mental Health Framework

 Knowledge Translation

## Discover

Discover resources that other community members have shared including links, articles, reports, guides, tools, examples, plans, videos, photos and more! Share resources in progress that you would like feedback on, download documents that are most useful to you and search for specific resources using keywords. Add helpful resources to your favourites list for quick and easy access. Stay up-to-date with the most recent resources related to mental health promotion and promoting healthier relationships with substances on campuses.

[View Resources](#)[Close](#)

## Events

View upcoming events, show you are attending an event by RSVP'ing, or share a new event that you think other community members would be interested in learning more about. "Event Listings" will show you all events that community members have shared in the online social learning community. Certain events have the option to RSVP to show others you are attending. If you do RSVP to an event, it will be listed under "Attending." Lastly, you are invited to "Share an Event" to spread the word about exciting events you are hosting or have heard about that are not already shared on the event listings page.

[Event Listings](#)[My Events](#)[Attending](#)[Share an Event](#)

Search Events

Search

### Share an Event

To add a new event click the "Share an Event" button. Add a descriptive event name

and if the event is associated with a particular group, select the group from the drop down menu. Add event details such as the date, time and location. If the event is happening virtually, tick off "This event does not have a physical location" and type the teleconference or virtual meeting space details in the text box. Enter any registration details in the text box as well. Choose a file to display as the event image. If you would like members to have the option of showing that they are attending your event, tick off "Enable people to signal that they are attending this event." Click "Edit Ticket" to personalize the ticket settings. For example, you could change "Standard Ticket" to "Event RSVP. Let others know you are attending!" You also can control how many RSVPs each person can make, and how many spaces there are total.

Ticket Name

Standard Ticket

[Edit](#)[Delete](#)

### Event Options

#### Total Spaces

## Questions and Answers

Visit the Questions and Answers page to browse questions other members have posted, respond to an unanswered question or pose a new question to the online community members. Questions can be specifically related to how to use the online social learning community, about a current issue you are experiencing on your campus, or a question you would like to pose to stir up some discussion. You can also add a response to any of the questions to join the discussion, share your experience or a resource that you are aware of. View all questions community members have posted under “Questions”, look through any outstanding questions that have yet to be responded to under “Unanswered” or click “Ask a Question” to pose a new question. If you are unsure if someone else has already asked the question you have in mind, try searching for key words in the search bar.



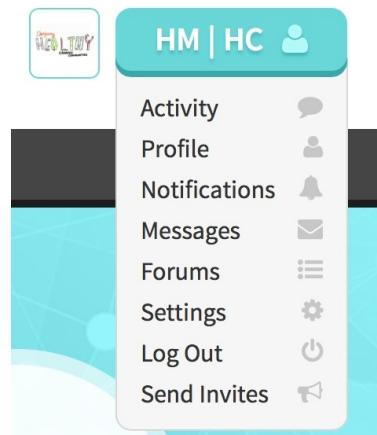
### Ask a Question

To ask a question, click on the blue “Ask a Question” button. Enter a short title for your question and then write the question in the text box below. If you want to add a file, image or other attachment to your question click “Add Media.” Select a category that your question falls under or pick “Other” if it is a new category type. In the tags box, type key words separated with a comma to help users search for specific questions. Lastly, click “Submit your Question.”

A screenshot of a modal window titled "Inspire". The main text area says: "Inspire others by actively being part of the online community. Share your wealth of knowledge and experience with others to help support the work they are doing. Energize other members by uploading resources that are useful, sharing things that are working well in your community or setting, and offer encouragement to campus and community partners striving to make a difference. Respond to questions, comment on resources and post tips, insights and ideas. Invite colleagues who may be interested in joining the Community of Practice to the online social learning platform to inspire change in your community." At the bottom are two buttons: "View Questions &amp; Answers" (green) and "Close" (blue).

# Personal Settings Menu

Your personal settings are located in a drop down menu that appears when you hover over your name in the top right corner of the online social learning community.



## Activity

Click on “Activity” to view a list of your activity within the online social learning community.

## Profile

Viewing your profile page allows you to edit any of the initial registration information you entered or change your profile photo.

## Notifications

If you have any notifications you have not yet read, you can view them on the notifications page.

## Messages

Messages are a private email between you and other members within the online social learning community.

## Forums

The forums page under your personal menu displays any forum posts that you have started within the group pages. For easy access to a conversation or post you have made, view the forums section.

## Settings

Your personal settings allow you to change your account email and password, as well as administrative settings such as the frequency of email communications you receive.

## Log Out

If you would like to sign out of the online social learning community, click “Log Out.”

## Send Invites

Invite new members into the platform by clicking “Send Invites” and type each person’s email on a separate line. You can invite up to 5 people at once.

If you have any additional questions about the online social learning community, feel free to email Sarah Joosse, the Knowledge Exchange and Social Learning Coordinator for Healthy Minds | Healthy Campuses at [sarah.joosse@cmha.bc.ca](mailto:sarah.joosse@cmha.bc.ca).

