

ESEA State Ombudsman Community of Practice (Ombudsman CoP) Online Space “Getting Started” Guide

Accessing the Space

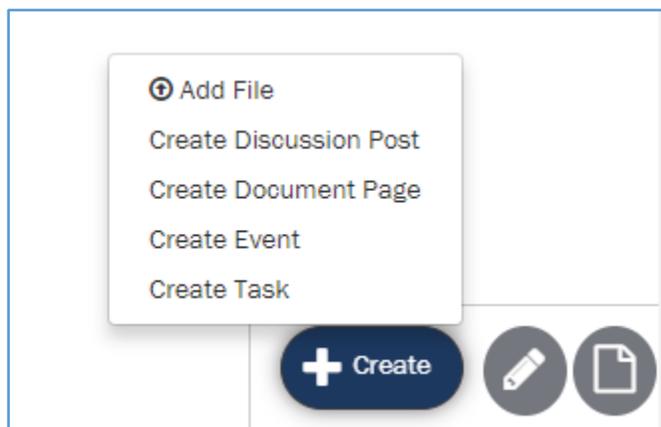
- **Direct URL:** <https://statesupportnetwork.ed.gov/ESEASateOmbudsmanCoP>
- **State Support Network Website Login:** <https://statesupportnetwork.ed.gov/user/login>

Setting up Your Profile

- **How-To Videos:** <https://statesupportnetwork.ed.gov/node/1222>
- **Your Profile Page:** <https://statesupportnetwork.ed.gov/user>

Creating Content

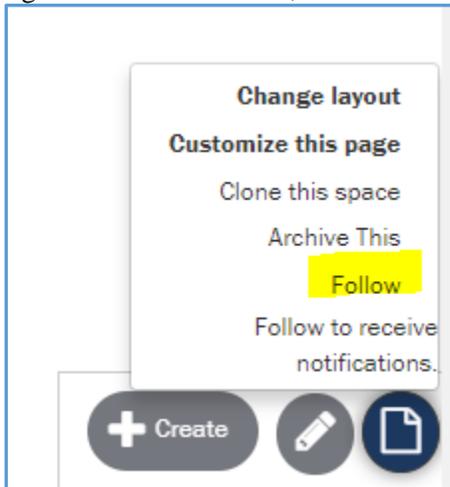
- Create Content from any page in the using the Create button in the bottom right corner. Select the type of content you want to create from this menu, and then use the content creation screen and editor to complete your content.



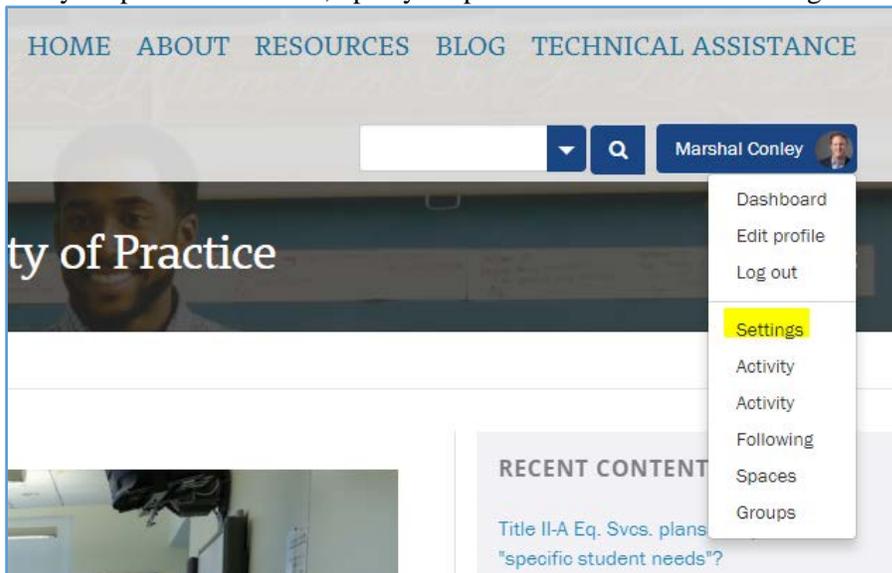
Setting Up Email Notification Preferences

Receiving notifications regarding new content and activity is essential for participation in the community. You can do this in two ways.

1. Follow the space: From the space home page, open the space menu using the “paper” icon at the bottom right of the screen. Then, select Follow.



2. Edit your preferences: First, open your profile menu and select settings.



Select the method in the Space Preferences menu, check the box next to the space name, and click the Apply button.

DELIVERY PREFERENCES Save conf

Select your email preference:

Plain text

HTML

Digest Grouping:

Send one digest email per group

Send one combined digest email for all groups

SPACE PREFERENCES

Filter Spaces:

Space Search

Set Spaces Preferences:

Email

<input type="checkbox"/> Spaces	Notification Method	Messages
<input type="checkbox"/> CoP Closeout Review Space	<input type="text" value="Email X"/>	▸ Messages
<input type="checkbox"/> Data Systems	<input type="text" value="Email X"/>	▸ Messages
<input type="checkbox"/> Differentiated Systems of Support for Rural Agencies	<input type="text" value="Email X"/>	▸ Messages
<input type="checkbox"/> District Strategic Planning and Resource Allocation	<input type="text" value="Email X"/>	▸ Messages
<input type="checkbox"/> English Language Proficiency	<input type="text" value="Email X"/>	▸ Messages
<input checked="" type="checkbox"/> ESEA State Ombudsman Community of Practice	<input type="text" value="Email X"/>	▾ Messages

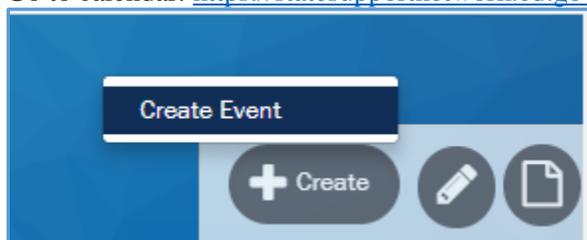
Comment New Content Deleted Membership Updated Event Reminders Discussion Replies

Work Tracker Task update

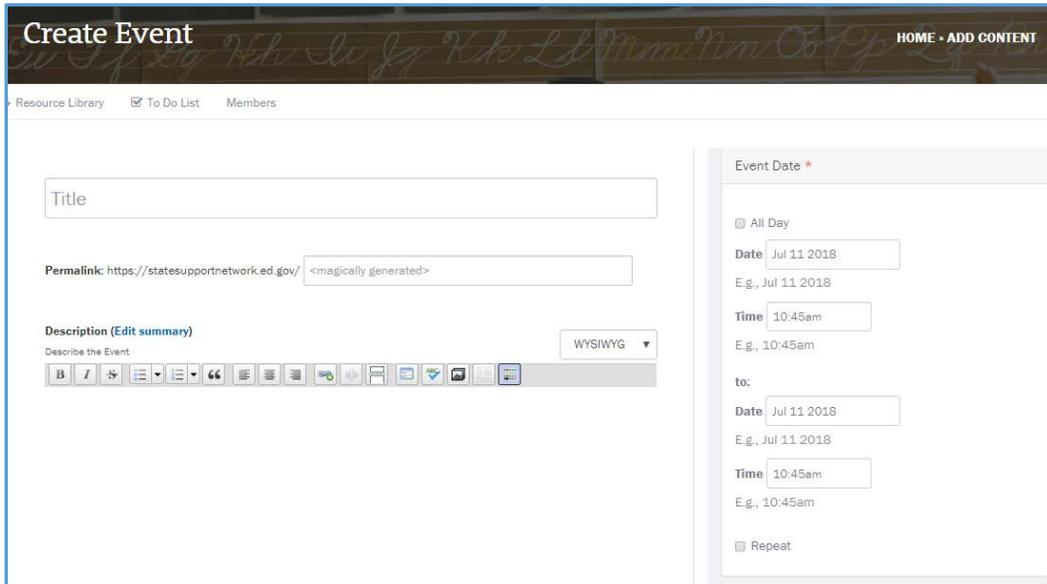
Using Calenar Settings to Schedule a Meeting

Any community member can create a calendar event for a webinar or meeting. Calendar events are set up in the same way as other content.

1. Go to calendar: <https://statesupportnetwork.ed.gov/ombudsmanCoP/calendar>

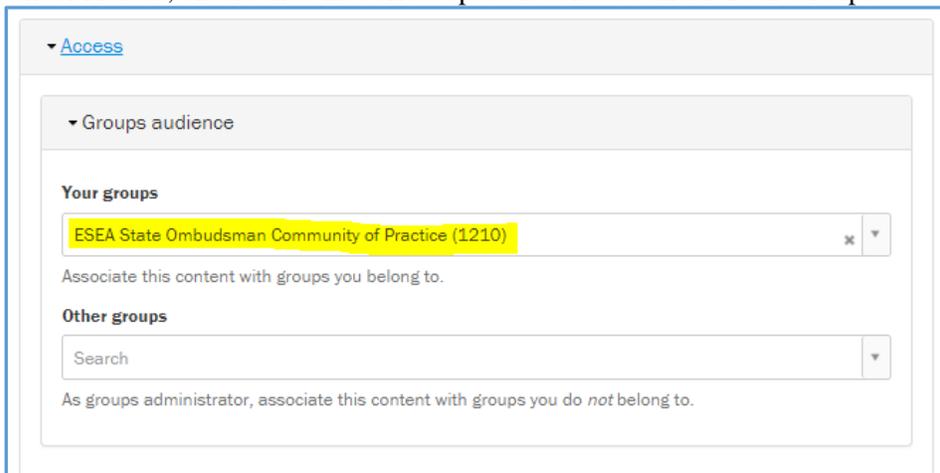


2. Complete the content entry form. When doing so, enter the date and time to the right. **Please enter all events in Eastern Time (ET) to help the community standardize event times.**



The screenshot shows the 'Create Event' form. At the top, there is a navigation bar with 'HOME - ADD CONTENT'. Below this, there are links for 'Resource Library', 'To Do List', and 'Members'. The main form area is divided into two columns. The left column contains a 'Title' text box, a 'Permalink' field with a URL starting with 'https://statesupportnetwork.ed.gov/' and a '<magically generated>' placeholder, and a 'Description' field with a rich text editor toolbar and a 'WYSIWYG' dropdown menu. The right column is titled 'Event Date *' and contains two sets of date and time selection fields. Each set includes an 'All Day' checkbox, a 'Date' field (with 'Jul 11 2018' as an example), and a 'Time' field (with '10:45am' as an example). The second set also includes a 'Repeat' checkbox.

3. Under Access, ensure that the correct space is selected under Your Groups.



The screenshot shows the 'Access' section of the form. It features a dropdown menu for 'Groups audience'. Below this, there are two sections: 'Your groups' and 'Other groups'. The 'Your groups' section has a dropdown menu with 'ESEA State Ombudsman Community of Practice (1210)' selected and highlighted in yellow. Below this dropdown is the text 'Associate this content with groups you belong to.' The 'Other groups' section has a search dropdown menu with the text 'Search' and the instruction 'As groups administrator, associate this content with groups you do not belong to.'