



# **User's Guide**

## **Your Personal Profile and Settings**

### **Creating Professional Learning Communities**



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## Welcome to edWeb.net

edWeb.net is a social networking website that makes it easy for anyone in the education community to connect with peers, share information and best practices, spread innovative ideas, and provide professional development.

edWeb.net provides an easy and intuitive collaborative platform that includes personal profiles, blogs, discussions, document archives, shared calendars, wikis, live chat, messaging, polling, and shared bookmarks. Communities (groups) can be created and linked for closer collaboration.

- Teachers and administrators can share best practices, information on what's working, and support each other across schools, districts, states, the country, and even around the world.
- Schools and districts can create professional learning communities and practice groups, improve teacher and principal quality and technology skills, and provide mentoring and support.
- Colleges can use edWeb.net to support their teacher education programs and to stay connected to cohorts of new teachers as they move on to their teaching positions and begin their careers. Faculty in any department can use edWeb.net to connect with peers anywhere in the world.
- Associations, legislators, and community leaders can discuss research, policies, regulations, and guidelines to break down the silos that exist at all levels of education, and to draw in a wider group of stakeholders.
- Education companies can connect with educators to get feedback on products and services, to discuss the educational materials that are needed to improve education, and to provide continuous, online professional development.

edWeb.net welcomes all professionals in education and creates a new communication channel for educators, associations, legislators, community leaders, and companies to break down traditional barriers to communication and promote broader collaboration.

edWeb.net is free for professionals in education and for educational institutions. Education companies are invited to join edWeb.net as sponsors.

We hope you enjoy being a member of edWeb.net. Our goal is to create a professional social network that serves your needs, is easy to use, and flexible to adjust to your communication preferences.

Please send us your feedback. That is how we will make edWeb.net better.

Contact us at [support@edWeb.net](mailto:support@edWeb.net) or call 800-575-6015.

## Your Personal Profile and Settings

### Registration

It only takes a few minutes to join edWeb.net. Just go to our home page at [www.edWeb.net](http://www.edWeb.net) and click on “Join edWeb.net” or go directly to [www.edWeb.net/newusersignup](http://www.edWeb.net/newusersignup).

The registration process will walk you through all the steps to get started.

### Complete the edWeb.net Profile Survey

Complete your edWeb.net profile survey to tell us more about your role in education. We'll recommend communities to join based on your job position and interests.

The screenshot shows the edWeb.net registration process. At the top left is the edWeb.net logo with the tagline "where the education community connects". Below the logo is a progress bar that is 10% complete. A callout box points to the progress bar with the text: "The survey only takes a few minutes, at most. You can see your progress here." Below the progress bar is a message: "Welcome to the edWeb. Please answer a few more questions so we can best connect you with appropriate communities and resources. This normally takes less than one minute to complete. Thank you!". Below this message is a question: "To which of the following communities do you belong?". The question is followed by a list of 14 options, each with a checkbox: School/District, College/Graduate School, Professional School, Vocational School, Adult/Continuing Education Program, Non-Profit Organization, Government, Public Library, Independent Educator, Company/Vendor, Consultant, Media/Press, and Other. The "Other" option has a text input field. At the bottom of the list are "Back" and "Continue" buttons. A second callout box points to the list of options with the text: "Complete your survey based on your job function or your role in education."

**edWeb.net**  
where the education community connects

Welcome to the edWeb. Please answer a few more questions so we can best connect you with appropriate communities and resources. This normally takes less than one minute to complete. Thank you!

10%

**To which of the following communities do you belong?**

- School/District
- College/Graduate School
- Professional School
- Vocational School
- Adult/Continuing Education Program
- Non-Profit Organization
- Government
- Public Library
- Independent Educator
- Company/Vendor
- Consultant
- Media/Press
- Other

The survey only takes a few minutes, at most. You can see your progress here.

Complete your survey based on your job function or your role in education.

## Complete Your Profile and Settings

After you complete the profile survey, you will be taken to the page to edit your personal profile and settings.

Your profile will be visible to all members of edWeb.net, so only include information about yourself that you are comfortable sharing with the community. This information is NOT publicly available on the Internet. Only members of edWeb.net can see your information. You can adjust your privacy settings to limit who is allowed to contact you on edWeb.net.

Be sure to upload your picture. You can use an avatar or other image if you prefer to not upload a personal photo.

You can return to this page at any time up update your settings by clicking on “My Settings.”

The screenshot shows the edWeb.net website interface. At the top is the logo "edWeb.net" with the tagline "where the education community connects". Below the logo is a navigation bar with links: "My Home Page", "My Contacts & Friends", "My Communities", "Browse Communities", "Find Members", "Bloglinks", "Weblinks", and "Logout".

On the left side, there are two search boxes: "Find Members" and "Find Communities", each with a search input field and a "Find" button. Below these is a "Web 2.0 Tools" section with a list of links: "Blog", "Discussion Forums", "Documents", "Photo Albums", "Videos", "Bloglinks", "Weblinks", "My Settings", and "Messages (0)".

In the center, the "My Settings" page is displayed, featuring a list of options: "Edit My Profile and Privacy Settings", "Edit My Picture", "Change My Password", "Change My Email Address", and "Change My Notifications". A "Return To My Home Page" button is also visible.

A callout box with a black border and white background is positioned on the right side of the page. It contains the text: "My Settings" followed by "To update your personal profile, your privacy settings, upload a new picture, change your email address or password, or adjust your notifications, go to 'My Settings.'" An arrow points from the "My Settings" link in the "Web 2.0 Tools" section to the callout box.

## Complete Your Personal Profile and Privacy Settings

Your personal profile is where you can include information from your professional bio and talk more about your interests in education.



Invite Colleagues to Join the edWeb!

**Congratulations and Welcome!**  
You are now a member of the edWeb. We've brought you here to give you a chance to provide additional information about yourself. When you're done here, start exploring by clicking on the "My Home Page" link above.

- Web 2.0 Tools
- Blog
- Discussion Forums
- Documents
- Photo Albums
- Videos
- Bloglinks
- Weblinks
- My Settings
- Messages (0)

Feedback comments? suggestions? questions?

### Edit My Profile

#### Profile

Prefix	<input type="text"/>
First Name	Lisa
Last Name	Walsh
Title	<input type="text"/>
Department	<input type="text"/>
Institution/Organization	Princeton High School
City	Princeton
State/Province	NJ
Zip/Postal Code	08540
Country	United States
Time Zone	Select A Timezone

Complete your professional bio.

Skype Name	<input type="text"/>
To learn more about Skype, go to <a href="http://www.skype.com">http://www.skype.com</a>	
About Me	<input type="text"/>
A brief bio or anything else you'd like visitors to your page to know about you; 2,000 character limit	
Educational Interests	<input type="text"/>
Topics or areas of interest; 2,000 character limit	
Organizational Affiliations	<input type="text"/>
Local, state, and national organizations with which you are affiliated; 2,000 character limit	

## Personal Profile and Privacy Settings (continued)

Your profile survey results are displayed here. You can click "edit" to change them at any time.

If you wish to change any of these responses, click on the corresponding Edit link, or [click here](#) to review all of your responses.

School/District > With what school levels are you affiliated? **High School** [Edit](#)

School/District > Administrator/Coordinator > Please indicate your areas of responsibility/interest: **Principal** [Edit](#)

**First Year In Your Profession**  
(not visible on your home page)  YYYY

Who can request to be your friend?

All members of edWeb.net

Who has permission to send you messages?

All members of edWeb.net

Save My Profile

When you are done, be sure to click here to save your changes.

You can adjust your permissions for who is allowed to contact you and send you messages. Use the drop-down menus if you would like to restrict the categories of individuals who can connect with you. We hope you will choose to allow anyone on edWeb.net to connect with you so you can benefit from the entire community.

## Changing Your Notifications Settings

Whenever a post is made to a blog or a discussion forum, an event is added to the calendar, or a poll/quiz is created, a notification is sent to each member of the community via email. This lets members of the community know when activity has occurred so they can take action if desired or necessary.

Each member has the ability to adjust their personal settings to change the way they are notified about activity. Members can adjust their settings globally or individually for all the communities they belong to and for contacts/friends, too.

### Change My Email Address & Notifications

You can turn on or off email notifications here.

- Receive notifications when people post to your space
- Receive notifications when people post to your contacts & friends' spaces
- Receive notifications when people post to your communities
- Please update me every time a user responds to the discussions to which I am subscribed by sending me the entire post.
- Please update me only the first time a user responds to the discussions to which I am subscribed by sending me a link to the post.
- Send me daily digests of all activity for contacts & friends of mine and for communities of which I am a member.

If you are concerned about getting too many email notifications, you can uncheck the top three boxes, and just check the bottom box to receive a daily digest of all of your activity.

### the edWeb Notification Subscriptions Manager

When you join a community or become somebody's contact or friend, you are automatically subscribed to that community or person's content. Here in the Notification Subscriptions Manager, you can manage your subscriptions.

You are currently managing **Lisa Schmucki's content**.

You are currently subscribed to this content.

You can modify your subscription status here by choosing one of the following options:

<b>Email Notifications Subscription</b>	<input type="radio"/>	If selected, subscribe to receive email notifications when new messages are posted. You can change your email address in your <a href="#">Email Notifications settings</a> .
<b>Email Digest Subscription</b>	<input type="radio"/>	If selected, subscribe to receive a daily digest of messages posted here.
<b>Unsubscribe</b>	<input type="radio"/>	If selected, you are unsubscribed from this content.

[Change Subscription Settings](#)  
[Cancel with No Changes](#)

Your current subscriptions: (click to modify subscriptions)

Spaces	Communities	Forum Folders
<a href="#">Michael Mantell</a>	<a href="#">21st Century Skills</a>	
<a href="#">Alex Oss</a>	<a href="#">Assessment FOR Learning</a>	
<a href="#">Lisa Schmucki</a>	<a href="#">Garden Based Education</a>	
<a href="#">Jim Lukach</a>	<a href="#">Alliance for NJ Environmental Education</a>	
<a href="#">Mr. Vincent Metallo</a>	<a href="#">MCH and edWeb Partnership</a>	
<a href="#">Dave Wilton</a>	<a href="#">Using Lexiles To Improve Reading levels</a>	

You can use your Notification Subscriptions Manager to change your settings for each community you are a member of.

## Your Home Page

After you save your profile and adjust your settings you will be directed to your Home Page. This is the base for all of your activities.

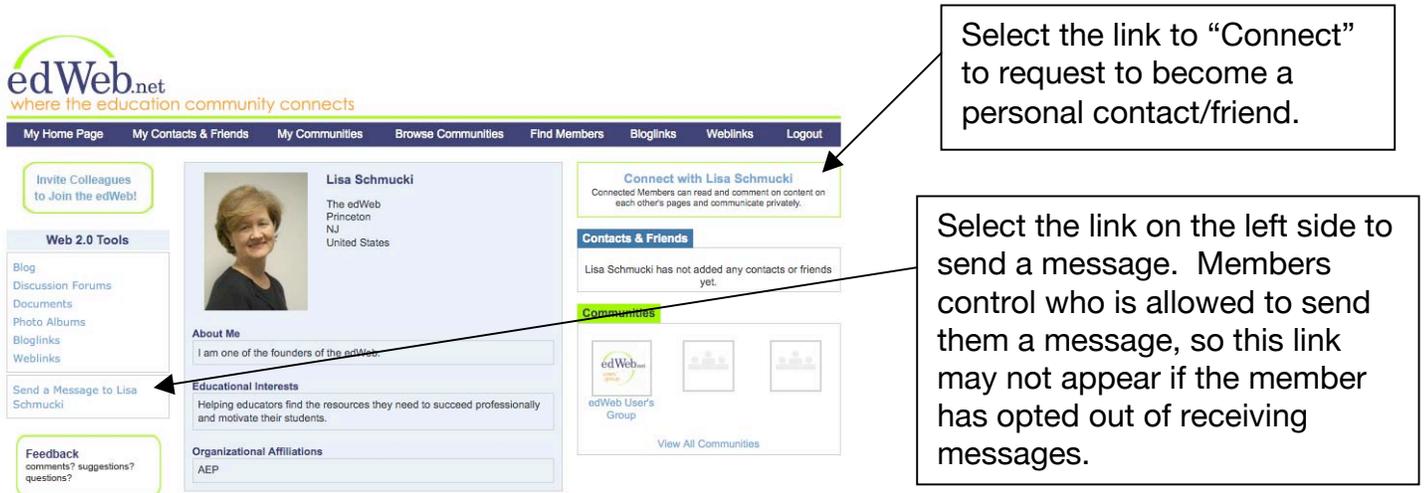
The screenshot shows the user's home page for Martina Saunders. At the top is a navigation bar with links: My Home Page, My Contacts & Friends, My Communities, Browse Communities, Find Members, Bloglinks, Weblinks, and Logout. The main content area is divided into several sections:

- Profile:** Features a photo of Martina Saunders, her name, title (Principal at Fairfield Elementary School), location (Fairfield, NJ, United States), and Skype information. A callout box points to the photo with the text: "Click here to **upload a photo** of yourself and to update your personal profile."
- My Contacts & Friends:** Displays a grid of three colleagues: Al Harrington, Amy Chen, and Mary Smith. A callout box points to the "Invite a colleague" link above the grid with the text: "Invite colleagues to join and to be your 'Contacts & Friends.' Just click the 'Invite a Colleague' link."
- Web 2.0 Tools:** A sidebar menu with options like "Martina's Drama Club", "Advisor Blog", "Discussion Forums", "Documents", "Photo Albums", "Videos", "Bloglinks", "Weblinks", "My Settings", and "Messages (1)". A callout box points to this section with the text: "This is your personal Web 2.0 toolbox. But we recommend that you join one or more communities, where you can use the community Web 2.0 tools to connect with a wider group of educators. Your personal toolbox will send notifications only to your contacts and friends."
- My Communities:** Shows a gallery of communities the user is a member of, including "ARRA Education Funding", "edWeb User's Group", and "Technology Skills for Teachers". A callout box points to this section with the text: "This is your gallery of communities you are a member of. Create your own communities by clicking on the link."
- Recommended Communities:** Displays communities recommended to the user based on their profile survey, such as "Educating Students with Special Needs". A callout box points to this section with the text: "These are edWeb communities recommended to you based on your profile survey. Just select the community link to visit and join."
- New Activity In Your Communities:** A section showing recent activity, with a callout box pointing to it stating: "The most recent activity in each of your communities is displayed below your profile."

A central callout box at the top of the page reads: "BROWSE AND JOIN EDWEB COMMUNITIES HERE".

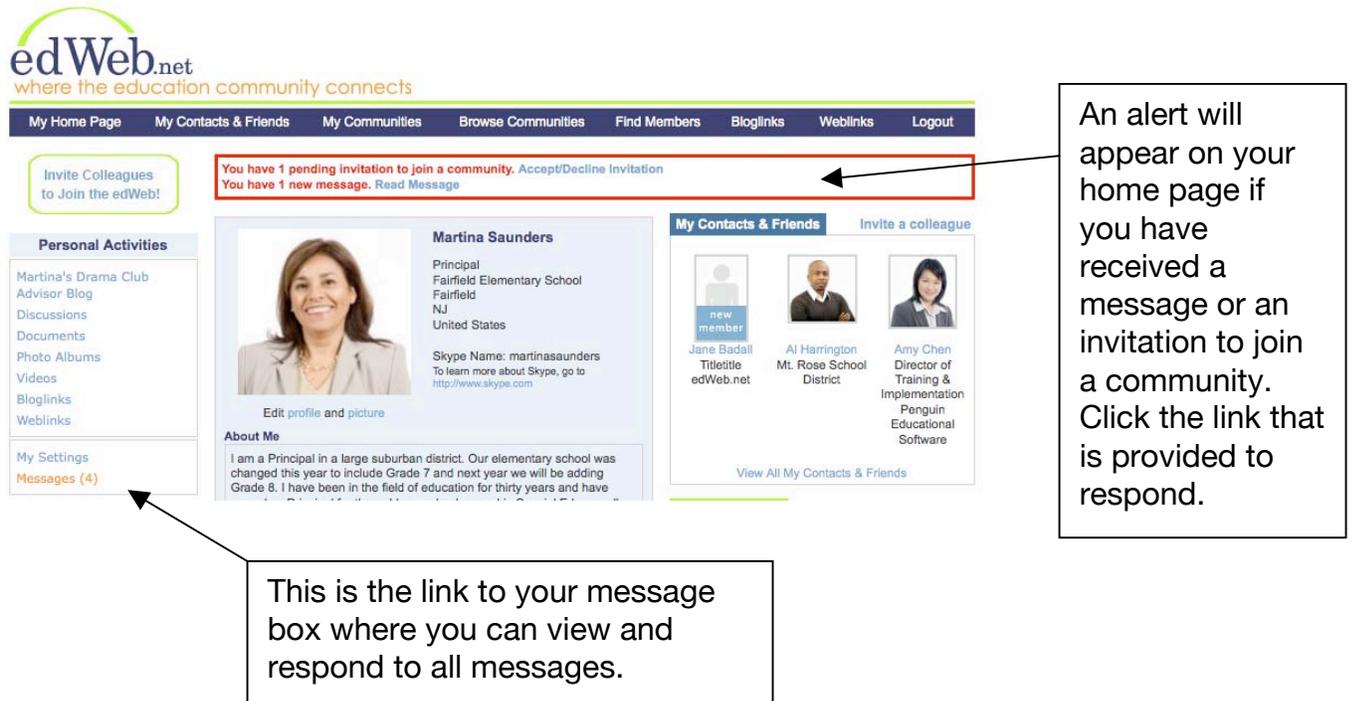
## Sending Messages to Members of edWeb.net

To send a message to a member of your community (or edWeb.net), you go to their home page by clicking on their name or photo.



The screenshot shows the profile page for Lisa Schmucki. On the left, there is a sidebar with a link that says "Send a Message to Lisa Schmucki". On the right, there is a "Connect with Lisa Schmucki" button. A callout box points to this button with the text: "Select the link to 'Connect' to request to become a personal contact/friend." Another callout box points to the "Send a Message" link with the text: "Select the link on the left side to send a message. Members control who is allowed to send them a message, so this link may not appear if the member has opted out of receiving messages."

When you send a message, it is delivered to the person via an email notification that includes the text of your message, and a message alert will also appear on their home page, as shown below.



The screenshot shows the profile page for Martina Saunders. At the top, a red-bordered notification bar contains the text: "You have 1 pending invitation to join a community. Accept/Decline Invitation" and "You have 1 new message. Read Message". A callout box points to this bar with the text: "An alert will appear on your home page if you have received a message or an invitation to join a community. Click the link that is provided to respond." On the left sidebar, there is a link that says "Messages (4)". A callout box points to this link with the text: "This is the link to your message box where you can view and respond to all messages."

## **Creating Professional Learning Communities**

edWeb.net is ideal for creating online, collaborative, professional learning communities. An online learning community helps teachers learn from and support each other, and provides professional development that is “virtual,” ongoing, interactive, and effective. Online communities break down the barriers of time and space, making it possible for a wider group of colleagues to connect at any time of day, when it’s convenient.

Here are some of the advantages of online learning communities:

- Share information, best practices, and resources
- Connect with a wider network of colleagues
- Work collaboratively on a project or initiative
- Provide mentorship and support
- Provide opportunities for leadership
- Build an archive of collective knowledge and expertise
- Provide experience with Web 2.0 technology

edWeb.net was created to provide a professional social networking platform for the education community to facilitate the creation of professional learning communities. It uses social networking and collaborative tools that enhance the ability to connect and collaborate as a group and peer-to-peer.

When you form a community on edWeb.net, you create your own micro-social network within the overall edWeb community. Using edWeb.net to create your learning community gives you a wide range of tools to host conversation threads, share and archive documents, create documents collaboratively, share a calendar, and more.

edWeb.net is free for any individual professional in education, and we encourage educators at all levels of education, educational association members, and employees of education companies and non-profits to join edWeb.net and participate in the overall edWeb community. Members of edWeb.net are free to invite other contacts and colleagues who are professionals in education to join. That is one of the ways we grow the community.

Any educator affiliated with an educational institution or a local/regional non-profit can create a learning community on edWeb.net for free. Companies and national non-profit organizations pay a sponsorship fee to create a community. This is one of the ways we support edWeb.net.

## Getting Started: Define the Purpose of Your Community

The most successful learning communities have a clearly defined purpose and strong leadership. Think of a meeting. Some meetings are better than others. Better meetings usually have an agenda and a chair who keeps everyone on task and ensures the time is spent productively. The same techniques apply to creating a successful online learning community.

Take time upfront to define the purpose of the community and establish who will be the leader(s). You will need one primary leader to be the primary administrator of the community, but you can also appoint helper leaders/administrators.

Learning communities can be used to teach and instruct where activities are directed by a leader; or they can be a more free-form exchange of ideas among peers. But there needs to be a commitment to active participation and contribution to the discussion to have an engaging, productive community.

Communities can be public, private, or hidden depending on your purpose, so you will need to decide the level of privacy you prefer. You can also change your privacy level at any time. Read more about this below.

## How to Form a Community on edWeb.net

It's easy to form a community on edWeb.net. From your user home page, just click on the link "Create a Community."

The screenshot displays the edWeb.net user interface. At the top left is the edWeb.net logo with the tagline "where the education community connects". A navigation bar contains links: My Home Page, My Contacts & Friends, My Communities, Browse Communities, Find Members, Bloglinks, Weblinks, and Logout. The main content area is divided into several sections:

- Invite Colleagues to Join the edWeb!** (highlighted with a green box)
- Personal Activities**: Includes links for Martina's Drama Club, Advisor Blog, Discussions, Documents, Photo Albums, Videos, Bloglinks, and Weblinks.
- My Settings** and **Messages (3)**
- Feedback**: A section asking for comments, suggestions, or questions (highlighted with a green box).
- Profile for Martina Saunders**:
  - Profile Picture**: A photo of Martina Saunders.
  - Name and Title**: Martina Saunders, Principal, Fairfield Elementary School, Fairfield, NJ, United States.
  - Contact Info**: Skype Name: martina Saunders, with a link to learn more about Skype.
  - About Me**: A bio stating she is a Principal in a large suburban district, has changed her school to include Grade 7 and next year will add Grade 8, and has 30 years of experience in education.
  - Educational Interests**: A paragraph about her interest in using technology to create a professional learning community.
  - Organizational Affiliations**: National Association of Elementary School Principals.
- My Contacts & Friends**: A section titled "Invite a colleague" showing three contacts: Jane Badall (new member), Al Harrington (Mt. Rose School District), and Arny Chen (Director of Training & Implementation, Penguin Educational Software).
- My Communities**: A section titled "Create a community" with three community cards: ARRA Education Funding (Sponsored by National Association of School Funding), edWeb User's Group, and Technology Skills for Teachers (Sponsored by TechStart Learning Corp.).

A callout box with a black border and white background contains the text "Click this link to 'Create a Community'", with an arrow pointing to the "Create a community" link in the "My Communities" section.

You will walk through several steps and enter basic information to establish the community. This takes just a few minutes.

Choose a Name For Your Community	<input type="text"/>
Sponsored By	<input type="text"/>
Enter destination URL for Sponsored By click-throughs (optional)	<input type="text"/>
Choose a Category For Your Community	Select A Category <input type="button" value="v"/>
Community Description	<input type="text"/>
Who Can Access Your Community	<input type="radio"/> Public — Any member of the edWeb can become a member of the community by clicking on the "Become A Member" link on the community home page, and they can then invite others to join as well <input checked="" type="radio"/> Private — Only the community administrator can invite others to join <input type="radio"/> Hidden — The community is not listed on the Communities page, and only the community administrator can invite others to join
Who Can Read And Post	<input type="radio"/> All members of the edWeb can read and post to discussions <input checked="" type="radio"/> All members of the edWeb can read postings, but only members of this community can post to discussions <input type="radio"/> Only members of this community can read and post to discussions
Community Picture	You can upload a JPEG picture from your computer, or you can leave the field blank if you don't yet have a picture. <input type="text"/> <input type="button" value="Browse..."/>
Community News/Information	<input type="text"/>

You can establish the level of privacy you want for your community. When you form the community, one of the first questions you answer is whether or not you want your community to be public, private, or hidden:

- **Public Communities** – If your community is public, then anyone can browse edWeb.net and find your community. If they want to join, they click the link “Become a Member” and they instantly become a member.
- **Private Communities** – If your community is private, then other members of edWeb.net will see your community listed on the list of all edWeb communities. They can go to your community home page, and see the description of your community, but they cannot view any of your content. If they select the link to “Become a Member,” a request is sent to the community administrator to be approved before the person can join.
- **Hidden Communities** – If your community is hidden, then only individuals who have been specifically invited to join can see the community. It is completely invisible to anyone else.

edWeb.net member who creates the community will be the primary administrator and has an “administrator’s toolbox” at the top of the public community home page where you can customized more of your “settings” and “manage members” of the group.

You can change the primary administrator at any time, and you can add helper administrators. For more information, see “More About Community Settings.”

## Your Community Home Page

Your community home page is the focus for all of your activities. From this home base you can access the Web 2.0 tools, review current activity, find out the latest news, and view and connect with members. Here is an example of a community home page. This community was created to share information about “Assessment FOR Learning.”

The screenshot shows the community home page for "Assessment FOR Learning" on edWeb.net. The page features a navigation bar with links like "My Home Page", "My Contacts & Friends", "My Communities", "Browse Communities", "Find Members", "Bloglinks", "Weblinks", and "Logout". The main content area includes a community picture of a pencil on a grid, a community description, a "Most Recent Post from the Blog" by Rob Richard, and "Most Recent Discussion Posts" about "Grading Practices". A sidebar on the left lists "Community Activities" such as "Assessment for Learning Blog", "Discussions", "Calendar", "Documents", "Chat", "Polls & Quizzes", "Wiki", "Bloglinks", and "Weblinks". A "Members" section on the right shows administrators like Lisa Schmucki, Mrs. Erin Peacock, and Mrs. Gail Palumbo, along with other members like Rob Richard, Geoff Simpson, and Mrs. Erin Harsell. Callout boxes with arrows point to these various elements: "Your community picture.", "Your community description.", "Invite others to join.", "Your community members.", "Your Web 2.0 Tools", "Your current activities", and "Assessment FOR Learning".

## Inviting Members to Join

Whether your community is public, private, or hidden, the best way to grow the community is to invite colleagues and contacts to join. Your community home page has a link to “Invite Others to Join the Group.” This link will take you to the invitation page shown below. Each person you invite receives an email invitation with a link to join edWeb.net and become a member of your community.

The screenshot shows a form for inviting members to a community. It includes a large text area for email addresses, a subject line field, and a larger text area for a personal message. At the bottom, there is a 'Send Invitations' button and three links: 'Preview Your Invitation List Before Sending', 'See a List of Your Pending Invitations', and 'Return to Your Home Page'. Callout boxes provide instructions for each part of the form.

**Enter email addresses, separated by commas, for up to 25 contacts:**

Enter the email address of anyone you want to invite to join your community.

We can provide a custom web address for your community that will automatically enroll new members of the edWeb in your community. For more information, email [info@edweb.net](mailto:info@edweb.net).

**Subject line for your invitation email message (optional):**

Write a message explaining why you are inviting the person to join the community.

**Personal message to be sent along with your invitation (optional):**

[Send Invitations](#)

[Preview Your Invitation List Before Sending](#)

[See a List of Your Pending Invitations](#)

[Return to Your Home Page](#)

After you've entered the email addresses and entered your message, hit send to issue the invite.

You can preview your message before sending and review a list of your pending invitations.

**NOTE:** We can provide you with a custom URL (website link) for your community. You can include this link in your own email communications or on your website to invite people to join your community. If they join edWeb.net using your custom URL, they will automatically be enrolled in your community. **To request a custom URL for your community, send an email to [support@edWeb.net](mailto:support@edWeb.net).**

## Using edWeb.net Community (Web 2.0) Tools

With your community you get an instant Web 2.0 toolbox. This gives you an opportunity to experiment with different collaborative technologies.

The screenshot shows the edWeb.net interface for the 'Assessment FOR Learning' community. At the top, the logo reads 'edWeb.net where the education community connects'. Below the logo is a navigation bar with links: My Home Page, My Contacts & Friends, My Communities, Browse Communities, Find Members, Bloglinks, Weblinks, and Logout. The main content area features a header image of a pencil writing on a notepad, followed by a title 'Assessment FOR Learning' and a paragraph of introductory text. Below this is a 'Community Activities' sidebar with a list of options: Assessment for Learning Blog, Discussions, Calendar, Documents, Chat, Polls & Quizzes, Wiki, Bloglinks, and Weblinks. The main content area also includes a 'Most Recent Post from the Blog' section with a post by Rob Richard dated 9/21/2009, and a 'Most Recent Discussion Posts' section with a post titled 'Grading Practices' dated 9/29/2008. On the right side, there is a 'Members' section with a grid of member profiles, including Lisa Schucki (Founder & CEO), Mrs. Erin Peacock (Director K-12), Mrs. Gail Palumbo (Director of Technology), Rob Richard (Supervisor), Geoff Simpson (Software Coordinator), and Mrs. Erin Harsell (teacher). A 'new member' button is also visible.

### Community Activities

- Blog
- Discussions
- Calendar
- Documents
- Chat
- Polls & Quizzes
- Wiki
- Bloglinks
- Weblinks

**Blog** – The community blog is like an online journal where one member (a leader) or all members of the community can post information and files for discussion.

**Discussions** – You can have an unlimited number of discussions. Start a new discussion thread on any topic of interest to the community.

**Calendar** – A shared calendar keeps everyone in the community current on important events or tasks.

**Document Library** – You can upload any type of file to the documents section so all members of the community have easy access to the current version of important materials.

**Chat Room** – Hold a live chat at any time with members of your community.

**Polls & Quizzes** – It's easy to send a poll or quiz to all members of the community to get feedback on an issue.

**Wiki** – Work collaboratively to create a document that reflects the input of all members.

**Bloglinks/Weblinks** – Save links to valuable blogs and websites that are good references for community members to have easy access to.

## Blogging

A blog is like an online journal where you write commentary not just for yourself, but for the entire community. Like a journal, each blog entry can be a new topic or present a new idea or even an assignment for the community to complete. The ability for readers to leave comments in an interactive format is an important part of the blogging function. The entries run in reverse chronological order so the most recent post appears first.

The blog can be used by a lead administrator or all members of the community to post information and ideas. You can attach any kind of document to a blog post for review and discussion.

Blog entries don't have to be long, they just need to spark discussion or provide useful information for the community to share. It's good to have a post in your community at least once a week. Whenever anyone makes a post to the blog, a notification is sent via email to all members of the community.

The screenshot displays the edWeb.net interface. At the top, the logo reads "edWeb.net where the education community connects". A navigation bar includes links for "My Home Page", "My Contacts & Friends", "My Communities", "Browse Communities", "Find Me", and "Logout".

The main content area features a sidebar on the left with "Community Activities" such as "Assessment for Learning Blog", "Discussions", "Calendar", "Documents", "Chat", "Polls & Quizzes", "Wiki", "Bloglinks", and "Weblinks". Below this is a "Feedback" box asking for comments, suggestions, or questions.

The central content area shows a blog post titled "Assessment for Learning Blog" with an "add blog entry" link. Below it, a section titled "All posts in the blog of Assessment FOR Learning" lists two posts:

- Common Performance Assessments in Science**: Posted by Rob Richard on September 21, 2009. The post text discusses common performance assessments and asks for feedback on their effectiveness.
- Assessment Terminology**: Posted by Mrs. Erin Peacock on August 24, 2009. The post includes a link to a helpful digest of assessment terms.

Callout boxes provide instructions: "Click 'Add blog entry' to create a new blog post." points to the "add blog entry" link; "Click on the title of the blog to post a comment in reply." points to the "Assessment for Learning Blog" title; "Click on the 'Comments' link to see comments made on this blog post." points to the "Comments: ( 0 )" link; and "1 Post Your Comment Here\*" points to the comment form on the right, which includes a "Post This Now" button and an "Attachments" section with "Browse..." buttons.

## Discussion Forums

You can start an unlimited number of discussion threads within your edWeb community. Discussions are a good way to organize conversations around a specific subject on a continuing basis. A discussion forum is very similar to a list serv.

You can attach documents to a discussion post the same as you can to a blog post. A discussion thread starts with the first post and proceeds chronologically, so it is displayed in the reverse order from a blog. Members of the community can add their posts/comments to any of the discussion threads. Whenever anyone makes a post to a discussion forum, a notification is sent via email to all members of the community.

The screenshot shows the edWeb.net interface for the "Assessment FOR Learning" group. The top navigation bar includes links for "My Home Page", "My Contacts & Friends", "My Communities", "Browse Communities", "Find Members", "Bloglinks", "Weblinks", and "Logout". The main content area features a "Discussions" section with a description and a link to "Add Discussion". Below this is a table of discussion topics:

Title	New Msgs	Author	Items
Grading Practices	NEW!	Mr Craig Buszka	17
Feedback	NEW!	Mrs. Erin Peacock	4
Sharing Learning Expectations	NEW!	Mrs. Erin Peacock	2
Peer Assessment	NEW!	Mrs. Erin Peacock	4
Self Assessment	NEW!	Mrs. Erin Peacock	4
Questioning	NEW!	Mrs. Erin Peacock	4

Callout boxes provide instructions: "Add a new discussion." points to the "Add Discussion" link; "Click on a discussion topic to view the posts on that subject." points to the "Grading Practices" link; "At the end of the discussion thread you can post a new comment." points to the "1 Your Message\*" input field; and "You can reply to a specific post." points to the "REPLY" button on a post by Miss Angela Smith.

The "1 Your Message\*" form includes a text input area, a "Post This Now" checkbox, and a "2 Attachments:" section with five "Browse..." buttons. A "Feedback" box asks for comments or suggestions. A detailed view of a post by Miss Angela Smith (Aug 17, 2008 4:46 pm) shows the text: "Here is a website that some might find useful http://www.cse.ucla.edu/ concerning scoring guides. Most of them are geared toward language arts writing tasks, but I'm sure that they could be adapted or at least provide a starting point." It also shows a reply by Mrs. Erin Peacock (Aug 18, 2008 3:53 pm) and a link to a Dallas news article.

## Calendar

Your community includes a calendar where you can post events that the group needs to know about. Whenever anyone makes a post to the calendar, a notification is sent via email to all members of the community. You can include a sign up link for members to sign up to attend.

The screenshot displays the edWeb.net website's calendar interface. At the top, the edWeb.net logo is visible with the tagline "where the education community connects". A navigation bar includes links for "My Home Page", "My Contacts & Friends", "My Communities", "Browse Communities", "Find Members", "Bloglinks", "Weblinks", and "Logout".

The main content area is titled "Calendar" and includes a "Change community picture" link with a pencil icon. A note states "All events are listed in (GMT-5) Eastern Time (US)". Below this is a table of events:

Date	Time	Title	Location	Category
Friday, November 6, 2009	12:00 pm - 3:00 pm	<a href="#">Understanding Learning Styles</a>	Library	Learning Styles
Friday, November 13, 2009	12:00 pm - 1:00 pm	<a href="#">Differentiated Instruction</a>	Library	Methodology

Links for "Add Event" and "See Calendar View" are present. A callout box points to these links with the text: "Toggle between a list view or a calendar view."

On the left, a "Community Activities" sidebar lists various options like Blog, Discussions, Calendar, Documents, Chat, Polls & Quizzes, Wiki, Bloglinks, and Weblinks. A callout box points to the "Add Event" link in this sidebar with the text: "Add an event to the calendar."

The "Add Event" form includes the following fields:

- Event Title:** Understanding Learning Styles
- Date:** 6 Nov 2009
- Start time:** 12 noon :00
- End time:** 3 pm :00
- Time zone:** (GMT-5) Eastern Time (US)
- Description:** Does anyone truly know how learning occurs? This workshop is designed to bring you up to speed on the latest research and the most current understanding of multiple intelligences, learning processes, the brain-mind connection, and human memory.
- Location:** Library
- Category:** Learning Styles
- Show a signup form so visitors can add their name to a list to attend (Enable this and then return to this page to edit the maximum number of attendees)

A callout box points to the "Time zone" dropdown with the text: "When you join edWeb.net, you set your time zone, so events appear at the proper time for each individual."

Below the form, a callout box points to the "Show a signup form" checkbox with the text: "Add a link so members can sign up for the event."

On the right, a calendar view for November 2009 is shown. The event "Understanding Learning Styles" is scheduled for November 6th, and "Differentiated Instruction" is scheduled for November 13th. Links for "Add Event" and "See List View" are also present at the top of the calendar view.

## Document Library

Anyone in your community can upload any type of document to the document library— Word, Excel, PowerPoint, PDF, etc. This is a convenient place to keep up-to-date versions of any kind of document your community may need to have for information, guidance, or reference.

Create folders to keep your document library organized. Each member can have their own folder, organize by topic, organize by semester – whatever system works for you.



My Home Page My Contacts & Friends My Communities Browse Communities



Change community picture

### Web 2.0 Tools

- Assessment for Learning Blog
- Discussion Forums
- Shared Calendar
- Documents
- Live Chat
- Polls & Quizzes
- Wiki
- Bloglinks
- Weblinks

### Assessment FOR Learning >

### Files

Click on to set the title and description, and to move or delete a file

	Filename	Title	Description	Date or Items
	AFL Websites and Resources			19 JAN 2008 - 08:55:05
	Assessment Guide Template		generic template for assessment guide work	19 JAN 2008 - 08:18:29

Add File:

Note: if you're using a Mac and trying to upload a PDF file, please use Safari instead of Firefox as your browser.

Add Folder:

To add a file, browse for it on your computer, then hit the "upload" button.

The document library lets you archive any type of document for the community to reference.

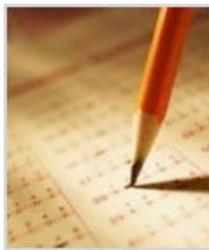
Use folders to organize your documents.

Click the pencil point to edit the description of the document or upload a new version.

Click the name of the document to download a copy of the document.

## Chat Room

The chat room feature is an easy way to have a live chat with any and all members of the community. For example, set a time for the group to all be online and participate in a chat on a topic. Send out a notice about it in a blog post, inviting the members to the chat. Post the date and time on the calendar. At the appointed time, just click on the “chat” link and you will all be connected.



### the edWeb Assessment FOR Learning Group Assessment FOR Learning Chat Room

Type your message in the text box at the bottom and **return** to send.

[Leave Chat](#)  Show Pictures

A screenshot of a web-based chat room interface. At the top, a yellow banner displays a user profile picture and the message: "LisaSchmucki\_1302115: LisaSchmucki\_1302115 has joined the chat!". Below this is a large white text area for messages. On the right side, there is a sidebar with the text "Currently Participating LisaSchmucki\_1302115 12:40:31" and "Other Online Contacts &amp; Friends" with a scrollable list below it. At the bottom of the chat area, there is a yellow text input box and a "Save chat to file" link.

Just click on the chat link to begin.

#### Community Activities

- Assessment for Learning
- Blog
- Discussions
- Calendar
- Documents
- Chat
- Polls & Quizzes
- Wiki
- Bloglinks
- Weblinks

Enter your text here.

At the end of the discussion, click the link to download an archive of the chat for future reference.

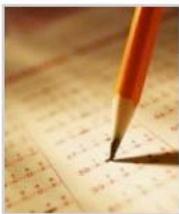
## Polls and Quizzes

This is a very easy tool to take a quick poll of your community members. You could use it to poll about the best time to have a live chat, or on any topic where you want to take the pulse of your community members. Whenever a poll or quiz is created, a notification is sent via email to all members of the community.



where the education community connects

My Home Page My Contacts & Friends My Communities Browse Communities Find Members Bloglinks Weblinks Logout



The following polls/quizzes already exist at this location:

Title	Type	Author	Users	Last Change
Formative Assessment	Poll	Mrs. Erin Peacock	17	508 days 3 hours 40 minutes ago
Homework	Poll	Mrs. Erin Peacock	9	141 days 6 hours 19 minutes ago

Your polls and quizzes are stored for future reference.

Edit or Delete an existing poll or quiz, or choose an option below:  
(Edit/Delete/Report is only available for polls & quizzes you created.)

- Create a Poll
- Create a Quiz with correct answers you set

Cancel Continue

Click on a poll to see the results.

**Community Activities**

- Assessment for Learning
- Blog
- Discussions
- Calendar
- Documents
- Chat
- Polls & Quizzes
- Wiki
- Bloglinks
- Weblinks

Click here to create a new poll or quiz.

**Poll Results for Formative Assessment (17 participants)**

Formative assessment delivers information during the instructional process, before the summative assessment. Both the teacher and the student use formative assessment results to make decisions about what actions to take to promote further learning.

**Question 1: Have you tried any of these formative assessment strategies? (multiple answer)**

comment-only marking	10 votes (59%)	<div style="width: 59%;"></div>
green-yellow-red stickers	6 votes (35%)	<div style="width: 35%;"></div>
two stars and a wish highlighting	2 votes (12%)	<div style="width: 12%;"></div>
notebooking/learning logs	9 votes (53%)	<div style="width: 53%;"></div>
preassessment	14 votes (82%)	<div style="width: 82%;"></div>
non-graded quiz	9 votes (53%)	<div style="width: 53%;"></div>
scoring guides or rubrics	14 votes (82%)	<div style="width: 82%;"></div>

NOTE: If you create a poll, you must take the poll yourself to see the results.

## The Wiki

The wiki is a way to all work collaboratively to create a document. With a wiki, each person who opens the document has the ability to change it with a log recorded of who made the revisions. It's like Wikipedia where people can go in and overwrite what has been written before.

You can use the wiki to create a list of ideas and suggestions, or concerns about a topic. Everyone in the community can add to the list so you have document that reflects the input of all community members.

The screenshot shows the edWeb.net website interface. At the top, the logo reads "edWeb.net where the education community connects". A navigation bar includes links for "My Home Page", "My Contacts & Friends", "My Communities", "Browse Communities", "Find M", "Bloglinks", and "Logout". The main content area is titled "Assessment FOR Learning >" and "Wiki Wiki Page List". A callout box points to the "Add Page" link in the navigation bar, stating "Add a new page to the wiki." Below the page list, a callout box points to the list of page titles: "Assessment for Learning Summary", "Good Reference Sources", and "Principles of Assessment for Learning Start", stating "Here is a list of the pages that have been created." A third callout box points to the "Principles of Assessment for Learning" page content, stating "Here is a sample of a wiki page." The page content includes a title, a paragraph of text, a "Feedback" section, and a footer with an edit link and modification date.

**Principles of Assessment for Learning**

Among the most comprehensive listing of principles of assessment for learning are those written by the QCA (Qualifications and Curriculum Authority). The authority, which is sponsored by England's Department of Education and Skills, is responsible for national curriculum, assessment, and examinations. Their principal focus is on crucial aspects of assessment for learning, including how such assessment should be seen as central to classroom practice, and that all teachers should regard assessment for learning as a key professional skill.

**Feedback**

The purpose of an Assessment for Learning (AFL) task is to provide feedback to both the teacher and learner regarding the learners progress towards achieving the learning objective(s). This feedback should be used by the teacher to revise and develop further instruction. An effective AFL method is to use a performance task coupled with a rubric.

[ Edit ] Last Modified: 10 Oct 2009 1:15 pm by Lisa Oakes

## Shared Links

Bloglinks and Weblinks are a place to store the links to your favorite blogs and websites so you can share them with the community.

With each link you write a brief description and assign a rating to help members identify the best resources.

**edWeb.net**  
where the education community connects

My Home Page | My Contacts & Friends | My Communities | Browse Communities | Find Members | Bloglinks | Weblinks | Logout

### Assessment FOR Learning's Weblinks

[Add New Weblink](#)

**Interview with Rick Stiggins**  
average rating ★★☆☆☆ (1 rating) your rating ★★☆☆☆ [change your rating](#)  
<http://www.nsd.c.org/news/jsd/stiggins202.cfm>  
A National Staff Development Council Interview with Rick Stiggins, director of the Assessment Training Institute in Portland, Oregon.  
tags: Assessment for Learning  
[Edit](#)

**Assessment Training Institute (ATI)**  
average rating ★★☆☆☆ (1 rating) your rating ★★☆☆☆ [change your rating](#)  
<http://www.assessmentinst.com/>  
ETS Assessment Training Institute (ATI) helps teachers improve student achievement by integrating student-involved classroom assessment into day-to-day instruction. Using the ATI learning team model of professional development, teachers quickly learn to assess accurately and use the results to promote learning even further.  
tags: Assessment for Learning  
[Edit](#)

Change community picture

**Community Activities**

- Blog
- Discussions
- Calendar
- Documents
- Chat
- Polls & Quizzes
- Wiki
- Bloglinks
- Weblinks

[Remove Me From Community](#)

Bloglinks and weblinks are a great way to “bookmark” valuable blogs and websites.

Click this link to add a new link.

### Add Weblink

**Web Address (URL)\***

**Name\***

**Description\***   
Less than 2000 characters, please

**Rating\***

★☆☆☆☆ Useless

★★☆☆☆ Okay

★★★☆☆ Good

★★★★☆ Great

★★★★★ Invaluable

**Tags**   
Comma-separated list of descriptive words or phrases

## Run Ads and Announcements on Your Community Page

A unique feature of edWeb.net is that **you can run your own ads** on your edWeb.net community page. This is a great way to link to your own site where you may be offering a product or service. With our simple administrator's tool, it is easy to upload a graphic ad, announcement, or even a photo to your community home page that will link to an outside landing page or website. You can change the ads whenever you like. Here's how:

There are six locations where you can run an ad or announcement: a banner ad, 2 left column ads, and 3 right column ads.

To upload an ad, go to the Administrator's Tool Box, and scroll down to #16.

- We give you the pixel size for each image so you can size it properly.
- The image must be in jpeg format.
- Just upload it from your hard drive.
- Then add the URL for the web page where you want people to click through to.

The screenshot shows the edWeb.net community page for 'Amazing Resources for Educators'. The page layout includes a top navigation bar, a main content area with an administrator's tool box, a left sidebar with 'Web 2.0 Tools' and a 'Feedback' box, and a right sidebar with a 'Members' list and 'FREE eNewsletters' section. A 'Most Recent Post from the Blog' is also visible at the bottom. Arrows from the text boxes point to these six specific locations for running ads or announcements.

**Here are ideas for your ads and announcements:** link to a site where you are selling your own product or service, sell your ads to other advertisers and sponsors who would like to support your community, announce events or workshops, include a photograph...

## Notifications of Posts in Your Community

Whenever a post is made to a blog or a discussion forum, or an event is added to the calendar, or a poll/quiz is created, a notification is sent to each member of the community via email.

These email notifications let members of the community know when activity has occurred so they can take action if desired or necessary. The email notification includes the text from the posting as a convenience. The user does not need to go to edWeb.net unless they would like to reply or add a new posting.

Members can save their email notifications if they desire, but all the information in the notice is stored in the corresponding post on edWeb.net for future reference.

Each member has the ability to adjust their own personal settings to change the way they are notified about activity. See more information under “Adjusting Your Personal Settings.”

Here is a sample email notification of a post in a community.

DO NOT respond by hitting “reply.”

### Dept of Ed PowerPoint on ARRA Funding [from Lisa Schmucki]

edWeb Posts | X edWeb User notifications | X

edWeb to Lisa show details Apr 1 Reply

A new posting on the edWeb was submitted by Lisa Schmucki in the community American Recovery and Reinvestment Act (ARRA) Education Funding.

Here is a link to a PowerPoint presentation released by the Dept of Ed last week:  
<http://www.ed.gov/policy/gen/leg/recovery/presentation/index.html>

To view or reply to the message, go to <http://www.edweb.net/.5996bf20>

You can turn off these email notifications and change notification settings from your home page by clicking on My Settings and then on Change Your Email Notifications.

TO RESPOND, follow the link provided in the message.

**NOTE:** To reduce the volume of your email notifications, you can opt to receive a daily digest of activity instead of individual notifications. See the section on “Adjusting Your Personal Settings.”

## Your Community Setting and Options

The community administrator can go to “**settings**” in the administrator’s toolbox on the community home page and customize a number of settings at any time. These adjustments are optional, but include some very useful features.



The primary administrator and helper administrators use the administrator’s toolbox to adjust “Settings” and to “Manage Members.”

“**Settings**” include the following options to customize your community.

1. Select if you want your community to be public, private, or hidden.
2. Adjust who can post to the blog and discussions.
3. Community administrator – to change, enter the email address of the new administrator.
4. Edit the name of your community.
5. Add the name of the sponsor to your community.
6. Add a link to the sponsor’s website.
7. Edit the community description.
8. Add a “news” announcement to your community home page.
9. Create a community welcome email that members receive after they have joined the community.
10. Further adjust blog posting permissions.
11. Option to moderate comments before they are posted.
12. Change the general category for the community.
13. Internal identifier: the internal identifier is used to link multiple communities together. Enter the internal identifier in field #14 of the community you’d like to link to.
14. Cross-reference another community by adding the internal identifier from the community you want to be cross-referenced. The icon for this community will then appear on the community home page as a “related community” so your members may learn about another community of interest.
15. Recommend your community to other edWeb members. Use this tool to select the profile of members who will see your community as a “recommended community” on their user home page. Our recommendation tool is very detailed so you can target members of edWeb.net very specifically.

16. Run your own ads and announcements on your community page. This is a very unique feature that lets you upload “ads” or “announcements” on your community home page and link them to an external URL (if you like). You could also use this feature to add additional photos to your page. You can rotate or change these ads or images at any time.

## Managing Members of Your Community



Click on “Manage Members” to perform the functions outlined below.

The community administrator can go to “manage members” in the administrator’s toolbox on the community home page to do the following:

- Send a message to all members of the community
- Assign members of the community to be “helper” administrator(s)
- Assign members to be super-users (only necessary if you want to restrict blog posting privileges)
- Remove members from the community

## **A Guide for a Creating a Successful Community**

### **Create a Community:**

- ❑ Identify who will be the primary administrator to create the community and get it started. This is the best person to form the community. Click on “Create a Community” from your user home page.
- ❑ Include a picture for your community. (Click the link under the community image.)
- ❑ You can use the HTML editor to include photos and graphics in your community description. Your images need to be hosted on a public website.

### **Customize Your Community Settings:**

- ❑ Go to the Administrator’s Toolbox – “Settings”
- ❑ Include a good community description that clearly states your purpose.
- ❑ Add any recent news to the news section.
- ❑ Enter a welcome email message for members to receive.
- ❑ If your community is public, recommend your community to members of edWeb.net using our targeted profile survey.
- ❑ Upload ads or announcements to your community that can click through to other websites, landing pages, or e-commerce sites.

### **Get Activity Started:**

- ❑ Write an initial blog post – it’s good to make this a “welcome message.”
- ❑ Add several discussion threads on topics of interest to the community.
- ❑ Upload documents that are useful references for the community.
- ❑ Add relevant calendar events.

### **Use edWeb as a portal to other website:**

- ❑ Use your community homepage as a portal to link to any other web tools you are using, to your e-commerce site, or any external landing page.

### **Invite Members:**

- ❑ Once your community is set up, start by inviting your key leaders or members to join. Have them make some initial posts so there is starting activity.
- ❑ Then begin to invite more members to join.

- ❑ You can send invitations in several ways:
  - ❑ Invite members from your community page by clicking “Invite Others to Join the Group.”
  - ❑ **Request a custom URL** that you can include in email or print communications or use to link from your public website to your edWeb community. When people to join edWeb.net using this custom URL, they will be automatically enrolled in your community. Request a custom URL at support@edWeb.net.

### **Generate Community Activity:**

- ❑ Have one or more people committed to post information on a regular basis.
- ❑ Post to the blog at least once a week.
- ❑ Use all of the Web 2.0 tools to add variety and gain experience using different applications.
- ❑ Update the community description and news box frequently so members are kept up to date on current events, or tasks to complete.

### **Special Features:**

- ❑ Is there someone who might sponsor your community and provide support? If so, you can credit them as a sponsor of your community and provide a link to their organization website.
- ❑ Add advertising, announcements, or photographs to your community page. You control this yourself with our convenient upload tool in your community settings.
- ❑ If you create multiple communities, you can link them together so they appear as “related communities” on each community home page. See the community settings.