

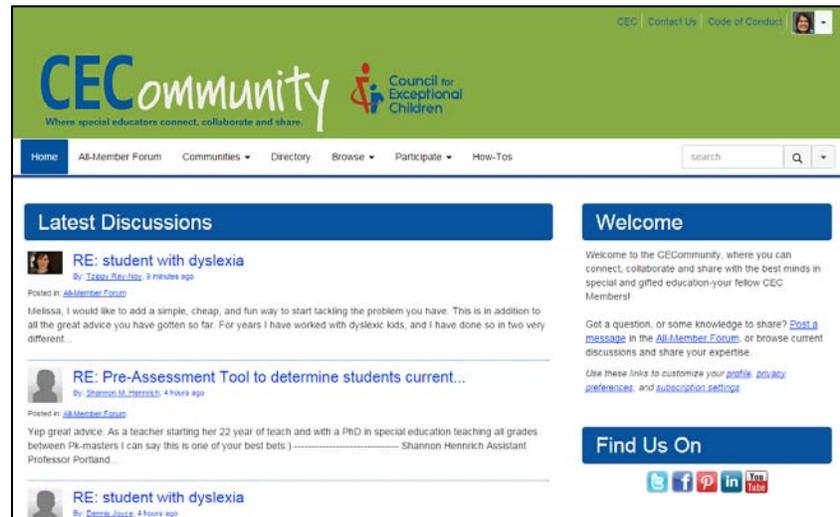
Welcome to the CECCommunity!

Welcome to the CECCommunity—the place where the best minds in special and gifted education—CEC Members just like you—come to connect, collaborate, and share.

To reach the CECCommunity, go to community.cec.sped.org. If you're not already signed in, in the upper right hand corner, click the blue **Sign In** button. You'll be taken to a log in screen—use the email address and password associated with your CEC account to log in.



Once you've signed in, you'll be able to see the CECCommunity homepage, with a list of most recent discussions in the All-Member Forum and any other communities you belong to.



Use the menu at the top of the CECCommunity to visit the **All-Member Forum** and any other communities you may belong to, search for fellow CEC Members, browse discussion posts and library items, and share your knowledge and files in discussion posts and library items.

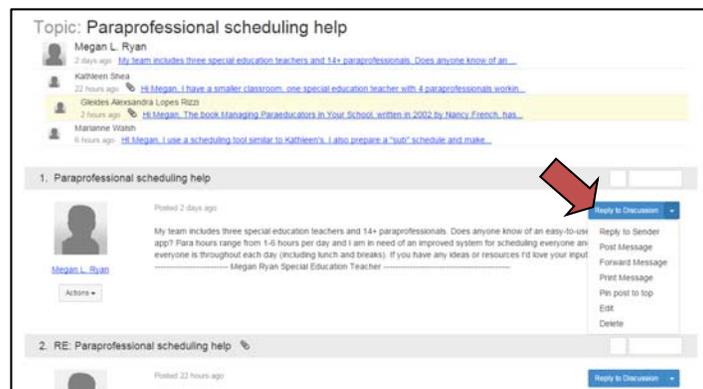
Keep reading to learn more about the CECCommunity—including how to reply to and start **discussion postings**, navigating the **library**, and updating your **profile information**, **subscriptions**, and **privacy settings**.

Discussions in the CECCommunity All-Member Forum

On the homepage of **the All-Member Forum**, you'll see tabs with blue writing. Click on Discussions. You'll see the threads of every message that has been posted to **the Forum**. Scroll down and view whatever discussions you'd like to read.



When you click on a discussion, to the right of each post you'll find a **“reply to discussion”** button, and a drop-down list of actions you can do within a discussion:

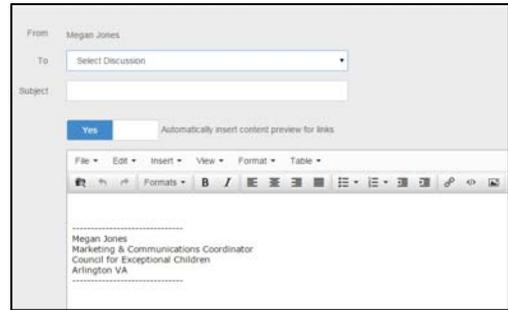


Reply to Discussion: This option will send your reply to the entire group. You can add your response, change the font, add attachments, etc., then hit Send. When you subsequently click on the Discussion tab, you'll see your response added to the thread. You'll be able to see how many replies there are and when the replies were posted. **We encourage you to share your knowledge with all your fellow members using this feature!**

To insert a hyperlink, click the button with a chain icon. A box will open up and you may choose your URL, type the Text to Display (what the text in your message will look like), choose a Target (where you'd like the link to open up). You may also click Attach below the text box and attach a document. When you're finished, click Send.

You may also select **Reply to Sender** to keep the conversation between you and the person who wrote the post.

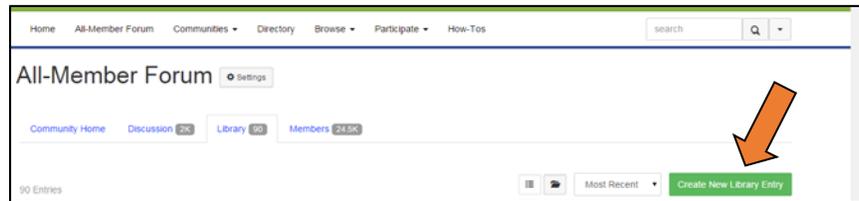
Post a Message: Select Post a New Message button on the right-hand side of the screen. A message box will open up and you may select the community discussion you'd like to post to and write a subject and message. You can insert pictures,



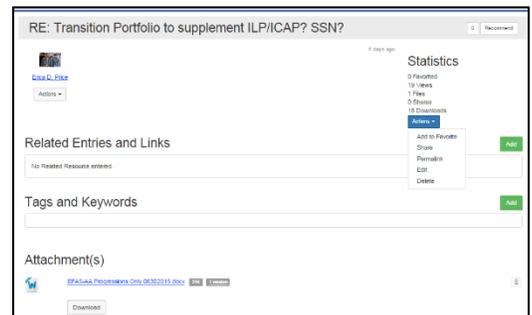
The Library in the CECommunity

Every **Community** has a **Library** used for sharing files, images, etc. To view the contents of the Library, click on the blue **Library** tab (from within the Community).

You'll automatically see all library items in a list by most recent additions. To view the library items by folder, click the button with the folder icon on the right.



Viewing Library Items: To see an item in the **Library** in list view, click either the library item title or the attachment icon. If you're in Folder view, either highlight the item and click **View**, or double-click on it. You'll see the title, the description and the document. Click on the document to open it. There is a space for comments, or you may add links to related items. To the right, you'll see options to recommend the post, add it as a favorite, add to your RSS feeds and share it.



Sharing Library Items: There is also an option called **Permalink**, which allows you to grab a constant link back to this item. If you right click on the **Permalink** button, a box will pop up. Right click on the URL within the box and copy it and close the box. You will be able to add that link elsewhere in the community.

Adding Library Items: If you have a file you'd like to share with the Community, you may add it to the Library. You can select "Create a New Library Entry" from the main library tab, or use the "Share a file" option under the Participate tab in the main navigation. Select the folder where you'd like your file to go or create a new folder, and click **New**. From here, enter a title and description, select a library and a folder. Then, select what kind of entry you're making and click **Next**.

At this point, you'll be given the option of uploading another file. Click **Select a File**, choose your file and click **Upload Files**. Repeat the process until you are done uploading files, then click **Finish**. Your items will now have been added to the folders within the **Library**.

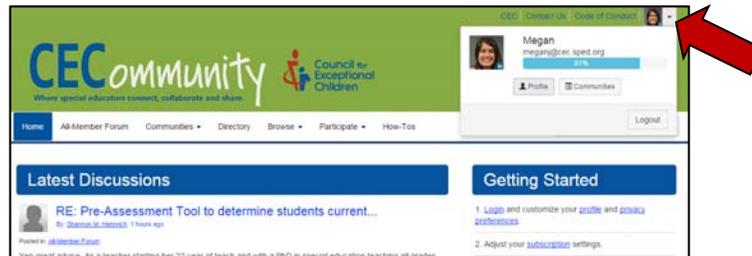
If you decide that you want to edit the file after it has been added to the **Library**, select the folder it is in and click **View**. On the right, click **Edit** and make your edits and select **Next**. You'll have the option to add additional files. When you're done, click **Finish**.

You may also delete the items one at a time. To delete the entire item, you will need to ask your administrator to do so. To move items to a new folder, click **Edit** and select the new folder, click **Next** and **Finish**. The item should now be moved to a different folder.

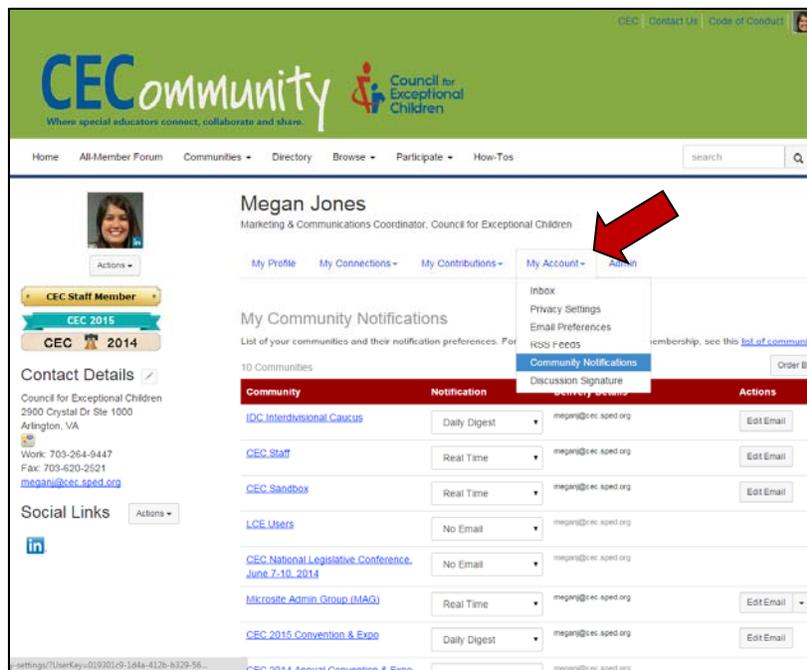
Managing Community Subscription & Email Preference Settings

The types of notifications you receive from the CECCommunity default based on the type of Community you belong to. For example, the All-Member Forum automatically sends a Daily Digest of the previous day's discussions each morning. You can update your subscription settings using the steps below.

From any page in the CECCommunity, select the drop-down menu next to your profile photo in the upper right-hand corner of the screen, and select the **Profile** button.



Once you're on your profile page, select the **My Account** tab and navigate to **Community Notifications** in the drop-down menu. Your subscription settings will look like the below:

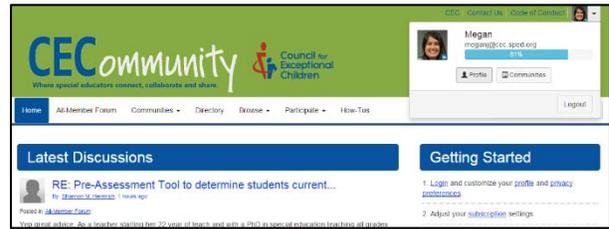


You can update the frequency of the emails that you receive for each community, and which email address the subscription is set to below. The **Daily Digest**, sent each morning, is a summary of all the discussion posts for a particular community the previous day. **Real Time** notifications will send an email each time a new discussion post is started or replied to. **No Email** means you will not receive email notifications from that Communities.

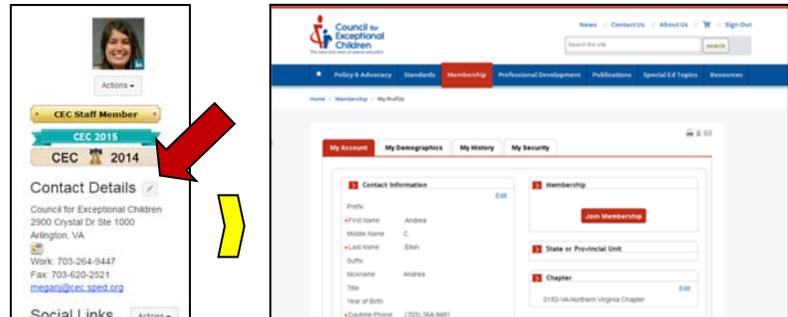
You can also update your general email preferences using the **Email Preferences** item under the **My Account** tab.

How to Update Your Profile in the CECCommunity

To access your profile, select the drop-down menu next to your profile photo in the upper right-hand corner of the screen, and select the **Profile button**.

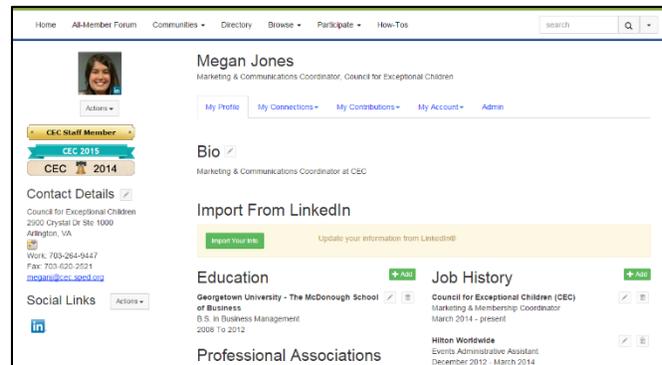


By default, your profile pulls in all the information CEC has about you from its database. To edit your profile, select **Edit Contact Information** and the profile editor will open within in the main CEC website.



To make edits to your profile page, click the arrow next to the pencil icon, , by each section and select what you'd like to edit.

You can pull all information from your LinkedIn account by clicking the green **Import Your Info** box in the yellow "Import from LinkedIn" section, enter your e-mail address and password, click **Allow** and follow the steps. It will pull all of your LinkedIn information into your profile. You can do the same for any other social media profiles by using the **Social Links** section under your Contact Details if you'd like to share your profiles with the CECCommunity.



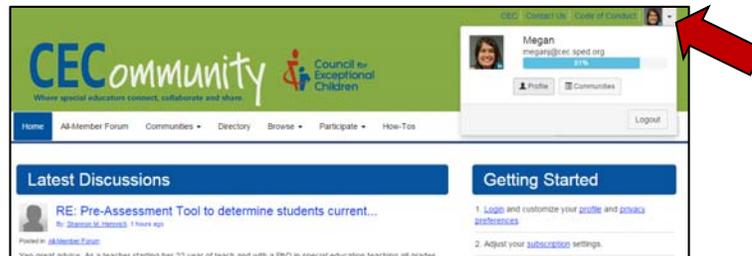
From here, you can make changes as needed. Remember, the more complete your profile, the easier it will be for your colleagues to find you and to network with you. **You'll note that your information is not updated immediately. That's because the profile copy is only updated every 30 minutes.** When you check back later, you'll note that it has been updated. Please consider making your profile as complete as possible, including adding your photo as it will help you get the most out of your networking experience and will make the overall CECCommunity more friendly!

Privacy Settings in the CECCommunity

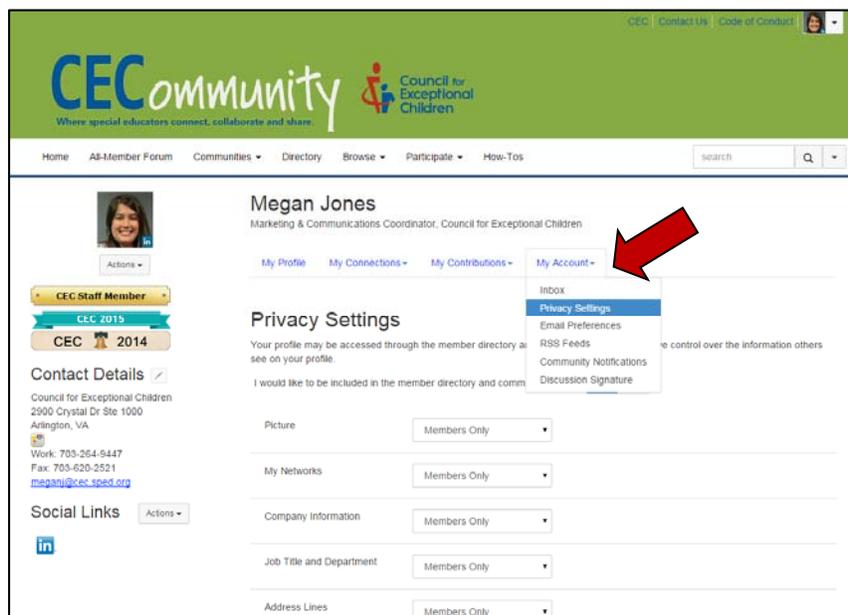
The CECCommunity offers members a way of networking with other special and gifted educators. One way to connect is through information shared in your profile.

CEC has set default settings to protect your privacy, but you may change what information is shared in your profile by changing the privacy settings.

From any page in the CECCommunity, select the drop-down menu next to your profile photo in the upper right-hand corner of the screen, and select the **Profile** button.



Once you're on your profile page, select the **My Account** tab and navigate to **Privacy Settings** in the drop-down menu. Your privacy settings will look like the below:



Select who you would like to view the various parts of your profile and **save** at the bottom. **My contacts** are those who you are connected with in the CECCommunity. **Members only** are all CEC members. **Public** is anyone that has created a login to the CEC website; the public can search the directory, but only CEC members can read the content and connect with members. **Nobody**—no one will be able to find you in the directory.