



## Community Quick Guide

Need additional help with *Community* or other Walden technology? Email: [help@waldencenterschool.org](mailto:help@waldencenterschool.org)

**IMPORTANT:** Set email preferences under ACCOUNT (this can be found at the drop down menu on the top right of the website, where your name and profile picture are).

### PROFILE TYPE / WEBSITE ROLES:

Community Website Administrator (Admin)  
Teacher  
Staff  
Parent / Caregiver  
Foundation Member

You will be added with the role in which you will PRIMARILY interact when using the website. For example, Teachers who are also on the Foundation will be given the role of "Teacher." They will add their other roles (connections) when filling out their profile. This simply allows the admin to set the correct permissions depending on the user and allows our Foundation members who do not have other roles in the school to participate.

### CURRENT GROUPS:

- **Community** (for all users) - you are automatically a member of this group.
- **Lower Group** - you are automatically a member of this group if you have a child in LG.
- **Lower Middle Group** - you are automatically a member of this group if you have a child in LMG.
- **Middle Group** - you are automatically a member of this group if you have a child in MG.
- **Upper Group** - you are automatically a member of this group if you have a child in UG.
- **Walden Exchange** - a place for our community to swap clothing, sell a used computer at a good rate, etc. You may choose to join this group.
- **The Gallery** - a gallery of student art where Ruth posts art from the classroom, but others may post art from our Walden community as well. You may choose to join this group.
- **Cleaning Crew** - for Members of our parent Cleaning Crew. Share messages about shifts, swaps, suggest items that need to be ordered, see cleaning calendar, etc. You may choose to join this group.

### NAVIGATION MENUS:

- **TOP NAVIGATION MENU:**
  - **Activity:** home page / activity feed (similar to a Facebook news feed. See description below)
  - **Resources:** drop down menu with links to the ROSTER, Parent Handbook, Covid Resources, etc.
  - **Groups:** drop down menu with direct links to all groups
  - **News:** aggregate page of all blog posts primarily featuring items that appear in the Weekly News. Sort by news category, search content, view archives, etc.
  - **Covid:** drop down menu dedicated to COVID blog posts, resources, links to forms.
  - **Calendar:** drop down menu with direct links to group and school wide calendars. NOTE: group calendars include school-wide calendar information. CURRENTLY THE SUBSCRIBE LINKS DO NOT WORK but you can download a calendar file to import static info to your personal calendar or email [christy@waldencenterschool.org](mailto:christy@waldencenterschool.org) to be added to the Google Calendar subscription.
  - **Members:** link to members page.

- **DROP DOWN NAVIGATION MENU:** (top right hand side, where your name is). This menu focuses on items related directly to YOU.
  - **Profile:** view and edit your profile information, profile photo and cover photo.
  - **Account:** Login information, email preferences, privacy preferences, link to export your data. PLEASE NOTE: this website is not available to the general public. It is limited / password protected for current community members (teachers, staff, current families, and foundation members) - so when privacy preference says "PUBLIC" it *doesn't* mean the general public.
  - **Timeline:** this is very similar to the activity feed, but only lists actions you have taken (you posted, you "liked" something, you joined a group, you were mentioned, etc.). You can also view the activity of people you are following.
  - **Notifications:** links to read and unread notifications. (Also found on the top right corner of the website with a bell icon).
  - **Messages:** links to read and unread messages. (Also found on the top right corner of the website with an inbox icon). Messages behave similarly to Facebook Messenger.
  - **My Groups:** links to page with all the groups you are currently a member of.
  - **Videos:** links to videos *you* have uploaded.
  - **Photos:** links to photos *you* have uploaded, albums *you* have created.
  - **Log Out**
- **LEFT NAVIGATION MENU:** (left side of the website, can be minimized to just icons by clicking the "hamburger" three lines at the top). This menu is quick links to site wide pages.
  - **Groups:** this links to a page featuring ALL groups.
  - **Members:** link to members page
  - **Photos:** on this page you can view ALL PHOTOS, photos you posted, or photos posted in groups of which you are a member.
  - **Videos:** on this page you can view ALL VIDEOS, videos you posted, or videos posted in groups of which you are a member.
  - **Documents:** on this page you can view ALL DOCUMENTS, documents you posted, or documents posted in groups of which you are a member.
  - **Log Out** (bottom left)

### ACTIVITY FEED: (aka Activity or Feed)

**What:** Similar to a Facebook news feed, all activity related to your account will appear here. You can also post short updates in your activity feed and select where they will appear.

**Where:** Your activity feed (with activity from all your groups, etc) appears on the home page. Click on the WALDEN LOGO at the top left of each page, or **Activity** on the TOP NAVIGATION MENU.

**Post in Activity Feed:** Quick messages may be posted here. Photos, documents, video, emojis, and text formatting are all available when posting in the feed. You may tag other users, choose to post in your own profile or in a group, choose to post to members or just yourself, etc. **You should primarily post to a GROUP in order for your messages to be read.** If you post in your own feed without selecting a group, only those who *follow you* will see the post.

**Notifications:** activity feed posts from your groups, events, when someone tags you, and other activity related to your account appear in the ACTIVITY FEED (on the home page) as long as they are members of the group.

**Email notification** will depend on user's email preferences and the type of activity posted. When you post to your activity feed no email will be distributed.

### GROUP STRUCTURE:

**Feed:** (aka activity or activity feed) this is a feed **specific to the group**.

**What:** This is an activity feed for all activity within a group. Notifications about group DISCUSSIONS, group PHOTOS posted, etc. will appear here as well as short messages posted to the group by group members.

**Post in Group Feed:** Quick messages may be posted here for the group. Photos, documents, video, emojis, and text formatting are all available when posting in the feed. Members can “like” and comment on activity feed posts. *You should primarily post to a GROUP in order for your messages to be read. If you post in your own feed without selecting a group, only those who follow you will see the post.*

**Notifications:**

- 1) The activity feed update will appear in *the group activity feed*.
- 2) Members will see the activity feed update in **their activity feed** on the home page as long as they are members of the group.
- 3) Users will receive an email with the text of the new activity feed update (depending on their email preferences). Users must view any posted photos on the website or their mobile device.

**Discussions (aka forum):**

This is a discussion forum for each group. This is **where teachers / organizers will post classroom / school wide updates**. *Please be sure you allow email notifications for DISCUSSIONS in your email preferences so that you will receive information from teachers.*

**Posts and Replies:** Discussions have a topic name and ability for multiple levels of replies (i.e. replies to replies, etc). Photos, documents, video, emojis, and text formatting are all available when posting in Discussions.

**Notifications:**

- 4) Notification of a new discussion topic will appear in *the group activity feed*.
- 5) Members will see notification of a new discussion topic in **their activity feed** on the home page **IF** they are subscribed to the forum (you were automatically subscribed to the discussion forum when you were added to or joined the group).
- 6) Users will receive an email with the text of the new discussion topic **IF** they are subscribed to the discussion forum **AND** their EMAIL PREFERENCES allow email notifications for new discussion topics. Users must view any posted photos on the website or their mobile device. Photos are not included in email notifications.
- 7) **REPLIES TO DISCUSSION TOPICS:** In order to receive email notifications of *replies* to a discussion topic, a user must **subscribe to that particular discussion**.

**Messages:**

**WHAT:** This section behaves similarly to Facebook Messenger. Direct (private) Messages (to individual group members) and Group Messages are available here. Messages may include photos, documents, text formatting, etc.

**Notifications:** Messages will appear in the user’s inbox on the website (top right corner of the website). Depending on the user’s preferences, they will receive an email with the **text** of the email as well. They will need to click on the email and go to the website in order to view any photos, videos, or documents.

**Documents:**

Documents directly uploaded here (not within a discussion, message, or other post) will appear here and can be organized into folders.

Notifications: Group members will see that a document has been added to their group in the group feed and on their ACTIVITY FEED (on the home page) as long as they are members of the group. Email notification will depend on their preferences.

**Photos / Albums / Videos:**

Photos / Albums / Videos directly uploaded directly to these sections (not within a discussion, message, or other post) will appear here. Each of these sections behave in the same way as the documents section. For example, photos uploaded directly to the PHOTOS section of the group (not within a discussion or other post) will appear here and can be organized into ALBUMS.

**Notifications:** Group members will see that a photo / album / video has been added to their group in the group feed and on their ACTIVITY FEED (on the home page) as long as they are members of the group. Email notification will depend on their preferences.

## ADDITIONAL INFO

**REPETITION:** You will see information in more than one place on the community website. This is a feature, not a bug. We want you to be able to find the information you need in whatever way it makes the most sense to you.

**MANAGING EMAIL:** A weekly digest of email is currently not available for Community. There are a number of EMAIL PREFERENCES that may be set so that you are not inundated with email.

The Community Website is designed as a tool to be used directly on a daily basis, not as an email distribution hub. Use it daily to interact with other families and teachers, find resources you need, view the calendar, read the news, etc. In that way, you can minimize your email while remaining in the loop / current on all things WALDEN!

**COMMUNITY WEBSITE ON YOUR MOBILE DEVICE:** While an app is in the works, the web based interface works well on an iPhone or iPad. I recommend creating a shortcut to the Community website on your phone to access the site and use it daily, as you might do with other social media apps.

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