



# DEC Collaborate for Members

Need assistance? Contact Diana Stanfill at [diana@dec-sped.org](mailto:diana@dec-sped.org)

IMPORTANT: information about DEC members & membership does not apply to non-members (CoP-only members).

ALL Community/Committee members MUST be current DEC members.

- ✓ Joining - Instructions for joining are below.
- ✓ Lapsed Memberships - If membership lapses, members are removed from the database and will receive an error when they try to login. They **must renew**. Additionally, the **Community Admin for EACH community must manually** reassign them to the Community(ies).

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## JOIN DEC Collaborate

### DEC Members

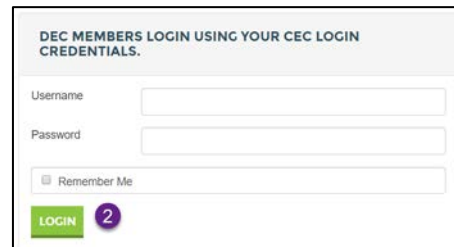
The login link for DEC Collaborate is located on the DEC homepage [www.dec-sped.org](http://www.dec-sped.org)

1. Click **DEC Collaborate**. You may want to bookmark the page - <https://communities.dec-sped.org/amslogin>



Your login is the same as you use for CEC. To retrieve login information, click *Forgot Username* or *Forgot Password*: [https://imis.cec.sped.org/CEC\\_PROD/iCommerce/Contact\\_Management/Sign\\_In.aspx](https://imis.cec.sped.org/CEC_PROD/iCommerce/Contact_Management/Sign_In.aspx) or contact Member Services at 888-232-7733 or [service@cec.sped.org](mailto:service@cec.sped.org)

1. Enter your **Username** and **Password**, you may also checkmark **Remember Me**. Next, click **Login**
2. After clicking Login, you will be taken to the DEC Collaborate homepage.



## JOIN A COMMUNITY

A DEC Collaborate *Community* is workspace where a *DEC committee* communicates and shares. A vote/selection process determines committee membership. Community members must have paid memberships to CEC/DEC. If membership lapses, the member's account is suspended in DEC Collaborate until renewed and manually reassigned to the Community/CoP(s).

## JOIN a CoP

To join a CoP:

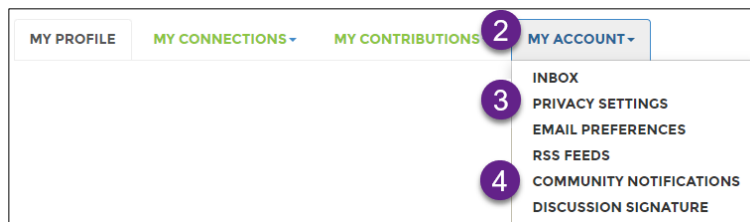
1. Click the **Communities** dropdown menu and select **All Communities**.
2. Locate the CoP you want to become a member of and click **Join**. HINT – you already belong to the CoPs without the **Join** icon.
3. In the pop-up dialog box, select how you would like to receive messages from THIS CoP. Your choice does not affect the other communities or CoPs you belong to.
4. Then click **Yes Join the Community**



5. A second pop-up dialog box will appear. Choose **Yes, Navigate to the Community** to read/add to the CoPs **Discussions**, view/add resources to the **Library**, or you may click **Close**.

## CHANGE PRIVACY SETTINGS & EMAIL/COMMUNITY NOTIFICATIONS

1. From the Homepage Welcome bar click **Click here**
2. Click the **My Account** dropdown menu. Select an item in the menu to:
3. Change your **Privacy Settings** - what personal information others can see.
4. **Email/Community Notifications** –
  - change the email address where / day of the week you receive notifications.
  - Change how notifications are sent from the individual committees and CoPs you belong to.



Community	Discussion Email	Consolidated Daily Digest	Consolidated Weekly Digest
<a href="#">CL DEC Committee Leaders</a>	REAL TIME	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">CoP Development Committee</a>	REAL TIME	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">DEC Community</a>	NO EMAIL	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## NAVIGATION BAR

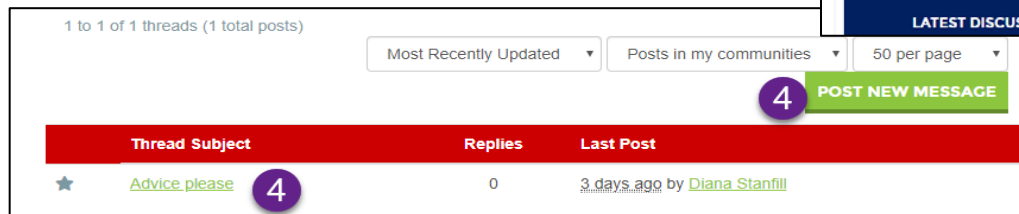
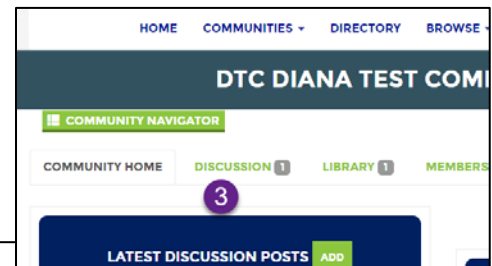


1. **Home** returns you to the homepage of DEC Collaborate.
2. A list of Communities and CoPs is found by clicking the **Communities** dropdown menu and selecting **My Communities**. Next, select the Community or CoP you want to view. If you are not a member of a Community, it will not show in your list.
3. Click the **Directory** link to search for fellow members. After you select the member, contact information such as an email address is available. This section may also include other information such as the member's bio and contributions. However, a member can choose to hide personal information from the directory.
4. Use the **Browse** dropdown to search the **Discussion Post** and **Library** entries for the Communities and CoPs you are a member of.
5. **Participate** provides an alternate way to post a discussion or add materials to the library.
6. To search the program FAQ database, click on **Help**.

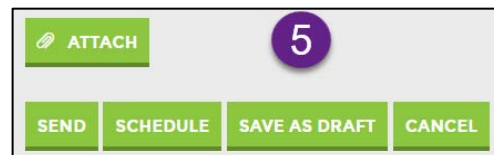
## DISCUSSIONS

### View and Add New Discussion Posts:

1. To locate your Community or CoP, click **Communities > My Communities**
2. Select the **Community** or **CoP** you want to work in.
3. Click the **Discussion** icon in the top row of tabs.
4. You can post a **new message** or respond to an **existing message**.



5. After composing the discussion, select an option.

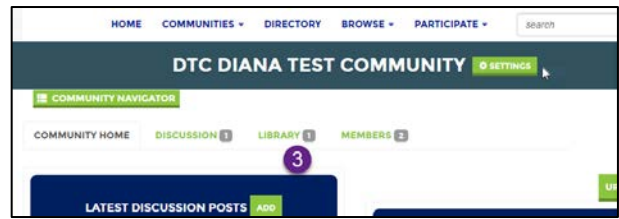


## LIBRARY

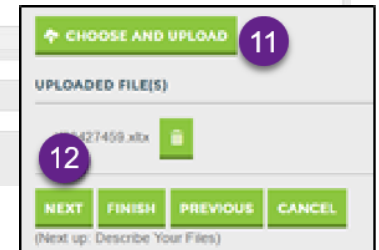
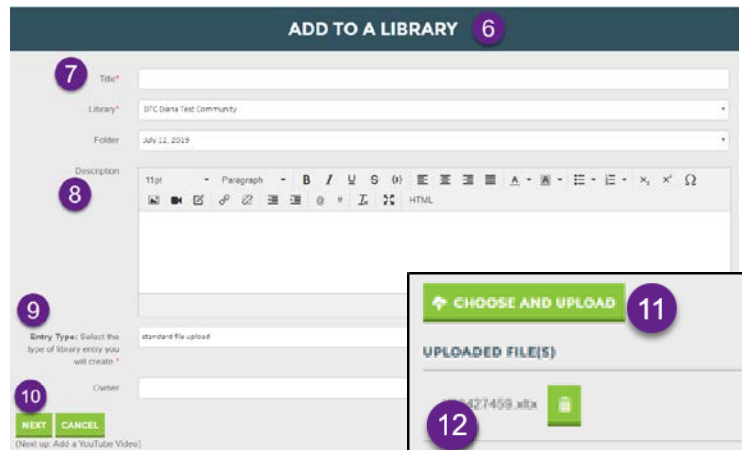
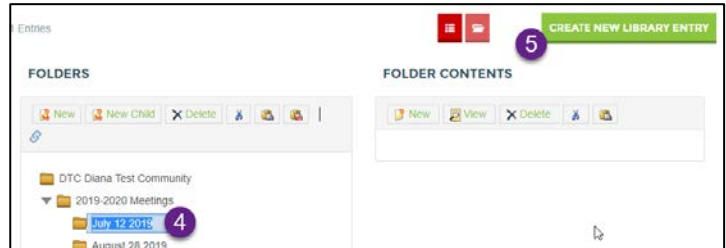
**IMPORTANT: Only Community Admins can create new folders/subfolders.**

### View and Upload Resources/Materials

1. To locate your Community or CoP, click **Communities > My Communities**
2. Select the **Community or CoP** you want to work in.
3. Click the **Library** icon in the Navigation Bar.



4. Locate and single-click the **Folder** for the materials (click the arrow to the left to view subfolders)
5. Click the **Create New Library Entry**
6. An **Add to a Library** window will open.
7. **Title** the document.
8. A **Description** is optional.
9. Scroll to the bottom of the screen and click the **[Entry Type]** icon and select the type of material you will be uploading. Most of the files will be **Standard File Upload** which include Word, Excel, images (jpg, png), audio, and video files.
10. Click **Next**
11. Select **Choose and Upload** your document(s) and select the file(s) to upload.
12. Click **Finish**.

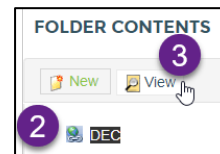
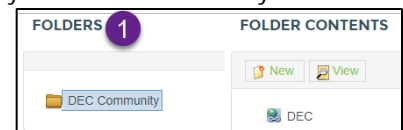


13. Click **Back to Library** at the top-left of the screen to return to the Library.



### Delete Resources/Materials (members can only delete their own submissions; Community Admins can delete any submission)

1. Navigate to the Community/CoP and select **Library** from the Navigation Bar and **click on the folder** containing the item to be deleted.
2. Click on the **item**.
3. Click **View**
4. Click the **Actions** down arrow
5. Select **Delete**
6. Click **YES** to delete the items.



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## TERMINOLOGY

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- *Committee* – a group designated as a “committee” by DEC Executive Office. A vote/selection process determines committee membership. Examples are the Policy and Advocacy Committee (PAC), the Leadership Committee, and the Inclusion, Equity, and Social Justice Committee (IESJ).
- *Community* – A DEC Collaborate Community is workspace where a committee of members can communicate and share. Members must have paid memberships to CEC/DEC. If membership lapses, the member’s account is suspended in DEC Collaborate until they renew.
- *Community Admin* – chairs/members are assigned this role. Community Admins can add and deleted members, additionally, they have access to moderation tools and other options.
- *Community of Practice (CoP)* – a CoP is a group of members AND non-members who communicate and share within DEC Collaborate.
- *Community Notification Settings* – change the email address, what day, and how (daily/weekly; real time/none) notifications from INDIVIDUAL Communities and CoPs are sent.
- *Member* – anyone who is a registered member of CEC/DEC. Can belong to Communities and CoPs.
- *Nested Communities* – breaks down the work of a Community into subcommunities or workgroups.
- *Non-member (COP-only members)* – anyone who is NOT a registered member of CEC/DEC. Non-members MAY belong to a CoP, however, they may NOT belong to a Community.
- *Privacy Settings* – change what personal information others see
- *Structure of Nested Communities* – The Nested Communities structure allows for multiple tiers of nest communities (subcommunities) to be nested under any Community. Members can belong to as many Nested Communities as necessary.

Clarification: Members – may join Communities & CoPs

Non-members – may only join CoPs (CoP-only members)