



DEC Collaborate for Community Admins for Community, CoP, and DECIDE Admin

Need assistance? Contact Diana Stanfill at diana@dec-sped.org

If you have trouble following this manual, you should read the *DEC Collaborate for Members* document first to learn the basics of how to navigate the system.

ALL Community/Committee members **MUST** be current DEC members.

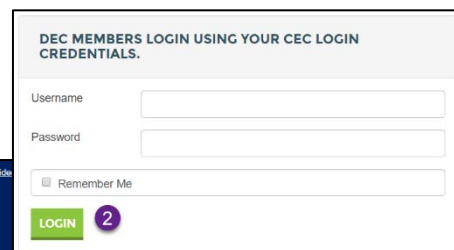
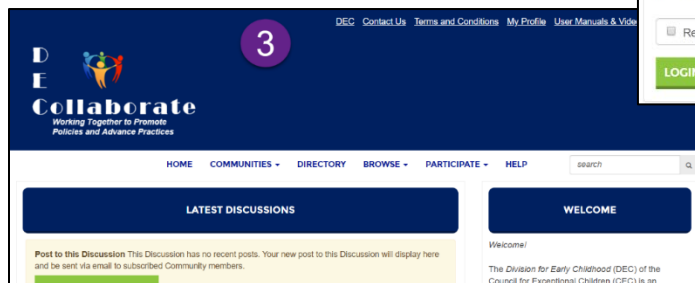
- ✓ Joining - Instructions for joining are on page 2 of this manual.
- ✓ Lapsed Memberships - If membership lapses, members are removed from the database and will receive an error when they try to login. They **must** renew. Additionally, the **Community Admin for EACH community must manually** reassign them to the Community/CoP. In order to avoid this hassle...remind your members to renew, renew, renew 😊

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LOGIN

1. The login link for **DEC Collaborate** is located on the DEC homepage www.dec-sped.org You may want to bookmark the page - <https://communities.dec-sped.org/amslogin>
 - a. To retrieve login information, click *Forgot Username* or *Forgot Password*: 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
2. Enter your **Username** and **Password**, you may also checkmark **Remember Me**. Next, click **Login**
3. After clicking Login, you will be taken to the DEC Collaborate homepage.

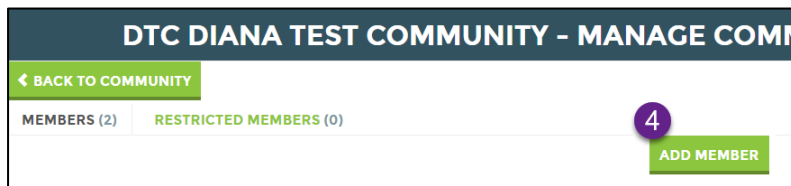
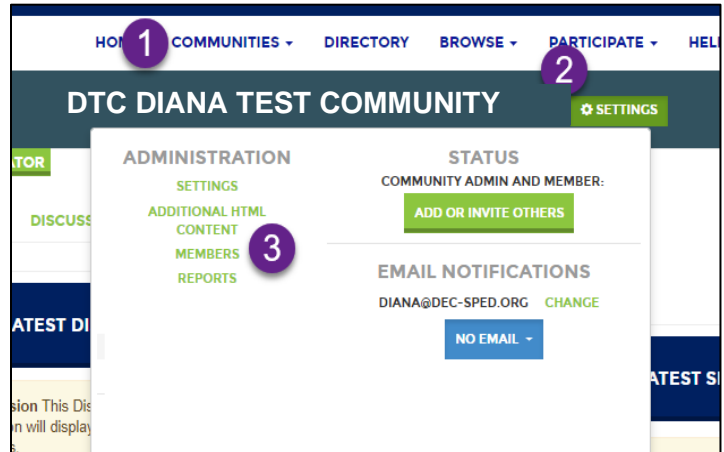


COMMUNITY ADMIN ROLES

Members are assigned this role. Community Admins can add and delete members to/from a Community, Nested Community, or a CoP. Additionally, Community Admins have access to moderation tools and other resources.

ADDING MEMBERS TO A COMMUNITY

1. Click the **Communities** dropdown menu > select **My Communities** > select the Community you want to add members to.
2. Click **Settings** (all Community Admin work will be done using the options in **Settings**)
3. Click **Members**. Using this option is best. If the “**Add or Invite Others**” option is used, their status will be *pending* until they receive the email and manually confirm the Join.



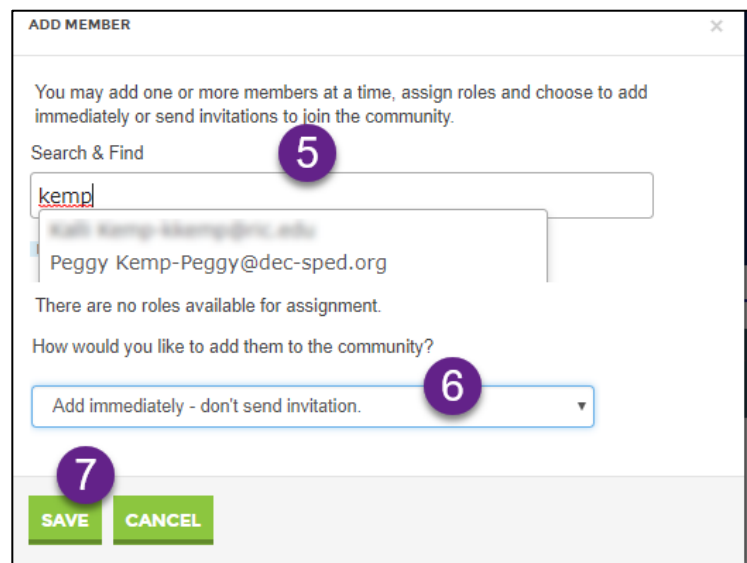
4. Click **Add Member**

5. **Enter** a name (first or last) or email > a dropdown list will appear > **select** the DEC member. **Enter** another name and **repeat** the process until all members are added.

TIP: If a name doesn't appear, try the last name or email address. If unsuccessful, email the person and ask them to check their CEC/DEC membership status.

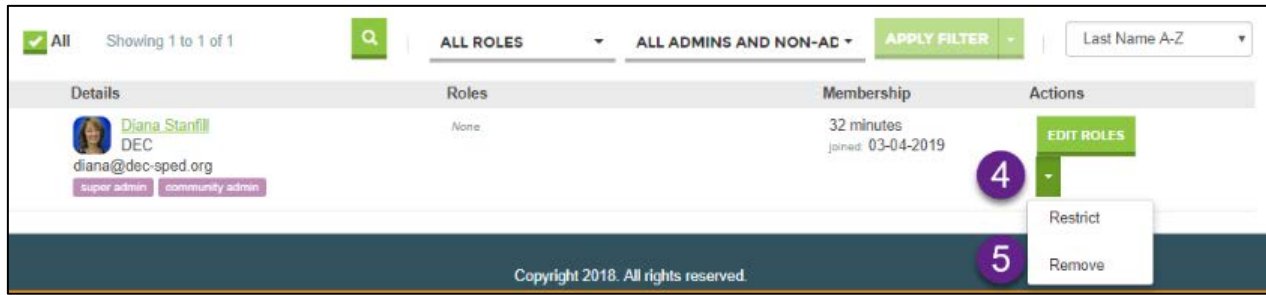
6. Select **Add immediately – don't send invitation** from the dropdown.

TIP: Using the “Add immediately” option is best. If the “Send an email invitation” option is used, their status will be *pending* until they receive the email and manually confirm the join.



7. Click **Save** and then you may email the new members, so they know they were added.

REMOVING MEMBERS FROM A COMMUNITY



1. Click the **Communities** dropdown menu > select **My Communities** > select the community you want to remove members from.
2. Click **Settings**
3. Click **Members**
4. Locate the member to be removed and click the **Edit Roles** dropdown arrow
5. Click **Remove**
6. Click **Yes - Remove** to confirm

NOTE: Changes are automatically saved.

ADDING MEMBERS to a CoP

DEC Members and Non-Members can self-join a CoP. Existing DEC member will use their CEC login information. Non-Members (CoP-only members) will create a CEC account using the instructions on page 2 of the *DEC Collaborate User Guide*.

REMOVING MEMBERS from a CoP

1. If a DEC member needs to be removed from a CoP, follow the instructions above (Removing Members from a Community). **WARNING: This TEMPORARILY removes the member; they may self-join again.**
2. The member must be removed & blocked by a system Super Admin to be permanently removed - email Diana at diana@dec-sped.org the name of the CoP, the name of the member.

TERMINOLOGY

- *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* – the committee as a whole. It is considered the top of the hierarchy. 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* – members are assigned this role. Community Admins can add Nested Communities, add and deleted members to/from the Community & Nested Community. Additionally, Community Admins have access to moderation tools and other such options.
- *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.

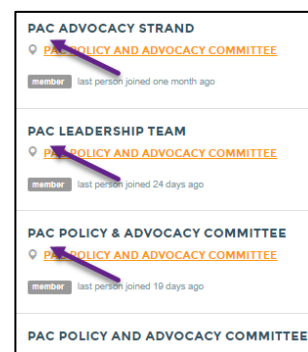
- *Member* – anyone who is working on behalf of an official DEC Committee MUST be a member of CEC/DEC in good standing. Members who are not current are automatically removed from the database and will not appear in DEC Collaborate's member list.
- *Nested Communities* – breaks down the membership of the whole into groups; like workgroups or subcommunities.
- *Notification Settings* – how, where, and when notifications from the Communities and CoPs you belong to are sent (change email, date received, and individual community settings)
- *Structure of Nested Communities* – The Nested Communities structure allows for multiple tiers of communities to be nested under any Community. Members can belong to as many Nested Communities as necessary.

APPENDIX A: Community Structure

While you are waiting for your members to check memberships, you can create the structure for your Community by using the tables on this page or create your own method.

IMPORTANT: When your Community was created, it was assigned a specific acronym. The name of **EVERY** Nested Community **MUST** begin with that acronym – this will help users locate them when listed alphabetically. If you would like to change the acronym, please contact Diana Stanfill at diana@dec-spded.org

In the example to the right, the Policy and Advocacy Committee used the acronym *PAC* to identify its Nested Communities. This practice places all the PAC Nested Communities together when listed alphabetically in the navigation areas.



Community (top of the hierarchy)

Community Name (already created by DEC EO)	<i>The community was given a name by DEC EO – contact Diana if you would like to change it.</i>
Names of Community members	

1st Nested Community

Name of the Nested Community	[acronym here]
Names of Nested Community members	

2nd Nested Community

Name of the Nested Community	[acronym here]
Names of Nested Community members	

Add as many Nested Communities as needed.