



Using DEC Collaborate

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

★ Not a DEC member? START HERE

Create an Account

Create an account at: <https://cec1785.wufoo.com/forms/z13h0ivk1gr48q6/>

1. After the account is active and synced with DEC Collaborate, you will receive an email confirmation.
2. The account will be stored in CEC's database. You may retrieve your password using the *Can't access your account?* link here: <https://info.exceptionalchildren.org/> or contact Member Services at 888-232-7733 or service@cec.sped.org

★ A DEC member? START HERE

Sign In

Sign In to DEC Collaborate: <https://dec.exceptionalchildren.org/home>

1. Click the **Sign In** button in the upper right corner.
2. Enter your **Username** and **Password**; click **Sign In**.

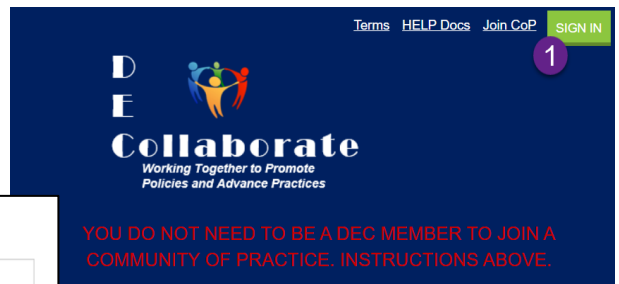
Sign In

username

password

SIGN IN 2

Can't access your account?



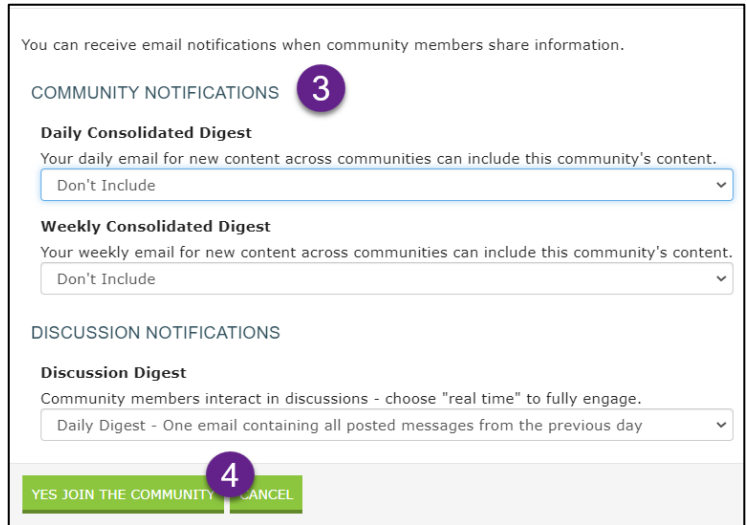
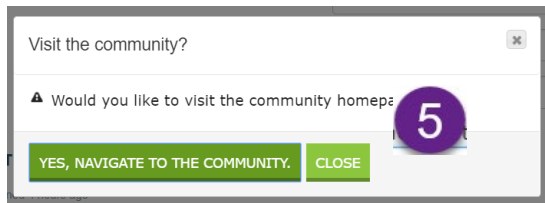
Join a Community of Practice (CoP)

1. Click the **Communities** dropdown menu and select **All Communities**.
2. Narrow the choices by selecting CoP in the first search box.



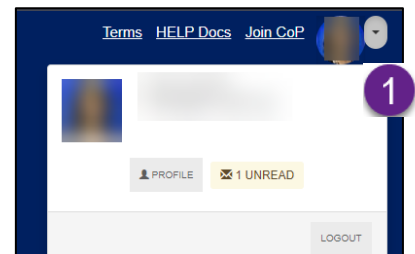
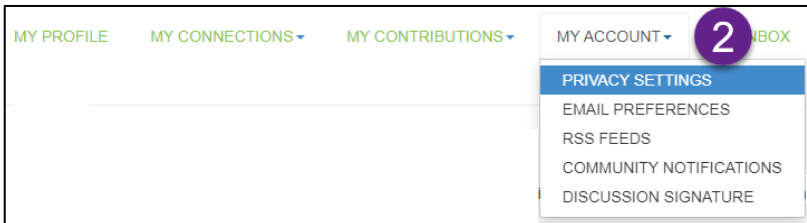
CoP 2 All Communities Alphabetical 20 per page

- Locate the CoP you want to become a member of and click **Join** (you already belong to the CoPs that do not have a **Join** icon).
- Select how to receive messages from this CoP. Your choice does not affect the other CoPs you belong to.
- Click **Yes Join the Community**
- A second pop-up dialog box will appear. Choose Yes, Navigate to the Community, or click Close.



Change Privacy Settings & Email/Community Notifications

- Access your profile by clicking the dropdown arrow next to your picture in the upper right corner of any page and select **Profile**.
- Click the **My Account** dropdown menu to:



- Change your **Privacy Settings** – determine what personal information others can see.
- Edit your **Email Preferences** – change the email address the DEC Collaborate emails are sent to.
- Change the **Community Notifications** – update how notifications are sent from the individual CoPs you belong to.

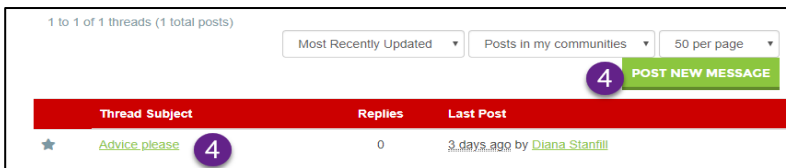
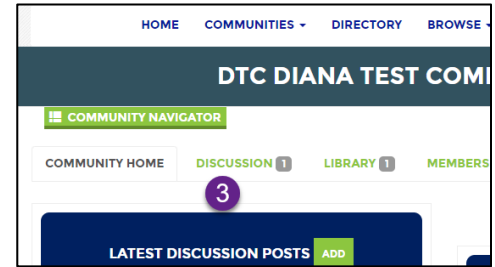
- ✓ Real Time – receive one email for each message.
- ✓ Daily Digest – one email containing all posted messages from the previous day.
- ✓ No email – receive zero emails for the CoP.
- ✓ Consolidated Weekly Digest – receive one email containing all posted messages from the previous week.

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

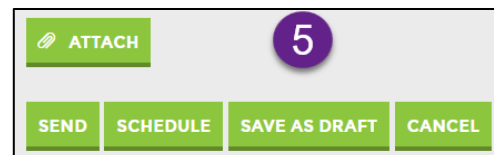
Discussions (forum, discussion board)

View, Read and Add New Discussion Posts:

1. Locate the CoP (**Communities > My Communities**)
2. Select the **CoP** you want to work in.
3. Click the **Discussion** tab.
4. You can post a **new** message or respond to an **existing** message.



5. After composing the discussion, select an option.

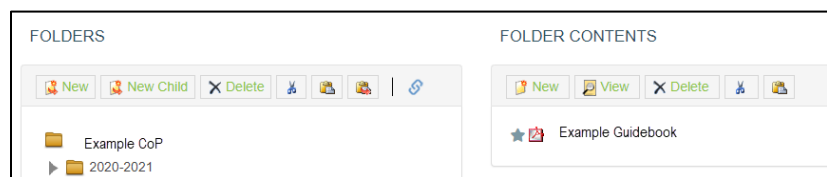
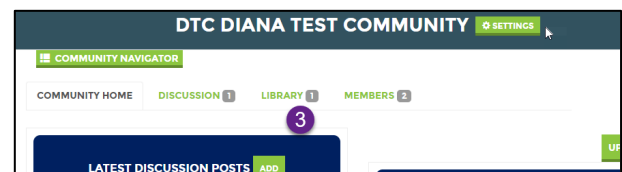


Library

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

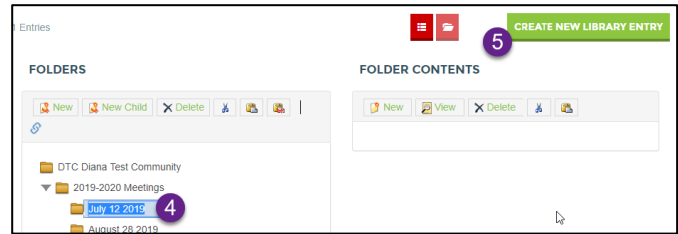
View Folder Contents

1. Locate the CoP (**Communities > My Communities**)
2. Select the **CoP** to work in.
3. Click the **Library** tab in the Navigation Bar.
4. Locate a **Folder** in the left side pane and click on it (click the arrow to the left to view subfolders).
5. The **Folder Contents** will show in the right side pane.
6. Select a file and click **View**.
7. A window will open. You must **Download** the document; viewing the document is possible.

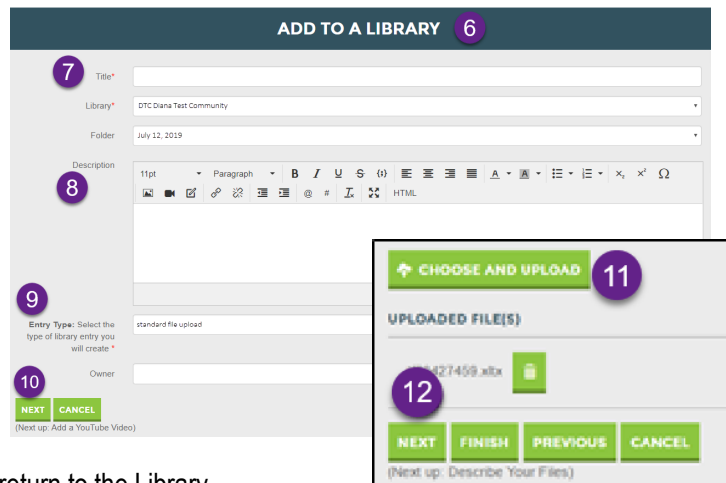


Upload Folder Contents

1. Locate the CoP (**Communities > My Communities**)
2. Select the **CoP** you want to work in.
3. Click the **Library** icon in the Navigation Bar.
4. Locate the **Folder** in the left side pane and click on it (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** (Word, Excel, images, audio, and video files).



10. Click **Next**
11. Select **Choose and Upload** and navigate to 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 Folder Content (members can only delete their own materials; CoP Admins can delete any resource).

1. Locate the CoP (**Communities > My Communities**)
2. Select the **CoP** you want to work in.
3. Click the **Library** icon in the Navigation Bar.
4. Locate and click on the **Folder** in the left side pane containing the item to be deleted. (Click the arrow to the left to view subfolders.)
5. Click on the **item** in the right side pane and click **View**
6. A window will open. Click the **Actions down arrow** and select **Delete**
7. Click **YES** to complete the delete.