

# OSEP Collaboration Spaces

## “Maximize Your Time with the OSEP Collaboration Spaces” User Guide

The OSEP Collaboration Spaces site allows stakeholders and grantees to interact, connect, and learn about their program areas. This user guide will teach you about different tools that you can use on the site to maximize your time and allow you to customize your experience to suit your needs.

*Please note: Your password will expire every 90 days. You will be prompted to change your password, once it has expired, during your next log-in. However, if you set your account to stay logged in, please set a calendar reminder to change your password. Directions for changing your password can be found in the “Getting Started” user guide.*

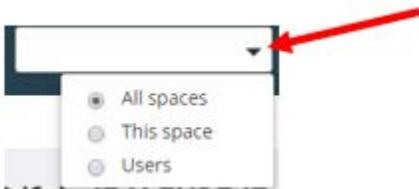
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### Search Area

The search bar provides an easy and fast way to search the collaboration space.

Through the search bar, you are able to search three different categories: [All spaces](#), [This space](#), and [Users](#). To specify which space you would like to use, click on the down caret here:



### All spaces

If you search *All spaces*, you will search all of the collaboration spaces. Your results will appear as below:  
(Left side)

#### [News \(APR\)](#)

A place to learn all the latest relevant content specific news from OSEP.

#### [News \(PR\)](#)

A place to learn all the latest relevant content specific news from OSEP.

#### [News \(EVAL\)](#)

A place to learn all the latest relevant content specific news from OSEP related to our work in evaluation.

#### [News \(PM\)](#)

A place to learn all the latest relevant content specific news related to our work with Performance Measures from OSEP.

#### [Performance Measures \(PM\)](#)

#### [Annual Performance Reports \(APR\)](#)

Performance reports must be submitted on an annual basis to best inform improvements in program outcomes and productivity. The final performance report will be due 90 calendar days after the grant's end date. All reports are submitted electronically via GS.

#### [Evaluation \(EVAL\)](#)

The Office of Special Education Programs (OSEP) is dedicated to improving results for infants, toddlers, children and youth with disabilities ages birth through 21 by providing leadership and financial support to assist states and local districts.

(Right side)

TYPE
Discussion Post (18)
Space (10)
Section Page (8)
Document Page (3)
Team (2)
Event (1)

---

POST DATE
March 2017 (19)
December 2016 (13)
January 2017 (6)
November 2016 (3)
February 2017 (1)

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SECTION
Positive Environments Discussion (10)
Significant Disproportionality Discussion (8)
News(EC) (2)
Calendar (EC) (1)

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SPACE
Creating Safe Supportive Learning Environments for Children with Disabilities (10)
Significant Disproportionality (8)
Early Childhood (7)
Annual Performance Reports (APR) (1)
Evaluation (EVAL) (1)
OSEP (1)
OSEP Symposia Series (1)
Peer Review (PR) (1)
Performance Measures (PM) (1)

## This space

If you search using the *This space* option, you will search only the project area you are currently in (In this case, the Early Childhood Collaboration Space). A screen will appear with the same section options as *All spaces*.

**OSEP Announces new Collaborative Spaces!**

The Office of Special Education Programs (OSEP) at the U.S. Department of Education is excited to announce that it has instituted a new virtual community of practice with collaboration pages designed to bring together stakeholders from across the field of education. The...

**Welcome to the EC collaborative space**

Thank you to all of you that were able to attend the webinar demonstration this afternoon for the EC collaboration site. For those of you who were unable to attend, we will post an archive of the webinar shortly and advise all of you where you can view it for future ref...

**EC Collaboration Space Demo**

Please join me to learn more about the newly launched EC collaboration Space and its functionality. Thanks, Tracy Long

**News(EC)**

A place to learn all the latest relevant content specific news from OSEP.

**TeamECdev**

**TeamEC**

**Wiki (EC)**

Our collaborative document space.

TYPE
Document Page (2)
Section Page (2)
Team (2)
Event (1)

---

POST DATE
December 2016 (4)
November 2016 (2)
March 2017 (1)

---

SECTION
News(EC) (2)
Calendar (EC) (1)

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SPACE
(-) Early Childhood

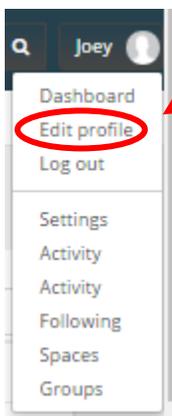
## Users

If you search using the *Users* option, the search feature will provide you with a list of people with the same name or similar names. This search feature also will give you a list of the spaces in which each member with the searched name is a member.

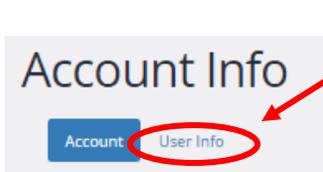
## User Info

The *User Info* section of the OSEP Collaboration Spaces site is an important part of the website, because it allows users to view the roles and backgrounds of other users on the site, which will in turn foster collaboration.

1. Hover your mouse over your name in the top right corner, and a drop-down menu will appear. When the menu appears, click on the *Edit profile* tab:



2. Your *Account Info* screen will appear. Click on the *User Info* tab directly under the *Account Info* title:



3. Here, you can personalize your profile:

This is where you can change your display name.

This is where you can upload a profile picture.

This is where you put in your bio to let others know who you are and what your background is.

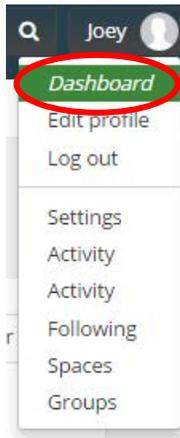
Don't forget to hit Save!

A screenshot of the 'User Info' form. At the top, there is a title 'User Info' and two tabs: 'Account' and 'User Info'. The form contains several sections: 'Display Name' with a text input field containing 'joey'; 'Picture' with a 'Choose File' button, 'No file chosen' text, and an 'Upload' button; 'User Profile' section with a rich text editor containing the text 'This is what an about section looks like'; and a 'Save' button at the bottom. Red arrows point from the text on the left to the corresponding fields in the form.

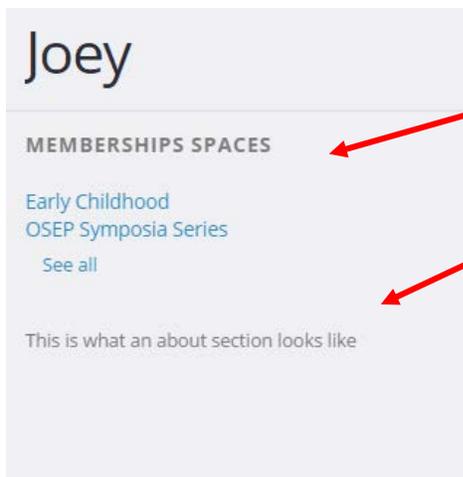
# Dashboard

The *Dashboard* section of the collaboration space is your hub for activity on the site. This section is where you can see your membership spaces, your bio, your tasks, your topics, and your reply topics.

1. Hover your mouse over your name in the top right corner, and a drop-down menu will appear. When the menu appears, click on the *Dashboard* tab:



2. This will navigate you to the *Dashboard* section.  
(Left side)



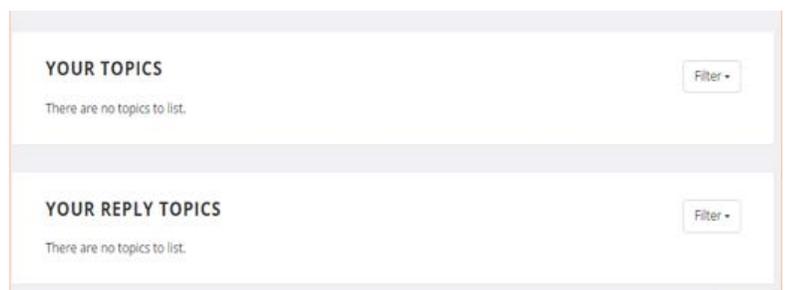
Under *Membership Spaces*, you will see the spaces you are a member of within the collaboration site.

This is where your bio will appear (see the *User Info* section in this document for information about entering your bio).

(Right side)

These are the threads that you have created.

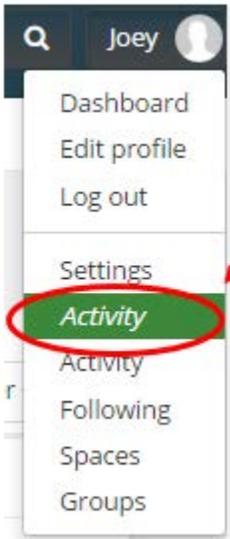
These are the threads you have commented on. When people have replied to your comments, the replies also will appear here.



## Activity

Much like the *Dashboard* section, the *Activity* section is where you can find your recent activity on the collaboration site. You also will see your display name and bio on this page.

1. Hover your mouse over your name in the top right corner, and a drop-down menu will appear. When the menu appears, click on the *Activity* tab:

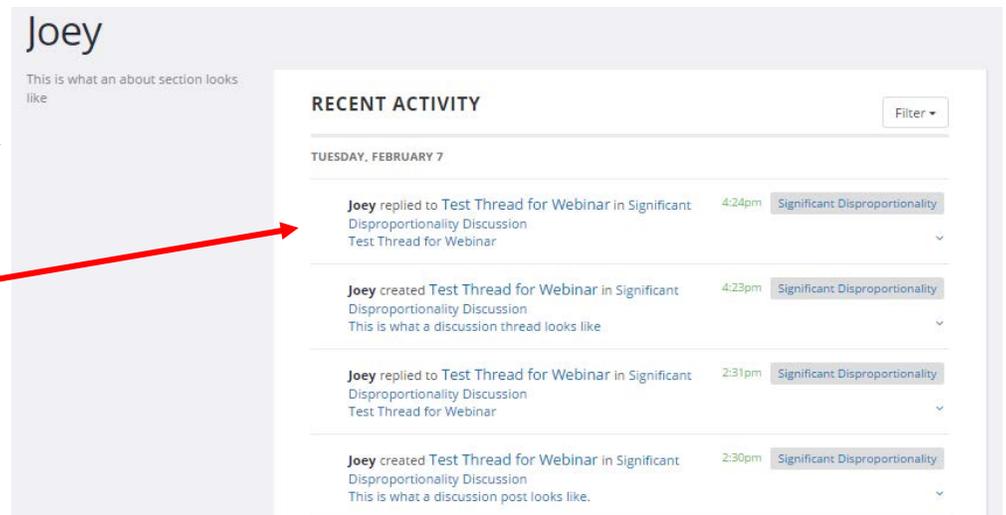


2. Your *Activity* page looks like this:

This is your display name.

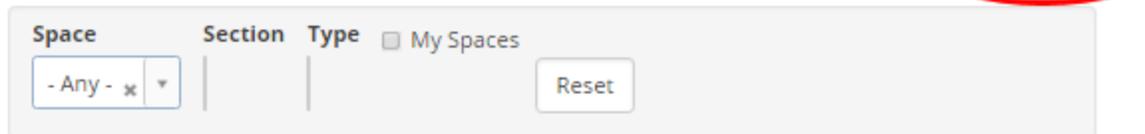
This is your bio.

This is your recent activity with the action, thread title, and space.



3. You can filter your *Recent Activity* by clicking on the *Filter* button and selecting from the spaces you are a member of that you would like to appear:

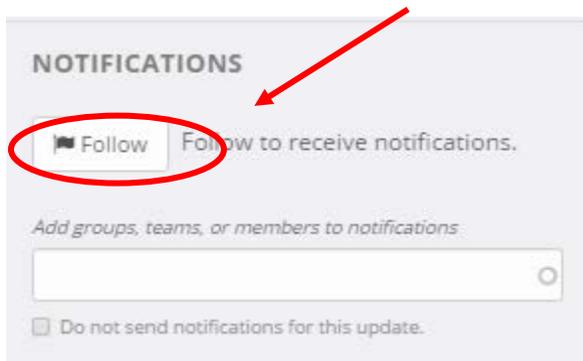
## RECENT ACTIVITY



## Following

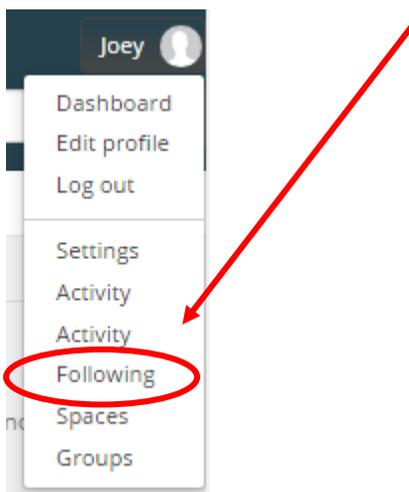
If you would like to receive notifications for different discussion threads and posts, you have the option to *Follow* the threads.

1. Click on the thread you would like to follow and, on the right side of the screen, you will see a *Notifications* area. Click the *Follow* button to follow that thread.

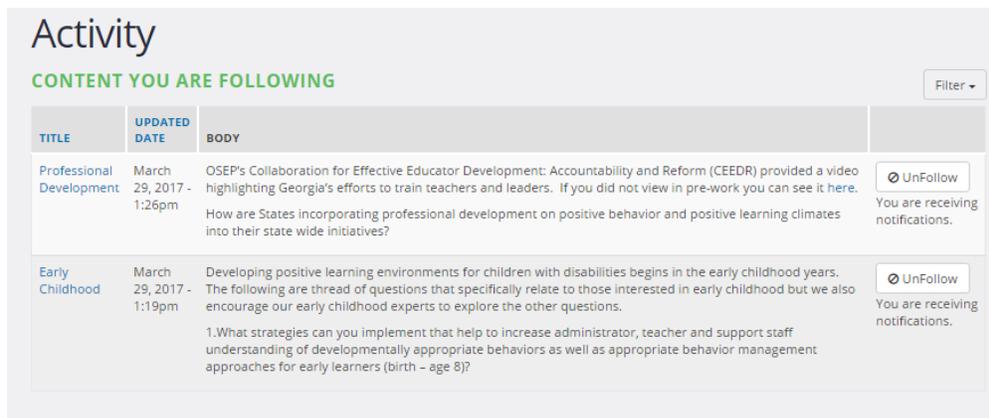


Once you have followed a thread, you can manage that thread in the *Following* section.

1. Hover your mouse over your name in the top right corner, and a drop-down menu will appear. When the menu appears, click on the *Following* tab:



2. Clicking on that tab will navigate you to this screen, where you can see all of the threads you are following. You can navigate to a particular thread by clicking on the title of the thread and can unfollow that thread by clicking the *UnFollow* button.



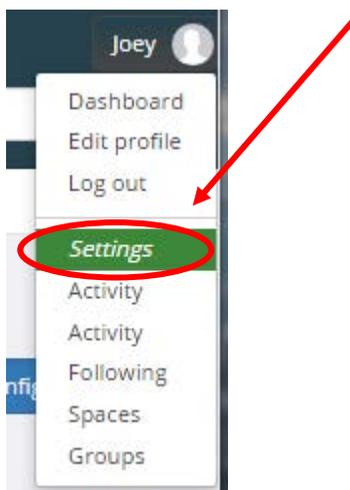
The screenshot shows the 'Activity' page with the heading 'CONTENT YOU ARE FOLLOWING'. It features a table with columns for 'TITLE', 'UPDATED DATE', and 'BODY'. Two threads are visible:

TITLE	UPDATED DATE	BODY	Actions
Professional Development	March 29, 2017 - 1:26pm	OSEP's Collaboration for Effective Educator Development: Accountability and Reform (CEEDR) provided a video highlighting Georgia's efforts to train teachers and leaders. If you did not view in pre-work you can see it <a href="#">here</a> . How are States incorporating professional development on positive behavior and positive learning climates into their state wide initiatives?	<input type="button" value="UnFollow"/> You are receiving notifications.
Early Childhood	March 29, 2017 - 1:19pm	Developing positive learning environments for children with disabilities begins in the early childhood years. The following are thread of questions that specifically relate to those interested in early childhood but we also encourage our early childhood experts to explore the other questions. 1.What strategies can you implement that help to increase administrator, teacher and support staff understanding of developmentally appropriate behaviors as well as appropriate behavior management approaches for early learners (birth - age 8)?	<input type="button" value="UnFollow"/> You are receiving notifications.

## Notification Settings

The OSEP Collaboration Spaces site also provides an option of setting how many and how often you receive notifications from the threads you are following and from the spaces of which you are a member.

1. To navigate to the *Notification Settings* section of the site, you have to hover your mouse over your name in the top right corner, and a drop-down menu will appear. When the menu appears, click on the *Settings* tab:



2. That will navigate you to the *Notification Settings* page:

Select your e-mail preference here.

Select if you want to receive a combined e-mail with all your spaces or by each space.

The search bar allows you to search within your spaces.

Click on the button next to one of your spaces, and click on the *Set Spaces Preferences* tab to decide on a notification setting, and click *Apply*.

*Subscribed Content* directs you to your *Following* page.

3. Don't forget to click on *Save configuration*.



## Notification Settings

**DELIVERY PREFERENCES**

Select your email preference:

Plain text  
 HTML

**Digest Grouping:**

Send one digest email per group  
 Send one combined digest email for all groups

**SPACE PREFERENCES**

**Filter Spaces:**

Space

**Set Spaces Preferences:**

Choose a notification method

<input type="checkbox"/> Spaces	Notification Method	Messages
<input type="checkbox"/> Early Childhood	<input type="text" value="Email x"/>	<a href="#">Messages</a>
<input type="checkbox"/> OSEP Symposia Series	<input type="text" value="Email x"/>	<a href="#">Messages</a>

[Subscribed Content](#) ▶