Quick Start Guide

SRCD Commons is a series of online communities and repositories devoted to connecting SRCD members and their peers across disciplines and countries. Please refer to this Quick Start Guide to learn the basics of the platform and help you get the most of out of this resource.

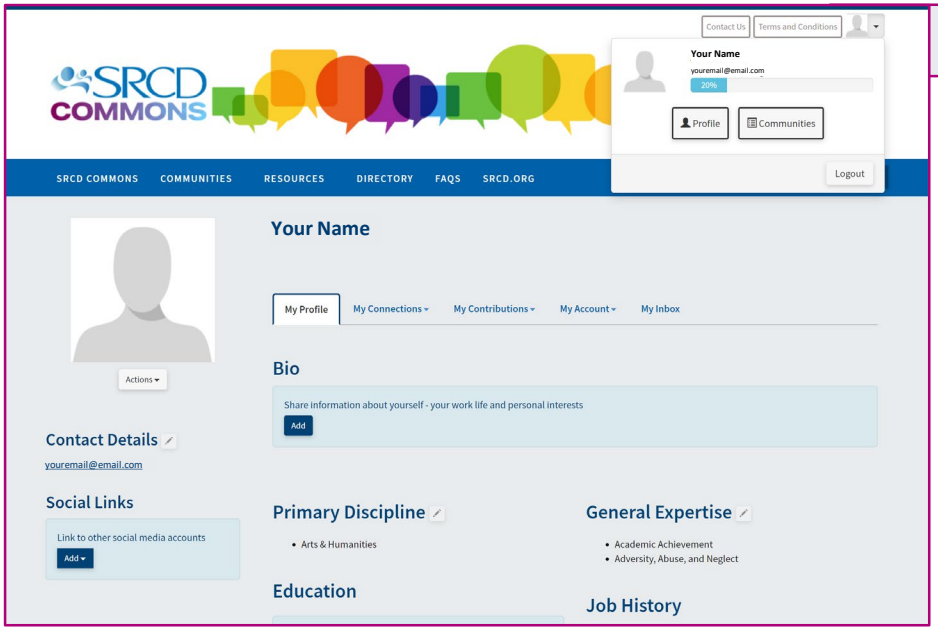
SRCD Commons Home

You can access SRCD Commons by visiting **http://commons.srcd.org/**.

Because our communities are integrated with the SRCD account database, you may log in using the same log in credentials as you would for the SRCD website. Just click on the **Sign In** button on the top right corner of the page and use your SRCD User ID and Password. If you do not have (or have not updated) your User ID, you will need to create a new account or update your current log in credentials before you are able to log in to SRCD Commons.

Updated March 23, 2020

Questions? Email scholar@srcd.org.



Profile & Notifications

To help others in the community get to know you better, fill out your profile with information about yourself, including your bio and expertise in the **Profile** page.

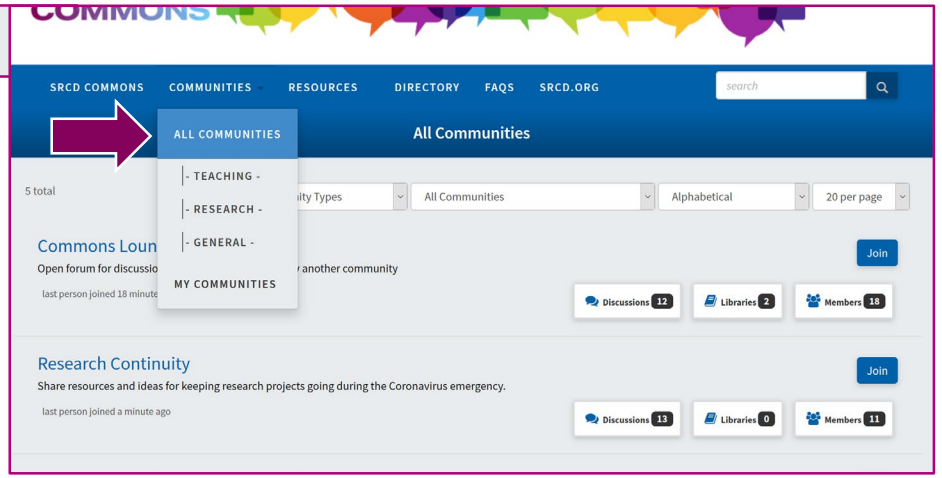
To get to the Profile page, click on the dropdown arrow on the top right corner of the page next to your photo or avatar. ***Note:*** *You will only see the arrow if you have successfully signed in*.

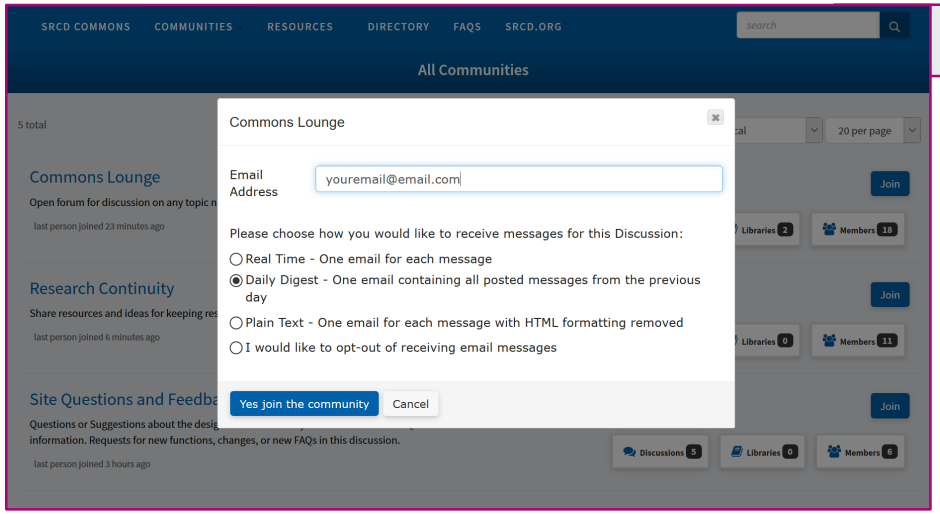
You may also adjust your account's privacy settings and notification preferences in the **My Account** tab on the Profile page.

Communities

Within the **Communities** tab in the upper navigation bar, click **All Communities** to see all the possible communities available for you to join. You can use the filter options near the top of the page to search by community type or access.

Communities include general forums ("Commons Lounge") plus special interest groups, like the Teaching Materials Exchange for sharing and discussing instructional resources and the Research Continuity community for sharing resources and ideas on keeping research operations in our current coronavirus crisis.





Join a Community

Communities vary in their permissions (Public, Private, Read Only, etc.), but generally you will be able read, but not post, without joining. Subscribe to the communities that interest you by clicking on the **Join** button next to the community name. You will be prompted to specify how you want the community's messages and notifications be delivered to you (e.g. email notifications, daily digest).

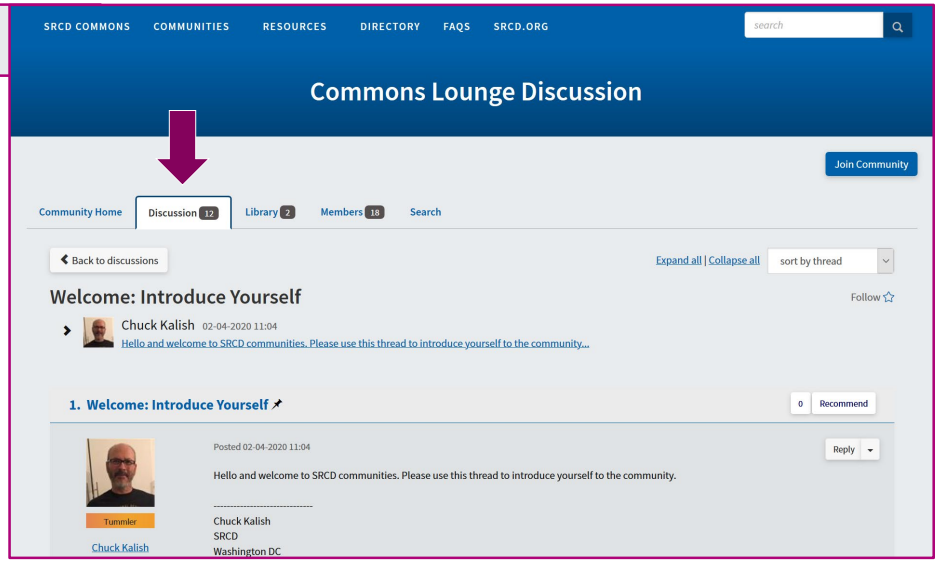
Note: *If you do not see the **Join** button next to a community, you are either already subscribed to the community or its settings are set to private, therefore unable to join.*

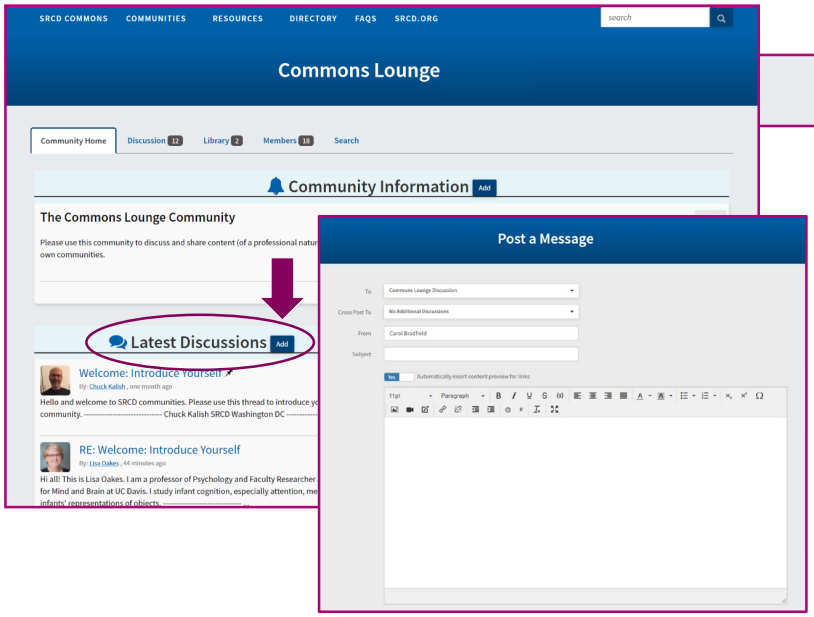
Participate in a Community

The most common activity in a community is posting and replying to messages. Click on the **Discussion** tab near the top of the community page to interact with other members' posts.

For any given post, you have the options to **Reply** (sends your response to the entire group) or **Reply privately** (sends a private response to the post's author). You may also add the post's author to your **Contact** list under the **Actions** dropdown menu.

Note: *We encourage you to use hashtags in posts to increase their searchability.*





Discuss

Within each community, you can post and add to discussion topics. To start a new discussion topic, click on **Add** next to the **Latest Discussion Posts** section of the community or post directly from the email notifications you receive using the **Post Message** link. You will be redirected to the 'Post a Message' page, where you can:

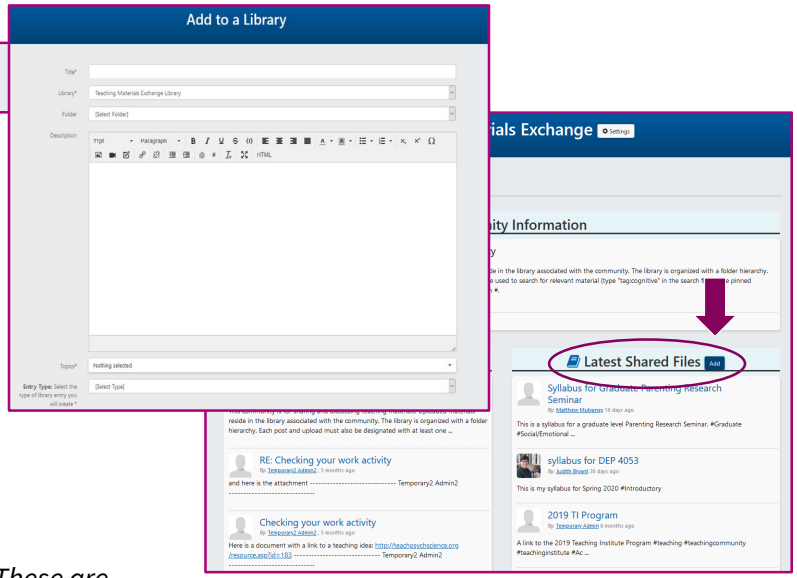
- **Select the community discussion** to which you want to post
- **Select any discussion to cross post to** if you would like your post to appear in another community you belong to
- **Compose your message** as you would in a Word document
- **Add a Signature**
- *Optional:* **Add Attachments** from websites, social media sites, cloud services, and computer files.

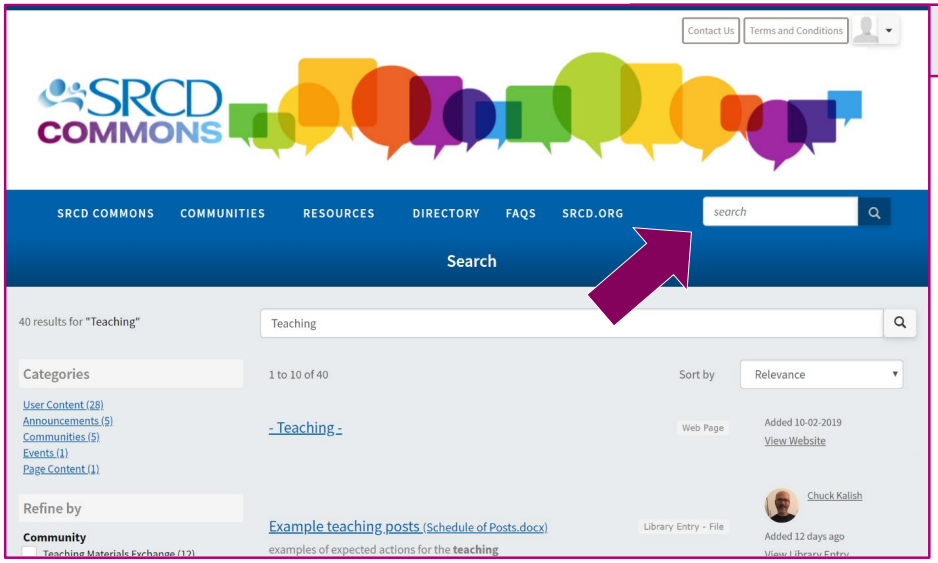
Share Resources

Most communities feature a library for uploading, storing, and sharing files with other community members. Click on the **Library** tab near the top of the community's home page to upload, view or download any library entry. Library entries are organized in a hierarchical system of folders, to help you find what you are looking for.

You may also add a library entry by clicking on the **Add** button next to the **Latest Shared Resources** section of a community's home page. You will be prompted to give your entry a title, add a description, indicate the kind of entry (file upload, link,…), and add hashtags.

There are also "standalone" resources not associated with a specific community. These are accessible via "Resources" on the main menu bar at the top of the screen.



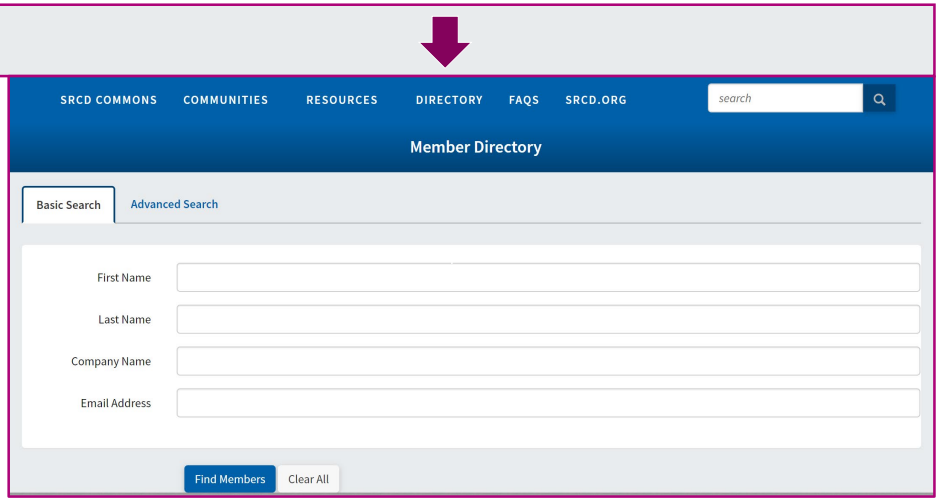


Search

You may use the Search function to identify items that match your search criteria within the communities, libraries and member posts.

You can find this search function in the discussion or library areas (in the form of a tab) to search in just those modules, or use the general Search box in the upper right to search all communities.

Peer Search

Look for other members by name, institution (under "Company Name"), or email address by using the **Directory** tab in the upper navigation bar. You can also dig deeper by using the **Advanced Search** function to look for people by community name/type and location.

Once you have found the person(s) that you are looking for, you can then view their profile(s), send messages, or add them as contact(s) from the search results page.