

Welcome to the Online Forum for the Community Schools Leadership Network! The website is made just for coordinators. It allows you to share, learn, and grow in your work to support children, families and communities. Use this guide to help us create an active, interesting, and informative place for coordinators. Enjoy!

Rules on Using the Coordinators Website

1. OUR GOLDEN RULE: Be a Good Reader and a Good Blogger!

We want to create an open space for coordinators to discuss the challenges they face every day, as well as their best practices. Confidentiality is and will be important within this network.

2. Keep your messages short and concise.

Coordinators play key and time-consuming roles in their schools and communities. Please be mindful of their time and keep your questions and messages short.

3. Be sure the question has not been asked.

Before you post a question, scroll through the topics previously posted by others and try to find your answers there. You can also do a keyword search and refine your search by limiting it to a specific board and a specific time period.

4. Try to keep your questions relevant to a particular discussion board.

If your question does not fit any of the current boards, feel free to [add a board](#). Keep your board names short but descriptive of the question you are asking.

5. Do not post the same message more than once.

Do not post the same message/question multiple times on the same board or on different boards. Duplicate messages will be *deleted* without notice!

How to Use the Website

Add a Friend

As coordinators are accepted to the Network, don't forget to visit their profiles to learn more about them and add them as a friend. Feel free to also send them a welcome message or even introduce yourself. This is your way of meeting and networking with each other.

Adding Content to [Tools & Resources](#)

The Tools & Resources section has been updated with content, case studies and publications that will help new and old coordinators to think strategically about the work. This information will be available for non-network members too, including community school directors, supervisors, or initiative leaders.

If you have any questions regarding the code of conduct or instructions on how to use the website, please feel free to contact the Coalition staff at cscordinators@iel.org or 202 822 8405.

Coordinators will not directly have access to edit this page; however, will be able to update this page in two ways:

- You can email the Coalition staff at ccs@iel.org with additional resources, publications and best practices.
- The Coalition staff will scan the Discussion Boards with resources and publications that you post. Be sure to include blurbs about the resources you post.

How to Blog

Volunteer to sign up to write a blog post about your reflections on any particular discussion, an event you attended, or a challenge you overcame. Reflections are important for improving the work you do! Blogs are private and only accessible to the internal network; however, with your permission, the Coalition may highlight your work in their newsletters or in the updates.

How to Tweet

Do you have a Twitter account? If yes, **follow us at [@CScoordinators](https://twitter.com/CScoordinators)**! You can also use the [Coordinators Website's Twitter Page](#) to keep yourself updated on tweets and messages from the Coordinators Network and the Coalition for Community Schools.

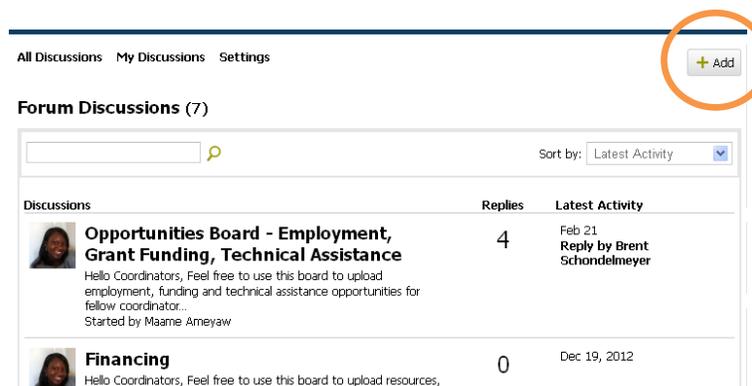
Using and Adding on the Discussion Boards

These discussion boards are private to network members only. You have to be a coordinator to access the internal discussion and opportunities boards.

How to Add a Discussion Board

The Discussion Boards are currently based on the pages under Tools & Resources. However, if they do not relate to the question you want to ask, feel free to add a page. Here is how:

Use the **Add** button on the top right corner on the [main page](#) to add another Discussion Board. Your board will show up above the board that has the most activity (e.g. Opportunities Board in the page shown in the picture below).



The screenshot shows a web interface for discussion boards. At the top, there are navigation links: "All Discussions", "My Discussions", and "Settings". In the top right corner, there is a button labeled "+ Add" which is circled in orange. Below the navigation is a section titled "Forum Discussions (7)". There is a search bar and a "Sort by: Latest Activity" dropdown menu. The main content area displays a list of discussion boards with columns for "Discussions", "Replies", and "Latest Activity".

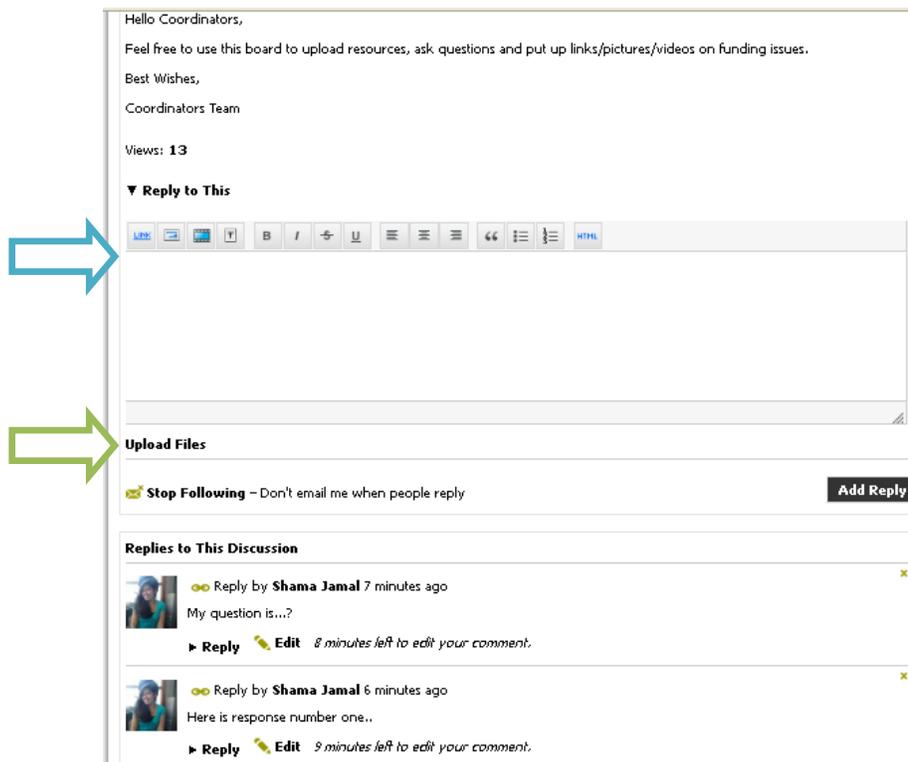
Discussions	Replies	Latest Activity
 Opportunities Board - Employment, Grant Funding, Technical Assistance Hello Coordinators, Feel free to use this board to upload employment, funding and technical assistance opportunities for fellow coordinator... Started by Maame Ameyaw	4	Feb 21 Reply by Brent Schondelmeyer
 Financing Hello Coordinators, Feel free to use this board to upload resources,	0	Dec 19, 2012

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How to Send a Message on a Discussion Board

There are multiple ways to respond to the question on a particular discussion board.

1. **You can respond to the general discussion.** Use the general text box next to the **blue** arrow to respond.
2. **You can also upload files with your response.** Click on upload files next to the **green** arrow. It shows up below the text box. You will be able to upload up to three files.



The screenshot shows a discussion board interface. At the top, it says "Hello Coordinators," followed by instructions: "Feel free to use this board to upload resources, ask questions and put up links/pictures/videos on funding issues." Below this, it says "Best Wishes," "Coordinators Team," and "Views: 13". A section titled "▼ Reply to This" contains a rich text editor with a toolbar (including icons for link, image, text, bold, italic, text color, background color, bulleted list, numbered list, indent, quote, and HTML) and a large text input area. A blue arrow points to the text input area. Below the text editor is an "Upload Files" section. A green arrow points to the "Upload Files" section. Below the upload section, there is a "Stop Following" option with a checkbox and the text "Don't email me when people reply", and an "Add Reply" button. The bottom section is titled "Replies to This Discussion" and shows two replies from "Shama Jamal". The first reply says "My question is...?" and the second says "Here is response number one..". Each reply has "Reply" and "Edit" options with a timer.

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