

## Community Guidelines

eLearningEuropa.info hosts an array of communities which gather together members with common interests. Any registered user can propose a Community, become a Facilitator and join an already created community.

There are two roles in the eLearningEuropa.info communities:

### a. Facilitator

- administers, animates and enriches the content of the community by adding content already existing on the portal to it or by proposing new one;
- invites new members to join the community and can help to plan events or workshops for the group.

### b. User

- can access to community's content
- can propose news, events, project and articles to the Community.



An active and stable community will reward its facilitator/s with professional recognition, a larger network of contacts and extensive visibility on eLearningEuropa.info.

## 1. Start a Community

### a. Propose a Community

To Propose a Community, please enter the Community tab in the upper menu.

The screenshot shows the eLearningEuropa.info website interface. At the top, there is a navigation menu with links for Home, All titles, News, Projects, Events, Directory, People, TV Channel, Blogs, and Communities. The 'Communities' link is highlighted. Below the navigation menu, there is a section titled 'The Ideal space for co-creation and sharing ideas'. In the center, there is a form to propose a community with fields for Title, Country (set to 'Any'), and a 'Propose a Community' button. The button is highlighted with a red circle and a red arrow. To the right of the form, there is a 'Communities user guide' button. Below the form, there are two community listings: 'Open Education - How does open access to resources impact educational practices? (129 Members)' and 'LANGUAGE LEARNING AND SOCIAL MEDIA - 6 Key dialogues (95 Members)'. On the right side, there is a 'Most Popular Tags' section with tags like 'abilities', 'academic', 'publications', 'entrepreneurship', 'accessibility', 'education', and 'access'. The 'Accessibility' tag is highlighted in blue.

**IMPORTANT:** Once proposed, a community will go throughout the following workflow:

- It will be available to its Facilitator at any moment, easy to access from the Profile's page

- Once approved (by the eLearning Europa team), the Facilitator will have the possibility to add to the community various content: articles, news etc.

**Title:** The community title identifies the community and helps define its purpose to its members.



Make sure you give your community a short and precise title, which will help distinguish it from other communities and will help create a friendly URL.

**Description:** The community description is crucial to show what the essence of your community is. Keep it short and precise, you have up to 255 words.

**Picture:** You can add one image to the community description. This image file can have a maximum of 10 Mb and the allowed extensions are png, gif, jpg or jpeg.



Remember to click the “upload” button to send the picture to the server.

**Community URL:** Here the user can specify which will be the url for the proposed community.

**Free tags:** This helps define the community focus as well as providing an easy way of finding it on the portal.

**Country:** You can select more than one country if the subject of your community is related to more than one country.

**Additional links:** Here the creator of the community can include existing URLs of different related websites on the internet.



You can add more than one link by clicking on the “add another item” button, which will open more fields for you.

**Contact e-mail:** This email address will be made public with the community and will serve as the community email box for members to contact.



It is preferable that you provide an email which has no message size limitations and which can be associated with the organization you are working for or the community is associated with.

**Links to social networks:** include the related social media profiles URLs. Leave it blank if your community still does not have profile in social media portals.

**Registration form:** click this checkbox if you wish that a user can join the community directly by filling the portal registration form

**Membership request:** A community can be set to four membership request options, select, which fits better to your community:

- Open – membership requests are accepted immediately, without any intervention from the Facilitator
- Moderated – membership requests awaits the Facilitator’s intervention
- Invite only – membership is based on invite by the Facilitator
- Closed - the Facilitator exclusively manages membership.

Once a request to “Propose a Community” is submitted, a confirmation message appears in the next page, which assures that the facilitator has received the request.

## b. Approval

The eLearningEuropa.info team evaluates and approves your request for a new community based on the purpose of the community and on the facilitator’s personal activity level within the portal (number of Kudos).



Once the community is created, you can go back and edit your community details (Description,

Topic, content preferences etc.) at any time.

**c. Publication**

A community will be published by the eLearningEuropa Team once the Facilitator announced that it is ready.

**d. Rejection**

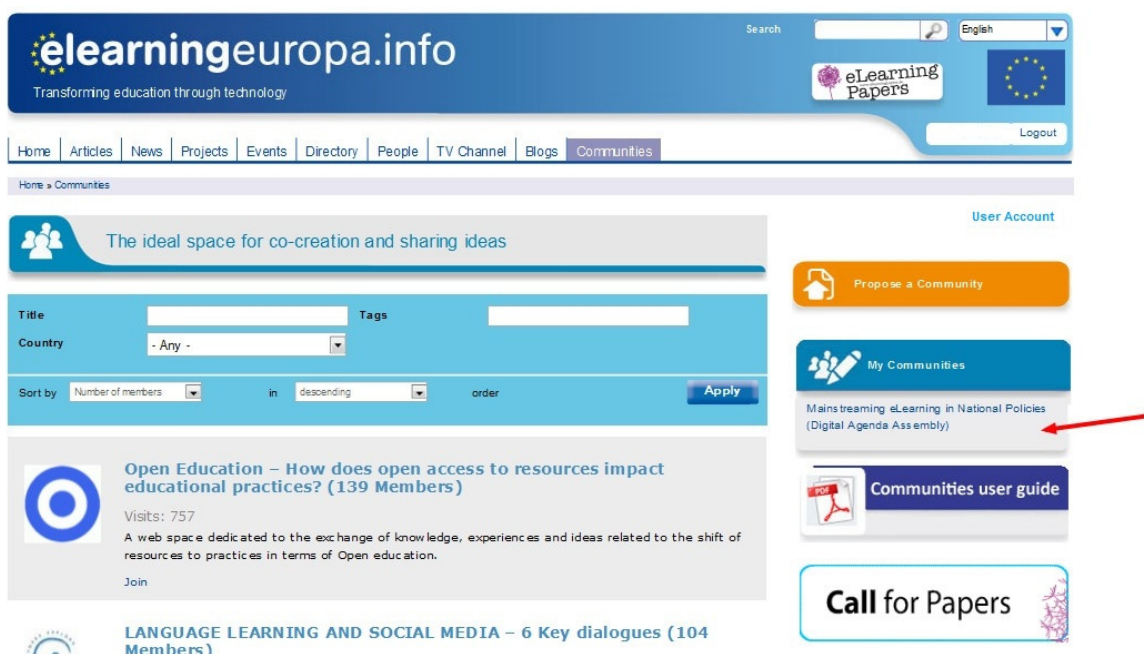
If the community was rejected by the eLearningEuropa Team, the Facilitator will receive an explanatory message. In order not to have your community rejected, be sure to follow the [Terms and Conditions](#)

**2. Adding content to a Community**

Before having your community published, start adding content and editing it. The more details and content you have in a community, more members it will attract.

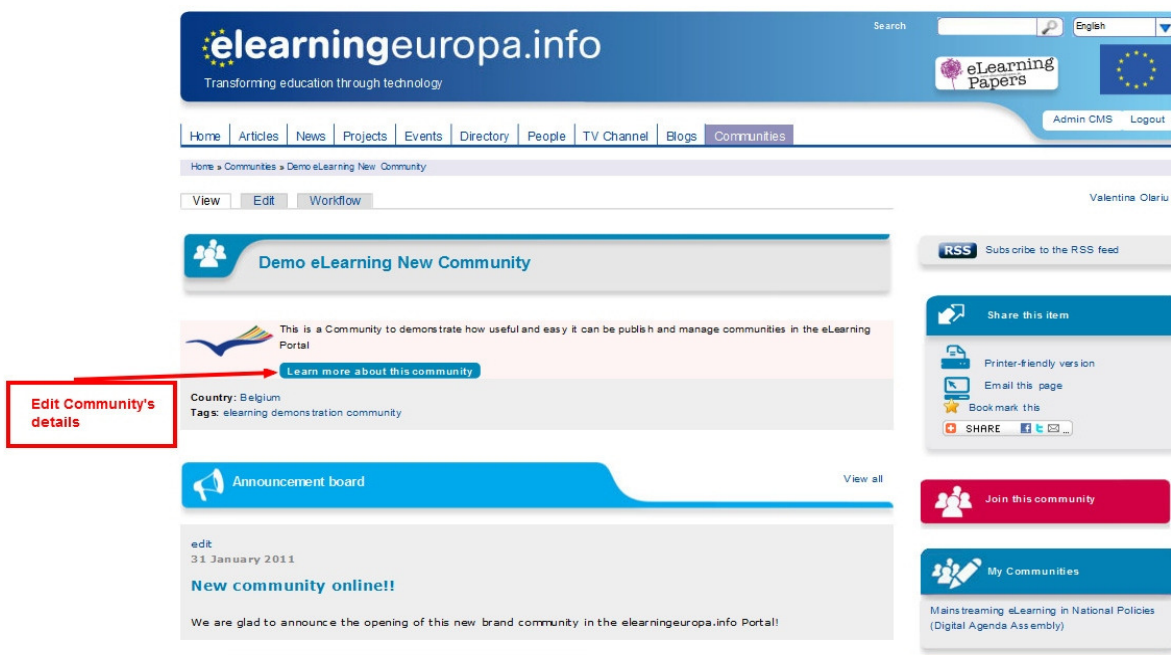


To access your community, login and click the My Community link in the dedicated section.

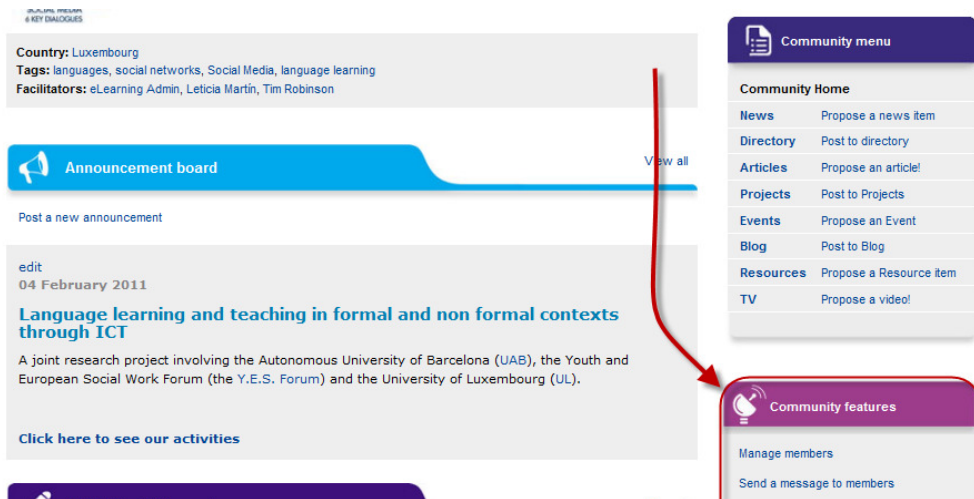


The Facilitator has the possibility to:

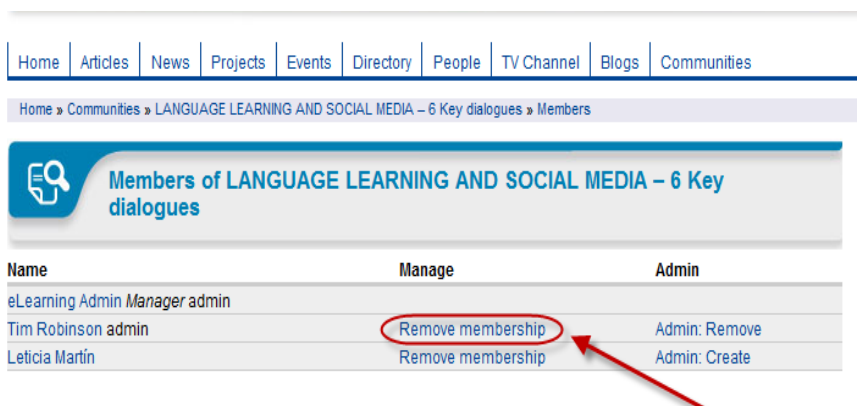
- a. Add **additional editorial information** to the short community description;



b. Manage **Community Features**: the block is on the right side of the community main page;



c. Manage **members** by deleting them from the community



d. Appoint **peers as facilitators**/removing facilitator rights from users.

Appointing new facilitators help moderate and animate the community. Find the user by checking the first column and then click on the "Create" option to make the user become a facilitator. In case

you want to remove these facilitator rights from a specific user, select the option “Remove” in the Admin column.

Home » Communities » LANGUAGE LEARNING AND SOCIAL MEDIA – 6 Key dialogues » Members

Name	Manage	Admin
eLearning Admin Manager admin		
Tim Robinson admin	<a href="#">Remove membership</a>	<a href="#">Admin: Remove</a>
Leticia Martín	<a href="#">Remove membership</a>	<a href="#">Admin: Create</a>

- **Send message** to members

As facilitator, you can send an email message to all the community members by selecting the option “Send message to members” from the Community Features menu. Note that you can insert html code by clicking on the “Disable rich-text” option.

Be concise and to the point. Do not make an e-mail longer than it needs to be. Remember that reading an e-mail is harder than reading printed communications and a long e-mail can be very discouraging to read.



- Add **content already published on the portal**. eLearningEuropa.info portal offers a collection of content based on the various portal News, Events, Projects, Directory and TV Channel items which are currently available on the portal;

- Create new content**

The only difference between proposing an item from the Community menu and proposing an item from the specific portal section is that doing so from the community, once published the item will appear in the proper section with no need of highlighting it.



If the item is not already added to the community you can click on the check box of the community and then click on the submit button.

If the item was already added, you’ll find the name of the community under the option “remove”, just click on the checkbox and click on the submit button.

### 3. Join a Community

Logged in members of the portal can easily join a member by clicking on the 'Join this community' button which is located on the right hand side of the screen.

The screenshot displays the 'Demo eLearning New Community' page. At the top, there is a header with the community name and a user profile 'leliciamartin'. Below the header, there is a description of the community and a 'Join this community' button highlighted with a red box and a mouse cursor. The page also features an announcement board, a debate section, and a community menu on the right side.

A confirmation message will appear after performing this "join" action. The 'Join this community' button does not appear in 'Invitation only' communities.

After joining a community, members can easily access the community using the 'My Communities' box list on the right side column.

### 4. Unsubscribing from a Community

To unsubscribe from a community, enter the Community page and click the "Leave the community" button on the right side column.

The screenshot shows a red button with the text 'You are member' and a group of people icon. Below it, there is a button with the text 'Leave the community' highlighted with a red box.



Should any further information be necessary the eLearningEuropa.info team is reachable at [Contact](#) us.