

# Getting Started: Pre-AP Communities

Welcome to the Pre-AP Teacher Community! Now that you've created your account, we recommend that you review the following guidelines to help you make the most of your community experience.

## Learn about the key sections of the Community

### Home

- The first page members see whenever they log in to the Community. Home features the latest discussions that members have posted recently, along with a Community Activity panel that shows what's gone on in the Community in the past few days.

### Discussions

- Discussion boards facilitate conversations with peers and can be organized into categories and subcategories.
- Members view the latest discussion threads on the homepage or browse by category on the Discussion Boards page.
- Members subscribe to categories or threads that they are interested in and would like to follow.

### Resources

- Members search among resources uploaded by the College Board and Community members.
- Features an easy uploading process for adding resources and tagging to allow for greater filtering.

### Announcements

- Pre-AP Program provides important program updates and reminders.

### My Library

- Repository of resources a user has saved to their personal library for easy access.

### Members

- View your network connections in My Network for access to their Wall and posts.
- Connect with new community members to more easily exchange ideas and resources.

## Set "My Preferences"

### General Email

1. Under general email, be sure that your preferred email address is listed as your primary address
2. Under member messaging, select All Community Members or My Network Members if you would like to allow one-on-one discussions or follow-up. We recommend doing this if you would like to connect on topics that may be more individualized and less relevant to the entire group.

### Email Notifications

1. Once you select "My Preferences" located at the top right of the screen, you'll find additional menu options on the left.
2. Set up your "General E-mail." This is the general email that you'll use to receive communications from other members.

3. Select the Community for which you would like to enable notifications. We recommend that you select "daily digest" to receive one daily e-mail with all posts.
4. Don't forget to click "Save" after making changes.

## Subscribe to Categories of Interest

1. While reading threads in the Discussion Boards, opt in to receive email notifications when a thread that interests you has been updated with either new content or a reply.
2. To receive notifications, select the "Subscribe" link to the right of the thread or at the top of the thread when you are within the reading pane view.
3. In addition to being able to subscribe to individual threads, subscribe to top-level categories by selecting the "Subscribe" link to the right of the Category beneath the "All" tab on Discussion Boards. By subscribing to the category, you will receive an email any time a thread has been added to the category or updated.

## Customize Your Wall

1. Click your name (upper right-hand side of the screen).
2. Upload a photo (it must be low resolution and under 140 kB).
3. Edit your "Professional Bio."

## Develop a Network

1. To connect with educators in our community, click the individual's name and it will take you to that community member's wall.
2. Then, click the *"Ask (name of individual) to be part of your network" link.*

## Post a New Thread

1. Click the most suitable category and select "Post a New thread." (This not only helps with archiving posts but also ensures all receive the post.)
2. The toolbar above the writing area has typical word processing tools and features, as well as ways to post Internet links.
3. Type your post and then click "Submit." Provide key words and a priority level for your post.

## Post a Resource

1. Click "RESOURCE" to post a new resource. The more information you provide about a resource, the more your resource will gain visibility and use.
2. Please DO NOT post copyright materials to our online community.