

Groupsite 101



mccwdta.groupsite.com is our online collaboration space that provides members of the **Transformation Agenda** with a shared calendar, discussion forums, member profiles, photo gallery, file sharing & more.

This document offers a brief overview to this user-friendly tool. Once registered, we encourage you to join a **Team**; post your thoughts questions, comments in the **Discussions** section; share your resources in the online **File Cabinet**; celebrate your college's achievements with your colleagues.

As always, contact the Transformation Agenda Office if we can provide additional information or assistance. Welcome to Groupsite and see you online!

Visit mccwdta.groupsite.com

Already a member? Just log in on the right side of the page.

Not yet a member? Click the link to “Join this Group Now!”



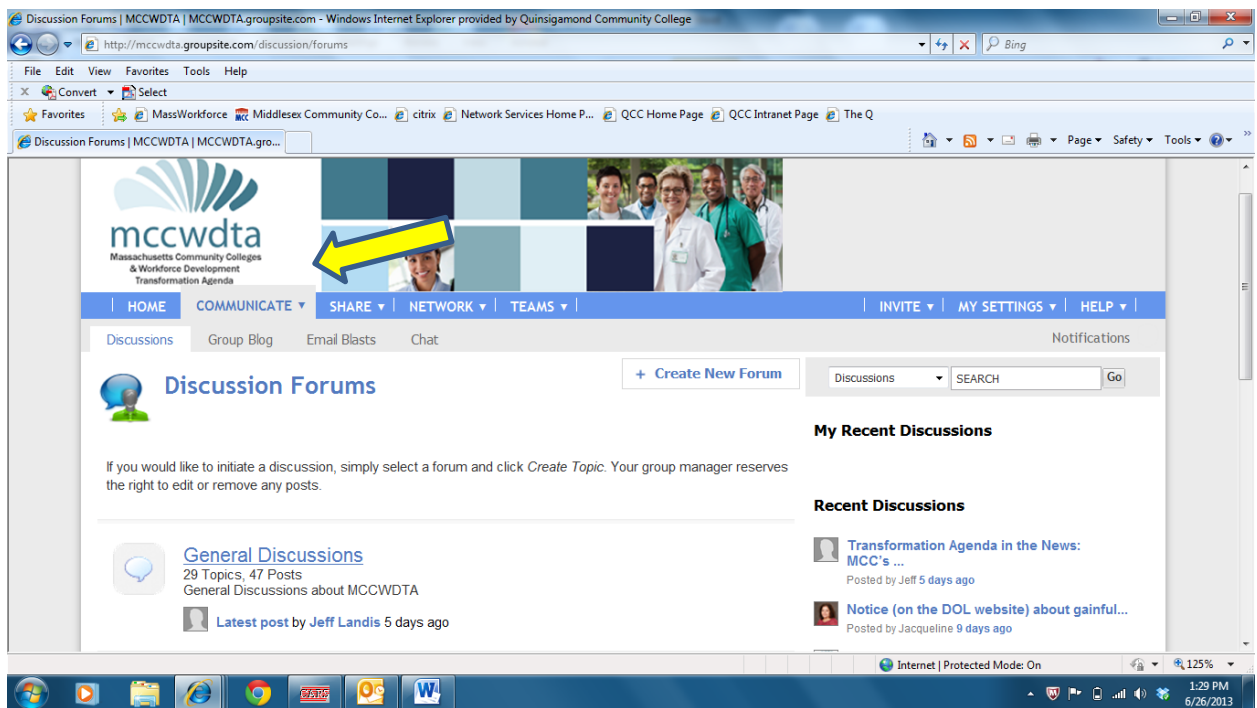
Create your profile and customize your preferences

Through your profile, share information about yourself, set preferences for email delivery (daily, weekly, etc.) and customize the groupsite experience to your needs and interests.



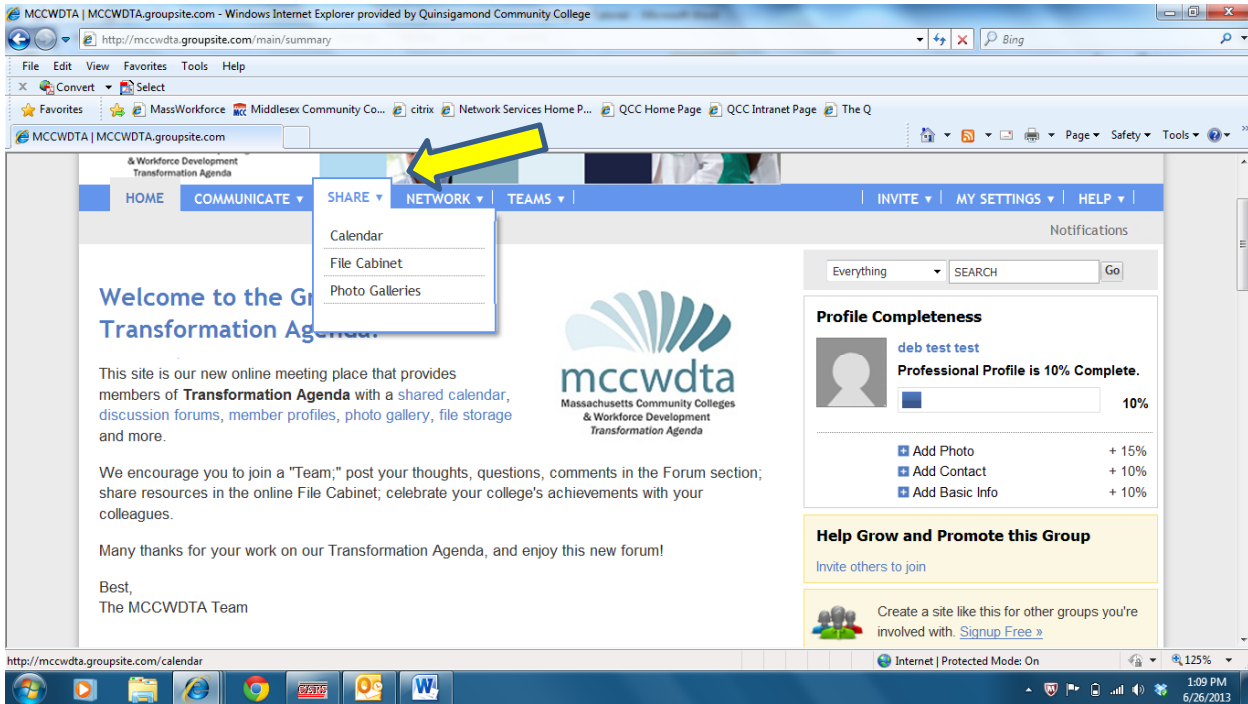
Communicate

Get the conversation going in "Discussions" – a place to post questions, comments, lessons learned, and other announcements.



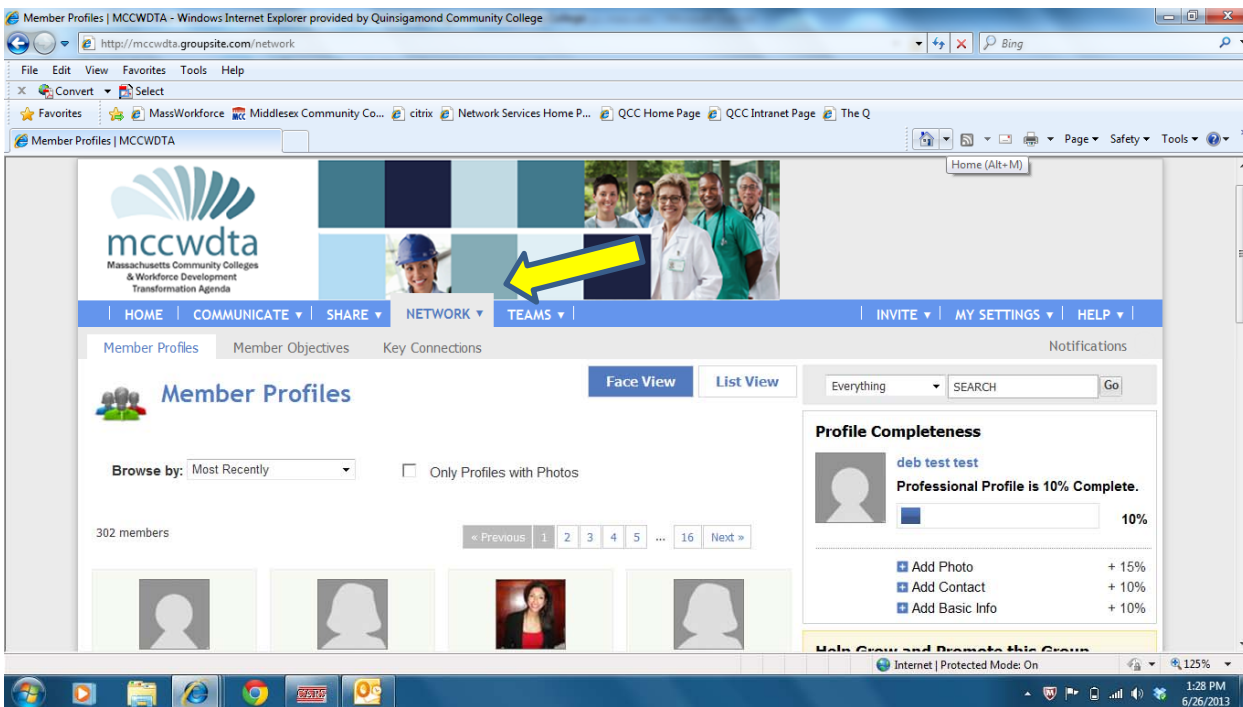
Share

View and register for upcoming events on the community calendar; share and access resources from your colleagues in the file cabinet and post/view photos from Transformation Agenda programs in the photo gallery.



Network

Connect with other members with a shared calendar of the Transformation Agenda.



Teams

Join Teams in your field, or that are of interest. Each team has their own file cabinet, discussion forums and calendar for more specific communications and collaborative work.

The screenshot shows a web browser window displaying the Teams Directory page. The browser's address bar shows the URL <http://mccwdta.groupsite.com/groups>. The page features a navigation menu with options: HOME, COMMUNICATE, SHARE, NETWORK, TEAMS (highlighted with a yellow arrow), INVITE, MY SETTINGS, and HELP. Below the menu, there is a search bar and a list of teams. Two teams are visible: 'ABE/DevEd Readiness Team' (68 members, Latest Activity: 1 day ago) and 'Advanced Manufacturing Team' (34 members, Latest Activity: 2 hours ago). The page also includes a 'My Teams' tab and a 'Notifications' section.

The screenshot shows a web browser window displaying the Advanced Manufacturing Team page. The browser's address bar shows the URL <http://mccwdta.groupsite.com/group/advmfg>. The page features a navigation menu with options: MAIN GROUPSITE, HOME, COMMUNICATE, SHARE, NETWORK, JOIN, TEAMS (highlighted with a yellow arrow), and HELP. Below the menu, there is a search bar and a list of team members. The page also includes a 'Join Now!' button and a 'Contact Administrators' button. The team name 'Advanced Manufacturing Team' is prominently displayed, along with the text 'Created by Deborah Zulick / Uncategorized' and '33 Members'.