

# Posting a Message in a Community

The screenshot shows the 'All Communities' page on the NASP website. At the top, there is a navigation bar with 'Home', 'Member Exchange', 'Communities', 'Member Directory', 'Browse', 'Participate', and 'How-Tos'. A search bar is located on the right. Below the navigation bar, the page title is 'All Communities'. There are filters for '27 total', 'Interest Groups', 'All Communities', 'Alphabetical', and '20 per page'. The first community listed is 'Adoption & Foster Care', which has 20 discussions, 2 libraries, and 165 members. A red box highlights the 'Enter' button next to the community name. Below it is the 'Autism & Pervasive Developmental Disorders' community.

Step 1: Once you have joined the community of your choice (see the how-to titled, "Joining a Community") you can click the green "Enter" button to view the community contents.

The screenshot shows the 'Adoption & Foster Care' community page. The navigation bar includes 'Home', 'Member Exchange', 'Communities', 'Member Directory', 'Browse', 'Participate', and 'How-Tos'. The page title is 'Adoption & Foster Care' with a 'Settings' button. Below the title, there are tabs for 'Community Home', 'Discussion (20)', 'Library (2)', and 'Members (165)'. The 'Discussion' tab is selected. The 'Latest Discussion Posts' section is visible, with an 'Add' button highlighted by a red circle. The first post is titled 'ADHD and Foster Care' by Dr. Julia Englund Strait. The second post is titled 'RE: Environmental impact when evaluating for learning...' by Emily Alexandra Mathis. The third post is also titled 'RE: Environmental impact when evaluating for learning...' by Amy Robin Commins. To the right of the discussion posts, there is a 'Purpose and Coordinator' section with a detailed purpose statement and contact information for Linda Neiheiser. Below that is an 'Announcements' section with 'Coordinator and Contact Information' for Lauren Blackwell. At the bottom, there is a 'Latest Shared Files' section.

Step 2: Communities contain **discussions** (where posts are visible) and **libraries** (where shared files are visible.) You can click the orange "Add" button by "Latest Discussion Posts" as a shortcut to creating a new discussion, or click the orange "Add" button by "Latest Shared Files" as a shortcut to create a new library entry."

Community Home Discussion (20) Library (2) Members (165)

1 to 13 of 13 threads (20 total posts) 50 per page Post New Message

Thread Subject	Replies	Last Post
ADHD and Foster Care	0	2 months ago by Dr. Julia Englund Straif
Environmental impact when evaluating for learning disability	5	7 months ago by Emily Alexandra Mathis, NCSP
Slides From Recent Webinar: Family Engagement Within Tiered Behavior Frameworks	0	one year ago by Cathy Lines, PhD, NCSP
Webinar: Family Engagement within a Tiered Framework in Schools	0	one year ago by Cathy Lines, PhD, NCSP
School, Family, and Community Special Interest Group Webinar	2	one year ago by Cathy Lines, PhD, NCSP
School-Based Interventions for Foster Youth: Please Help!	0	one year ago by Jds. Ashley Elzei Auskaltis, NCSP
Special Issue of School Psychology Forum	0	2 years ago by Dr. Steven Shaw, NCSP
IG Adoption and Foster Care Interest Group Networking	0	2 years ago by Dr. Linda M. Nelheiser, NCSP
NASP participation - National Working Group on Foster Care in Education	0	2 years ago by Mary Beth Klotz, NCSP
Information Sharing at NASP	0	2 years ago by Dr. Linda M. Nelheiser, NCSP
Breaking the Silence: LGBTQ Foster Youth videos	0	2 years ago by Mary Beth Klotz, NCSP
NASP convention	0	3 years ago by Robert Hull
CASA funding	0	3 years ago by Kristin M. Powers

Step 3: Click the “Discussion” tab from the menu at the top of the page. All of the discussions in the community will be displayed. Click the orange “Post New Message” button.

Post a Message

To: Adoption & Foster Care

Cross Post To: No Additional Discussions

From: NASP Member

Subject: [Empty field]

Automatically insert content preview for links

File Edit Insert View Format Table Tools

Formats B I [Rich text editor toolbar icons]

[Rich text editor content area]

Step 4: Confirm that you are posting to the correct community (in this case, the Adoption & Foster Care Interest Group.) You can also **cross-post a message** so that it will appear in a second community at the same time. Enter your subject line and the content of your message.

The screenshot shows a message composition form. At the top is a text input field containing the letter 'p'. Below it is a 'Signature' section with a dropdown arrow and a yellow button labeled 'Edit Your Default Signature'. The signature text area contains 'NASP Member'. Below the signature is an 'Attachment(s)' section with a yellow 'Attach' button. At the bottom of the form are two buttons: a blue 'Send' button and a yellow 'Cancel' button. The 'Send' button is circled in red. At the bottom of the page is a dark blue footer bar with the text 'Privacy Policy' on the left and 'Powered by Higher Logic' on the right.

Step 5: If you do not want to attach a file to your message or edit your default signature, you're done! Simply click the blue "Send" button. If you are posting to a moderated community, your message will be reviewed and approved, and will not appear instantaneously.