



The Community WorkStation

User Manual

March 2004

Prepared by Rachel Wydeven Oliverius
KU Work Group on Health Promotion & Community Development

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Welcome to the Community WorkStation, your interactive support system for community health and development work! We know that your work demands much from you, as you build your own, other's, and the community's capacity for change; learn and make adjustments in skills and behaviors; and document, evaluate, and make sense of contributions to broad and sustainable goals. We have developed the Community WorkStation to help make your work easier.

This manual offers help in learning both about the WorkStation and how to use it. It's divided into two parts: Part I is an Overview and Part II gives step-by-step instruction for each WorkStation page.

Community Health Promotion Agency
 Our Vision/Mission: To improve our community's health.

Initiative: Community Health Promotion Agency

What do I want to see today?

Documentation and Planning

Documentation and Evaluation

Collaborative Tools

Here are supports for documenting, analyzing, and communicating the contribution of our work:

1. Online Documentation and Support System (ODSS)
2. Reporting Groups
3. Action Planning Guide

Plan the Work Full List | Prioritize

COMMUNITY TOOL BOX TOOLKITS

Toolkits provide outlines and examples for 16 core competencies involved in this work.

1. Analyze problems and goals
2. Build leadership
3. Evaluate the initiative

Our News, Features and Events

News/Journals Full List | Add

1. Collaboration with Department of Education Announced

Features Full List | Add

1. Evaluation on the Community Tool Box

Events Full List | Add

1. Nutrition Workshop II -- Nutrition for Kids

Our Contact Information Edit

Community Health Promotion Agency
 Attn: All of us
 Our Street
 Ourcity, WA 11111-10453
 rolive@ku.edu

Problem Solving and Connecting with Others

Solve a Problem Full List | Prioritize

Here are common problems in the work and supports for addressing them.

1. We don't have enough members.
2. We suffer from a lack of communication or coordination.
3. We haven't had enough community action.

Connecting with Others

1. Ask an Advisor
2. Learning Communities

Quick Tips Full List | Add

1. USDA Diet Guide Brochure
2. Serving Sizes

Sharing Our Stories, Resources and Materials

Materials to Share Full List | Add

1. Agenda for Second Nutrition Workshop

Stories to Share Full List | Add

1. Nutrition Workshop I

Links to Other Resources Full List | Add

1. National Safety Council
2. USDA Diet Guide Brochure
3. REACH 2010

Our Contacts Full List | Add

1. KU Work Group Contact

✓ Document Community and System Changes

✓ Graph and Display Trends

✓ Analyze the Contribution

✓ Export and Print Reports

✓ Get Help Planning Your Work

✓ Learn a Specific Skill

Check Out Your Initiative's Schedule

Get help to solve a Specific Problem

Connect with Peers

Get Tips with One Click

Get Shared Files

Capture and Share Success Stories

Link Directly to Other Online Resources

Access Contact Information

What is the Community WorkStation?

The Community WorkStation is an online group of tailored pages relating to the KU Work Group's Community Tool Box (<http://ctb.ku.edu/>), a public website that offers practical information for improving communities. Your Community WorkStation will contain personalized information (names and addresses, materials, links) from you and your initiative, as well as customized links to the Community Tool Box.

The Community WorkStation consists of different pages designed to benefit you in a variety of contexts.

How Can the Community WorkStation Help in Your Work?

The Community WorkStation offers:

1. Useful, integrated, & easily-available personalized tools and links:

- You can use the *Personal WorkStation* to keep track of -- and share -- your important news, events, materials, and contacts.
- With the *Initiative WorkStation* you and your colleagues are able to share the same page of information. Your Initiative Administrator will tailor this page to the needs of your group.
- The system supports are based on and grouped around questions like *What kind of community work do you want to do today?* and *What kind of support do you need?* In this way your work becomes easier and more rewarding.

2. Comprehensive content:

- Both the Personal and Initiative WorkStations feature 16 core competencies for promoting community health and development.
- Additionally, links to chapters in the Community Tool Box, based upon your topic preferences, will appear on the page.

3. Tangible Products:

- The system helps you offer tangible products with benefits to your initiative/organization by helping you carry out the tasks involved in your community work, like action planning, writing grant applications, etc.

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Getting into the Community WorkStation

Now that your group is using the Community WorkStation, you'll be Signing in regularly. Activate the WorkStation by choosing the **WorkStation Sign-in** link on the Community Tool Box (<http://ctb.ku.edu/>). We recommend that you add this address to your browser's *Favorites* or *Bookmarks*.

Logging In

1. Go to <http://ctb.ku.edu/>. The Sign-in link will be available.

The screenshot shows the Community Tool Box homepage. At the top, there is a navigation bar with links for 'Home', 'Contact Us', 'Ask An Advisor', and 'Email Newsletter Signup'. The 'WorkStation Sign-in' link is highlighted in the navigation bar. A callout box points to this link with the text: "Activate the WorkStation by choosing the WorkStation Sign-in link."

2. The public version of the Community WorkStation will appear. To log into your group's customized WorkStation, type your User Name and Password in the appropriate boxes and choose the **Go** link.

The screenshot shows the Community WorkStation login page. At the top, there is a navigation bar with links for 'WELCOME', 'ALL INITIATIVES', 'MEMBERS', 'PERSONAL', and 'MY INITIATIVES'. The 'WorkStation Sign-in' link is highlighted in the navigation bar. A callout box points to the 'Go' button on the login form with the text: "Log in by typing your User Name and Password into the boxes provided and choosing the Go link."

Part I. Overview of the Community WorkStation

After you've logged in, the main WorkStation screen will appear, presenting five tabbed pages (*Welcome*, *All Initiatives*, *Members*, *Personal*, and *My Initiatives*), with the *My Initiatives* page in front. You will likely be using the *My Initiatives* and *Personal* pages most frequently.

You'll also see features common to the Community Tool Box pages. At the top of the page, you'll find the linked logo, a quotation, the Search Function, and useful links. Each page is divided into sections and each section is divided into topics.

Click on the logo to go directly to the Community Tool Box homepage.

The Search Feature
This feature offers both a simple word search and an advanced.

Welcome page (1st Tab):
This page offers promotional overviews of WorkStations and their features.

All Initiatives page (2nd Tab):
Allows you to visit parts of the pages of other initiatives if they have made their information public. You can view other initiatives' success stories, mission, etc.

Members page (3rd Tab):
Allows you to visit parts of other individuals' pages if they have shared their information for this purpose. This allows you to view other individuals' news, learning communities, etc.

Personal page (4th Tab):
This is your own WorkStation. In it you can prioritize your work; keep, and share (if desired), important dates, links, materials, and contact information; and maintain connections to various types of support.

My Initiatives page (5th Tab):
Contains customized information and links, as well as success stories, quick tips, and trouble shooting guides relevant to your Initiative. The Initiative's Administrator will customize the page with information for your group.

The Body
The Personal and Initiative pages are each divided into sections (e.g., *Documentation and Planning; News, Features, and Events*). Each section is then divided into topics.

COMMUNITY TOOL BOX TOOLKIT
Toolkits provide outlines and examples for 16 core competencies involved in this work.
1. Analyze problems and goals
2. Build leadership
3. Evaluate the initiative

Our News, Features and Events

| News/Journals | Full List |
|---|-----------|
| 1. Collaboration with Department of Education Announced | |
| Features | Full List |
| 1. Evaluation on the Community Tool Box | |
| Events | Full List |
| 1. Nutrition Workshop II -- Nutrition for Kids | |

Sharing Our Stories, Resources and Materials

| Materials to Share | Full List |
|--|-----------|
| 1. Agenda for Second Nutrition Workshop | |
| Stories to Share | Full List |
| 1. Nutrition Workshop I | |
| Links to Other Resources | Full List |
| 1. National Safety Council 2. USDA Diet Guide Brochure 3. REACH 2010 | |

Our Contact Information

Community Health Promotion Agency
Attn: All of us
Our Street
Ourcity, WA 11111-10453
rolive@ku.edu

Our Contacts

| Full List |
|--------------------------|
| 1. KU Work Group Contact |

This site is best viewed in 800 x 600 resolution.
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The My Initiatives Page

The *My Initiatives Page* contains customized information and links, as well as success stories, quick tips, and trouble shooting guides relevant to your initiative. Your Initiative Administrator will customize the page with information for your group.

Below are two graphics showing the breakdown of an Initiative WorkStation – the first one presents the top of the page and the second presents the bottom of that page.

Please note: If you have access to more than one initiative, you will have a pull-down box at the top of the initiative page from which to choose for each browser session.

Documentation and Planning

Documentation and Evaluation

- Offers direct links to other Community Tool Box **online tools**, such as the Online Documentation & Support System and Action Planning Guide.

Plan the Work

- Offers a list of core competencies (the top three prioritized by your Initiative Administrator will show here), with direct links to sections of the Community Tool Box.

E-Newsletter

View Latest Issue

- ♦ Links to the latest issue.

View Archive

- ♦ Links to archived issues.

What do I want to see today?

Documentation and Planning

Documentation and Evaluation

Collaborative Tools

Here are supports for documenting, analyzing, and communicating the contribution of our work.

1. Online Documentation and Support System (ODSS)
2. Reporting Groups
3. Action Planning Guide

Plan the Work Full List

COMMUNITY TOOL BOX TOOLKITS

Toolkits provide outlines and examples for 16 core competencies involved in this work.

1. Analyze problems and goals
2. Build leadership
3. Evaluate the initiative

E-NEWSLETTER View Latest Issue View Archive

Problem Solving and Connecting with Others

Solve a Problem Full List

Here are common problems in the work and supports for addressing them.

1. We don't have enough members.
2. We don't know what outcomes we want to see come from our actions.
3. We've had community action, but it hasn't been effective in bringing about changes.

Connecting with Others

1. Ask an Advisor
2. Learning Communities

Quick Tips Full List

1. USDA Diet Guide Brochure
2. Serving Sizes

Problem Solving and Connecting with Others

Solve a Problem

- ♦ Offers links to Community Tool Box Troubleshooting Guides prioritized by your Initiative Administrator.

Connecting with Others

- ♦ Offers links to Community Tool Box Ask and Advisor and Learning Communities (forums).

Quick Tips

- ♦ Offers direct links to your initiative's short materials, like tip sheets, frameworks, graphs, etc.

Continued on next page. ➔

Continued from previous page.

Our News, Features, and Events
News/Journals
 ♦ Offers your initiative’s latest news and plans.
Features
 ♦ Offers the Community Tool Box links prioritized by your Initiative Administrator.
Events
 ♦ Offers a list of links to information about your initiative’s future meetings, conferences, etc.

Sharing Our Stories, Resources, and Materials
Materials to Share
 ♦ Offers links to shared initiative materials.
Stories to Share
 ♦ Offers links to shared initiative stories or examples.
Links to Other Resources
 ♦ Offers links to outside websites related to your initiative.

Our News, Features and Events

News/Journals Full List

1. Collaboration with Department of Education Announced

Features Full List

1. Evaluation on the Community Tool Box

Events Full List

1. Nutrition Workshop II -- Nutrition for Kids

Sharing Our Stories, Resources and Materials

Materials to Share Full List

1. Agenda for Second Nutrition Workshop

Stories to Share Full List

1. Nutrition Workshop I

Links to Other Resources Full List

1. National Safety Council
 2. USDA Diet Guide Brochure
 3. REACH 2010

Our Contact Information

Community Health Promotion Agency
 Attn: All of us
 Our Street
 Ourcity, WA 11111-10453
 rolive@ku.edu

Our Contacts Full List

1. KU Work Group Contact

Our Contact Information
 ♦ This section presents contact information for your initiative.

Our Contacts
 ♦ Offers a list of your Initiative’s contacts.

The Personal Page

The *Personal* page is your own WorkStation. Here you can prioritize your work; keep (and share, if you wish) important dates, links, materials, and contact information; and maintain connections to various types of support. Below is a graphic showing the breakdown of a *Personal WorkStation* page.

The screenshot shows the 'PERSONAL' tab selected in the navigation bar. The page content is organized into several sections, each with a callout box explaining its function:

- My Community Work**
 - Plan the Work**: A list of 16 core competencies, with direct links to sections of the Community Tool Box.
 - Relevant Tool Box Chapters**: Links to Community Tool Box chapters related to your personalized topic priorities.
- The Personalize Link**: Allows you to personalize the general information that you keep on your *Personal* page. You can personalize your contact information, your vision / mission statement, topic priorities, and learning communities (forums) membership. You will also choose whether you want automatic login and e-mail updates. (See next page for information on the Personalize feature.)
- Problem Solving and Connecting with Others**
 - Learning Communities**: Shows a list of the Community Tool Box Learning Communities (forums) that you have prioritized.
 - Solve a Problem**: Offers direct access to the Troubleshooting sections of the Community Tool Box, as you have prioritized them.
- My News and Events**
 - Latest Events**: This is an area for you to keep a list of your future meetings, conferences, etc.
 - Latest News**: This is an area for you to organize your notes and thoughts.
- My Contact Information and My Contacts**
 - My Contact Information**: Lists your name, your office e-mail address, and street address after you have personalized your page.
 - My Contacts**: Lists links to your colleagues' contact information, including name, street address, e-mail address, and web address.
- Sharing My Resources and Materials**
 - Links to Other Resources**: This is an area for you to create a list of websites and to directly connect to them.
 - Materials to Share**: This is an area for you to attach files (like meeting agendas, etc.).

The Personalize Links

The Personal Information window appears when you choose either of the **Personalize** links from the Personal WorkStation. You will use this window to add information to your WorkStation and to prioritize your main topics of interest for Community Tool Box links.

The screenshot shows the 'Personal Information' form within the 'PERSONAL' tab of the 'End User's WorkStation'. The form is divided into two main sections: 'Personal Information' and 'Topics of Interest'.

Personal Information Section:

- First Name: End
- Last Name: User
- Organization: KU Work Group on Health Promotion
- Username: genericenduser
- Password: ****
- Confirm: ****
- Address: 1000 Sunnyside Ave., Room 4082
- City: Lawrence
- State: Kansas
- Country: United States
- Postal Code: 66045-7555
- Email: enduser@ku.edu
- Language: English

Topics of Interest Section:

- Topic #1: Community Building
- Topic #2: Community Health and Development
- Topic #3: Facilitation skills
- Topic #4: Management
- Topic #5: Leadership

Additional Options:

- Auto-login? Yes No
- E-mail Updates? Yes No
- Personal Vision/Mission Statement: To do my best.

At the bottom, there is a checkbox for 'Show my name and guest view of my home page in the member directory?' with 'Yes' selected, and a 'Save' button.

The Full List Links

One of the options for each topic on the Personal page is the **Full List** link. This allows you to view an entire list of items for that section. From that list, you can review, make edits to, or delete the items that you previously entered into the system for that topic.

Depending upon whether the topic has **automated links** (meaning that the system processes links to the Community Tool Box based upon information entered into it), or whether the topic has **personalized information links** (meaning that you, the user, have added the linked items yourself), the *Full List* window comes in several different formats. See the next section of this manual for more information.

The All Initiatives Page

The *All Initiatives* page offers you the opportunity to visit the WorkStation of other groups and to see the information that they have shared, allowing you to view their mission, action priorities, success stories, etc. This helps you see how other Initiatives, doing work similar to yours, plan, prioritize, and think about their work. *Note: You will only be able to visit pages that the group has shared for this purpose and to view on those pages only those items that they have made publicly viewable.*

You'll note that this page follows the same general formatting as the My Initiatives page. For more information about items within the All Initiatives page, please see the **All Initiatives** page overview in this manual.

The screenshot shows the top navigation bar with tabs for WELCOME, ALL INITIATIVES (selected), MEMBERS, PERSONAL, and MY INITIATIVES. Below the navigation is the University of Kansas logo and the text "KU - Learning to Make a Difference" and "Our Vision/Mission: To support, document, and learn from efforts to enhance learning through service." A pull-down menu shows "Initiative: KU - Learning to Make a Difference" with an "Update/Show" button. Below this are four main sections: "What do I want to see today?", "Our News, Features and Events", "Sharing Our Stories, Resources and Materials", and "Our Contact Information".

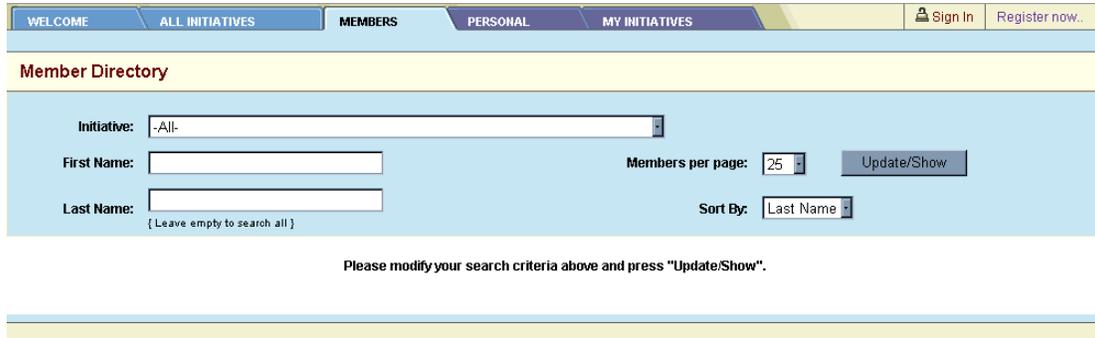
The Initiative Pull-Down Box
At the top of the page is a pull-down box listing the available shared initiatives.

The Sections
The All Initiatives page will look and function very similarly to the My Initiatives page. You'll see most of the same sections, and topics within those sections, and will be able to choose the links that you're interested in viewing. If the Initiative who's WorkStation you are visiting has shared specific information, you'll be able to see it.

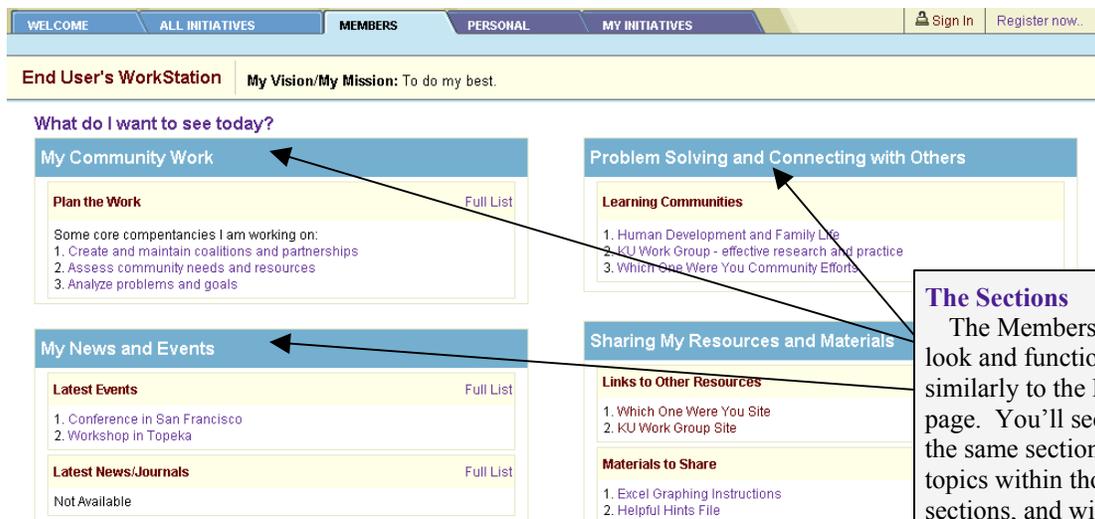
The Members Page

The *Members* page works like the All Initiatives page, but on an individual user, or member, basis. It offers you the opportunity to visit the Personal page of other users, to see how they plan, prioritize, and think about their work. *Note: You will only be able to visit another user's WorkStation if they have shared it for this purpose and to view those items that the person has made publicly viewable.*

The first thing you'll see when you choose the *Members* tab is the Member Directory page, which you can use to search for the member whose page you'd like to view. You may search by either the individual's initiative, or by his/her name.



After you've chosen the member whose page you'd like to see, the Members Page will appear. Because the information on the Members page follows the format of the Personal page, please see the **Personal page** overview section of this manual for information about specific features of this page.



The Sections
The Members page will look and function very similarly to the Personal page. You'll see most of the same sections, and topics within those sections, and will be able to choose the links that you're interested in viewing.

Part II. Using the Community WorkStation

This part of the manual offers step-by-step instruction. See Part I for overview information about specific WorkStation pages.

The My Initiatives Page

The *My Initiatives* page contains customized information and links, as well as success stories, quick tips, and trouble shooting guides relevant to your initiative. Your Initiative Administrator will customize the page with information for your group.

Please note: If you have access to more than one initiative, you will have a pull-down box at the top of the initiative page from which to choose.

The screenshot displays the 'My Initiatives' page for the 'Community Health Promotion Agency'. At the top, there is a search bar and navigation links. Below the agency name and vision statement, a dropdown menu shows the current initiative. The main content area is divided into several sections, each with a 'Full List' link circled in blue. A callout box explains that these links provide a complete list of items for that topic.

What do I want to see today?

Documentation and Planning

- Documentation and Evaluation**
- Collaborative Tools**
 - Here are supports for documenting, analyzing, and communicating the contribution of our work.
 - 1. Online Documentation and Support System (ODSS)
 - 2. Reporting Groups
 - 3. Action Planning Guide
- Plan the Work** [Full List](#)
- COMMUNITY TOOL BOX TOOLKITS**
 - Toolkits provide outlines and examples for 16 core competencies involved in this work.
 - 1. Analyze problems and goals
 - 2. Build leadership
 - 3. Evaluate the initiative

Our News, Features and Events

- News/Journals** [Full List](#)
 - 1. Collaboration with Department of Education Announced
- Features** [Full List](#)
 - 1. Evaluation on the Community Tool Box
- Events** [Full List](#)
 - 1. Nutrition Workshop II -- Nutrition for Kids

Our Contact Information

Community Health Promotion Agency
 Attn: All of us
 Our Street
 Ourcity, WA 11111-10453
 rolive@ku.edu

E-NEWSLETTER [View Latest Issue](#) [View Archive](#)

Problem Solving and Connecting with Others

- Solve a Problem** [Full List](#)
 - Here are common problems in the work and supports for addressing them.
 - 1. We don't have
 - 2. We don't know
 - 3. We've had changes.
- Connecting with**
 - 1. Ask an Advisor
 - 2. Learning Com
- Quick Tips**
 - 1. USDA Diet
 - 2. Serving Sizes
- Sharing Our S**
- Materials to Sha**
 - 1. Agenda for Second Nutrition Workshop
- Stories to Share** [Full List](#)
 - 1. Nutrition Workshop I
- Links to Other Resources** [Full List](#)
 - 1. National Safety Council
 - 2. USDA Diet Guide Brochure
 - 3. REACH 2010

Our Contacts [Full List](#)

- 1. KU Work Group Contact

The Personal Page

You have many options available on the Personal WorkStation. To personalize the page, choose one of the two *Personalize* links or the *Add* link next to the desired topic (e.g., *Materials to Share*). To view one of the many interactive links that appear on the page, choose that link or choose the *Full List* link to the right of the section title.

My Community Work
Plan the Work
 ♦ Choose **Full List** to view the links for all 16 competencies.
 ♦ Choose **Prioritize** to organize them so the 3 most important to you appear on your page.
Relevant Tool Box Chapters
 ♦ Choose the desired chapter link.

Choose **Personalize** to change your general information.

Problem Solving and Connecting with Support
Learning Communities
 ♦ Choose **Full List** to view all available forum links.
 ♦ Choose **Prioritize** to organize them so the 3 most important to you appear on your page.
Solve a Problem
 ♦ Choose **Full List** to view all available Troubleshooting Guides.
 ♦ Choose **Prioritize** to organize them so the 3 most important to you appear on your page.

The screenshot shows a navigation bar with 'PERSONAL' and 'MY INITIATIVES' tabs, a 'Log Out' button, and a 'Personalize' button. Below the navigation bar is a 'My Vision/My Mission' section. The main content area is divided into two columns. The left column is titled 'My Community Work' and contains sections for 'Plan the Work' and 'Relevant Tool Box Chapters'. The right column is titled 'Problem Solving and Connecting with Others' and contains sections for 'Learning Communities' and 'Solve a Problem'. Each section has a 'Full List' and 'Prioritize' link. Arrows from the callout boxes point to these specific links and sections in the screenshot.

Continued on next page. →

Continued from previous page.

My News and Events

Latest Events

- ◆ Choose **Full List** to view all of the items you've added, or to *delete* an existing item.
- ◆ Choose **Add** to add items to your list.

Latest News

- ◆ Choose **Full List** to view all of the items you've added, or to *delete* an existing item.
- ◆ Choose **Add** to add items to your list.

Sharing My Resources and Materials

Links to Other Resources

- ◆ Choose **Full List** to view all of your links.
- ◆ Choose **Add** to add new links.

Materials to Share

- ◆ Choose **Full List** to view all of your items, or to *delete* an existing item.
- ◆ Choose **Add** to add new items.

My News and Events

Latest Events Full List | Add

1. Conference in San Francisco
2. Workshop in Topeka

Latest News Full List | Add

Click here to add a news/journal entry.

Sharing My Resources and Materials

Links to Other Resources Full List | Add

1. Which One Were You Site
2. KU Work Group Site

Materials to Share Full List | Add

1. Excel Graphing Instructions
2. Helpful Hints File

My Contact Information Personalize

End User
1000 Sunnyside Ave.
Room 4082
Lawrence, KS 66045-7555

My Contacts Full List | Add

1. Renée Boothroyd
2. Valorie Carson
3. Vince Francisco

My Contact Information

- ◆ Choose **Personalize** to add or edit information about you.

My Contacts

- ◆ Choose **Full List** to view all of the items you've added, or to *delete* an existing item.
- ◆ Choose **Add** to add items to your list.

The Personal Information Window

You will do much of the work to set up your Personal WorkStation at this page. Follow the instructions in the section-related text boxes below, then choose the **Save** button in the bottom right hand corner. *See Part I of this manual for overview information about each section.*

Personal Information

Those items with bold titles **must** be completed. When changing your password, type the new password into *both* the **Password** and **Confirm** text boxes.

Topics of Interest

- Use the drop-down lists to choose your topic priorities. This will automate the **Relevant Tool Box Chapters** feature on your Personal page.

Personal Vision/Mission Statement

- Type your personal statement into this text box, if desired.

Checkboxes in the Personal Information Section

Guest View / Member Directory

- Choose **Yes** to share your Personal WorkStation page with others, through the Member page.

Auto Login

- Choose **Yes** to enable the system to automatically log you back into the system if your session times out.

E-mail Updates

- Choose **Yes** to add yourself to our e-mail list. *We do NOT share this with any other entity.*

The screenshot shows a web form titled "Personal Information". The form is divided into several sections:

- Personal Information:** Fields for First Name (End), Last Name (User), Organization (KU Work Group on Health Promotion), Username (genericenduser), Password (masked with ****), Confirm (masked with ****), Address (1000 Sunnyside Ave., Room 4082), City (Lawrence), State (Kansas), Country (United States), Postal Code (66045-7555), Email (enduser@ku.edu), and Language (English).
- Topics of Interest:** Five dropdown menus for Topic #1 through #5, with values: Community Building, Community Health and Development, Facilitation skills, Management, and Leadership.
- Auto-login?:** Radio buttons for Yes (selected) and No.
- E-mail Updates?:** Radio buttons for Yes (selected) and No.
- Personal Vision/Mission Statement:** A text area containing "To do my best."
- Footer:** A checkbox "Show my name and guest view of my home page in the member directory?" with Yes selected, and a "Save" button.

The Full List Windows

One of the options for each topic on the Personal page is the **Full List** link. This allows you to view an entire list of items for that section. From that list, you can review, make edits to, or delete the items of information that you previously entered into the system.

Depending upon whether the topic has **automated links** (meaning that the system processes links to the Community Tool Box based upon user-prioritized items), or whether the topic has **personalized information links** (meaning that the user has directly added the links), the Full List window comes in several different formats.

I. Topics with Automated Links-

Topics with automated links to the Community Tool Box have a list of *item links*. These topics are *Plan the Work* and *Relevant Tool Box Chapters* (within the **My Community Work** section) and *Learning Communities* and *Solve a Problem* (within the **Problem Solving and Connecting with Others** section).

My Community Work

Plan the Work Full List | Prioritize

Some core competencies I am working on:

1. Create and maintain coalitions and partnerships
2. Assess community needs and resources
3. Analyze problems and goals

Relevant Tool Box Chapters

1. Chapter 24. Improving Services
2. Chapter 15. Becoming an Effective Manager
3. Chapter 14. Core Functions in Leadership

Problem Solving and Connecting with Others

Learning Communities Full List | Prioritize

1. Which One Were You Community Efforts
2. Human Development and Family Life
3. KU Work Group - effective research and practice

Solve a Problem Full List | Prioritize

Here are common problems in the work and supports for addressing them.

1. We don't have enough members.
2. We suffer from a lack of communication or coordination.
3. We haven't had enough community action.

Direct Item Links to the Community Tool Box

- ◆ Click on an item link to activate that section of the Community Tool Box.

II. Topics with Personalized Information Links-

The *Full List* function within the personalized topics may include a **search option** (if the list of items tends to be long) and will offer **Add** and **Edit** options. These topics include *Latest Events* and *Latest News* (in the *My News and Events* section), *Links to Other Resources* and *Materials to Share* (in the *Sharing My Resources and Materials* section), and *My Contacts*).

Search Option
 Some sections will have a search option at the top of the Full List window.
 1. Choose the desired information in each **pull-down box**
 2. Choose the **Update/Show** button.

| Title | Start Date | Stop Date |
|--|------------|------------|
| Edit Workshop in Topeka | 04/05/2004 | 04/05/2004 |
| Edit Conference in San Francisco | 08/07/2004 | 08/13/2004 |

Edit Links
 Items that you have added to your page will have an **Edit** link beside them for you to change or delete that item.
 ♦ Choose **Edit** to view of make changes to the item.

The All Initiatives Page

The *All Initiatives* page offers you the opportunity to visit the WorkStation of other groups and to see the information that they have shared, allowing you to view their mission, action priorities, success stories, etc. This helps you see how other Initiatives, doing work similar to yours, plan, prioritize, and think about their work. *Note: You will only be able to visit pages that the group has shared for this purpose and to view on those pages only those items that they have made publicly viewable.*

WELCOME **ALL INITIATIVES** MEMBERS PERSONAL MY INITIATIVES < Back Log Out

KU - Learning to Make a Difference

Our Vision/Mission:
To support, document, and learn from efforts to enhance learning through service.

Initiative:

What do I want to see today?

Our News, Features and Events

News/Journals [Full List](#)

- Models of Good Practice for Service-Learning Programs

Features [Full List](#)

- Campus Activism Resource
- FirstBook Campus Chapter Model Helps Local Literacy Programs
- Patrick Stewart Human Rights Scholarships Through Amnesty International

Events [Full List](#)

- CCO ODSS Training

Sharing Our Stories, Resources and Materials

Materials to Share

- Advancing Service Learning at the University of Kansas
- Guiding Principles of Service Learning
- The Reflective Practitioner

Stories to Share

- Mentors In the Lives of

Links to Other Resources

- Campus Compact
- Learn, Serve and Surf
- The Service Learning F

Our Contact Information

University of Kansas
Lawrence, KS 66045
info@ku.edu

Our Contacts

- Jessica St.Clair
- Christina Holt
- Stephen B. Fawcett, PhD

The Initiative Pull-Down Box
At the top of the page is a pull-down box listing the available initiatives.

- Scroll to and choose the **desired initiative**.
- Click on the **Update/Show** button.

The Full List Link
The *Full List* link will appear to the right of *most* sections' topic titles. This offers the opportunity to see a complete list of the items for that topic if they don't all appear on the main page.

- ♦ Click on **Full List** to review the entire list of items and to connect to those items.

The Members Page

As discussed in Part I, the *Members Directory* page works like the All Initiative’s page, only on an individual user, or member, basis. It offers you the opportunity to view the pages of other users, to see how they plan, prioritize, and think about their work. *Note: You will only be able to visit another user’s WorkStation if they have shared it for this purpose and to view those items that the person has made publicly viewable.*

The first thing you’ll see when you choose the *Members* tab is the Member Directory page, which you will use to search for the member whose page you’d like to view.

The screenshot shows the 'Member Directory' page with a navigation bar (WELCOME, ALL INITIATIVES, MEMBERS, PERSONAL, MY INITIATIVES) and a search form. The search form includes an 'Initiative' pull-down menu, 'First Name' and 'Last Name' text boxes, a 'Members per page' pull-down menu, a 'Sort By' pull-down menu, and an 'Update/Show' button. A dashed box highlights the 'First Name' and 'Last Name' text boxes.

The Initiative Pull-Down Box
Offers a list of available initiatives. It defaults to *All*.

The First and Last Name Text Boxes
Use these text boxes to type in the name of the person for whom you are searching.

The Members Per Page Pull-Down Box
This lets you control the number of users listed on each page. The options are: 25 (*the system default*), 50, 100, 250, and 1000.

The Sort By Pull-Down Box
This lets you control the way users are listed. The options are: *First Name*, *Last Name* (*the system default*), or *Organization*.

Search for a list of users within one Initiative:

1. Use the **Initiative** pull-down box to scroll to and choose the desired initiative. If you want to search for all users, choose *All* here.
2. Leave the First Name and Last Name text boxes empty.
3. Use the **Members per page** pull-down to scroll to and choose the number of Members that you want listed per page.
4. Use the **Sort By** pull-down to scroll to and choose how you want the system to alphabetically sort that list.
5. Choose the **Update/Show** button. This will activate the requested list. Choose the **View** link beside the name of the person whose page you’d like to view.

Search for a specific user:

1. Use the **Initiative** pull-down box to scroll to and choose either **All**, or a specific **Initiative**.
2. Type names into the **First Name** and **Last Name** text boxes.
3. Use the **Members per page** pull-down to scroll to and choose the number of Members that you want listed per page.
4. Use the **Sort By** pull-down to scroll to and choose how you want the system to alphabetically sort that list.
5. Choose the **Update/Show** button. This will activate the requested list. Choose the **View** link beside the name of the person whose page you’d like to view.