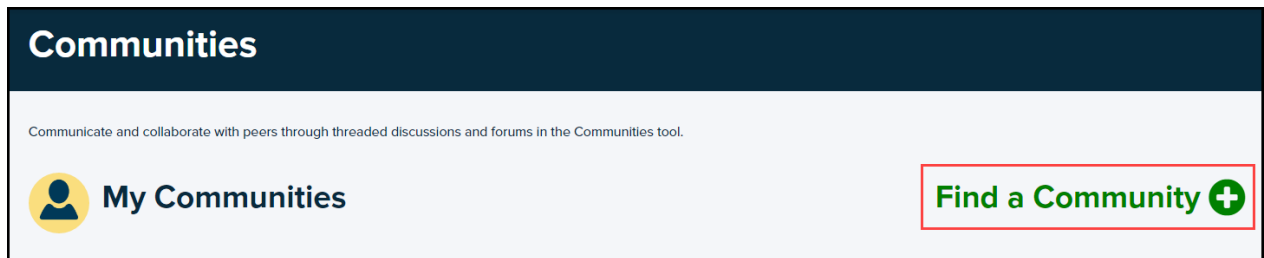


Communities

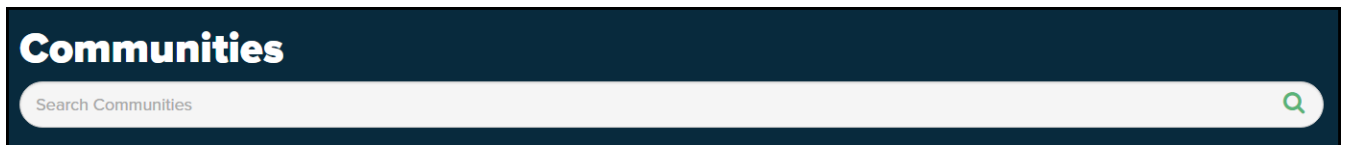
1. Access **Communities** from the MySAS menu.



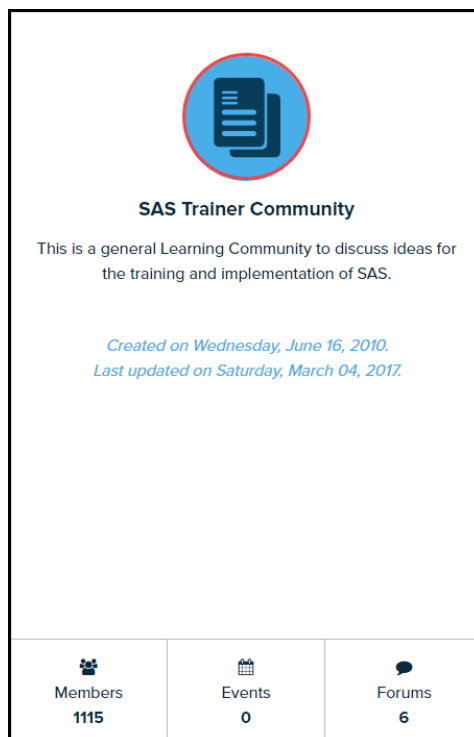
2. Click the **Find a Community** icon to locate a community to join.



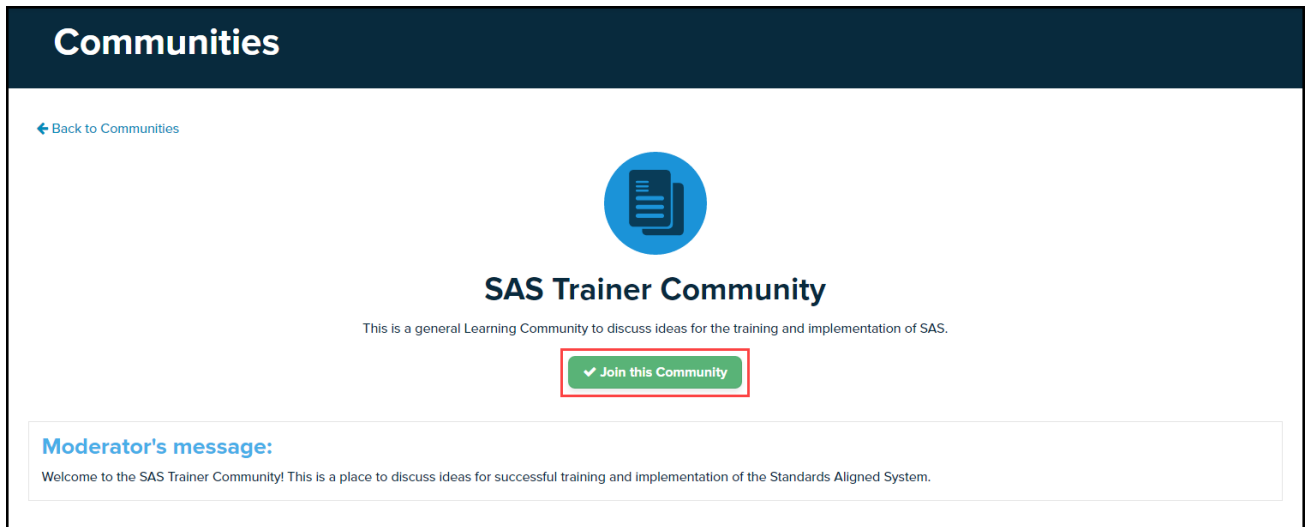
3. Use the search box to locate a community of interest.



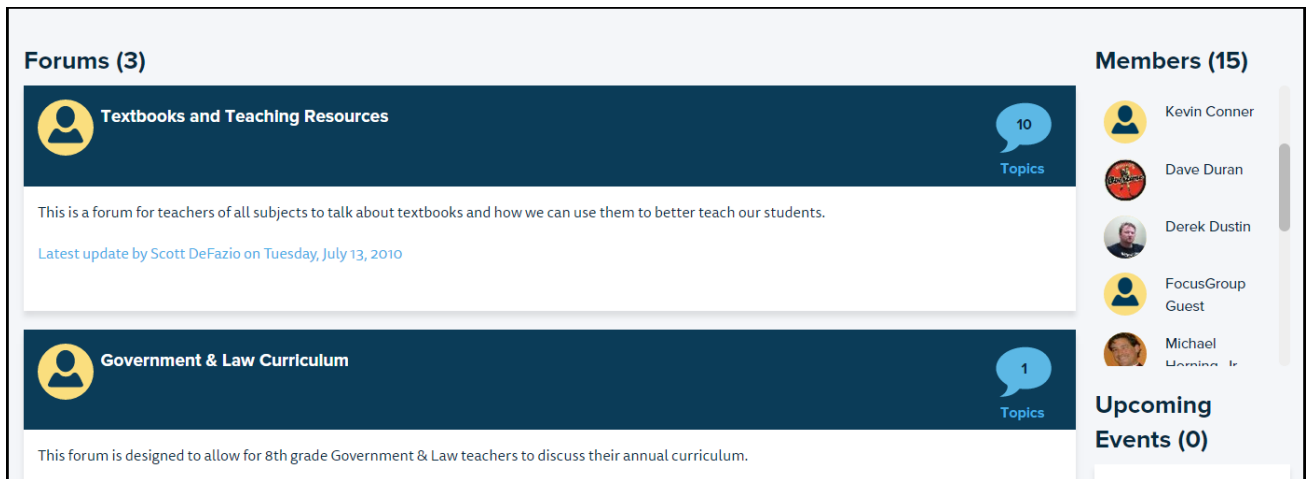
4. Each community displays a description and the number of members, events, and forums associated with the community. Click the icon above the title to open the community.



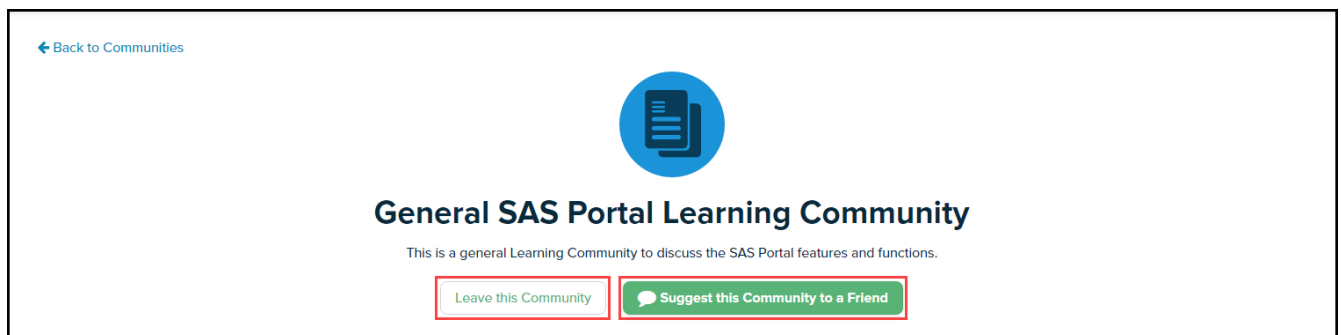
5. Click **Join this Community** to become a member and click **Join** in the pop up box that appears.



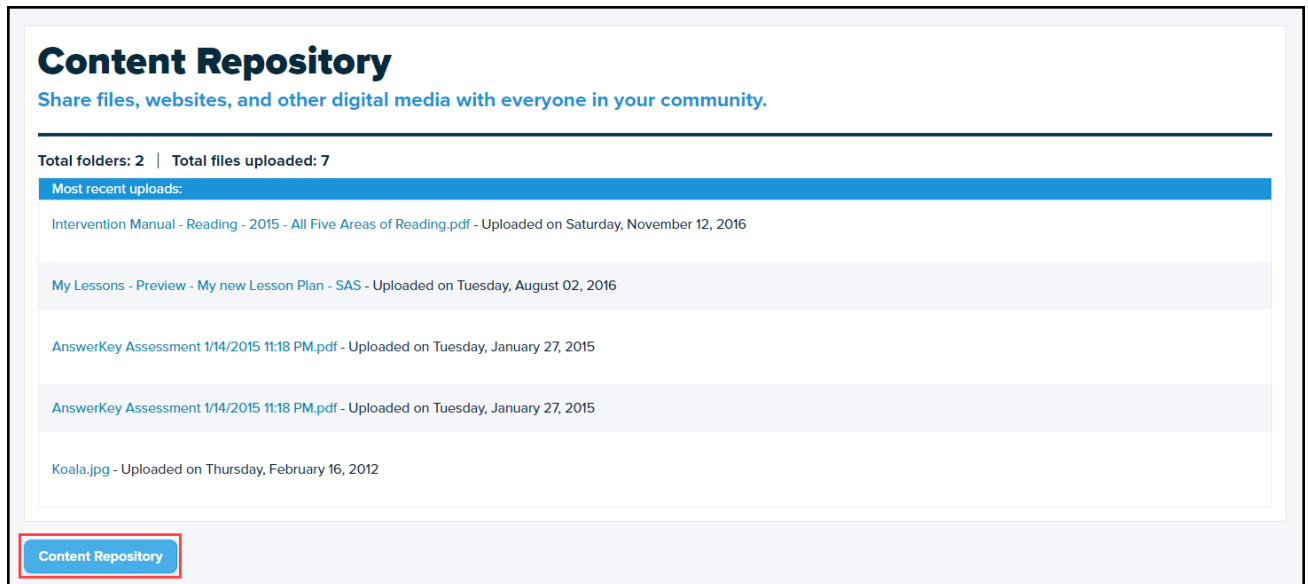
6. From the Community dashboard, you can view the Moderator's **Message**, available **Forums**, **Members**, and **Upcoming Events**.



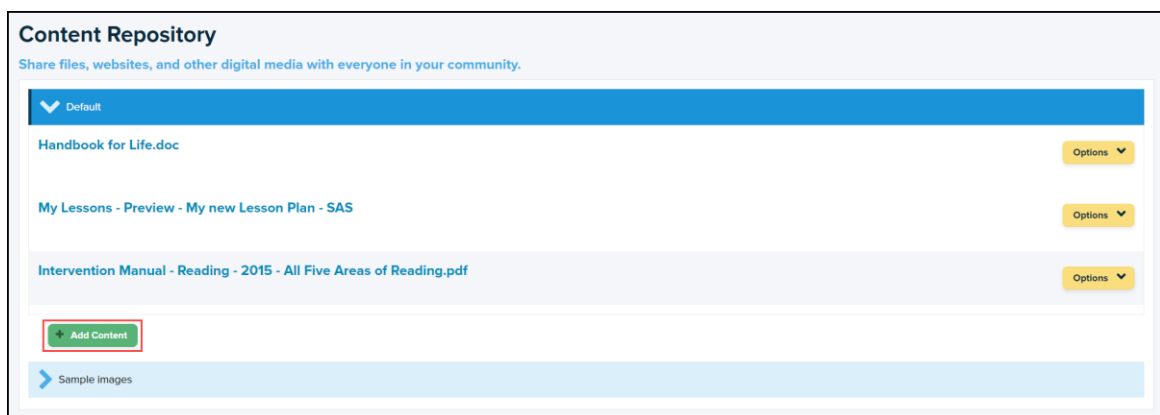
7. You also have the option to **Leave this Community** or **Suggest this Community to a Friend**.



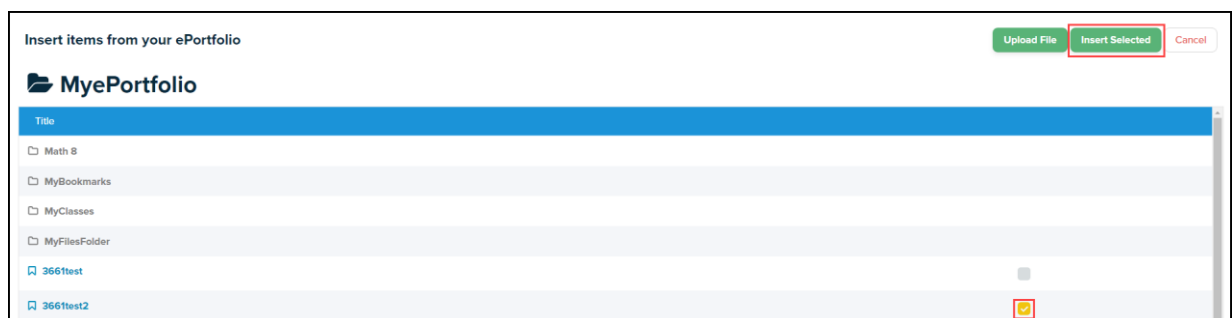
8. The Content Repository, at the bottom of the Community Dashboard, allows you to share files, websites, and other media with members of your community. To add files, click **Content Repository**.



9. Select the folder you wish to add to by clicking the arrow then click the **Add Content** button.



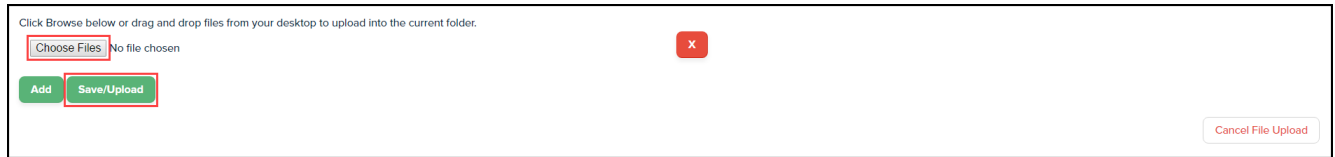
10. To upload a file from your ePortfolio, open the desired folder and click the checkbox on the item(s) you wish to insert, and then click **Insert Selected** to upload the items to the Community.



To upload a file saved on your computer, click the **Upload File** button.



11. Click **Choose Files**, select the file you wish to upload, then click **Save/Upload**. If you wish to add an additional file, click **Add**.



12. Once the file has uploaded, scroll down in your ePortfolio to find the document, click the check box in line with the file's title, then click **Insert Selected**.



13. Once you have added materials, use the **Options** button to comment or make notes on a resource, add it to your ePortfolio, or delete it.

