NCRA Connect Tutorial:
How to Post & Reply

Introduction

Welcome to NCRA Connect! Since we have gone over how to create your account and the features on the homepage, let's go over how to post and reply to discussions. Please make sure before you post, you read our Code of Conduct.
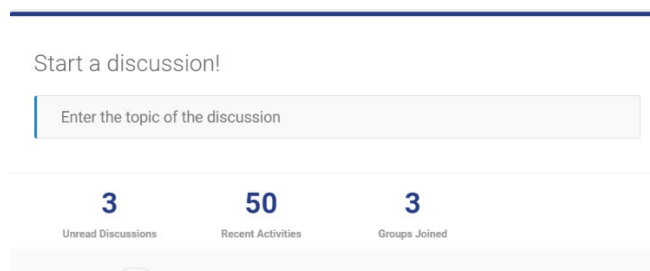
To find the rest of the tutorials, go to the "Help" tab at the top of the NCRA Connect homepage or click here.

How to Post

There are multiple places for you to post a new discussion, this tutorial will go over where you can post and how to do so.

Homepage

1. If you scroll down the homepage, there will be a section called "Start a discussion".

2. Click "Enter the topic of discussion" and here you will type the subject of your post.

3. To make sure you are posting in the appropriate group, scroll down to a drop-down menu, and click on the group that you want to post in. You will only be able to select groups that you are a part of.

4. Afterwards, include the text and the resources that you wish to attach to the post.
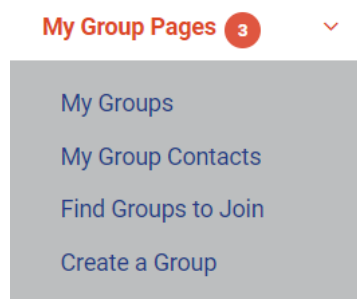
Within Each Group

You can also go into the group that you specifically want to start the discussion in and post there. Posting within the group will ensure that you are posting in the group that you intend the post to be for.

1. Go to "My Group Pages" and click "My Groups".

2. Select the group that you would like to post to.

3. Once the group page has been opened, you will see right here that there is a start discussion option.
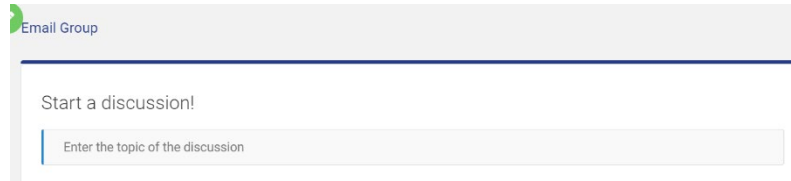
Left Navigation Menu
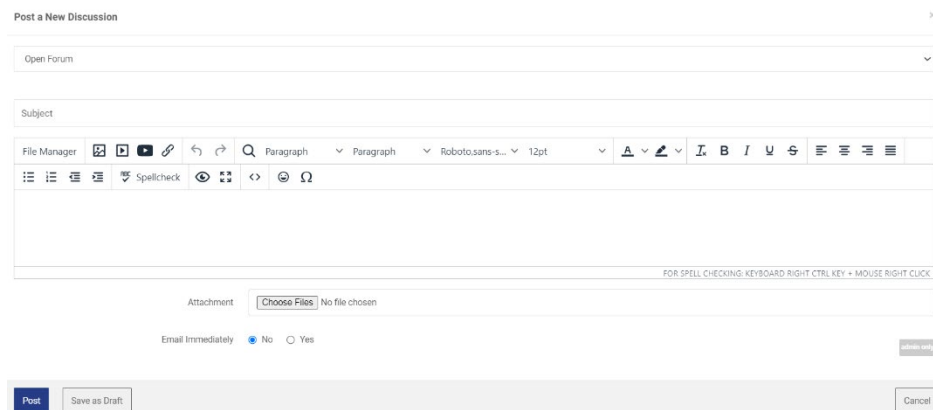
1. Posting through the left navigation menu is the most accessible method of posting a new message or discussion.
2. Click on "My Account" on the left navigation menu.
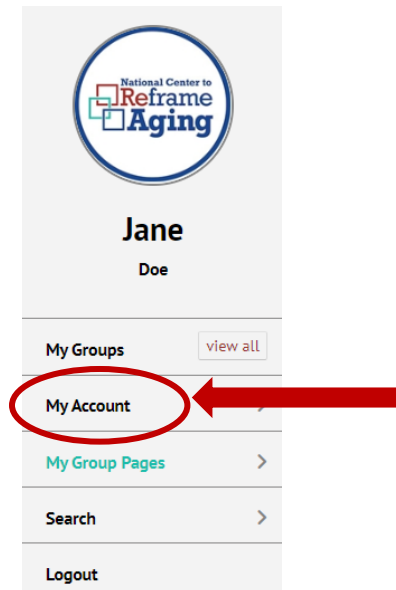
3. When the menu expands, click on "Post a New Discussion".
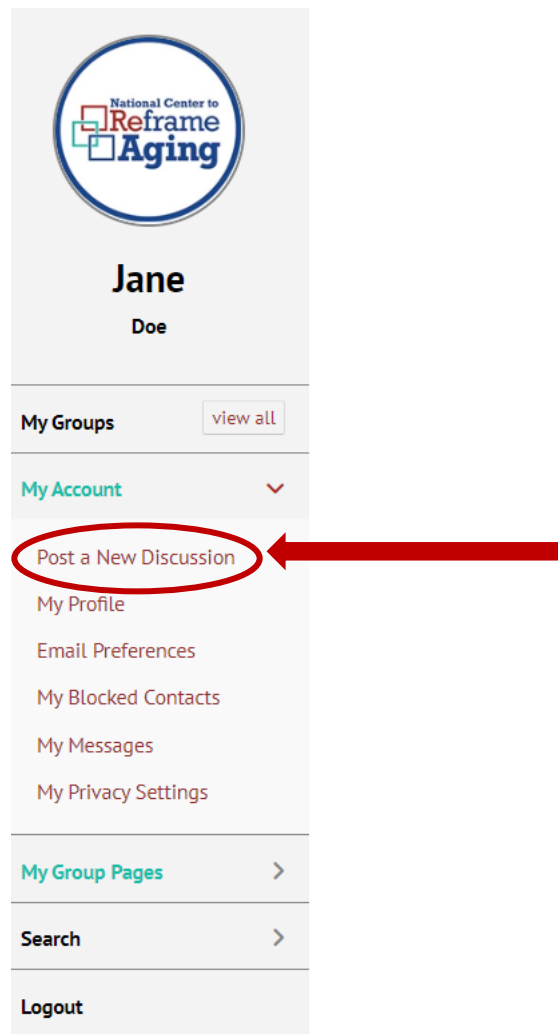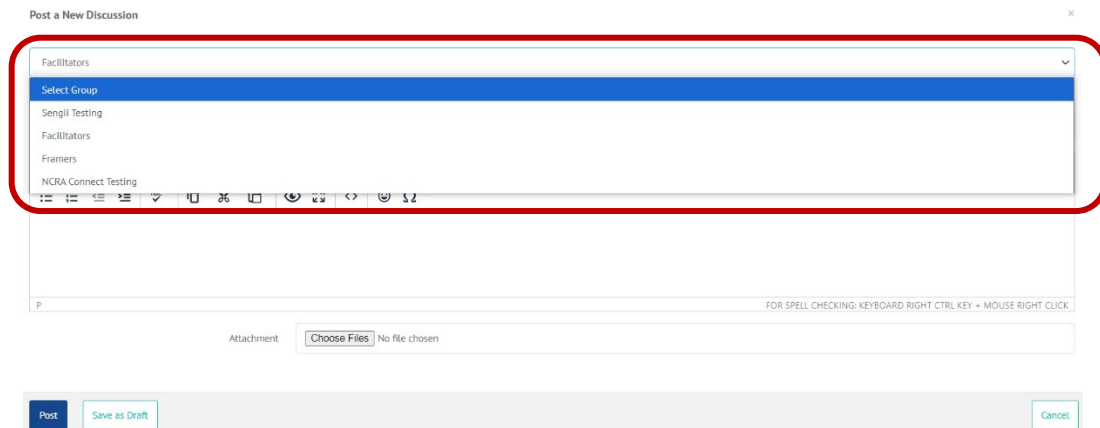
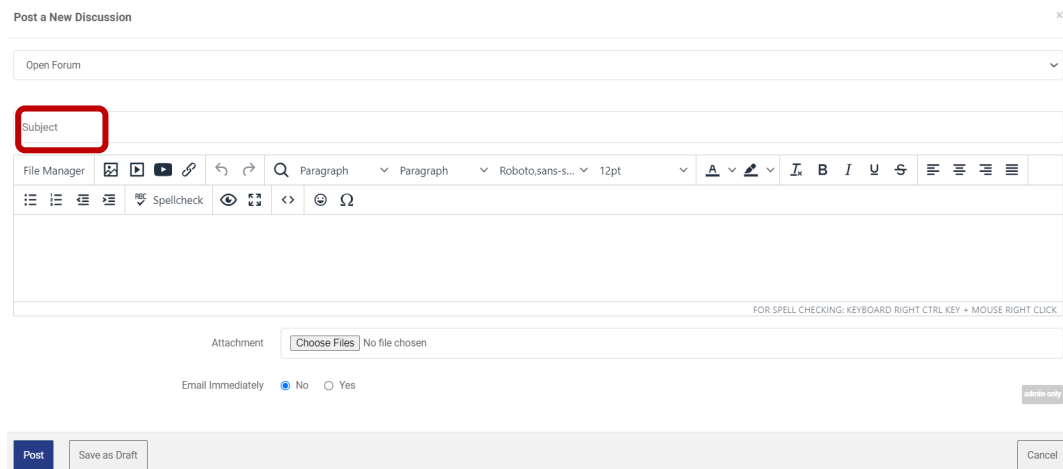4. A pop up will appear and allow for you to create your post.

Creating a Post

Please make sure that you read our [Code of Conduct](#) thoroughly before you post to ensure that your post will be appropriate.

1. When you first start your post, you will see this dropdown menu at the top. This is where you select what group you would like for your post to be visible.

2. Titling your post will make it easier for people to know what the content will consist of, so ensure that you enter a title into the Subject line.

3. Enter your text in the designated space and include any resources that you want to attach to your post.

4. If you are not ready to post, you can save a draft of it by clicking on "Save as Draft." This will save a draft copy and allow you to return to the post anytime.

5. Once your post is ready, all you must do now is click post! Your post is now live on NCRA Connect.

How to Reply to Posted Discussions

There are two ways that you can reply to discussions. You can reply directly through NCRA Connect or you can reply through email.

Replying within the Group's Page

6. Go to the group page that you are intending on posting in.
7. You will see that on the main page for the group, there is a list of the discussions with the most recent discussions at the top.

8. Click on a discussion to open it and you will see the full post and all the other replies that are on the post already.
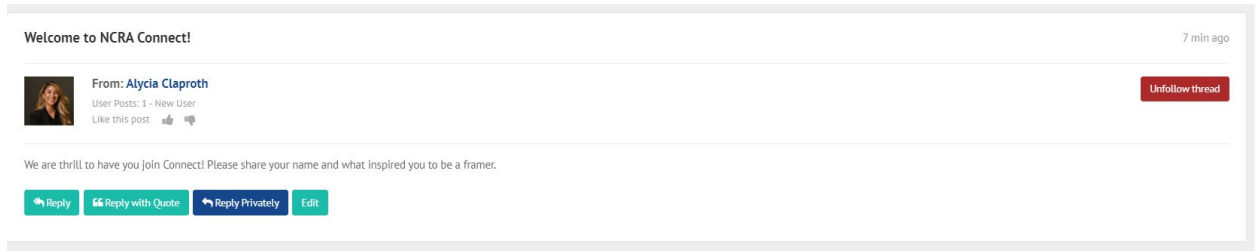
9. When you want to reply, you will see that there are 3 options.

Reply

This will be a direct reply to the post. You can include resources along with your response.

Reply with Quote

This reply now has a quote of the original message in the reply, for when you want your reply to have the original post included in it.

Reply Privately

This option will allow you to reply directly to the person who posted it. This is like a private message where no one else can see it other than the people you want to include. You can also add other people in your private reply if you add their names to this section, "Enter people to message."

Replying within the Group's Page

NCRA Connect is not the only way you can reply to discussions, you can also reply through your email. When you are part of a group, you will receive email notifications of the ongoing discussions.

1. You can change your settings over here on the left menu under My Account, at Email Preferences.

2. You can easily reply to these discussions directly from your email.
   a. When you receive an email about a discussion, you can reply directly to the email by replying to it as you would a normal email.

If you have any questions, please make sure to check out the help page or email us at reframingaging@geron.org.