

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](#).

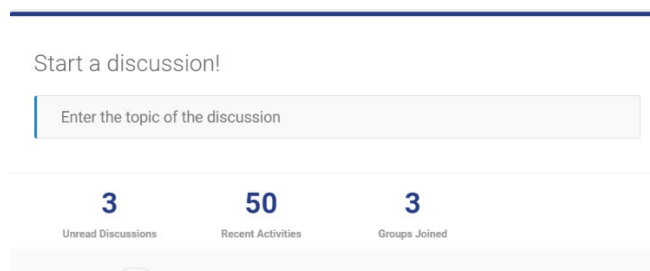
To find the rest of the tutorials, go to the “Help” tab at the top of the NCRA Connect homepage or click [here](#).

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”.



The screenshot shows a section titled "Start a discussion!" with a text input field labeled "Enter the topic of the discussion". Below the input field, there are three statistics: "3 Unread Discussions", "50 Recent Activities", and "3 Groups Joined".

| Unread Discussions | Recent Activities | Groups Joined |
|--------------------|-------------------|---------------|
| 3 | 50 | 3 |

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

- Afterwards, include the text and the resources that you wish to attach to the post.

Start a discussion!

Enter the topic of the discussion

Please enter a discussion topic

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Spellcheck

FOR SPELL CHECKING: KEYBOARD RIGHT CTRL KEY + MOUSE RIGHT CLICK

Attachment

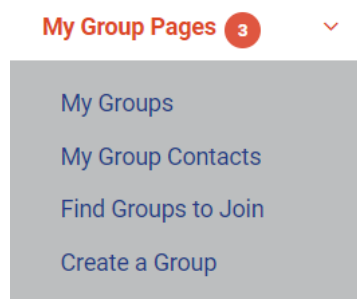
Choose Files
No file chosen

Open Forum

Within Each Group

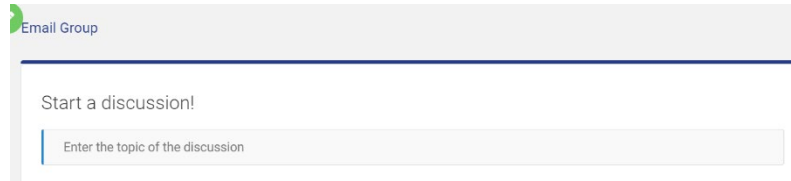
You can also go into the group that you specifically want to start the discussion in and post there. Posting within the group will ensure that you are posting in the group that you intend the post to be for.

- Go to “My Group Pages” and click “My Groups”.



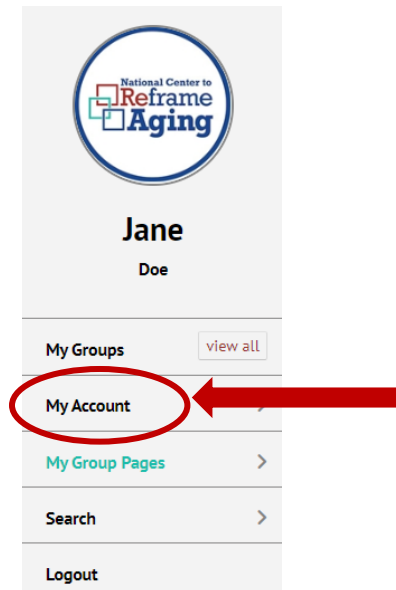
- Select the group that you would like to post to.

3. Once the group page has been opened, you will see right here that there is a start discussion option.

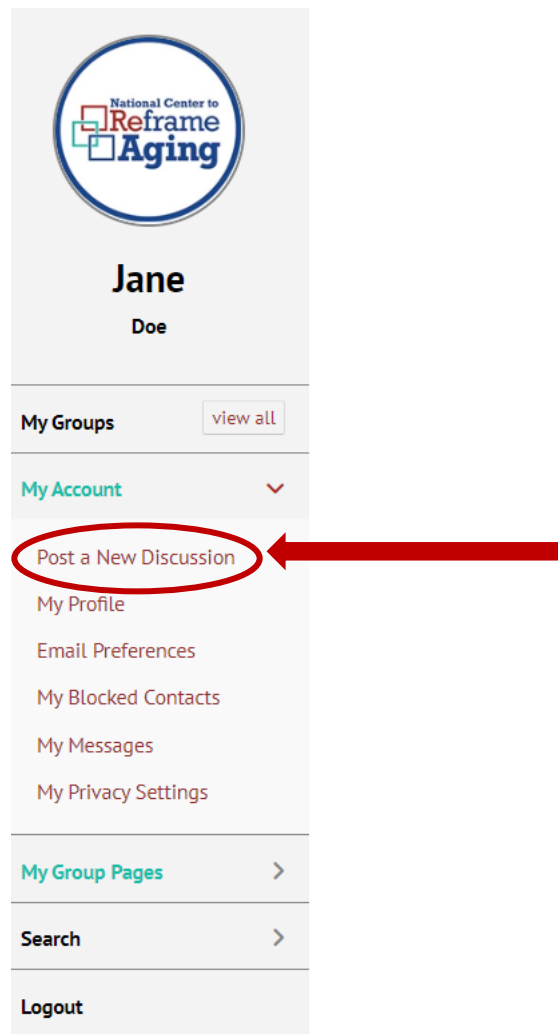


Left Navigation Menu

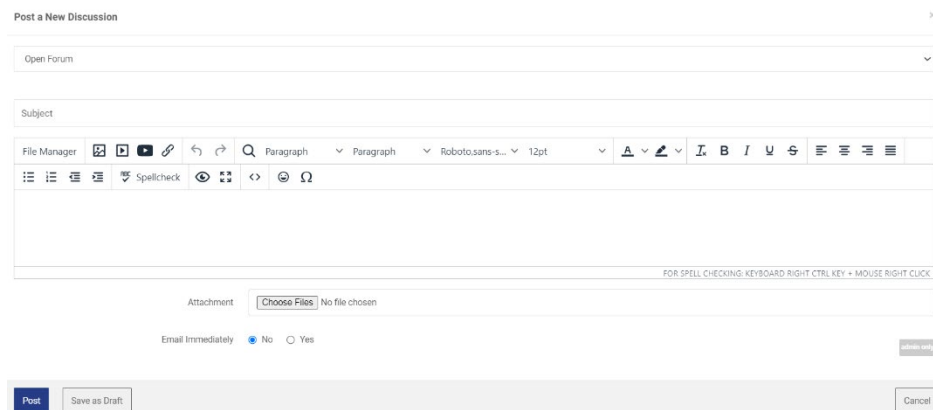
1. Posting through the left navigation menu is the most accessible method of posting a new message or discussion.
2. Click on “My Account” on the left navigation menu.



3. When the menu expands, click on “Post a New Discussion”.



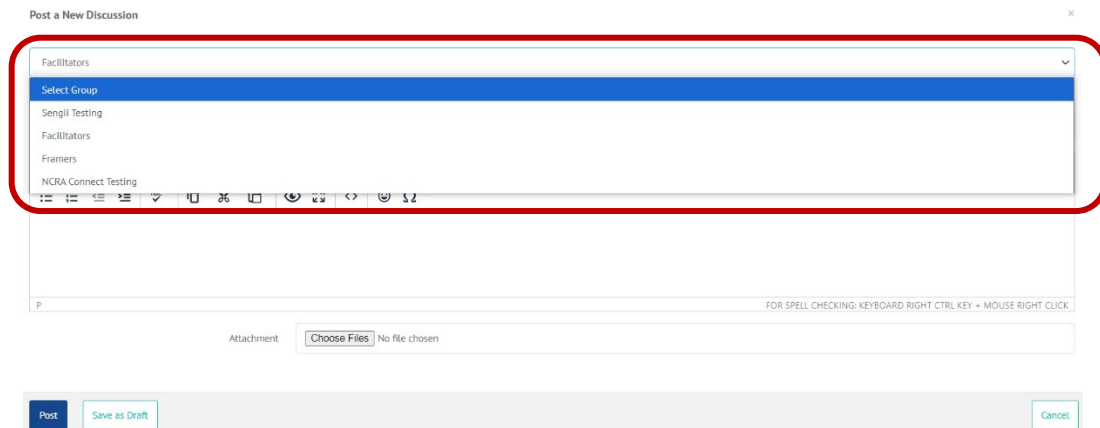
4. A pop up will appear and allow for you to create your post.



Creating a Post

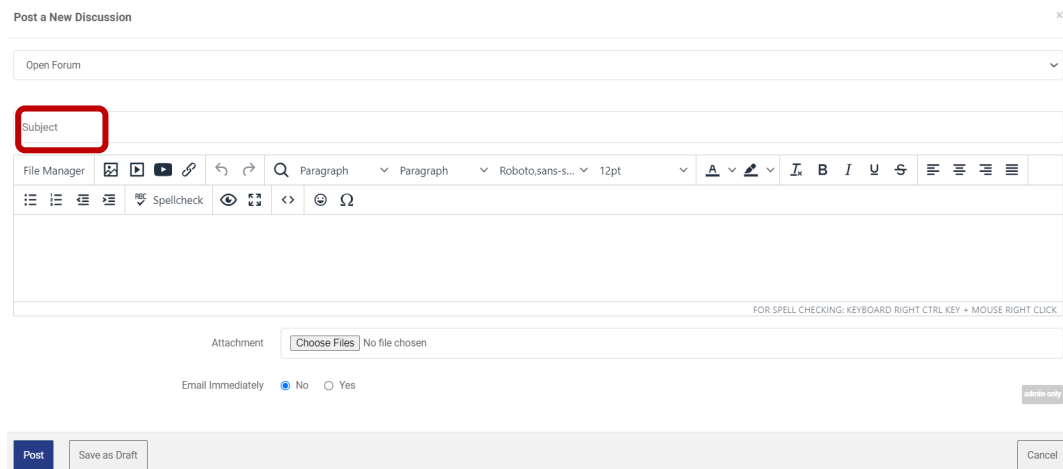
Please make sure that you read our [Code of Conduct](#) thoroughly before you post to ensure that your post will be appropriate.

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.



The screenshot shows the 'Post a New Discussion' form. At the top, there is a dropdown menu labeled 'Facilitators' with a downward arrow. Below it, a list of groups is displayed: 'Select Group' (highlighted in blue), 'Sengli Testing', 'Facilitators', 'Framers', and 'NCRA Connect Testing'. The entire dropdown menu area is enclosed in a red rectangular box. Below the dropdown menu is a large text area for the post content, an 'Attachment' section with a 'Choose Files' button, and a row of buttons at the bottom: 'Post', 'Save as Draft', and 'Cancel'.

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.



The screenshot shows the 'Post a New Discussion' form. At the top, there is a dropdown menu labeled 'Open Forum'. Below it, there is a 'Subject' field, which is highlighted with a red rectangular box. Below the 'Subject' field is a rich text editor with various formatting options (bold, italic, underline, etc.) and a 'Spellcheck' button. Below the text editor is an 'Attachment' section with a 'Choose Files' button. At the bottom, there is a row of buttons: 'Post', 'Save as Draft', and 'Cancel'. There is also a small 'Email Immediately' section with radio buttons for 'No' (selected) and 'Yes'.

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.

The screenshot shows the 'Post a New Discussion' form. It includes a dropdown for 'Open Forum', a 'Subject' field, a rich text editor with various formatting options (bold, italic, underline, link, etc.), an attachment section with a 'Choose Files' button, and an 'Email Immediately' toggle. At the bottom, there are three buttons: 'Post', 'Save as Draft' (highlighted with a red box), and 'Cancel'.

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

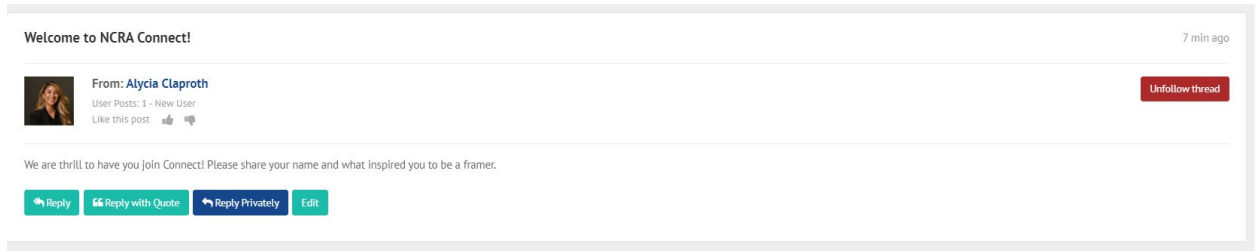
There are two ways that you can reply to discussions. You can reply directly through NCRA Connect or you can reply through email.

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.

The screenshot shows the NCRA Connect group page. It features a header with the NCRA logo and a 'New' button. Below the header, there are tabs for 'Discussions', 'Newsletters', 'News', 'Members', 'Events', 'Resources', and 'Links'. A search bar is located below the tabs. At the bottom, there is a red box highlighting the 'Post New Discussion' button and a list of discussions. The list includes columns for 'SUBJECT', 'POSTED BY', 'ON', and 'REPLIES'. The first entry is 'Welcome to NCRA Connect!' by Alycia Claproth, dated Oct 23, 2024.

- 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.








































- 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 to Discussion

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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.”


Write a new Message ✕

RE: Welcome to NCRA Connect!

Enter people to message *

Alyda Clapthorh ▼

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