



## 2017-2018 Community of Practice (CofP)

All creation, registration and community information is housed within the RVSPL registration system. The following steps will help navigate users through the new system.

### Access

Go to <https://register.rockyview.ab.ca> to access and participate in Communities of Practices.

### Staff Login

The LOGIN tab is located in the top right corner of the registration site.

Login: Login name is your username (not the whole email string)

Password: Your RVS Outlook password

“MY Summary” Page is displayed - communities are listed in the second panel after you login

### Search for a Community:

1. In the bottom right frame of “My Community”, you can click on the link “Community List” or “Community Menu” and it will take you to a search area.
2. OR the created Communities will be listed in a scroll function below in the frame “Available Communities of Practice”. Scroll and click
3. (Optional) ‘Subscribe to email notifications’ for updates on new communities if you do not see a community to join
  - Click on your name on the very top right corner and choose “Community Emails”.
  - Choose the parameters of the Community you would like to join. Click “Update” button. Takes you back to Summary page.

### Create or Register:

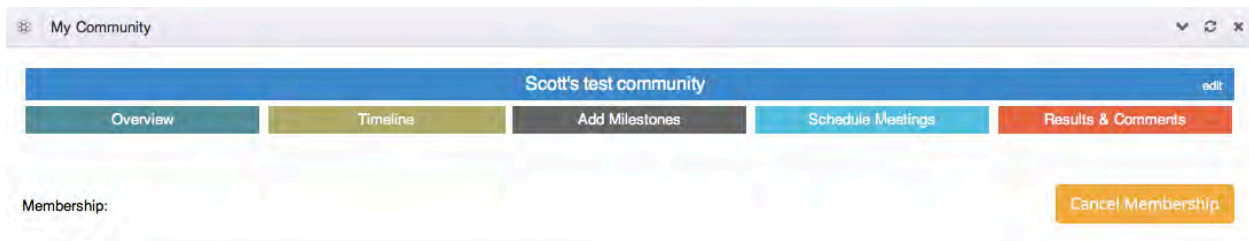
1. **Create a Community (June 9th - August 30, 2017)** If there are no communities that interest you or meet your Professional Learning plan, you may want to create one. Being the creator does not mean that you lead the group, it just means that you have the editing rights to the Community of Practice on the website. Communities are co-created and lead as a collaboration of all participants. CofPs are approved and may take a few days to appear in the CofP listing. See: <https://register.rockyview.ab.ca/public/creatingCOP.cfm> for more information on creating a Community of Practice.
2. **Register into an existing Community (August 31 – Sept 30th, 2017)** You may change your CofP choices as often as you like. You can only be a part of one CofP at a time. If you want to change, go into your present CofP and click “Cancel Registration”. You can now go into another CofP and register there. See <https://register.rockyview.ab.ca/public/registeringForCOP.cfm> for more registration information.
3. **After September 30, 2017 CoP Registrations Require Approval**  
Once registration is closed (September 30th, 2017), the process to change a CofP is as follows:

- a. Get approval of your Principal / Supervisor for the change
  - b. Go to your present CofP and click the “Cancel Registration” button. Register into the new CofP that you choose
  - c. An email will be sent to the CofP Development Team and an email will notify you of approval or decline to participate
4. **New Hires (after September 30th, 2017)**
- a. If you are a new hire, ensure you have a RVS Outlook email login before registering. Select your CofP of choice. Register into the session
  - b. Email Scott Mahan – [sgmahan@rockyview.ab.ca](mailto:sgmahan@rockyview.ab.ca) indicating what you have registered for and that you are a new hire
  - c. The Development Team will approve the change and confirm approval for your participation

It is best to use the “Summary” view to navigate on the Register site for CofP.

## My Community Stream

1. The “My Community” frame, gives you a selection of communities until you register. After joining a CoP, “My Community” will turn into your own personal “My Community” stream.



2. My Community tabs:
  - a. **Overview** What the session is about.
  - b. **Timeline**: Holds the Milestones / Meetings / Shared Information, in a graphic timeline.
  - c. **Milestones**: Helps organize goals and outcomes and set achievement timeframes. Posts into “Timeline”. Requires one community member to input achievement dates of Milestone as they are completed. Milestones not marked as achieved, can produce an email to all community members, for reminder.
  - d. **Schedule Meetings**: CofP scheduled dates. Additional meeting dates are recorded here also. Can up load 3 agendas, documents, etc, in .pdf format for use in that meeting. Posts into “Timeline”.
  - e. **Results & Comments**: Upon CofP completion, CONTRIBUTE final findings. There will be a choice to publish this information as Private (to Members only) or Public. Public is the default stream.