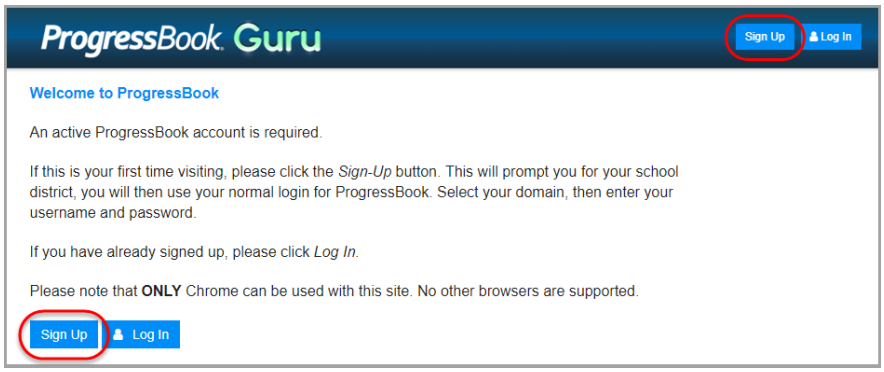
Guru Start-Up Guide

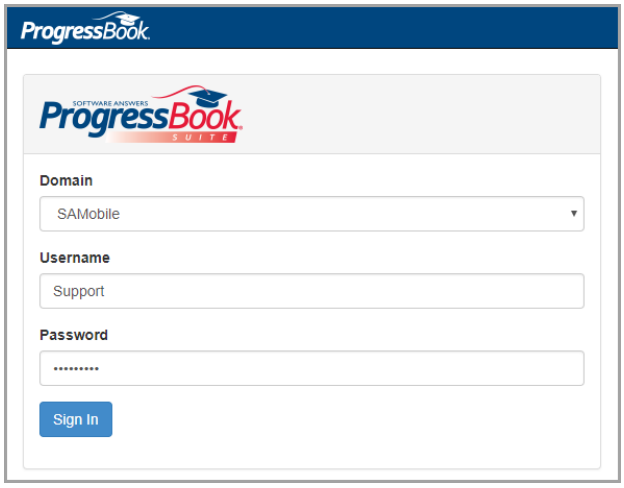
Welcome to ProgressBook Guru! Below, you will find the steps you need to sign up for our helpful, user-friendly community site.
Let's get started!

On the ProgressBook Guru login screen, click one of the **Sign Up** buttons.

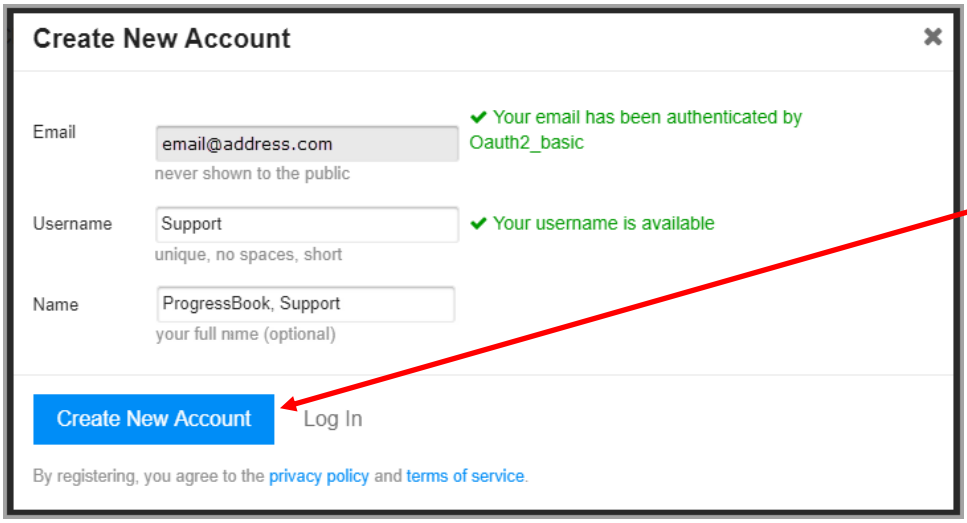


On the window that opens, select your district from the drop-down list and click **Go**.

Next, select your **Domain** from the drop-down list, and then enter your CentralAdmin **Username** and **Password**.

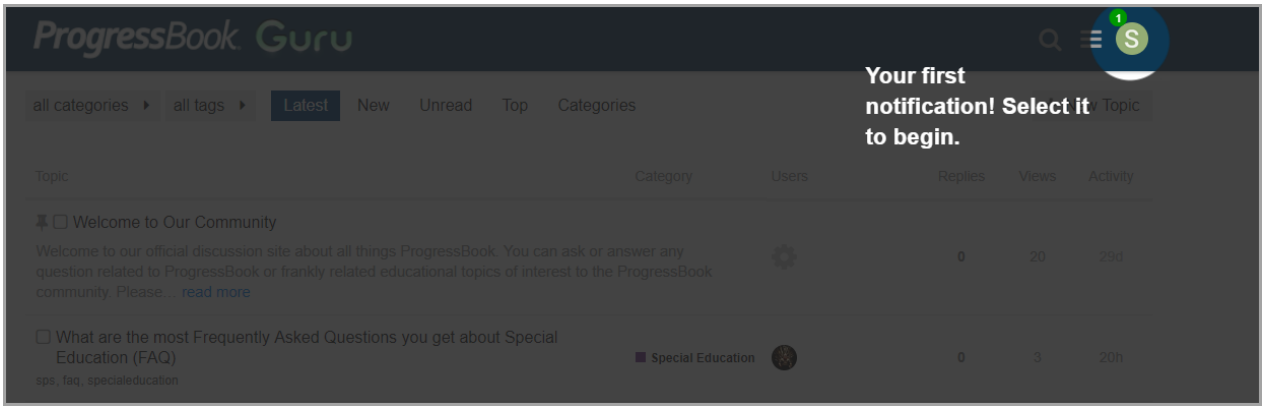


On the **Create New Account** screen, select an email address to use; then, create a new Guru **Username**. The **Name** field auto-populates with your first and last name, which are pulled from your Central login data.

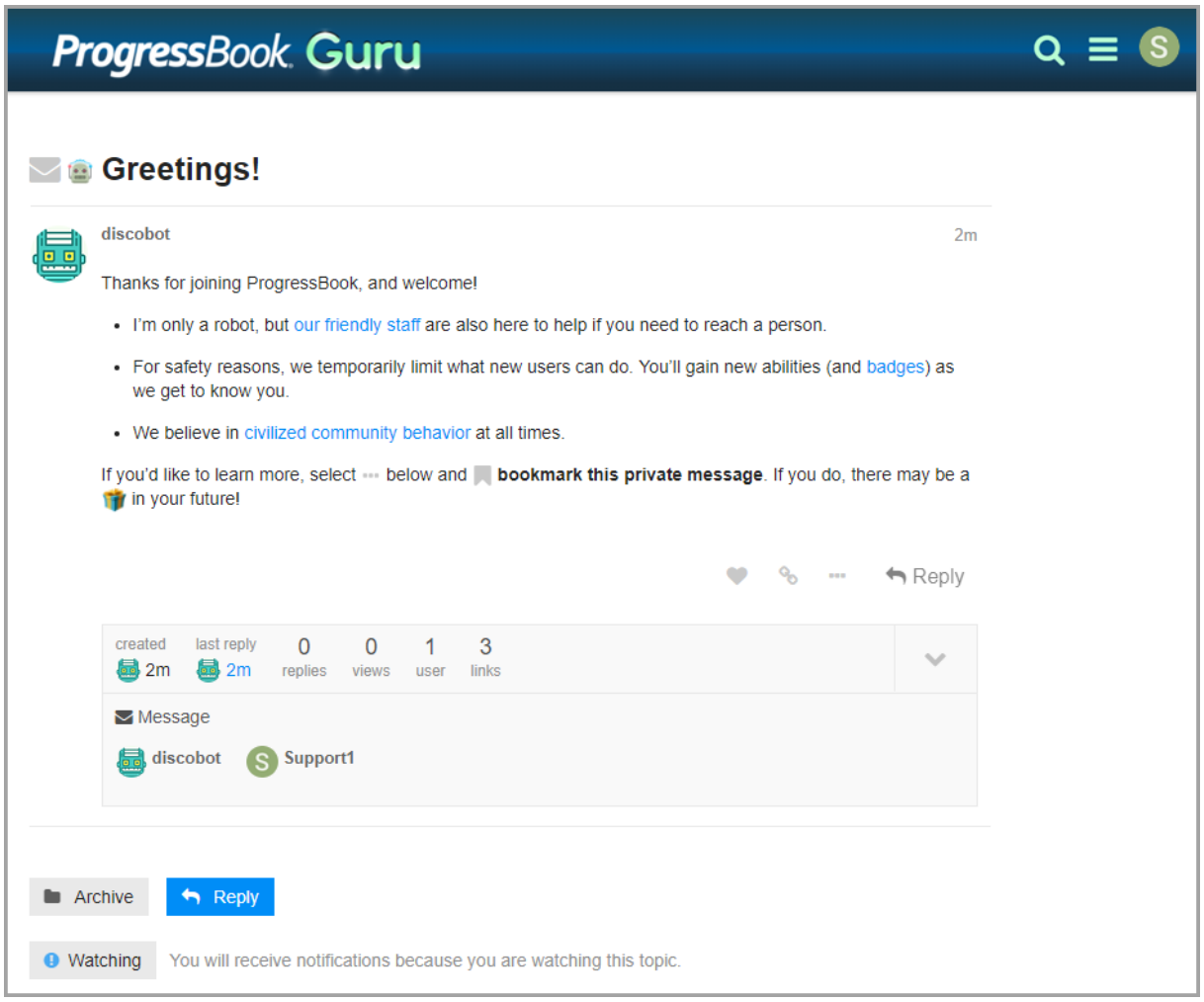


When you're all set, click **Create New Account** and voilà! You're officially a ProgressBook Guru member.

Now that you're all signed up, click your user profile icon to read the welcome message from **discobot,** the built-in help that can guide you through all you need to know about how to use Guru.



From the discobot message, you can click the embedded links to check out the ProgressBook staff, all of the cool badges you can earn by meeting various criteria in Guru, and of course, the rules and advice on how to be an effective and courteous community member.



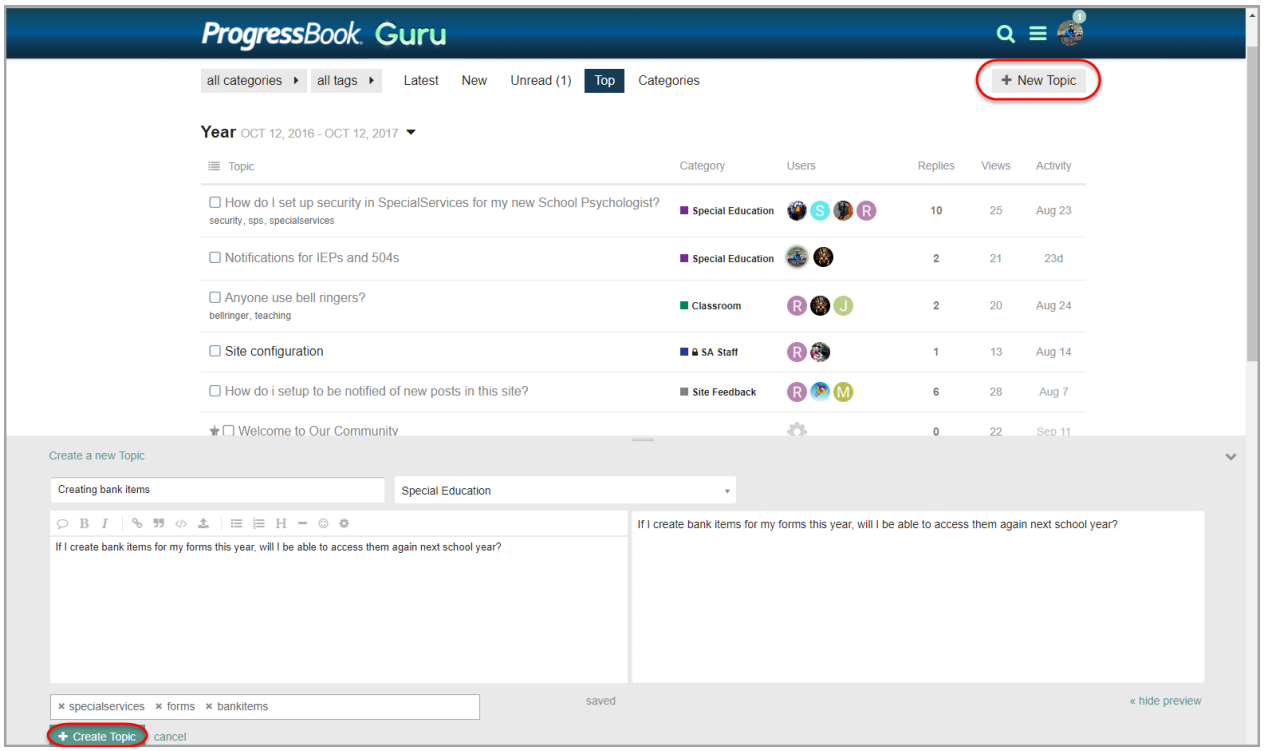
Welcome to the neighborhood!

Topics

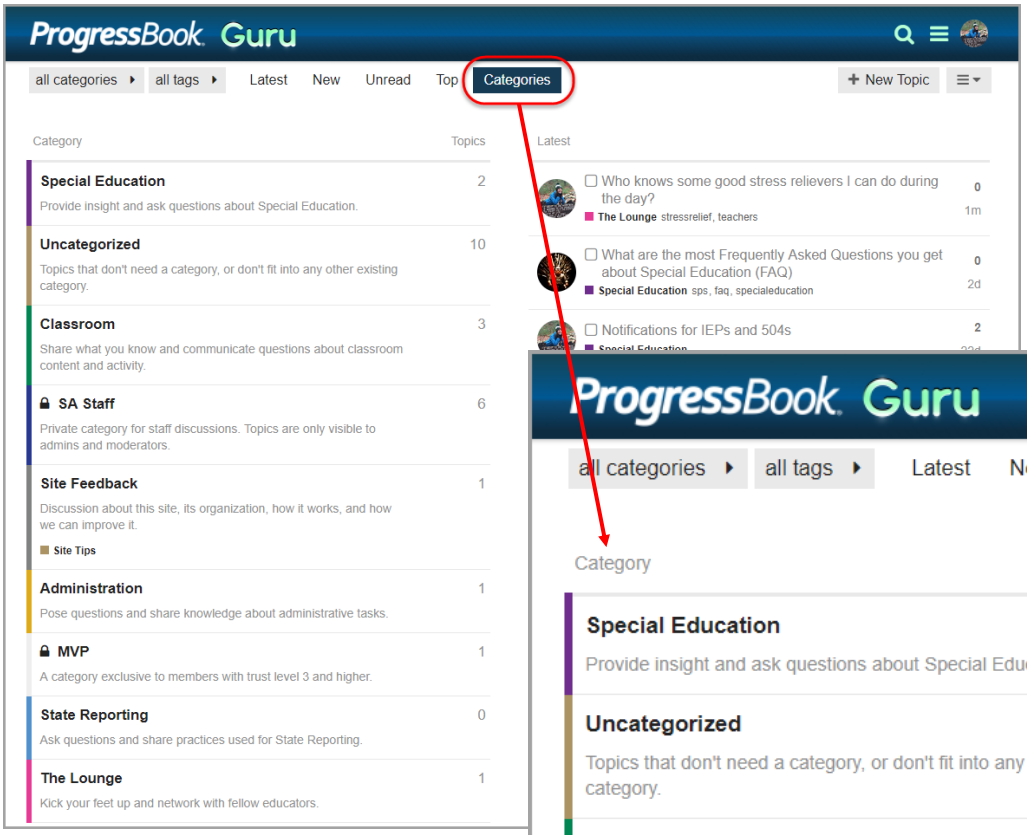
When you are ready to create your first topic, discobot will walk you through steps.

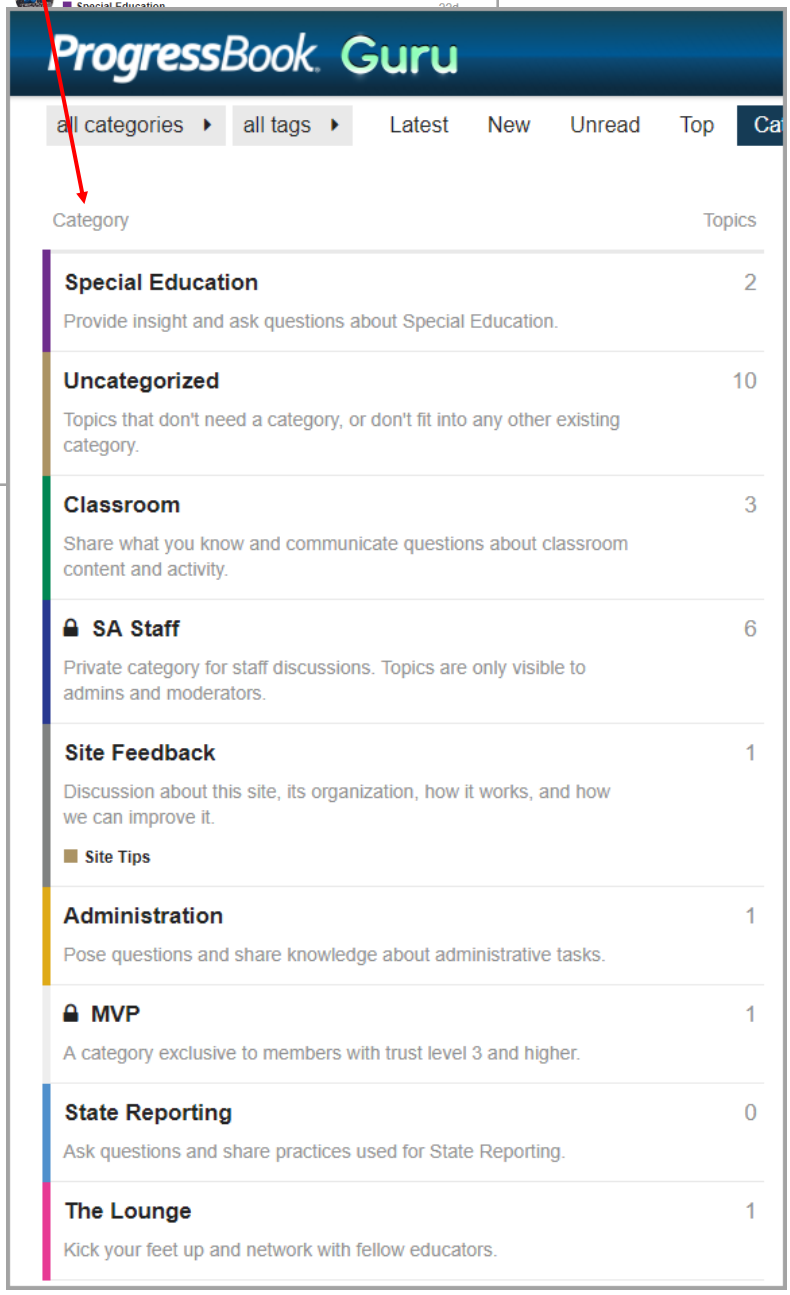
First, you must click **New Topic**. The **Create a new Topic** area displays at the bottom of the screen. Here, you will give a title to your topic, select a category, and fill in the body of your query. A preview of your post displays on the right.

If you would like, you can also create tags for your post, which will make your topic easier to find in searches. When you are done, click **Create Topic**.



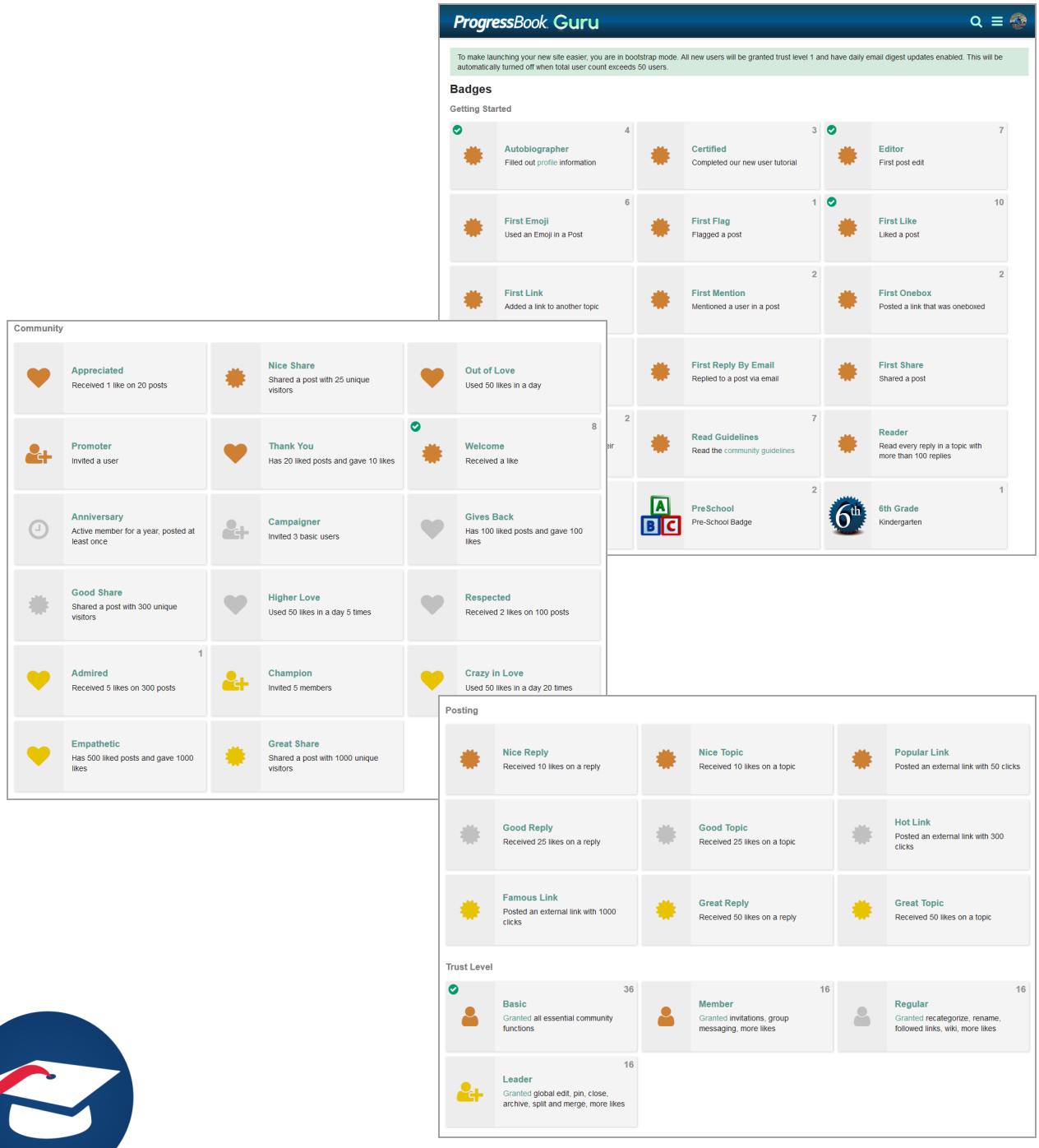
Categories





When you create a new topic, assign it to a **Category**.

Not only does this better organize the topics, but you can also follow a **Category** to receive notifications when a new topic is added to it, or when someone adds a comment, likes a post, etc. on a previous topic assigned to that category.

Badges

As you participate, you will collect badges, some of which represent ranks within each category. You will work toward graduating from pre-school and climbing the ranks all the way to the level of Guru, as well as earn badges for creating posts, liking posts, answering questions, and more.