

Guru Start-Up Guide



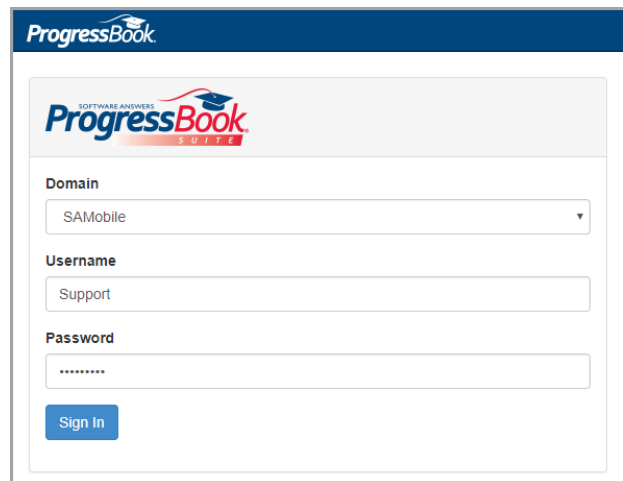
Welcome to ProgressBook Guru! Below, you will find the steps you need to sign up for our helpful, user-friendly community site. Let's get started!

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.

Create New Account

Email: ✓ Your email has been authenticated by OAuth2_basic
never shown to the public

Username: ✓ Your username is available
unique, no spaces, short

Name:
your full name (optional)

[Create New Account](#) [Log In](#)

By registering, you agree to the [privacy policy](#) and [terms of service](#).

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.

ProgressBook Guru

all categories > all tags > **Latest** New Unread Top Categories

Your first notification! Select it to begin.

Topic	Category	Users	Replies	Views	Activity
☑ Welcome to Our Community			0	20	29d
☐ What are the most Frequently Asked Questions you get about Special Education (FAQ)	Special Education		0	3	20h



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.

The screenshot shows a message in the ProgressBook Guru interface. The header includes the logo and navigation icons. The message is titled "Greetings!" and is from a user named "discobot". The message content includes a welcome message and a list of three bullet points: "I'm only a robot, but our friendly staff are also here to help if you need to reach a person.", "For safety reasons, we temporarily limit what new users can do. You'll gain new abilities (and badges) as we get to know you.", and "We believe in civilized community behavior at all times." Below the message is a table with statistics: created 2m, last reply 2m, 0 replies, 0 views, 1 user, and 3 links. At the bottom, there are buttons for "Archive" and "Reply", and a "Watching" status indicating notifications.

ProgressBook Guru Q ≡ S

Greetings!

discobot 2m

Thanks for joining ProgressBook, and welcome!

- I'm only a robot, but [our friendly staff](#) are also here to help if you need to reach a person.
- For safety reasons, we temporarily limit what new users can do. You'll gain new abilities (and [badges](#)) as we get to know you.
- We believe in [civilized community behavior](#) at all times.

If you'd like to learn more, select **⋮** below and **🔖 bookmark this private message**. If you do, there may be a **🎁** in your future!

♥ 🔗 ⋮ ↩ Reply

created	last reply	replies	views	user	links
2m	2m	0	0	1	3

Message

discobot **S Support1**

Archive **Reply**

Watching You will receive notifications because you are watching this topic.

Welcome to the neighborhood!

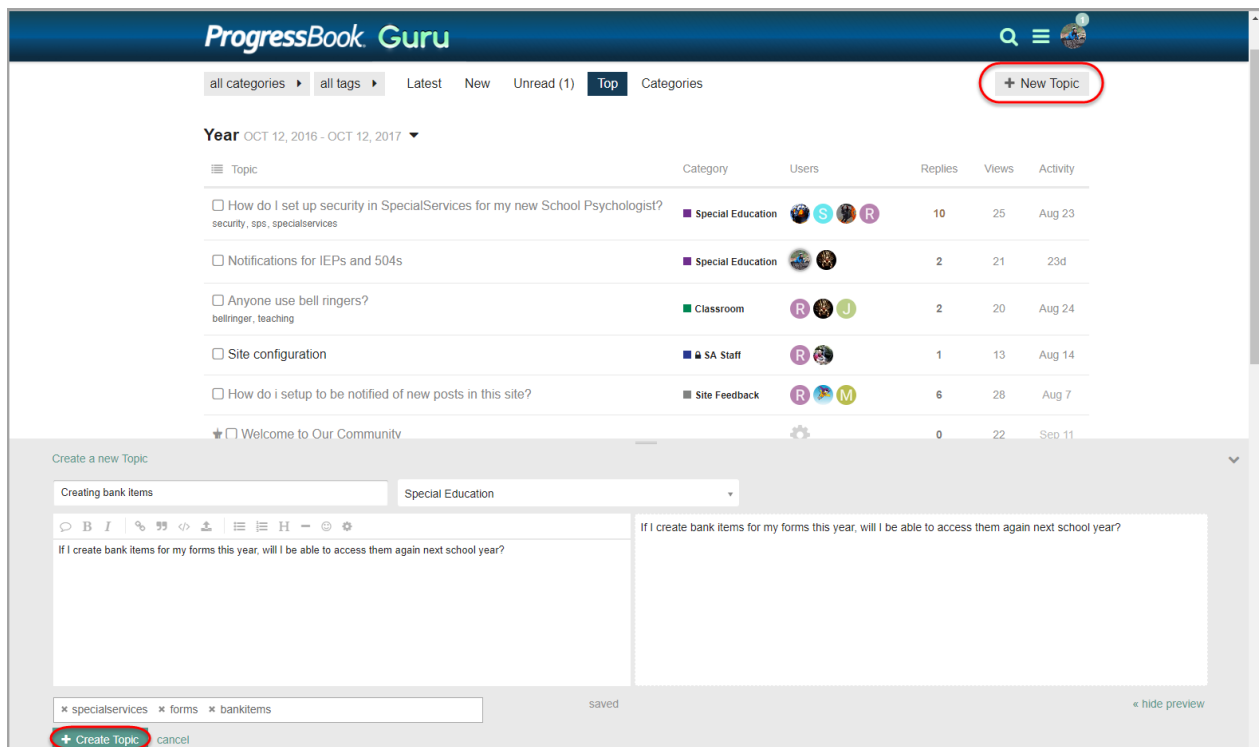


Topics

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**.

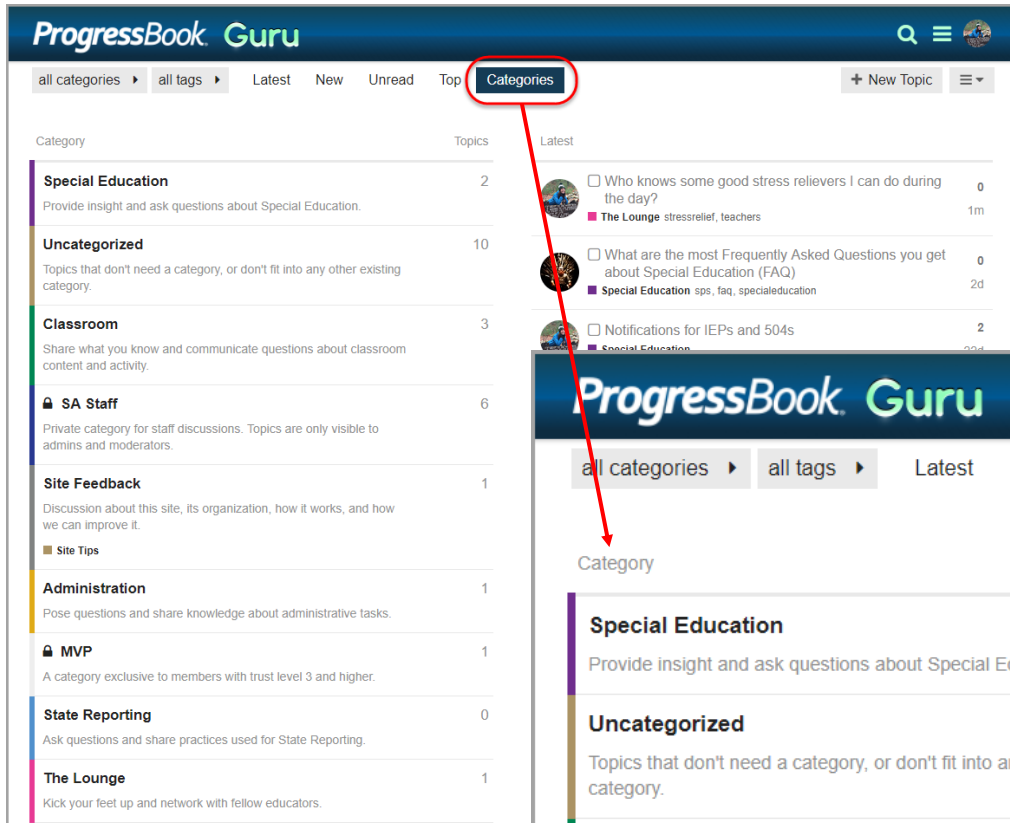


The screenshot shows the ProgressBook Guru forum interface. At the top, there is a navigation bar with the site name, search, and user profile icons. Below the navigation bar, there are filters for categories, tags, and a 'Top' button. A red circle highlights the '+ New Topic' button in the top right corner. The main content area displays a list of topics with columns for Topic, Category, Users, Replies, Views, and Activity. The 'Create a new Topic' form is visible at the bottom, with a title field containing 'Creating bank items', a category dropdown set to 'Special Education', and a text area with the question: 'If I create bank items for my forms this year, will I be able to access them again next school year?'. A red circle highlights the '+ Create Topic' button at the bottom left of the form.

Topic	Category	Users	Replies	Views	Activity
<input type="checkbox"/> How do I set up security in SpecialServices for my new School Psychologist? <small>security, sps, specialservices</small>	Special Education		10	25	Aug 23
<input type="checkbox"/> Notifications for IEPs and 504s	Special Education		2	21	23d
<input type="checkbox"/> Anyone use bell ringers? <small>bellringer, teaching</small>	Classroom		2	20	Aug 24
<input type="checkbox"/> Site configuration	SA Staff		1	13	Aug 14
<input type="checkbox"/> How do i setup to be notified of new posts in this site?	Site Feedback		6	28	Aug 7
<input checked="" type="checkbox"/> Welcome to Our Community			0	22	Sep 11

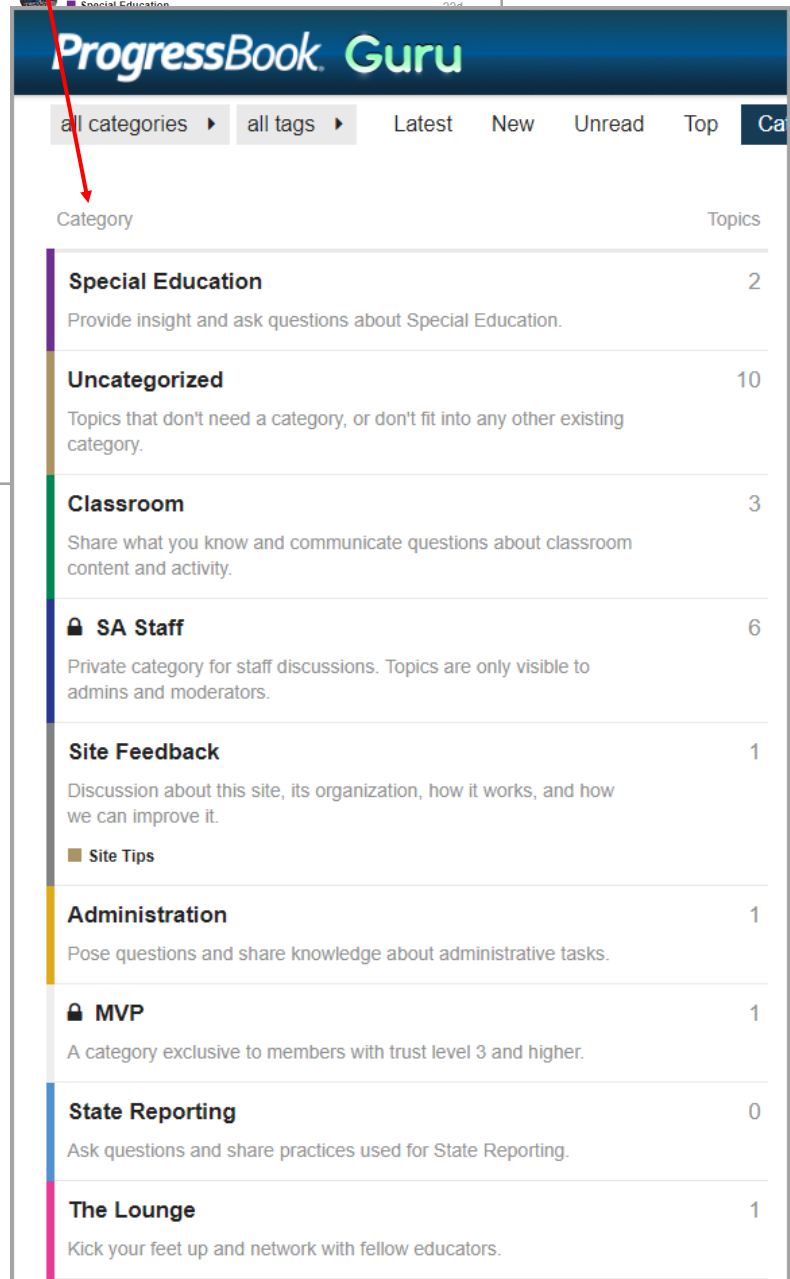


Categories



The first screenshot shows the ProgressBook Guru interface. At the top, there are navigation options: 'all categories', 'all tags', 'Latest', 'New', 'Unread', 'Top', and a 'Categories' button highlighted with a red box. Below this is a table of categories:

Category	Topics
Special Education Provide insight and ask questions about Special Education.	2
Uncategorized Topics that don't need a category, or don't fit into any other existing category.	10
Classroom Share what you know and communicate questions about classroom content and activity.	3
SA Staff Private category for staff discussions. Topics are only visible to admins and moderators.	6
Site Feedback Discussion about this site, its organization, how it works, and how we can improve it. Site Tips	1
Administration Pose questions and share knowledge about administrative tasks.	1
MVP A category exclusive to members with trust level 3 and higher.	1
State Reporting Ask questions and share practices used for State Reporting.	0
The Lounge Kick your feet up and network with fellow educators.	1



The second screenshot shows the 'Categories' section of ProgressBook Guru. It features a table of categories:

Category	Topics
Special Education Provide insight and ask questions about Special Education.	2
Uncategorized Topics that don't need a category, or don't fit into any other existing category.	10
Classroom Share what you know and communicate questions about classroom content and activity.	3
SA Staff Private category for staff discussions. Topics are only visible to admins and moderators.	6
Site Feedback Discussion about this site, its organization, how it works, and how we can improve it. Site Tips	1
Administration Pose questions and share knowledge about administrative tasks.	1
MVP A category exclusive to members with trust level 3 and higher.	1
State Reporting Ask questions and share practices used for State Reporting.	0
The Lounge Kick your feet up and network with fellow educators.	1

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.

ProgressBook Guru

To make launching your new site easier, you are in bootstrap mode. All new users will be granted trust level 1 and have daily email digest updates enabled. This will be automatically turned off when total user count exceeds 50 users.

Badges

Getting Started

Autobiographer Filled out profile information 4	Certified Completed our new user tutorial 3	Editor First post edit 7
First Emoji Used an Emoji in a Post 6	First Flag Flagged a post 1	First Like Liked a post 10
First Link Added a link to another topic	First Mention Mentioned a user in a post 2	First Onebox Posted a link that was oneboxed 2
First Reply By Email Replied to a post via email 2	First Share Shared a post 2	Read Guidelines Read the community guidelines 7
Reader Read every reply in a topic with more than 100 replies 2	PreSchool Pre-School Badge 2	6th Grade Kindergarten 1

Community

Appreciated Received 1 like on 20 posts	Nice Share Shared a post with 25 unique visitors	Out of Love Used 50 likes in a day
Promoter Invited a user	Thank You Has 20 liked posts and gave 10 likes	Welcome Received a like 8
Anniversary Active member for a year, posted at least once	Campaigner Invited 3 basic users	Gives Back Has 100 liked posts and gave 100 likes
Good Share Shared a post with 300 unique visitors	Higher Love Used 50 likes in a day 5 times	Respected Received 2 likes on 100 posts
Admired Received 5 likes on 300 posts 1	Champion Invited 5 members	Crazy in Love Used 50 likes in a day 20 times
Empathetic Has 500 liked posts and gave 1000 likes	Great Share Shared a post with 1000 unique visitors	

Posting

Nice Reply Received 10 likes on a reply	Nice Topic Received 10 likes on a topic	Popular Link Posted an external link with 50 clicks
Good Reply Received 25 likes on a reply	Good Topic Received 25 likes on a topic	Hot Link Posted an external link with 300 clicks
Famous Link Posted an external link with 1000 clicks	Great Reply Received 50 likes on a reply	Great Topic Received 50 likes on a topic

Trust Level

Basic Granted all essential community functions 36	Member Granted invitations, group messaging, more likes 16	Regular Granted recategorize, rename, followed links, wiki, more likes 16
Leader Granted global edit, pin, close, archive, split and merge, more likes 16		

