

Instructions on How to Access the NSTA Chapter and Associated Group Online Resource Center



Welcome to the **NSTA Chapter and Associated Group Resource Center**. This is a cohort within the NSTA Learning Center. NSTA membership is not required for access to this area. Here are the steps you will need you to follow to become a participant of this cohort:

1. **Log in to the NSTA Learning Center portal**, copy the URL below to your browser:
<http://learningcenter.nsta.org>

If you have a Learning Center account, you will need to know your Learning Center email address and password to log in. Alternatively, you can log in to the Learning Center using your last name and ID number (your ID number is your NSTA member number if you are a member of NSTA). If you encounter difficulties, please email chapters@nsta.org for assistance.

If you do not have a Learning Center account, you may create one by clicking the [“Create a Free Account”](#) link.

2. **After you log in to the Learning Center, visit the NSTA Chapter and Associated Group Resource Center landing page to enter the promo code and join the cohort.** Copy the URL below to your browser:
<http://learningcenter.nsta.org/nsta-cags>

Once you arrive at the landing page, enter the promo code: **nsta-cags** in the field provided and click the “Submit” button. You will only have to enter the promo code once. By entering the promo code you gain access to the **NSTA Chapter and Associated Group Resource Center private forum**. To see the private forum, click the “Forums &

User Community button at top of the page. Moving forward, you may access this landing page simply by clicking the “Cohort Hub” button at top of the page.

- 3. If you do not see a field where to enter the promo code, you may be a member of another cohort in the Learning Center. Please contact us at the e-mail address below so that we may grant you access to the private forum.**

Email chapters@nsta.org and staff will grant you access to the private forum. To return to the **NSTA Chapter and Associated Group Resource Center in the future**, we HIGHLY suggest that you bookmark the cohort landing page.

LINKS MAY NOT WORK IN INTERNET EXPLORER

The NSTA Chapter and Associated Group Resource Center has two areas of interest – Collections and a Private Forum. The descriptions below outline how to use both areas.

Collections

The information and documents listed in the [Collections](#) (on the main landing page) are **NSTA-vetted resources** uploaded by NSTA staff. These documents outline exemplary best practices in association management and operations. In some instances, we will review and select items posted in the Community Forums and post them in the collections as well. **Only NSTA staff can upload documents into a collection.**

NSTA Chapter and Associated Group Resource Center



This cohort landing page is for NSTA-recognized chapter and associated group leaders (and staff) to share information and network.

Community Forums

Chapter and Associated Group leaders and staff can upload documents, share information and network in the [NSTA Chapter and Associated Group Resource Center Private Forum](#). This allows chapter/associated group leaders and staff to enhance their organizational and leadership development. Topics in the private forum include: Membership; Governance; Financial Management and Operations; Conference Planning; Advocacy, and Communications.

Collections

Collections include information, resources and documents reviewed and vetted by NSTA-staff which reflect best practices in association management and operations. The titles match the topics listed in the Community Forums. Only NSTA staff can upload documents to any collection.

- [Communications](#)
- [Advocacy, Professional Affairs, Public Relations](#)
- [Financial Management](#)
- [Governance & Board Information](#)
- [Membership](#)
- [Programming/Professional Learning Activities](#)

Community/Private Forums and Topics

The Private Forum allows chapter/associated group leaders and staff to share information and resources. Once you have followed the steps listed on page one of this document, visit this link to view the Private Forum for this cohort,

http://learningcenter.nsta.org/discuss/default.aspx?fid=6ad6UBBmMwA_E

OR follow the instructions and screenshots below:







1. Click the "Forums & User Community" on the top menu.
2. Then select "Chapters and Associated Groups" under the **Private Forums** listed on the left menu. *(We suggest bookmarking the link for easy access when you wish to visit the site again.)*

The screenshot shows the top navigation bar of the NSTA Learning Center. On the left is the NSTA logo (National Science Teachers Association). In the center is the 'Learning Center' title. On the right, a user is logged in as 'Shawn!', with links for 'Cart', 'My Profile', 'Logout', and 'Help'. A search bar is also present. Below the header is a horizontal menu with several items: 'Learning Center Home', 'Explore All Resources', 'Events & Opportunities', 'Professional Learning Tools', 'Forums & User Community' (highlighted with a red box), 'My Library', and 'Cohort Hub'. Below the menu, a message prompts the user to create or update their password, with a link to 'Click here to set your password.' At the bottom of the header area, there is a copyright notice: 'Copyright © 2016 NSTA | Contact Us | FAQ | Help | Give Us Feedback'.

This section shows the search and private forums area. On the left, there is a search box with a 'Search' button below it. Below the search box is a dropdown menu labeled 'Private Forums'. The dropdown is open, and the option 'Chapters and Associated Groups' is selected and highlighted with a red box.

This section displays user statistics and interest-based recommendations. At the top, it shows '14 PEOPLE ONLINE', '6929 TOPICS', and '68367 POSTS'. Below this is the heading 'Users with Similar Interests' and a prompt: 'Select your interests to see users you might like to connect with.' A grid of interest categories is shown, each with a checkbox: Earth Science, Biology, Chemistry, Physics, Environmental Science, Physical Science, General Science, Computer Science, and Technology Education.

Six topics have been created with this Private Forum – **Communication; Programming & Professional Learning Activities; Advocacy, Professional Affairs, Public Relations; Financial Management & Operations; Membership, and Governance & Board Relations.** Members of this cohort can add other topics, but these six will remain at the top of the list. Please feel free to contribute to the conversation and add documents within these topics as well.

 Communications	0 Replies
 by Teshia Birts Tue Jan 05, 2016 1:47 PM	7 Views
 Programming and Professional Learning Activities	0 Replies
 by Teshia Birts Tue Jan 05, 2016 1:16 PM	4 Views
 Advocacy, Professional Affairs, Public Relations	0 Replies
 by Teshia Birts Tue Jan 05, 2016 12:52 PM	3 Views
 Financial Management and Operations	0 Replies
 by Teshia Birts Tue Jan 05, 2016 12:29 PM	6 Views
 Membership	0 Replies
 by Teshia Birts Thu Nov 05, 2015 2:31 PM	14 Views
 Governance and Board Information	0 Replies
 by Teshia Birts Thu Nov 05, 2015 2:28 PM	12 Views
* NEW TOPIC	

New topics can be added by any member of community, but we encourage members to use the categories created whenever possible. If you have questions or need assistance with using or uploading documents to the forum, please email chapters@nsta.org or call 703-312-9262.