My O&P Community: Getting Started User Guide

Welcome to the My O&P Community—online! This is intended to serve as a portal for collaboration focused on empowering our AOPA community.

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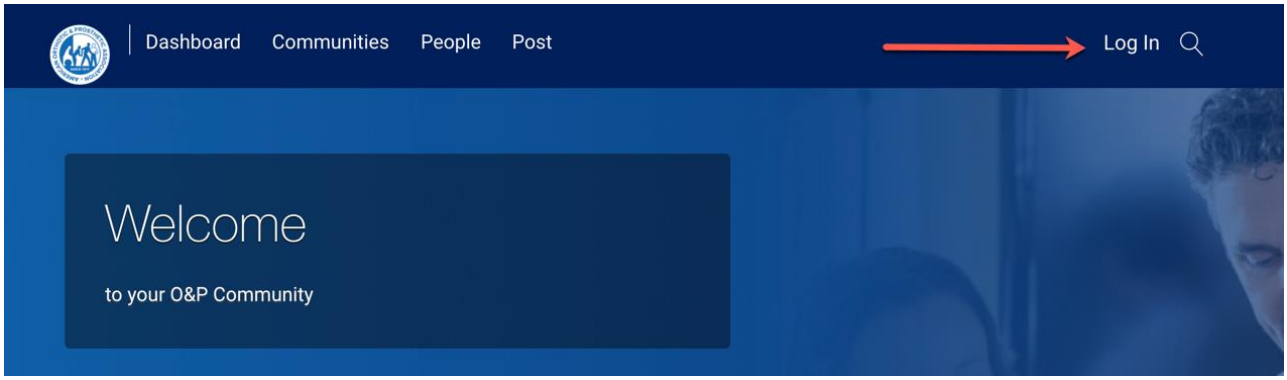
Logging In

There are two ways for the user to access the online community

1. Log in on the online community. In the web browser, type in the following URL: https://myopcommunity.aopanet.org

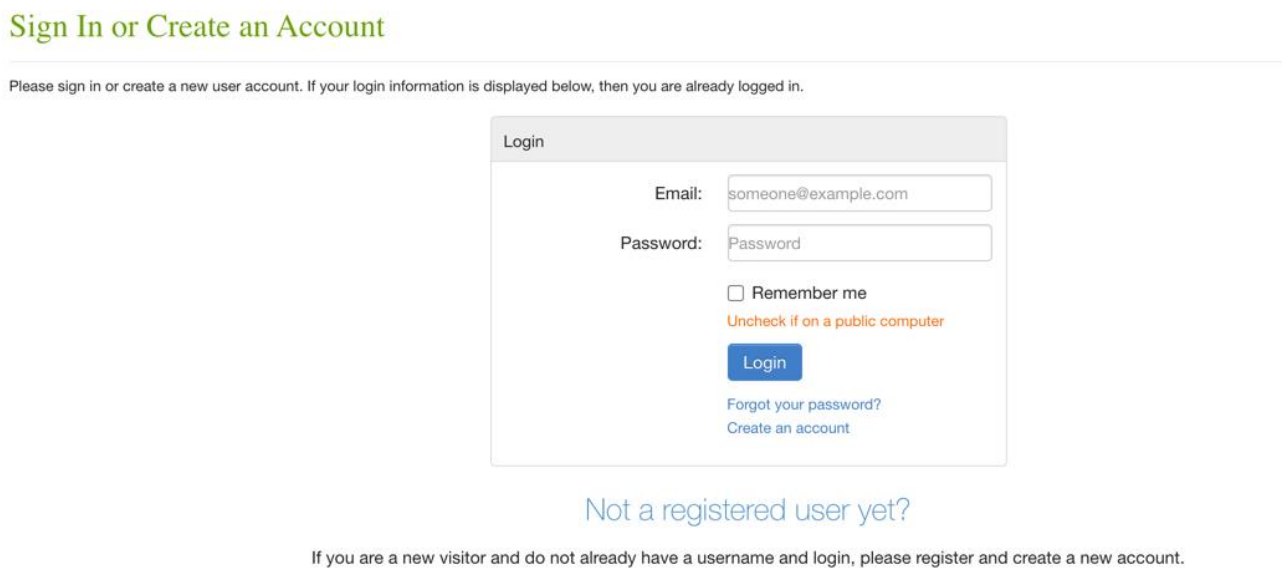
Click on **Log In**



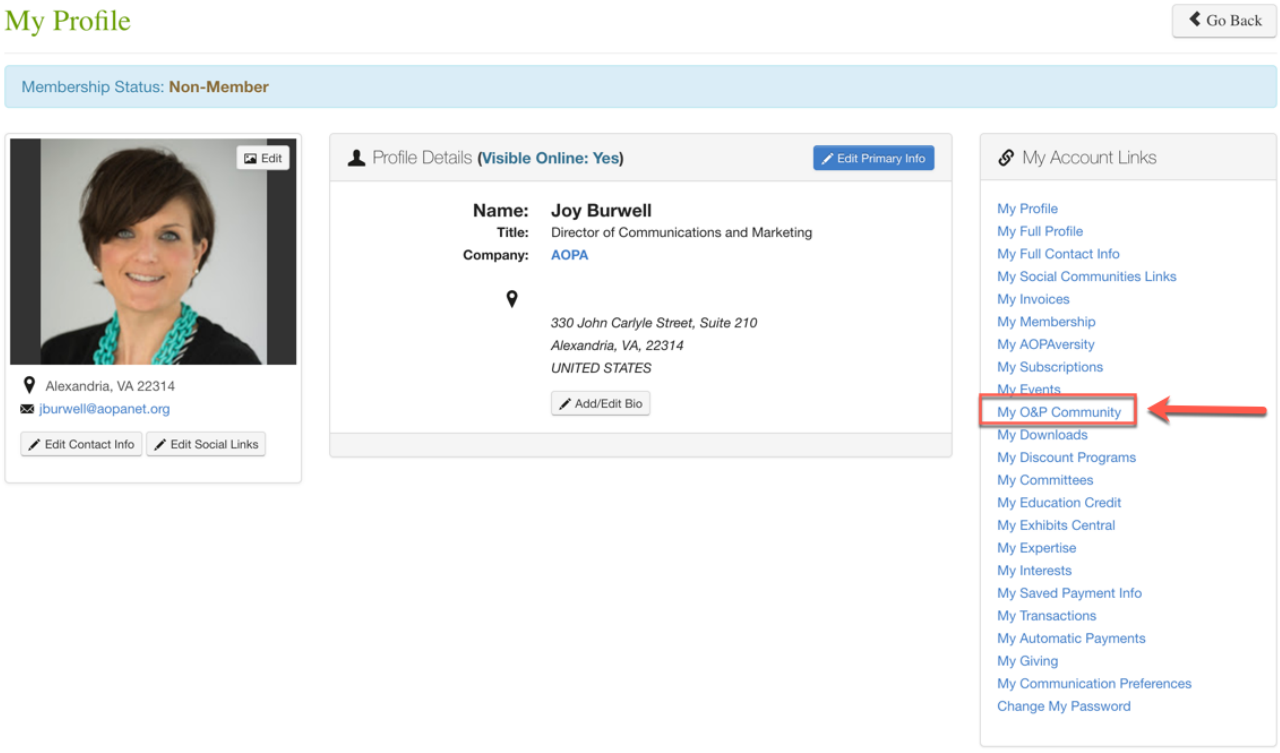
or

2. Go to the AOPA website: **https://www.aopanet.orgg** and click on the Member Portal menu and choose Member Portal**.**

Enter your **AOPA** username and password.

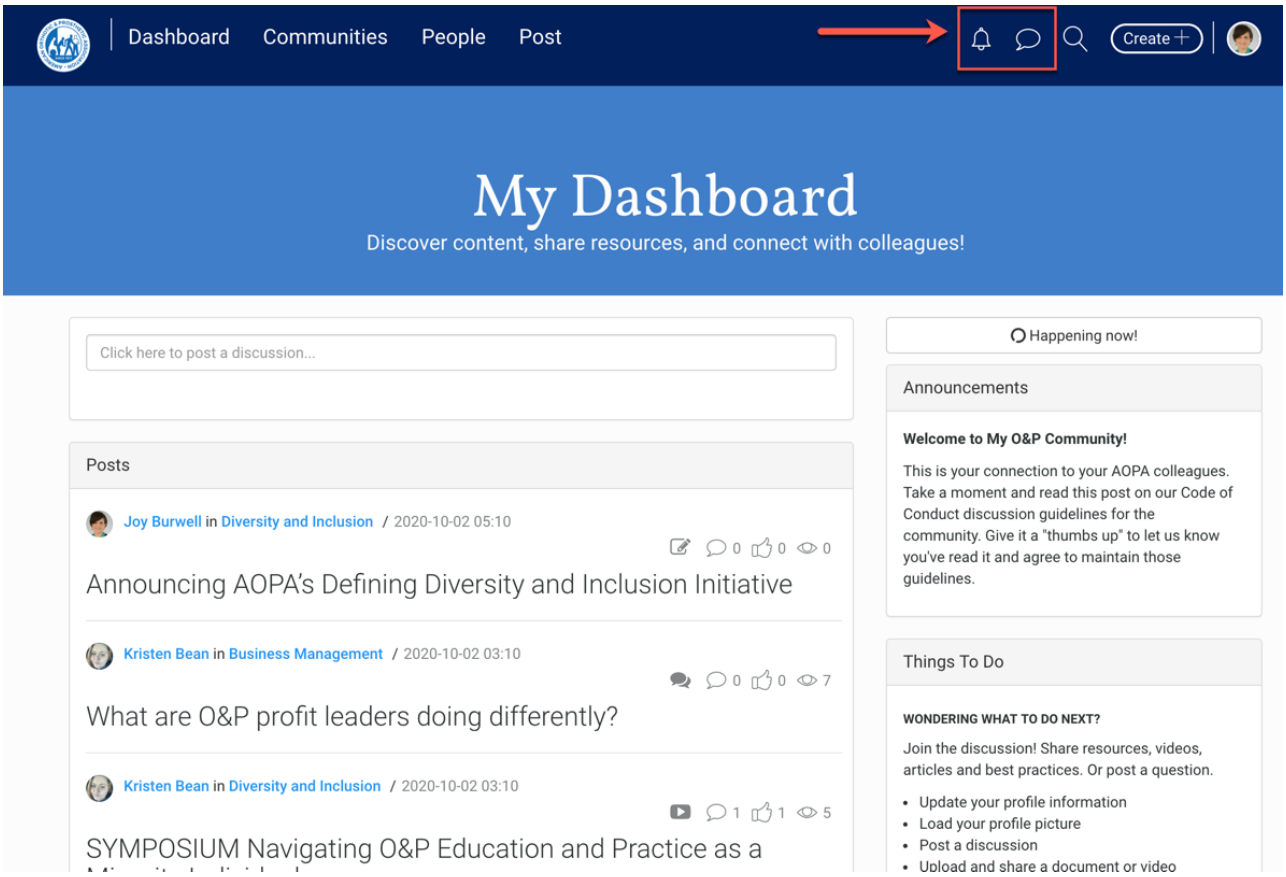


On the right hand side of your profile page, click on **My Account Links** > **My O&P Community**



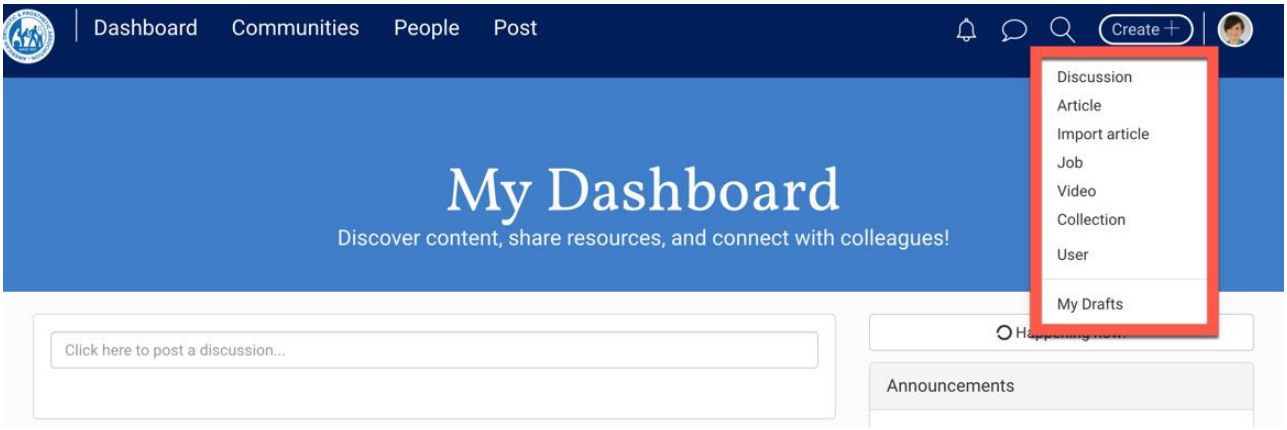
My Dashboard

My Dashboard is the first page displayed to the users every time they log in. From this page, a user can immediately view all recent content that the user has permission to view.



Also note that you will have messages and system notifications at the top that haven't been viewed online since your last login. Click on either icon to view.

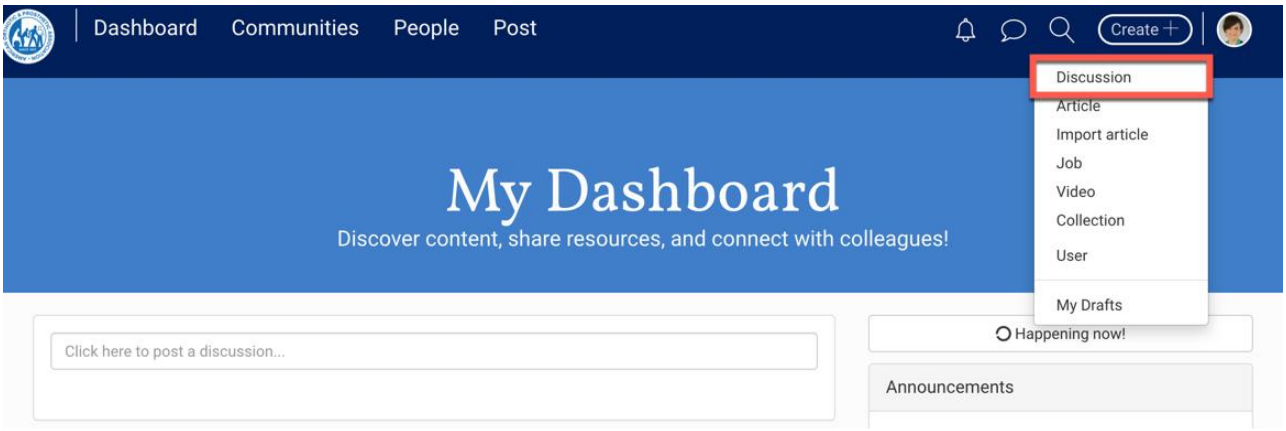
To immediately start adding content to the online community, click on the Create+ button. This will give the user the choices of content types the user can create.


Dashboard
Communities
People
Post
Create
Discussion
Article
Import article
Job
Video
Collection
User
My Drafts
My Dashboard
Discover content, share resources, and connect with colleagues!
Click here to post a discussion...
Announcements

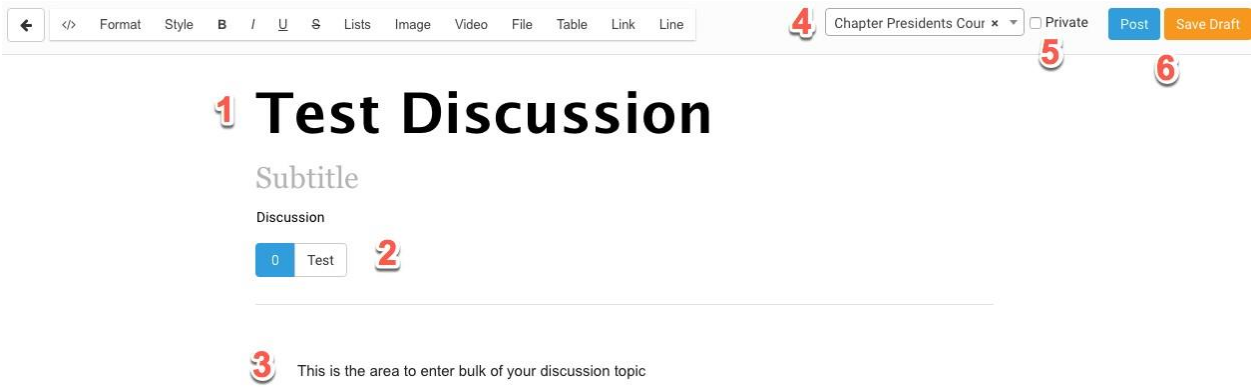
Discussions

To create a new discussion thread,

In the main top navigation, click on **Discussion** under the **Create +** button



The discussion post is created on the following page:

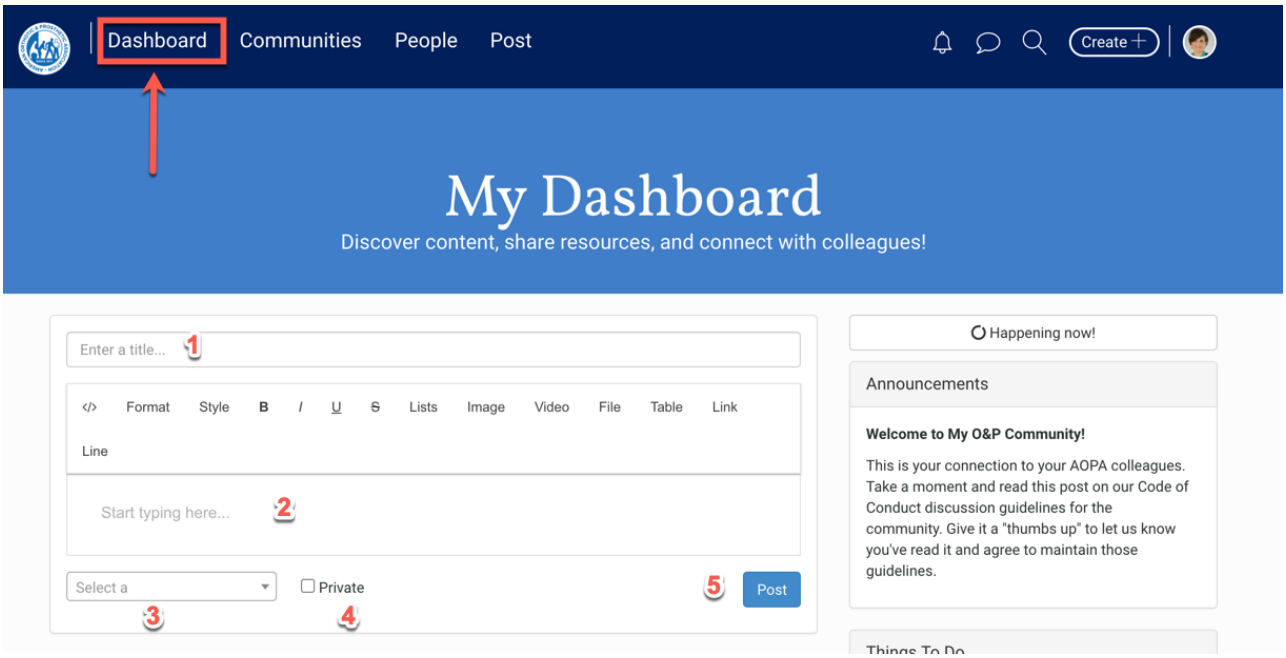


1. Add the title of the discussion
2. Create tags if applicable. Type in each word and hit “Enter” to create each new tag
3. Type in the text of your discussion in this area
4. Choose the group that the discussion will be posted to.

5. Click on the **Private** checkbox if you want the discussion to be only viewable to members (Only applicable to public groups. The private checkbox will automatically be checked if the group is private)
6. Click on the **Post** button to make the discussion live or click on the Save Draft to save your content for later editing or posting.

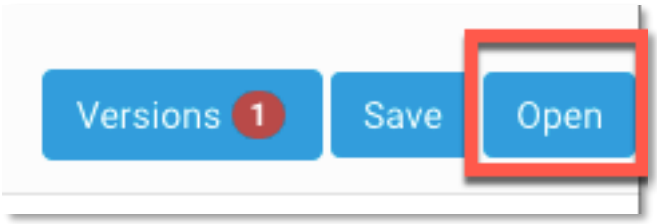
There is a second method to create a discussion.

Click on the **Dashboard** link in the top navigation.



1. Add the title of the discussion
2. Type in the text of your discussion in this area
3. Choose the group that the discussion will be posted to.
4. Click on the **Private** checkbox if you want the discussion to be only viewable to members (only applicable to public groups)
5. Click on the **Post** button to make the discussion live

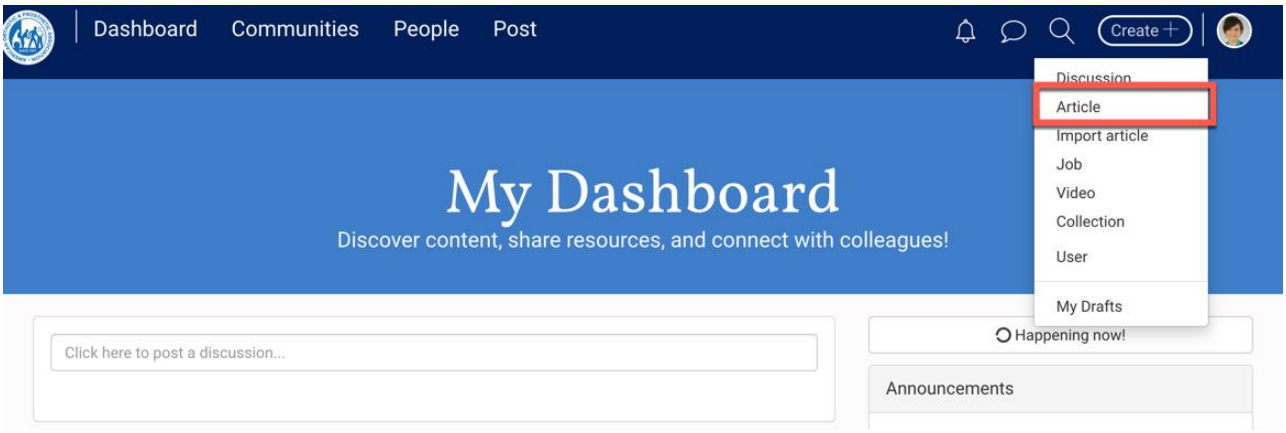
To view the new discussion, click on the Open button on the discussion creation page



You can also view the new discussion listed on the homepage of group that it was posted. Click on the discussion to view the full discussion thread.

Articles

To create a new article, In the main top navigation, click on **Article** under the **Create +** button

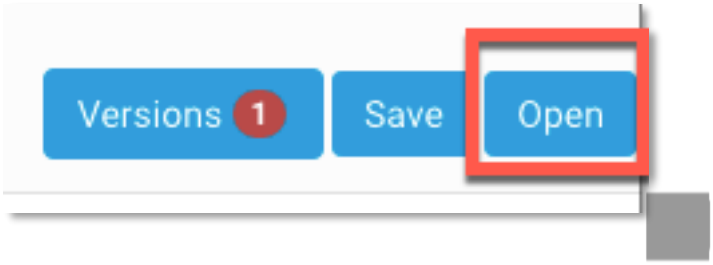


The article is created on the following page:

1. Add the title of the article
2. Create tags if applicable. Type in each word and hit “E**nter**” to create each tag

3. Type in the content of your discussion in this area.(Please note the formatting tools at the top of the page.)
4. Choose the group that the discussion will be posted to.
5. Click on the **Private** checkbox if you want the article to be only viewable to members (only applicable to public groups)
6. Click on the **Post** button to make the article live or click on the Save Draft to save your content for later editing or posting.

To view the article, click on the **Open** button on the article creation page

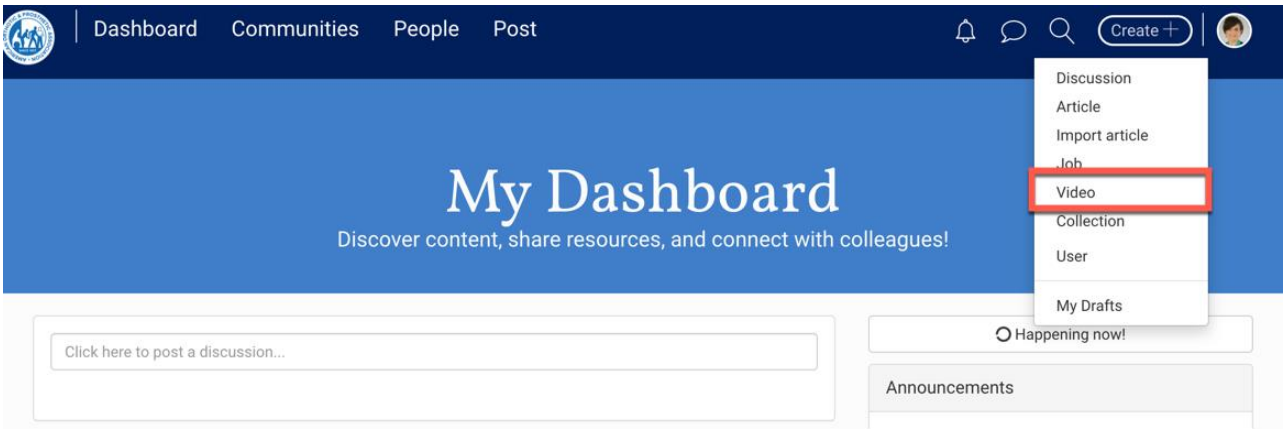


You can also view the new article listed on the homepage of the group that it was posted. Click on the article to view the full discussion thread.

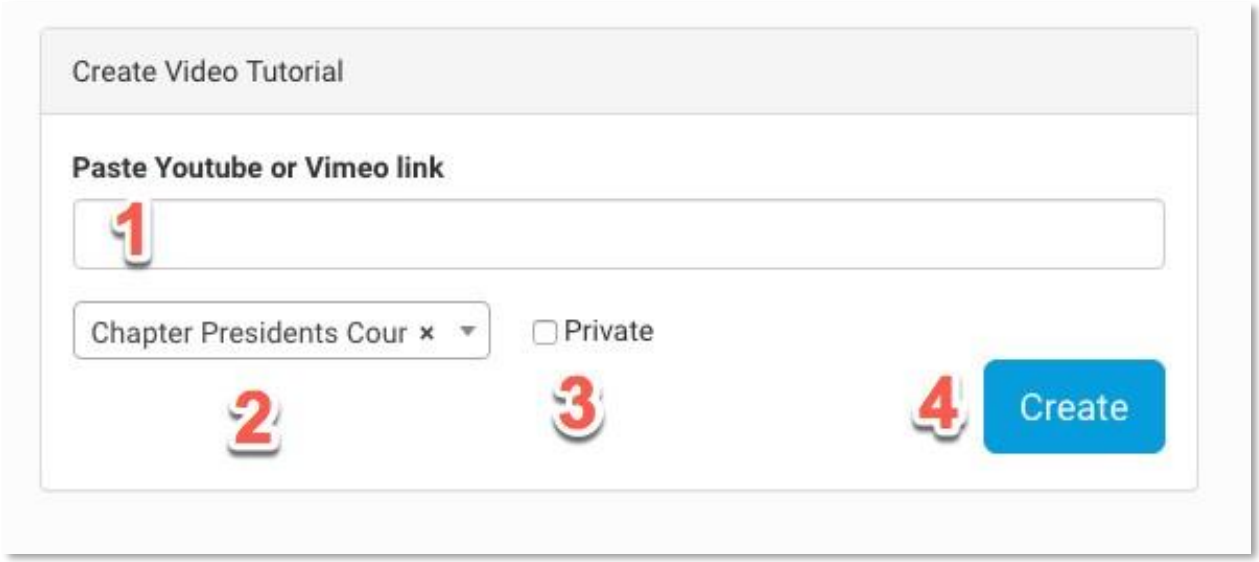
Videos

The online community allows the import of videos that are hosted on YouTube and Vimeo only.

To post videos on the community, go to the **Create+** button and choose **Video**



On the next page, add the video information



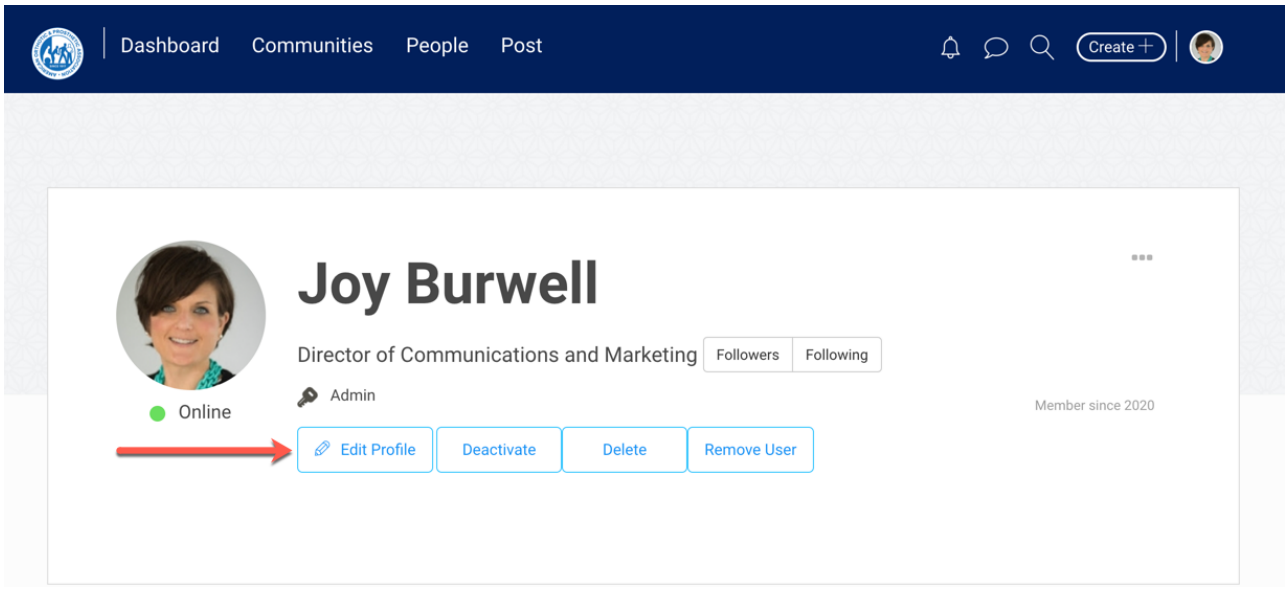
1. Copy the link of the YouTube or Vimeo video 2.
Choose the group that the video will be posted to.
3. Click on the **Private** checkbox if you want the video to be only viewable to the group members (only applicable to public groups)
4. Click on the **Create** button to make the video live on the community
Please note: Creating the video page does not publish the video live

5. Upon creation of the video on the community, the user can add tags
6. To make the video live and published on the community, click on the **Publish** button.

Your Profile and Settings

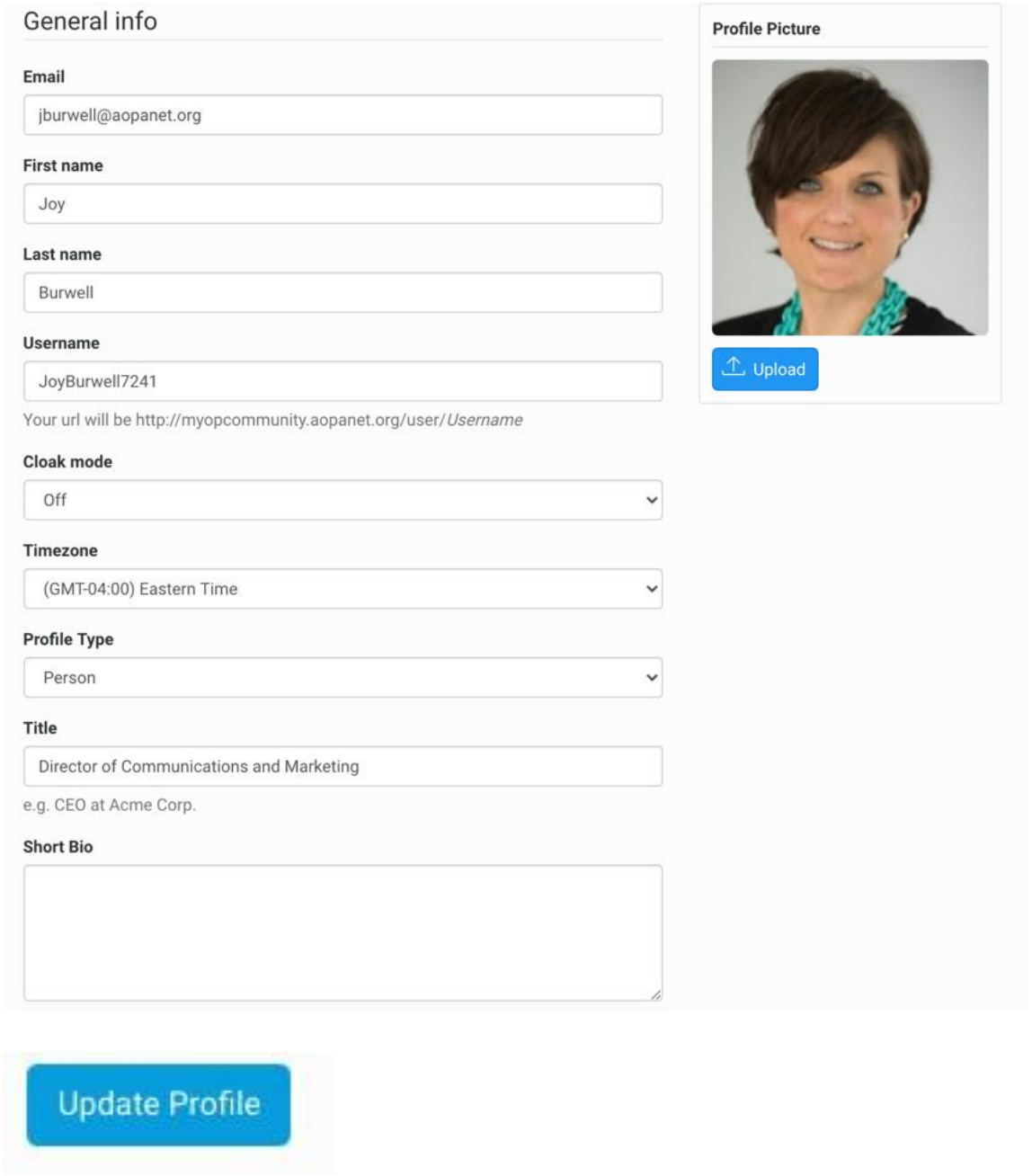
To change your profile and review your setting in the community, click on the profile icon in the top main navigation.

Choose **My Profile** to view your profile information.
To edit any of your profile information, click on the **Edit Profile** button.



This will allow you to edit information that is not automatically imported from your profile on the AOPA website profile. The data that is not editable will be greyed out. To change any of the read-only data, you must go to the AOPA website profile page.

Click on the **Update Profile** button to save any changes

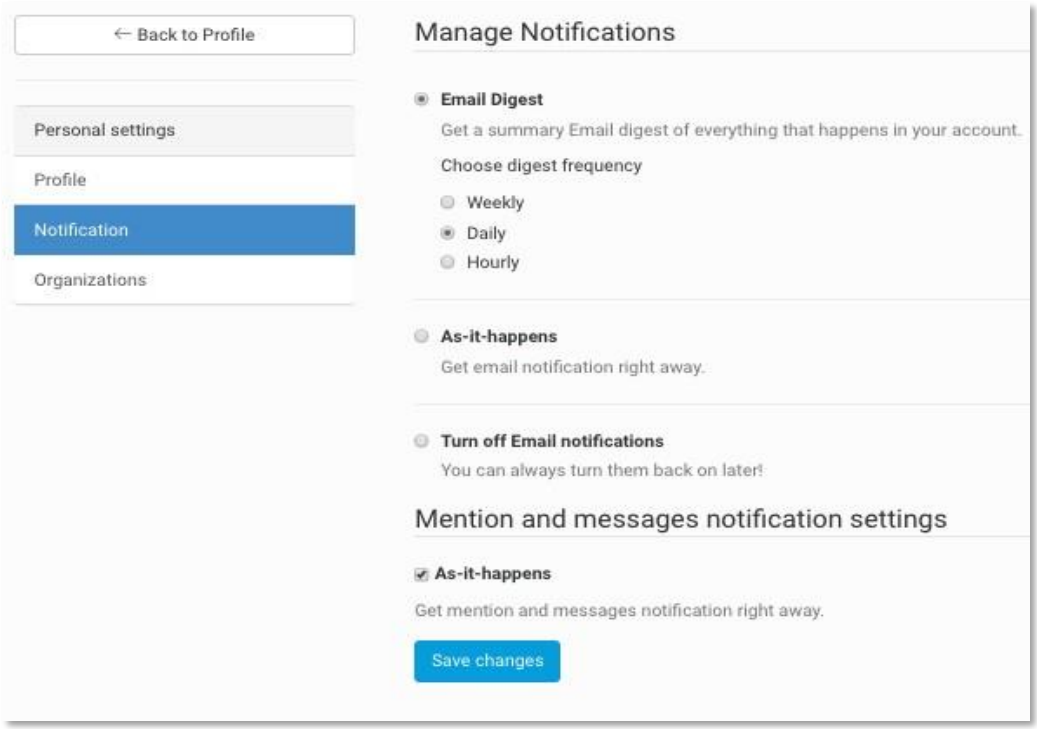


Notifications

Notifications are the emails that the user will receive when any content is created, edited or deleted.

To change the frequency of the notification that a user receives, go to the user icon and choose **Account Settings**.

Choose **Notification** from the left navigation:



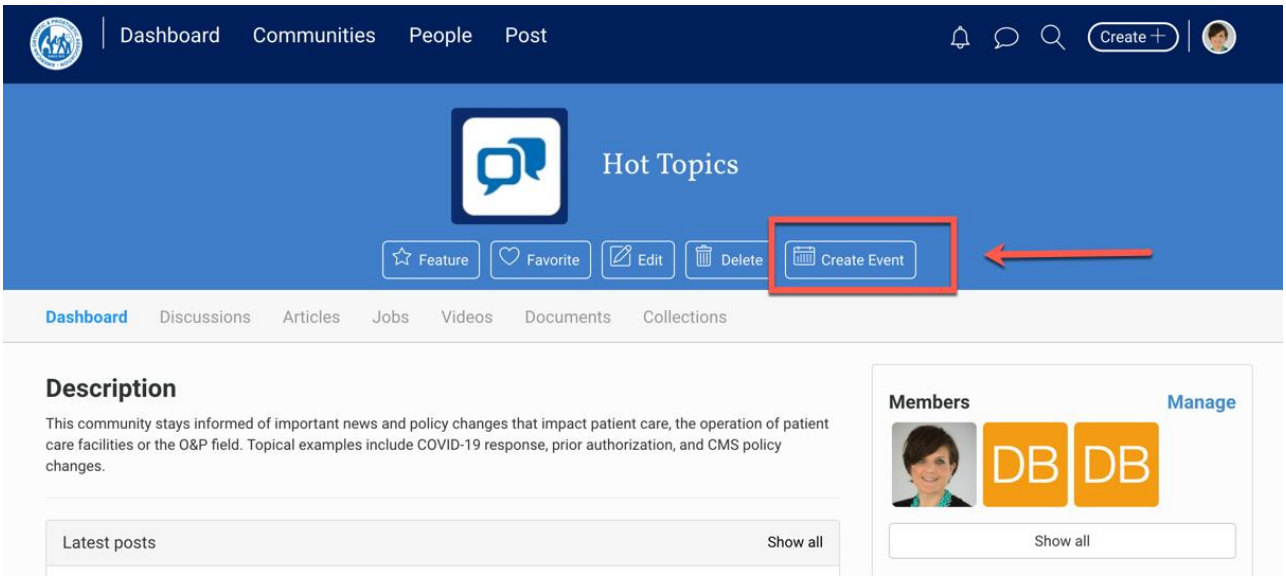
The user can choose a digest of all notifications in immediately, hourly, daily, or weekly intervals. Note that As-it-happens will send an email for every new piece of content including comments.

The Mentions and messages notification setting is used if a person is @mentioned in a comment or a chat.

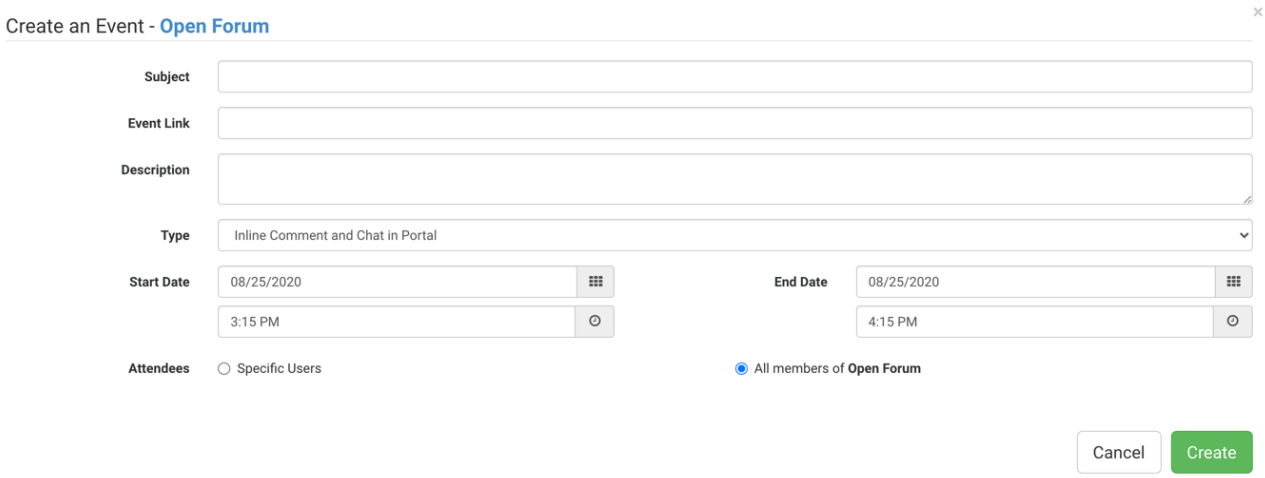
Click on **Save Changes** button to save any edit to the settings.

Events

In each group, only group administrators and portal admins have the ability to create events. To create an event, go to the home page of a group and click on the **Create Event** button

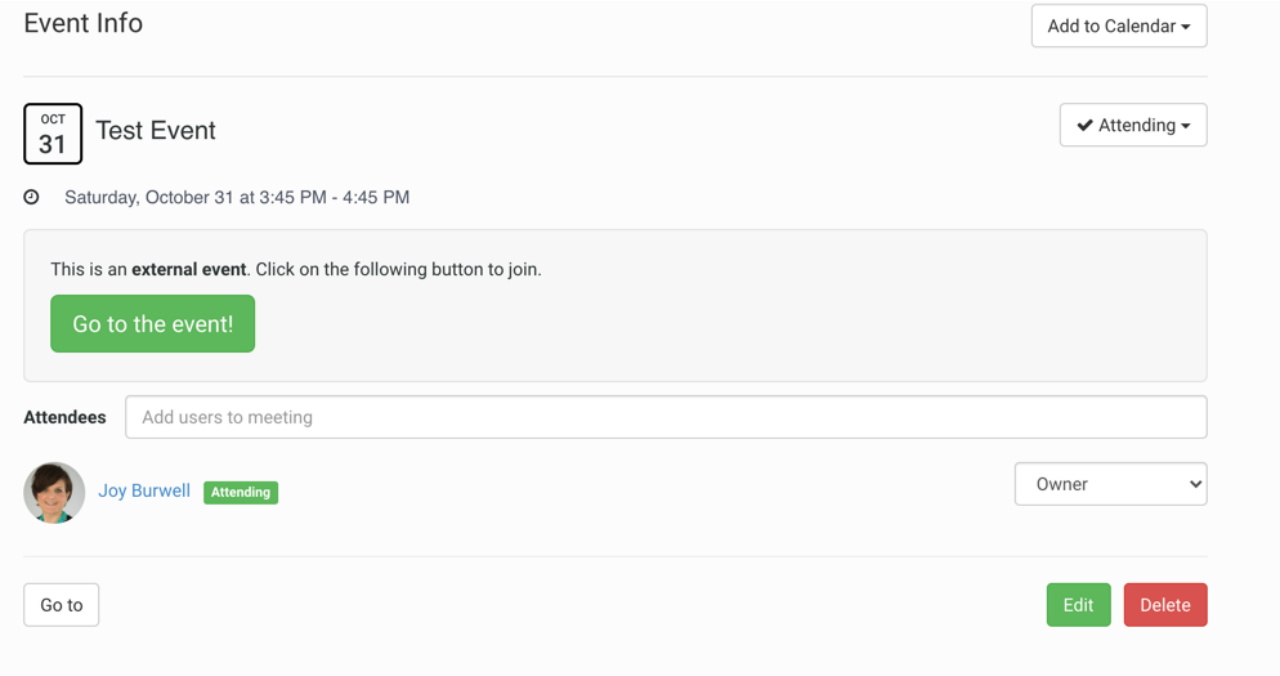


Fill in the fields on the **Create an Event** page:



Click on **Create** and the system will ask if invite notifications should be send to all members. If yes, the invitees will receive an email notification to RSVP to the event. You can also choose to send the invitation to specific people in the group clicking on the **Specific Users** button

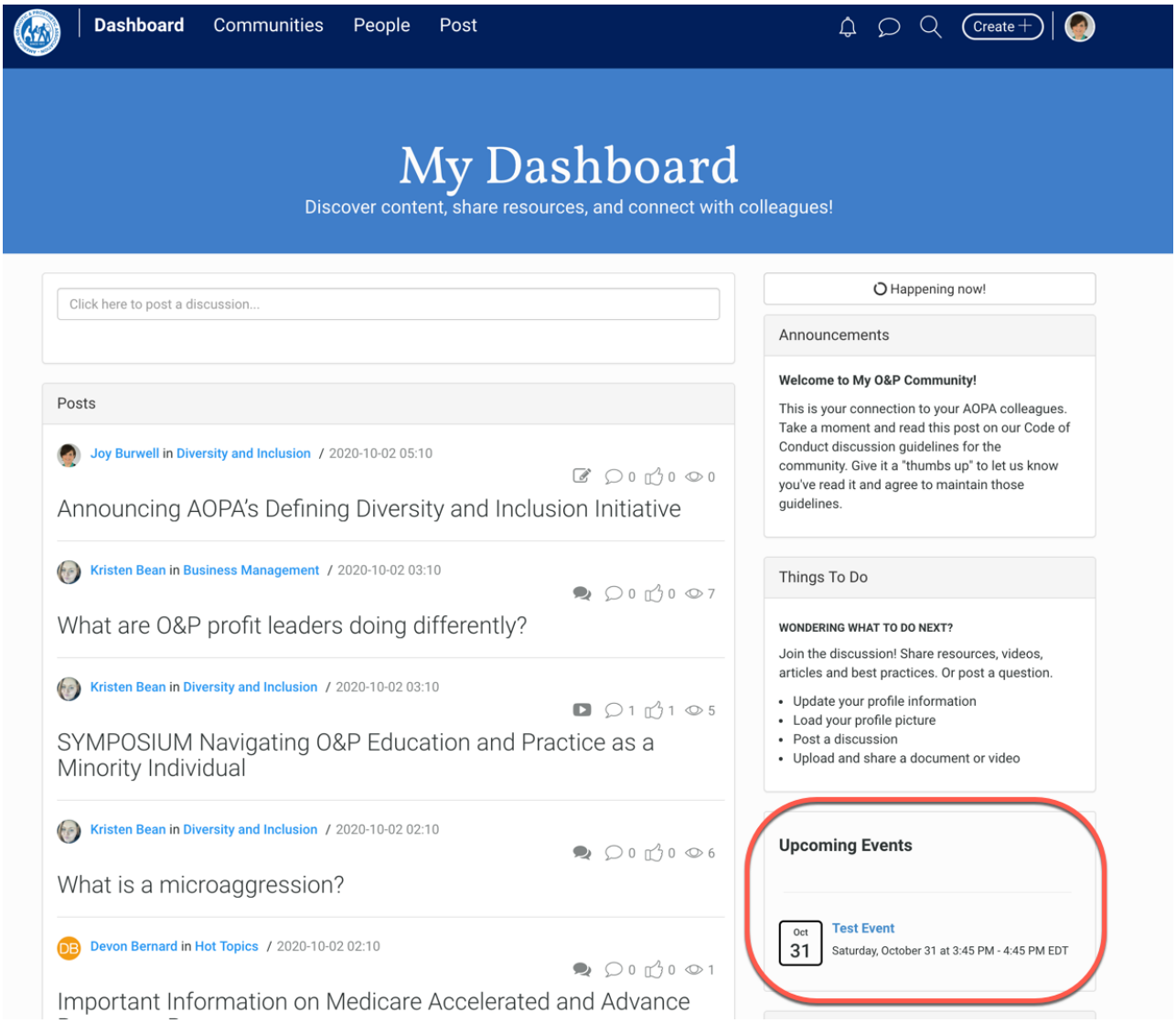
A summary of the event will be displayed after confirmation of the notification.



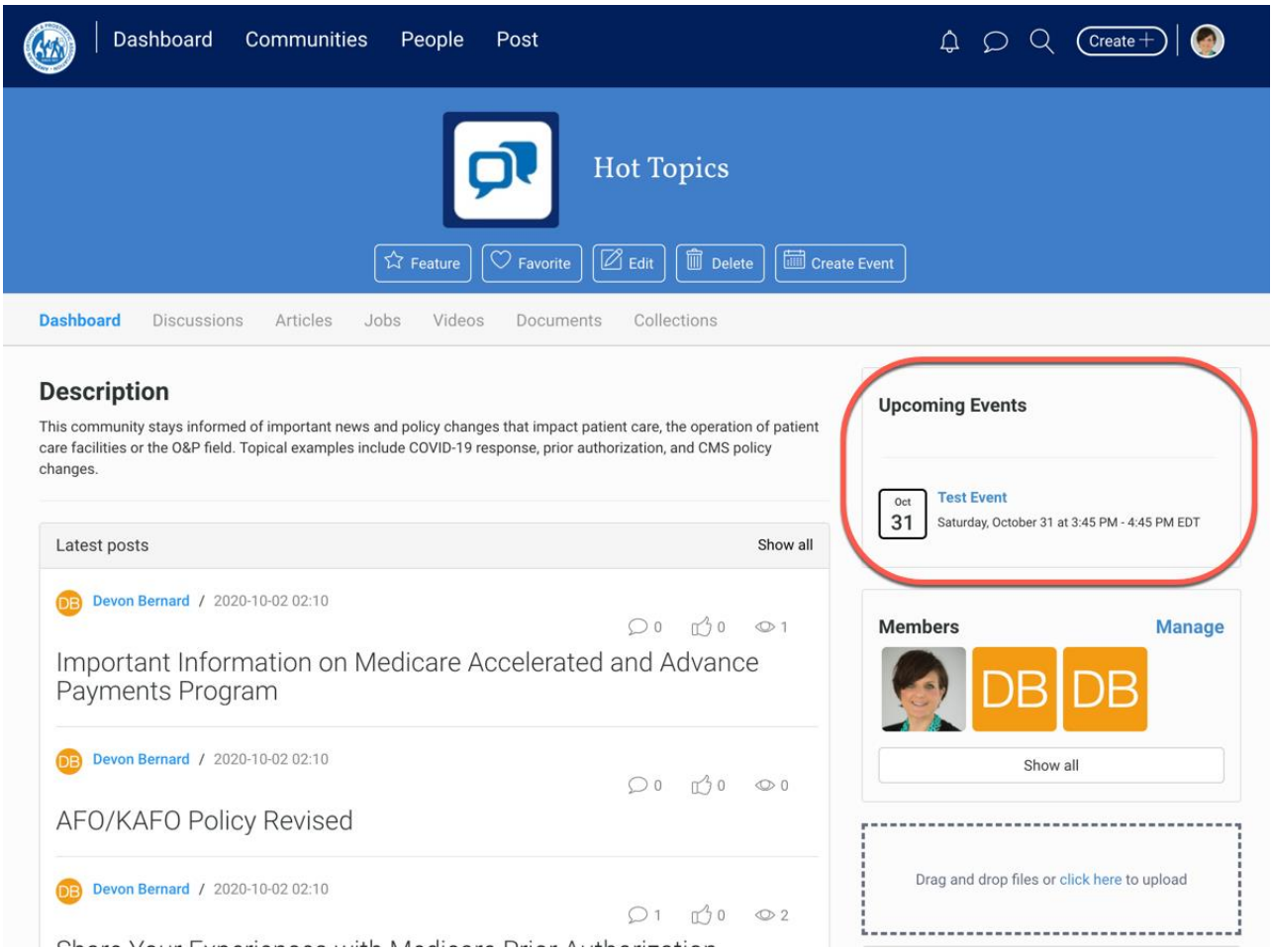
As the creator of the event, the user can edit or delete the event. If the event is edited or deleted, all invited attendees will receive a notification of the change.

Clicking on the **Go To (lower left)** button will send the user to the group homepage where the event has been posted in the Upcoming Event section.

The event will show up in the user's dashboard.
Click on the **My Dashboard** link in the main nav.

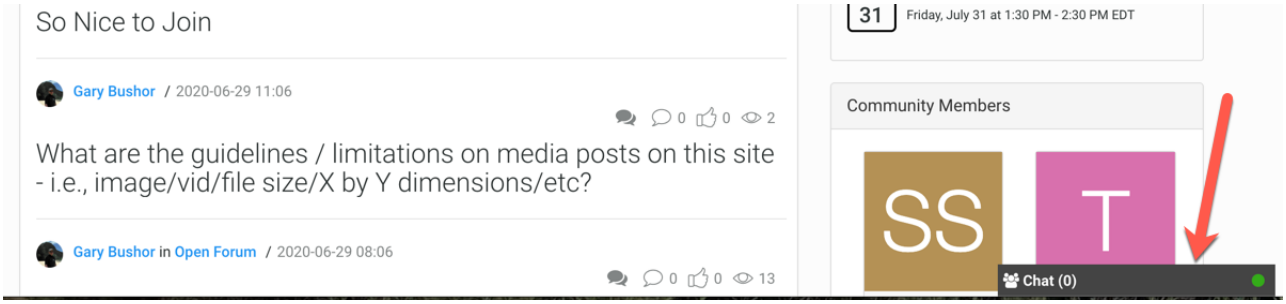

Dashboard
Communities
People
Post
Create
My Dashboard
Discover content, share resources, and connect with colleagues!
Click here to post a discussion...
Posts
Joy Burwell in Diversity and Inclusion / 2020-10-02 05:10
Announcing AOPA's Defining Diversity and Inclusion Initiative
Kristen Bean in Business Management / 2020-10-02 03:10
What are O&P profit leaders doing differently?
Kristen Bean in Diversity and Inclusion / 2020-10-02 03:10
SYMPOSIUM Navigating O&P Education and Practice as a Minority Individual
Kristen Bean in Diversity and Inclusion / 2020-10-02 02:10
What is a microaggression?
Devon Bernard in Hot Topics / 2020-10-02 02:10
Important Information on Medicare Accelerated and Advance
Happening now!
Announcements
Welcome to My O&P Community!
This is your connection to your AOPA colleagues. Take a moment and read this post on our Code of Conduct discussion guidelines for the community. Give it a "thumbs up" to let us know you've read it and agree to maintain those guidelines.
Things To Do
WONDERING WHAT TO DO NEXT?
Join the discussion! Share resources, videos, articles and best practices. Or post a question.
Update your profile information
Load your profile picture
Post a discussion
Upload and share a document or video
Upcoming Events
Oct
31
Test Event
Saturday, October 31 at 3:45 PM - 4:45 PM EDT

The event also will appear in the group's dashboard where the event was created

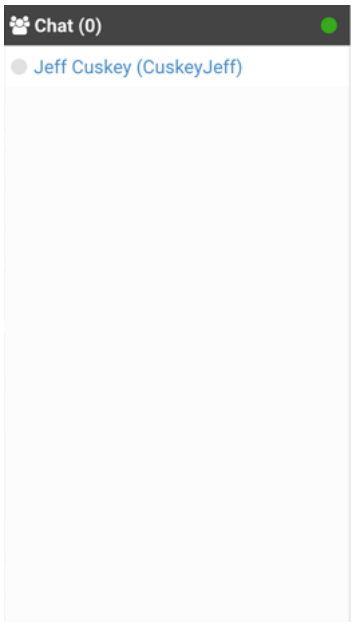


In Portal Chat

At the bottom of every page is the in-portal chat box. This shows how many people are currently online in the community that you have chosen to follow and your status.



Clicking on the box will expand the box and display users that you have chosen to follow.

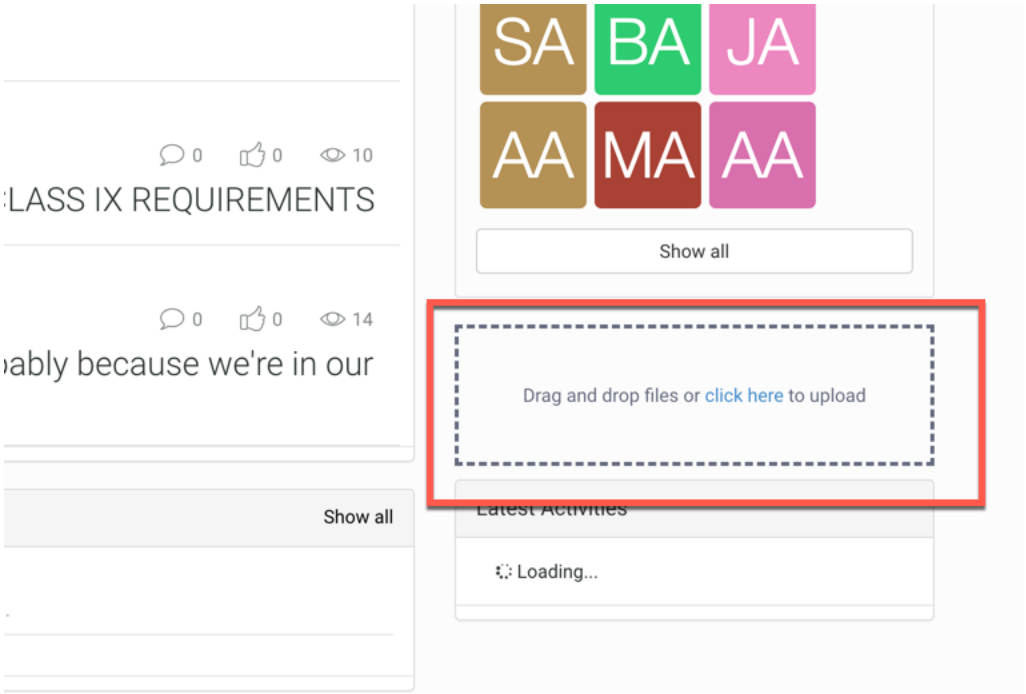


Each person on the list will have a status flag as well.
Green represents they are online and active.
Yellow represents they are logged in but have been inactive in their current session for 30 minutes.

To begin a chat, just click on the username and another box will open to start your chat. If the person is not currently online and you send them a chat, they will receive a notification email alerting them to your chat.

Upload Files

To upload a file, you must go to the group that you want the file to reside. Once in the correct group, scroll down the page. There is a module on the right for uploading files.



You can drag and drop a file into the module or click on the link to find the file on your computer. Once uploaded, the system will present your file in the window.

Please note: The system is capable of previewing PDF and image files but Word, Excel, Powerpoint document are not viewable in portal. You must download the file to your computer to be able to view those file types.

GLOSSARY OF TERMS

Activity: This is the generic term for any new creation of information in the community. Examples: new posts, new comments, event posts, editing of past posts, etc.

Article: Imported webpage from external sources that is copied into the community and contains attribution to the original post.

Community: Also referenced as "My O&P Community". This is the collaboration website for AOPA member/users.

The URL for the community is:
https://myopcommunity.aopanet.org

Collection: Grouping of posts arranged together based on specific topic or narrative. This can be used as a learning tool for guided teaching.

Comment: Any additional opinion, observation or remark added to an existing post.

Communities of Interest: These are the groups to which users are subscribed. All users are automatically subscribed to the "Open Forum". There are also Global SOF committees, also but these are only visible if the user is an authorized member.

Dashboard: This is the homepage for each Community of Interest.

Discussion: Content type created to begin a conversation. Generally, this would be text heavy.

Document: File of any type shared with the community. Note: the system can preview .pdf and image files but cannot preview .doc, .xls, or .ppt file types.

Chatting/Messaging:
In portal module that allows users to message one another directly. Currently, this module only allows one to one chat/messaging

My Dashboard: This is the personal homepage for each user. It consists of Posts, Events, Announcements, Things to Do, and Community Members.

- Posts – All pertinent posted content that the user is subscribed.
- Events – Any events that the user has been invited and has responded as attending
- Announcements – Global messaging from the site administrator
- Things to Do – List of call-to-action items for users

- Community Members – List of members to whom the user is connected via their Communities of Interest

Notification: A communication from the system informing the user of activity in the community. There are two forms of notification: Email and in-portal.

Email - Based on the user's profile setting, the community sends an email to the user when activity occurs in the portal. The emails can be set to send immediately or in intervals (hourly, daily or weekly).

In-Portal: On the user's dashboard page at the top, there is a bell icon. Clicking on the icon will report all new activity that the user is allowed to see.

People: List of all members to whom a user is connected. All Global SOF members are profiled here.

Post: Any type of content that has been added to the community (e.g., discussion, video, document, imported article, or comment).

Threads: Multiple comments originating from a single post or comment.