

NASA@ My Library ALA Connect Community

User Guide

ALA Connect will be our main communication and information hub for the duration of NASA@ My Library. This platform will be your go-to spot for finding resources, connecting with other Partner Libraries as well as NASA@ My Library partners and project staff, and staying informed of requirements and important dates.

Getting Started

Creating an Account

If you have a personal membership to ALA, you may already have an ALA Connect account! If so, please follow the steps in item 1 below. If you do not have an ALA membership or have an institutional ALA membership, please jump down to item 2.

1. **For people with a personal ALA membership:** [Log in to ALA Connect](#) using your ALA credentials and agree to the terms and conditions. If you are not sure what your ALA login credentials are, you can confirm that you are in the system by [clicking here](#) - you will be redirected to a Forgot Password screen to reset. Once you have updated your password, please be sure to log in and agree to the terms and conditions.
2. **For people that do not have an ALA membership or have an institutional membership:** You will need to create a free online account in order to access ALA Connect. [Please click here to set up your account](#). Once you have created your account, you must log in and agree to the terms and conditions.

Please be sure to have your account set up by the deadline provided. After that date, ALA staff will add you to this private community. If you have any difficulty setting up or accessing your account, please email publicprograms@ala.org.

Updating Your Profile (photo, description, pronouns, etc.)

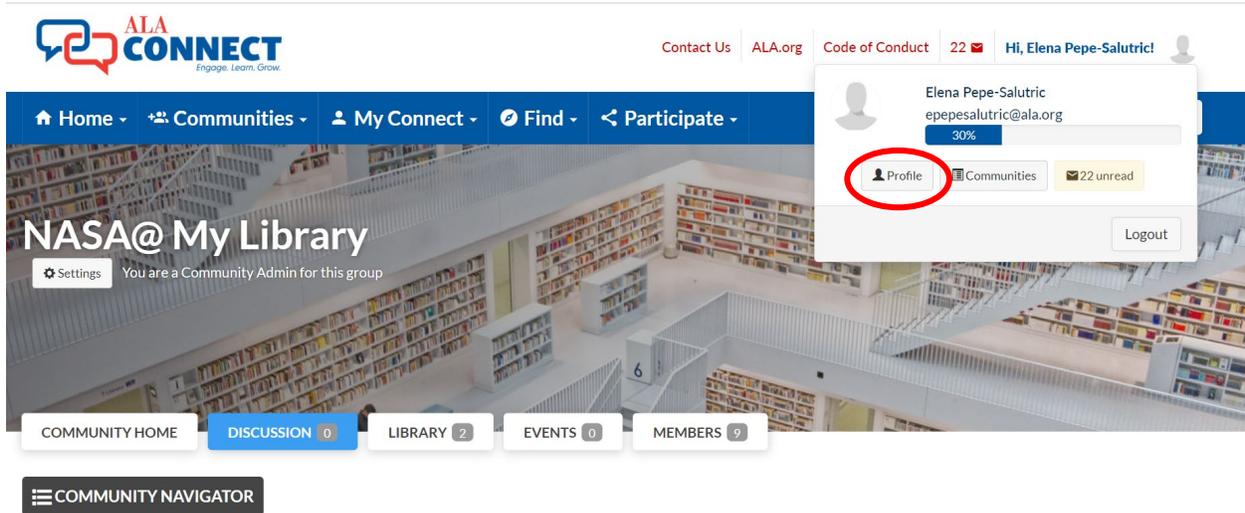
1. Log in to ALA Connect: <https://connect.ala.org/home>.
2. Click the photo icon next to your name in the upper right corner, then select Profile.
3. Click the Add buttons to share information about yourself in the available fields. Please note that anything in the “Edit Address and Communication Settings” and “Edit Name, Title and Organization” widgets on your Connect profile will write back to ALA’s central database. Other profile widgets/fields do not – they’re only in Connect. Note that right now, your ethnicity doesn't display anywhere on your profile, even to you.
4. To change your photo, click “Actions” under the photo and then click “Change Picture”.
5. Click on the Save button to publish your changes.

Managing Communications

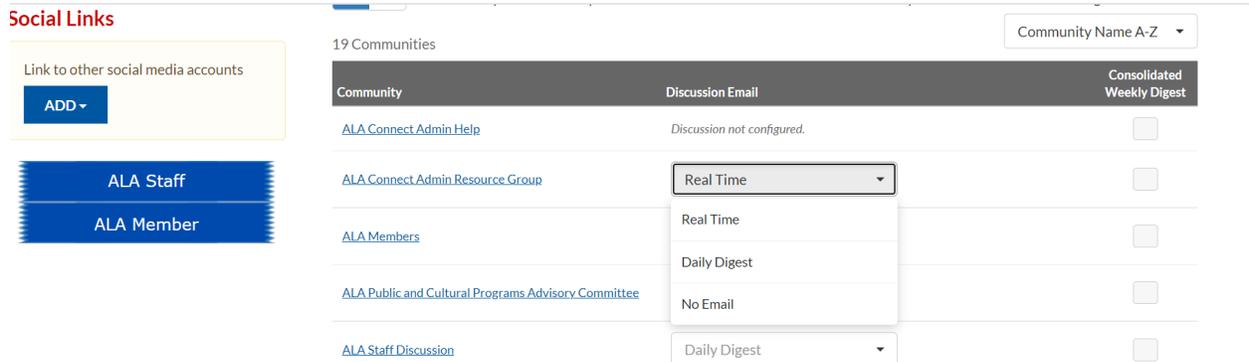
By default, your account will be set to “daily digest” – you will receive a maximum of one email per day summarizing that day’s posts in the Connect community. You can change these settings either by clicking “My Subscriptions” at the bottom of any Connect digest email or from your profile in Connect (steps below).

1. Log in to ALA Connect: <https://connect.ala.org/home>.
2. In the top right corner, click the photo icon, then click "Profile".
3. In the "My Account" dropdown, click "Community Notifications".
4. Update your overall notification settings or update the settings for a particular community by scrolling down to the table and selecting the desired notification format.

To access or edit your profile or communications settings, click the photo icon and then click "Profile":



In "My Account > Community Notifications" you can change the frequency of digest emails for each community in which you are a member.



Using Connect

Community Home

You can access the NASA@ My Library Community Connect homepage in multiple ways:

- In Connect, click the photo icon next to your name, then click "Communities". Find NASA@ My Library from your list of connections.
- In the blue navigation bar, in the "Communities" dropdown, click "All My ALA Groups" and find it in the list; OR,
- Click the hyperlinked "NASA@ My Library" at the top of a community digest email.

You may also want to bookmark the URL for the community homepage (you will be prompted to log in to access): <https://connect.ala.org/communities/community-home?CommunityKey=ef7308b2-f276-467f-b675-567642452564>

The Community Home page provides an overview of information in the site, including pinned and/or recent discussion posts, latest shared files, any upcoming events, and a listing of current members.

Discussion

One of the key features of ALA Connect is the discussion board. We strongly encourage all Partner Libraries to use this feature to connect with others involved in this project. You can post to provide an update on your project, ask questions or request information, share helpful resources, or provide encouragement to other libraries. Project staff will also be using the discussion function to provide updates, important information, and helpful resources.

To create a new discussion thread:

1. Select the Discussions tab from the community home page. In the resulting display select “Post New Message” OR from the home page of any group you belong to, select the Add button, in the “Latest Discussions” block.
2. Fill in the Subject field.
3. Type into the Body field of the discussion. You can use the HTML editor to add links, images, etc.
4. Adjust your signature, if needed.
5. Click the “Post” button once your message is ready. You may also choose to “Schedule” your post for a specific time/date or “Save as Draft” to complete at a later time.

Note that you can also post to the discussion board via email by clicking “Post New Message” in a Connect digest email for the community.

To reply to a discussion thread:

If you are posting in response to a message, be sure to “reply” instead of creating a new discussion.

- From Connect: click into the discussion thread by clicking the hyperlinked discussion subject, then click “Reply” to the right of the message body. If you would like to reply privately, you can click the dropdown arrow next to Reply for more options.
- From email digest: Click “Email a reply to the discussion” in the summary box of the post to which you would like to reply.

If you are responding to a post, be sure to click “Reply” instead of posting a new message. The dropdown also has an option to “Reply Privately” if you do not want to post to the full group.

1. Apply Now: NASA@ My Library 0 Recommend

 Posted May 17, 2021 11:06 AM

ALA Staff
Hannah Arata

Public and tribal libraries are invited to apply for [NASA@ My Library](#), a STEAM (science, technology, engineering, art, and math) education that will increase and enhance STEAM learning opportunities for library patrons throughout the nation, including geographic areas and populations currently underrepresented in STEAM education.

60 public and tribal libraries in the U.S. will be selected through a competitive application process to become NASA@ My Library Partners.

Reply ▼
Reply Privately
Pin post to top
Edit

To recommend a post: If you found someone’s post helpful, recommend it! You can do this by clicking on the hyperlinked thread subject and then clicking “Recommend” to the right of the subject line.

Library

The Library in the Connect community contains all files related to NASA@ My Library, including orientation videos and resources, publicity templates, programming resources, partner library uploads, and more!

To find resources

1. Find resources using the folder navigation on the left side of the screen. Click the “+” next to a folder name to see subfolders. If you are not sure where to find a particular resources, start with the overview materials in the Orientation folder.
2. Files in folder will default to displaying in descending date order. To change, click the dropdown labeled “Sort by”.
3. Once you have found the file you want, you can either click the Title of the file to view it split screen OR you can click the three dots and then click “View Entry Page” to see it full screen.

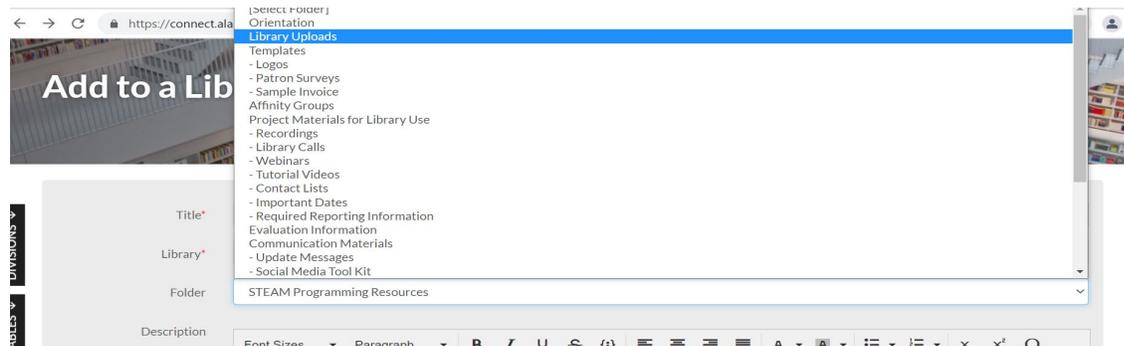
The screenshot shows the Connect community Library interface. At the top, it says "No folder selected: Showing all entries". On the right, there are view options (list, grid, person) and a "View:" label. Below this, there are filters: "Filter By: File Type" and "Sort By: Date Created - Descending". On the left, a folder navigation tree is visible with folders like "Main (0)", "Orientation (1)", "Library Uploads (0)", "Templates (0)", "Affinity Groups (0)", "Project Materials for Library Use (0)", "Evaluation Information (0)", and "Communication Materials (0)". The main content area displays two entries: "Required Dates" and "Project Description", both posted by Stephanie Vierow-Fields on Jul 20, 2021. The "Project Description" entry is highlighted in blue and has a "View Entry Page" button next to it. A dropdown menu is open next to the "Project Description" entry, showing options: "View Entry Page", "Edit", "Pin", "Copy Permalink", "Follow", and "Delete". Below the "Project Description" entry, there is an "Initiative Description" section with a link to "The American Library Association (ALA) Public Programs Office, in partnership with the National Center for Interactive Learning (NCIL) at the Space".

To post resources

Partner Libraries are encouraged to share resources in Connect! To keep the Library easy to navigate, we ask that **Partner Libraries post to “Library Uploads”**.

1. Click “Create Entry” button.
2. Give your entry a descriptive title
3. Select the folder (Library Uploads) or Subfolder (Region) for your post
4. Provide a brief description
5. In the “Entry Type” dropdown, select the type of file you wish to upload (there is an option for “Description only” if just posting information)
6. In “Custom Thumbnail image” you can select a photo to display with your post, but this is optional
7. Depending on the type of file you wish to upload, you will be guided through a series of upload fields/prompts as you click the “Next” button
8. Be sure to click “Finish” once you are ready to post your file
9. If you need to edit your file after you post, you can click the three dots next to the file name in the Library and then click “Edit”.
10. If adding photos, be sure to only include those for which you’ve obtained photo release forms.

When uploading a file/video/link/description to the Library, be sure to select the correct Folder from the dropdown.



Events

Project staff will add dates for any important events, live trainings, or meetings in the Events section. You can view these by clicking the Events section. Upcoming dates will also appear on the Community Home page.

Members

You may want to use the Members page to connect with Partner Libraries in your region or affinity groups. From the Member page, you have the option to search for a member using key fields. In the member list you can also send a message or request a member as a contact.

NASA@ My Library Affinity Group Community

You will also be invited to join the NASA@ My Library Affinity Group community. Unlike the NASA@ My Library community which is closed to project partners and staff, the Affinity Groups community will be open to the library field at large. We encourage you to continue to engage with this community to discuss and share resources related to STEAM programming even after the project term ends.

Additional Support

ALA Connect has a Help/FAQ page with more helpful tips, general best practices, and how-to videos: <https://connect.ala.org/faq/home>.

