

Member Guide

Get the Most out of The Career College Lounge with these Tips

Introduce yourself

Update your profile in The Lounge to let your peers know something about you. Announce your learning interests, write about your background, and upload a photo. Make it easier for others to connect with you. Simply go to 'My Room' to access and edit your profile.

Find people you like to follow

Spend some time going around the various places in The Lounge to see resources posted by your peers and check out their profiles. Find people that seem to have the same interests as you and add them as your contacts. You can also search The Lounge membership for people that you know. Initially, you may want to add about 10 contacts to get you started. Invite your colleagues to join the Career College Lounge with you by going to "People" and selecting "Invite" on the drop down menu.

Find groups you like to join

Although you can find lots of resources in The Lounge by visiting the various Resource Rooms or using the available Search feature, it's also highly advisable that you join the groups that interest you. This will allow you to more easily learn and share with people who have similar interests as you do. If you don't find a group that you like, form your own group and invite your colleagues to join your group.

Make sure you stay connected

People are posting resources in The Lounge every day. You can use 'Subscribe to Feed' on any page to get updates on specific posts. You can also receive email notifications to update you on the activities of your selected contacts and groups. Simply go to 'My Room' to access and edit your personal and group notifications.

Participate and contribute

A learning community cannot thrive without the active participation of its members. If you see a post that interests you, add your comment and ideas on the post. Don't be shy! The Lounge is an informal place where everyone can exercise their own thoughts and reflections. And don't limit yourself to adding comments on posts made by others; make your own posts as well! The Lounge is a place to learn and share.

Share in different ways

To make it easier for people to find your posts, it would be better to make your posts in your chosen groups. Depending on the set up of the group, you have various ways to share:

Blogs - Post blogs to share your insights and ideas with your fellow group members. It is best to invite comments on your blogs to create a conversation with your peers. Dialogue improves understanding and learning as it offers multiple perspectives on the topic. Post blogs that you believe would be relevant, informative and useful for the group. For example, share workplace challenges that you have experienced and how you were able to resolve them. Share best practices that have worked for you.

Discussions - Ask questions about issues that interest you and invite group members to share their thoughts on the topic. Stimulate further discussion by reflecting on the responses and asking additional questions. Add value to the other posts through your comments and explanations.

Bookmarks - Add bookmarks that you feel the group members may benefit from. This could be one of your favorite websites, a resource you saw in another place in The Lounge, or a link to a web page that might be useful for the group. Bookmarks should not be used for promotional purposes. Use bookmarks to easily and quickly share learning content with the group.

Files - Upload a relevant presentation, a best practices paper, a research report or any other documents that you feel would be helpful for the group. Always upload relevant learning content; avoid promotional materials.

Update the community

If you like Twitter, you'll enjoy spending time in the Wire room in The Lounge. The Wire is a micro blogging tool like Twitter. You can use it to quickly update the community in The Lounge on your group posts and activities. This tool gets you wired to the entire community in The Lounge. Below are some tips on using the Wire effectively.

- Post what you think is helpful, useful and interesting
- Capture your audience's attention with a headline, an interesting quote, or brief commentary
- Use the URL Shortener to create a shorter web address to the resource you are linking to
- Insert Hashtags for your main key words (e.g. #retention) to make your post more searchable
- Follow other Wirers and comment on their posts

Link to your social networks

You can link to your social networks in several different ways:

- Send invitations to your contacts in your social networks to join you in The Lounge. Simply go to 'People' and select 'Invite'.
- Send invitations to your contacts in your social networks to join a specific group in The Lounge. In your selected group, simply click on the 'Invite contacts to this group' button.
- Share any resource you like with your social networks via the social 'Share' buttons available on the resource page.
- Connect your LinkedIn, Facebook, and Twitter accounts to The Lounge to keep your networks updated on your learning activities. Whatever you post in The Lounge will automatically link to your selected networks. Simply go to 'My Room' to access and set up your 'Social Settings'.