



The Hub Guide coloradohub.org

The Hub is a one-stop shop to find resources, events, and a community with a focus in two areas.

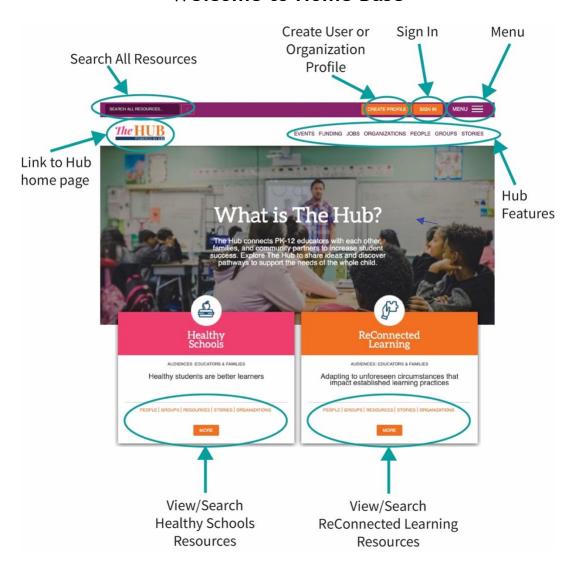
Healthy Schools:

Increasing health and wellness in Colorado's schools.

Reconnected Learning:

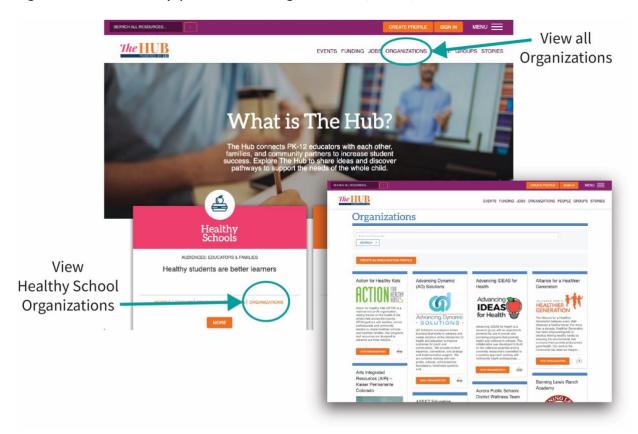
Navigating the changing education landscape as we work through the COVID-19 pandemic and other unexpected challenges.

Welcome to Home Base



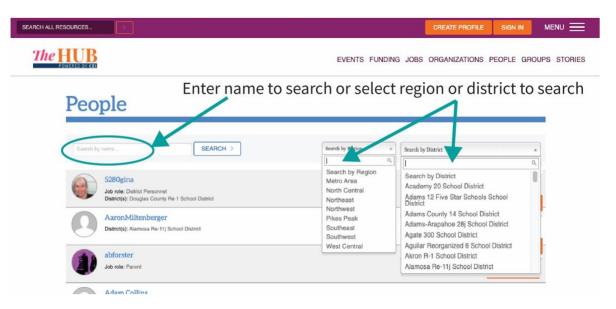
Organizations

Organizations are listed alphabetically. You can search by keyword or by scrolling down the page. These organizations are all vetted as health and wellness organizations and they provide training, research, tools, and more!



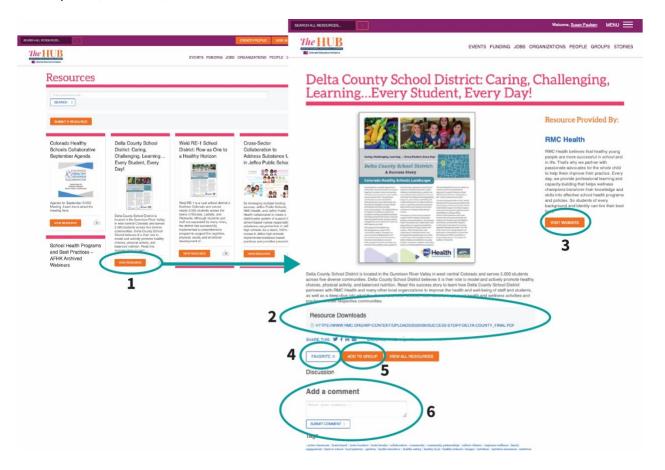
People

Search for users of The Hub according to name, region, or school district. When you view an individual user profile, you can see their bio, what region of the state they serve, and more!



Resources

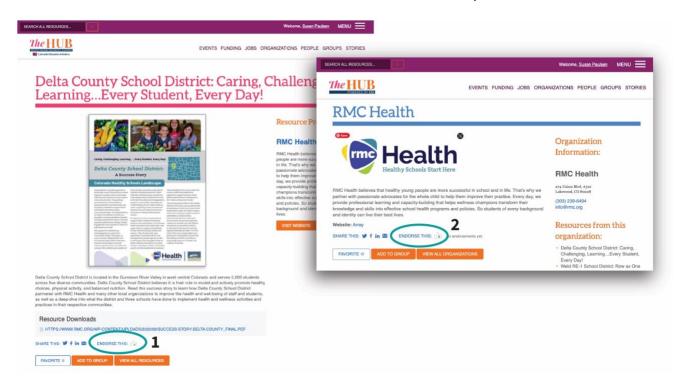
When you find a resource you are interested in, you can click 'view resource' and it will provide you a link to download, as well as the name of the organization that submitted the resource. The organization will be hyperlinked so you can view their description, website, and more.



- 1. From resource, click the view resource button to open a description.
- 2. Open the resource.
- 3. Learn more about the organization that provided the resource.
- 4. 'Favorite' a resource and it will save to your user profile for easy reference.
- 5. Add a resource to a group you are a part of for everyone to view and use.
- 6. Post a comment in the discussion thread to let others know if the resource was helpful, how you used it, or how you adapted/modified it for your community.

Endorsements

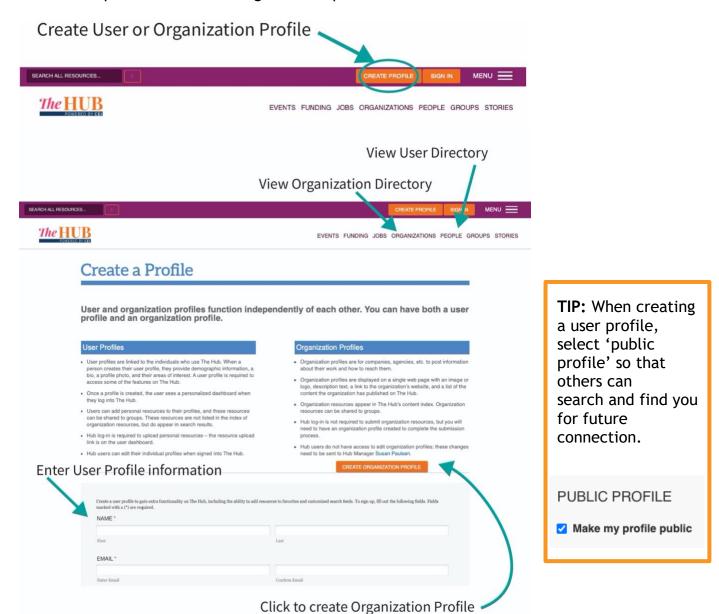
By clicking the 'thumbs up' you can endorse a resource (1), or an organization (2). Once you endorse, you will get a 'thank you' notification on the screen and your endorsement will be added to current number in the 'thumbs up' icon.



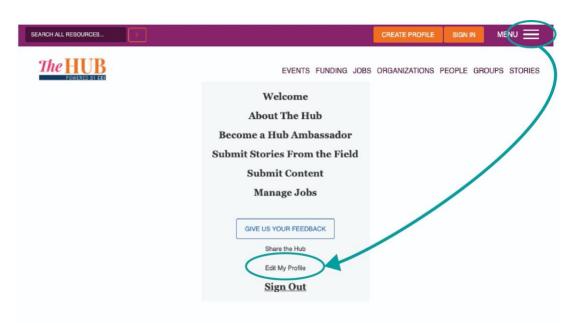
Profiles

- Individual User Profiles are linked to the individuals who use The Hub.
 When a person creates their user profile, they provide demographic
 information, a bio, a profile photo, and their areas of interest. A user
 profile is required to access some of the features on The Hub. User profiles
 are not linked to organization profiles.
- Organization Profiles are for companies, agencies, etc. to post information about their work and how to reach them. You will need to have an organization profile created to submit resources on behalf of your organization.

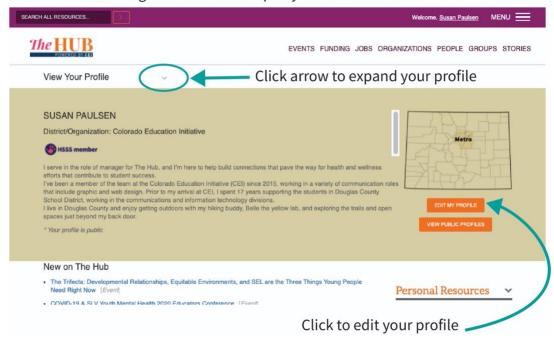
To create a user or organization profile, click the orange button that says, 'create profile'. A page will open that allows you enter your user profile information, and select the option to create an organization profile.



Once signed in, you can edit your profile at any time. Select 'Edit Profile' from the Menu, or view your profile on your user dashboard, and click the 'Edit My Profile' button.



Log into The Hub to open your user dashboard

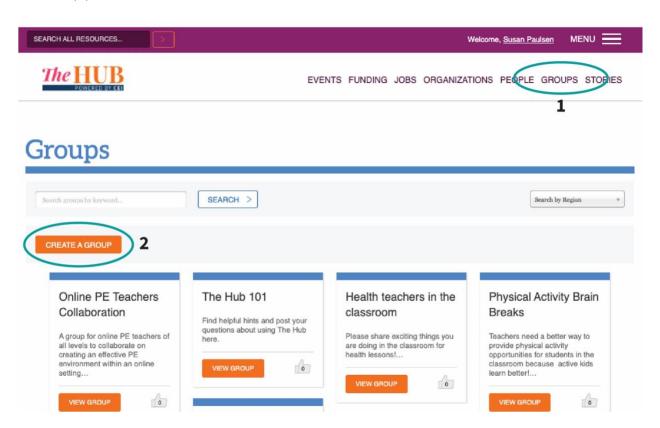


TIP: You cannot update an organization profile. Contact Hub Manager, Susan Paulsen, at spaulsen@coloradoedinitiative.org to submit changes to an organization profile.

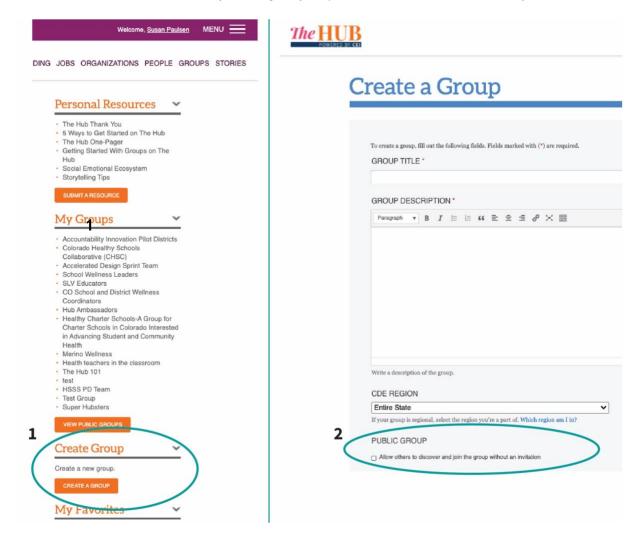
Groups

Groups can be created in 2 ways.

The first is way is from the top features menu that appears on all Hub pages. Click 'Groups' (1). When the Groups directory page opens, Click the 'Create a Group' button (2).

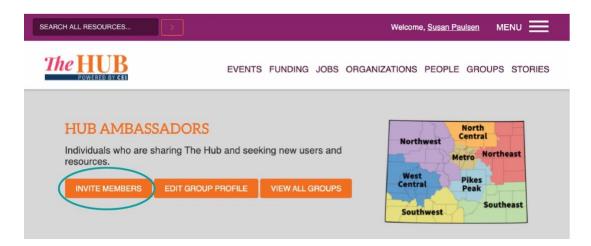


The second way to create a group is through your user profile. Under your personal resources, click 'create a group' (1). Then, the submission fields appear. Don't forget to select the check box for a public group if you want others to search/join (2).



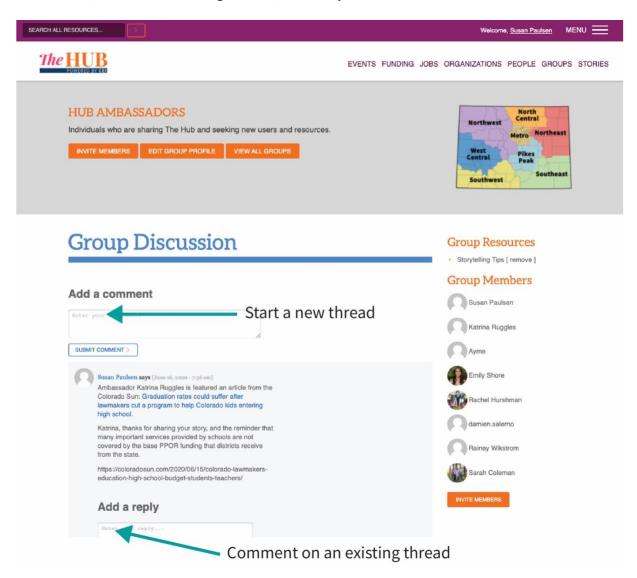
Invite members

Once you create your group, invite Hub members to join.



Start a group discussion

You can post comments in an ongoing discussion. Think of this a rolling chat box. Your communication will stay confined to this group. It's a great way to document information, share or exchange ideas, and stay in contact with members.



Add events, learning, and resources to a group

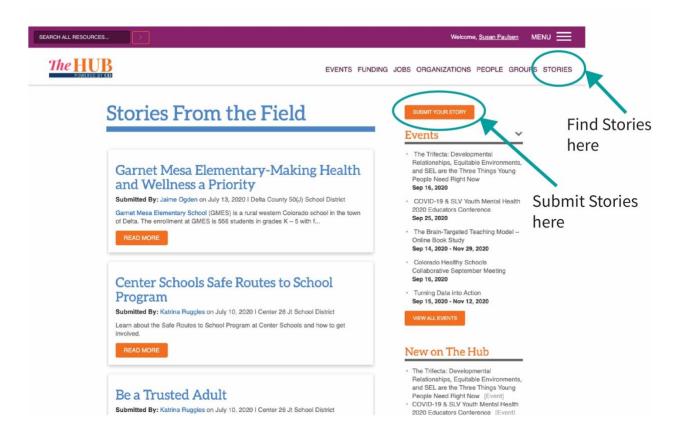
Lastly, you can add events, learning or resources to your group. These will be saved for all group member access. Saving important resources can help you with creating work plans, creating community, and building sustainability.



Stories from the Field

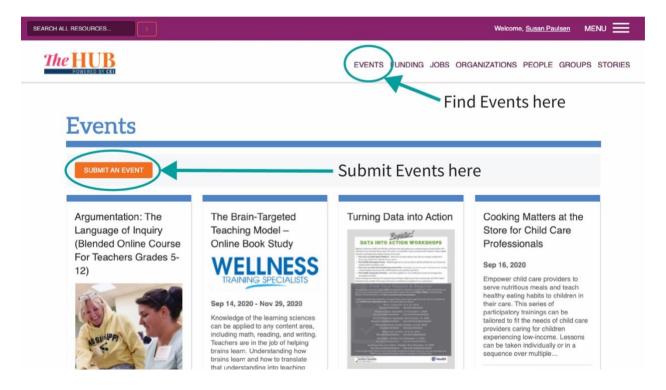
All stories have a title and author. They also include a preview of the story. If a story interests you, click the 'read more' button. You can always connect with the author (Hub User) to learn more. Consider submitting your own stories for your school, district, organization!

To submit a story: click 'menu', click the 'Submit Your Story' button at the stop of the Stories page.



Events and Learning

Another dynamic feature on the Hub is the Events page. All Hub users can share events on The Hub. An organization affiliated with the event must be designated with each event submission. Events expire automatically - when an event period has passed, the event will no longer be visible on the Hub.



Funding and Jobs

Funding Opportunities and the Job Board are updated regularly. Watch your user dashboard to see what's newly posted. In order to view and post jobs and funding opportunities, you need to be signed into your user profile.

