



BPS Autonomous Schools Affinity Group Webpage

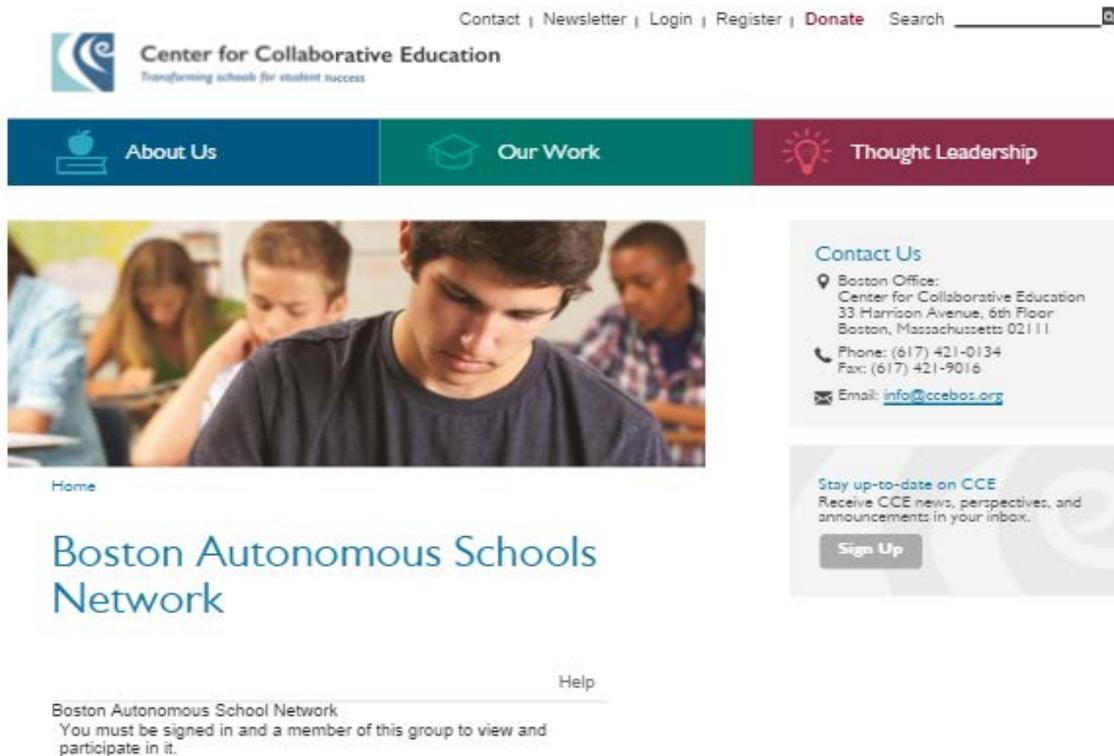
Frequently Asked Questions

Q.1. Why is there a group webpage?

A. 1. Members of the BPS Autonomous Schools Affinity group expressed an interest in having an electronic forum to communicate and collaborate about information and issues that are of common interest. CCE has created this electronic forum for members to post information, ask questions, comment, plan and problem solve together.

Q. 2. How can we ensure what we share on this webpage remains private and secure?

Q. 2. The webpage is a google group embedded within CCE’s website. The google group is set to be viewed ONLY by those directly invited to the group by the webmaster. The web address or URL is not seen by the public on CCE’s website. Even if the URL of the webpage is known by an outsider, a non-member will not be able to see the activity of the group and will instead see a message like the one below.



Q. 3. How do I log on?

A. 3. A member, who is invited to this group, will receive an email similar to the one below. No action is required on your part. The email is an auto generated email. Once you have been added to the group, visit www.cce.org/bosautonomous. You may wish to “favorite” the page in your browser so you don’t need to remember it when you want to log on.

From: l.giuffre
To: Lisa Giuffre
Cc:
Subject: Fwd: You have been added to Boston Autonomous School Network
Sent: Fri 2/26

Message from Lisa Giuffre

hello

Google Groups allows you to create and participate in online forums and email-based groups with a rich community experience. You can also use your Group to share documents, pictures, and calendars invitations.

If you do not wish to be a member of this group you can [unsubscribe](#). If you believe this group may contain spam, you can also [report](#) the group for abuse. For additional information see our [help center](#).

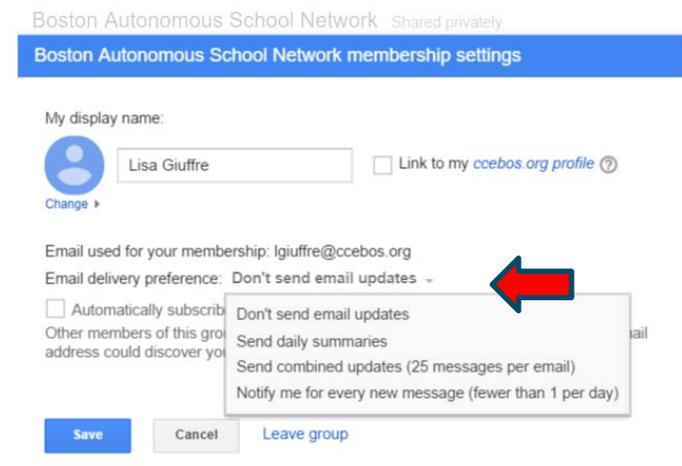
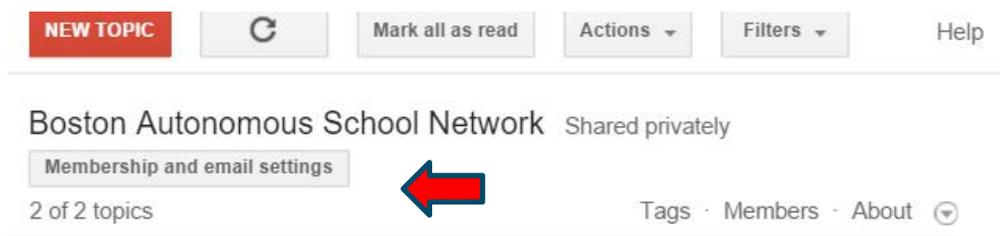
[View this group](#)

If you do not wish to be added to Google Groups in the future you can opt out [here](#).

Q. 4. How will I know when there is activity on the page?

A. 4. By default, each member's profile is set to view activity on the web only (*Don't send me email updates*). We thought it best to allow you to choose how often you wish to get emails about posts. If you don't wish to receive emails alerting you to posts, no action is required and you can visit the webpage at your leisure. However, if you wish to know when there is activity on the page, you can choose the frequency with which you are notified by email regarding posts.

To change the default setting, log on to the page (www.cce.org/bosautonomous). You will see a tab that says, *Membership and email settings*. Clicking this button will allow you to choose how regularly you are notified regarding page updates.



Q. 5. How do I post and reply to comments?

A. 5. When you visit www.cce.org/bosautonomous, you will see a red button on the left hand side of the page that says, *New Topic*. Clicking on that will bring you to a window that allows you to choose any number of post options.

You can start a discussion, ask a question or post an announcement to the group. Select a subject for your post and what type of post it is. Then type your text and format if you desire. You can also attach files to your post. By clicking, *Email updates to me*, you will receive a notification when someone replies to your post. You can also add a tag to the post. The group as a whole may decide to use common tags to facilitate easy searches for different topics. For example, you can tag your posts with up to three keywords such as (budget, central office, scheduling, etc.).

POST Discard Help

Boston Autonomous School Network

By me (Lisa Giuffre) ▾

Subject

Type of post Start a discussion ▾ Display at the top Lock

Email updates to me [Attach a file](#) [Add a reference](#) [Add Cc](#)

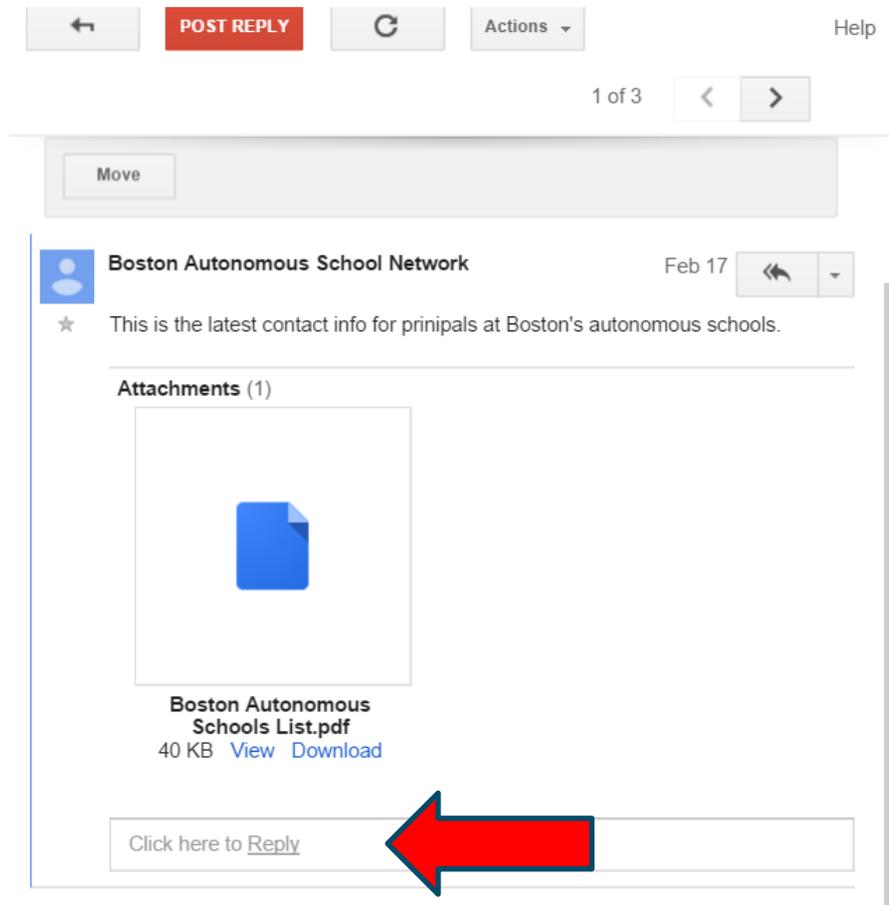
Normal ▾ Normal ▾ **B** *I* U

Group permits up to 3 comma-separated tags on a topic

Choose from *Start a discussion*, *Ask a question* or *make an announcement*.



To reply to an item posted, click on the message and start typing where it says *Click here to reply*. When finished with your reply, select the red button at the top of the page that says *Post Reply*.



The screenshot shows an email interface. At the top, there is a navigation bar with a back arrow, a red button labeled "POST REPLY", a refresh icon, an "Actions" dropdown menu, and a "Help" link. Below this is a pagination bar showing "1 of 3" with left and right arrow buttons. A "Move" button is visible in a grey bar. The main content area shows an email from "Boston Autonomous School Network" dated "Feb 17". The email body contains a star icon, the text "This is the latest contact info for principals at Boston's autonomous schools.", and an "Attachments (1)" section. The attachment is a PDF file named "Boston Autonomous Schools List.pdf" (40 KB) with "View" and "Download" links. At the bottom of the email content, there is a text input field with the placeholder text "Click here to Reply". A large red arrow points to this input field.

Q. 6. What if I need help?

A. 6. CCE will serve as the webmaster and will manage membership. If you need technical assistance, please send an email to info@ccebos.org stating your question and how best to reach you. A member of our staff will answer your email within 2 business days.

