



ASTRO ACCEL Commons User Guide

This User Guide is intended to help you and your colleagues register and navigate ASTRO ACCEL Commons. This is a work in progress, and the User Guide will be updated over time.

About ASTRO ACCEL: ASTRO ACCEL is a global “Network of Networks” working to accelerate research and research to practice, and vice versa, in astronomy education, engagement/outreach, communications and culture. Researchers and practitioners often find themselves in silos. ASTRO ACCEL is working to break down those silos by connecting researchers with practitioners via an international network of networks (NoN) where practitioners can inform the research community about research needs, and practitioners can easily access and benefit from research results. In the areas of astronomy education, engagement/outreach, culture, and communication, ASTRO ACCEL will 1) Accelerate research, 2) Grow relationships between and among researchers and practitioners, and 3) Build additional human capacity and infrastructure needed to support an international network of networks of individuals and institutions.

Those who are members of, or affiliated with, ASTRO ACCEL Member Organizations or Networks enjoy the following benefits:

- Access to ASTRO ACCEL Commons, a virtual space where members around the world can quickly find and connect to research collaborators and practitioners with common interests.
- Connecting to resources, funding opportunities, networks and individuals from around the world with common interests and goals.
- Expanding your reach and impact by sharing and acquiring resources, opportunities and services.
- Working internationally to address global challenges and inform policy.
- Identifying and connecting with mentors/advisors who can support early career researchers and practitioners.
- Participation in webinars and workshops designed to enhance members’ skills and resources in support of international collaboration.
- Participation in the annual ASTRO ACCEL Innovation Summit, which brings together researchers, practitioners, and funders to explore and evolve innovative research collaborations and projects.

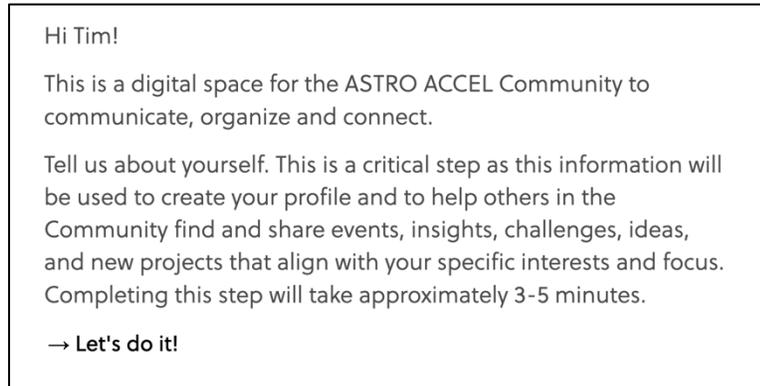
Visit the ASTRO ACCEL Website at <https://astroaccel.org/> to learn more.

- A. Joining ASTRO ACCEL Commons:** In this virtual community, individuals around the world can quickly find and connect to research collaborators and practitioners with common interests, as well as resources and opportunities.

The first step is the onboarding or registration process. This will take you 3-5 minutes to register and set up your profile.

- Click on the link here: <https://www.astroaccelcommons.org/>

You will be asked to enter the email address you would like associated with your profile and for you to provide a password. Once you've completed this, you should see the following:



- Click on "Let's do it!"

You will be asked to:

- **Add a picture.** This of course is optional, but we'd love to have a picture of yourself or something that represents you if you are comfortable adding it.
- **What are you about?** Share a bit about yourself. You are limited to a 400-character description. You can think of this as a brief bio or just share what makes you
- **Contact Information.** The information you share here will be visible to anyone in the ASTRO ACCEL Commons virtual community who looks at your profile. Please share only information you would like others to see. You have the option to provide a phone number, email address, and links to social media profiles. You can also indicate if you wish to be contacted via WhatsApp, Telegram, or Signal.
- **Degrees Completed and Recent Roles.** Please select all that apply. Being as thorough as possible in your response will be very helpful. If you feel something is missing from the list that applies to you specifically, you can click on "Add more". These additional items will show up on your individual profile.
- **ORCID ID.** Click [here](#) to learn more about ORCID.

Being as thorough as possible in your responses to the following questions during onboarding/registration will be very helpful. If you feel something is missing from the list of key words provided that applies to you specifically, you can click on "Add more". These additional items will show up on your individual profile.

- **What population(s) do you primarily work with?** Please select all that apply.
- **What environment(s) do you primarily work in?** Please select all that apply.

- **Which best describes your area(s) of interest?** Please select all that apply.
- **Which areas of expertise, advice, or services do you wish to offer the ASTRO ACCEL Community?** Please select all that apply.
- **Presentation topics.** Please list presentation topics you are willing to present on. You can list as many as you would like.
- **Where are you based?** The database here is quite extensive. If you are concerned about providing your specific location, you can choose a larger city/town near you. Once entered, a marker will show up on the Community Map showing your location.
- **What languages do you speak on an advanced level?** Please select all that apply.
- Select the organisation you belong to? Please select all organisations you are affiliated with. If you are NOT affiliated with any organisation listed, please do not check any of the boxes and **click “Finish”**. You will have an opportunity later to request that we work with your organisation to secure their participation in ASTRO ACCEL.

Congratulations! You have completed the creation of your profile.

Once you click “Finish” you will be asked if you like a short intro to how this platform works? It is recommended that you **select “Yes”**.

After you complete the short intro, you should see the following:

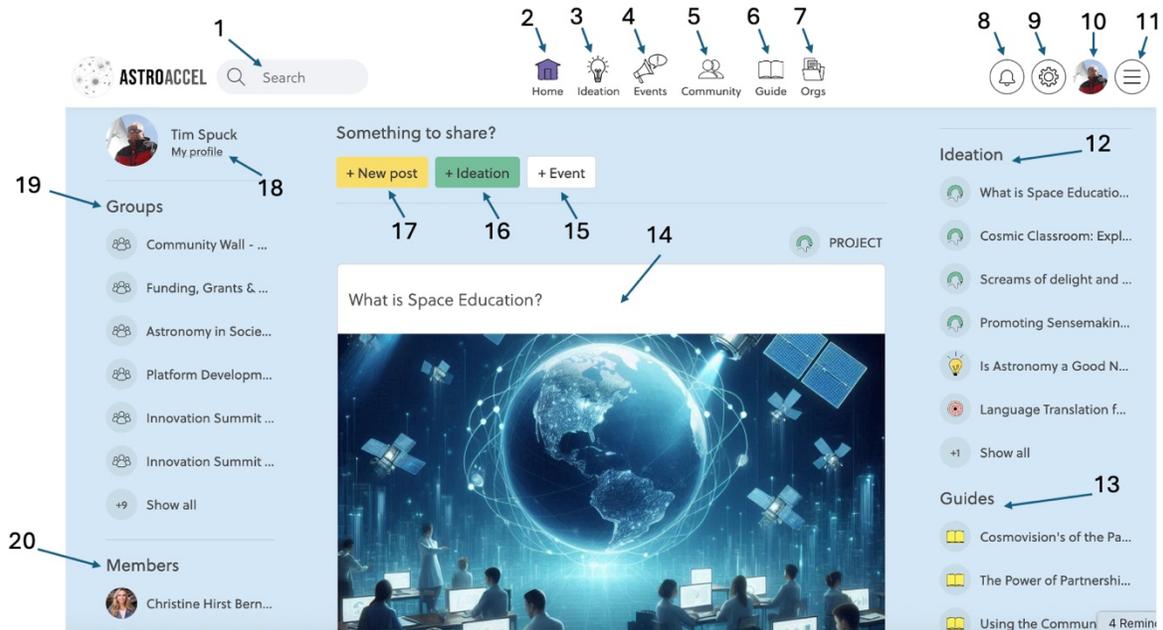
Well done! You have finished the onboarding.

What would you like to do now?

- Go to the **main community page** to see what's going on.
- Check out **other community members**.
- Check out **community use guides and resources**.

Go to the **“main community page”**.

B. Navigating the Main Community Page



Please see the key below that explains the various features and buttons on the ASTRO ACCEL Commons main community page.

1. **General Search** – This feature allows you to quickly search for key words or phrases. It can be used to search for the name of an individual community member, and key words in the titles of Groups, Insights, Challenges, Ideas, Projects, and Guides.
2. **Home** – Click on this icon to return to the main page.
3. **Ideation** – There are four types of Ideations: Insights, Challenges, Ideas, and Projects. Click on this icon to view the current initiatives.
4. **Events** – Click here to view the ASTRO ACCEL Commons Event Calendar and upcoming events or add a new event that may be of interest to a particular Group or the broader Community. Time for events must be entered as and will appear in UTC. Please note that when an individual downloads an event to their personal calendar, it will appear in their local time.
5. **Community** – Click on this icon to:
 - a. View and join various focus/interest Groups. Groups can only be added by an Administrator. If you feel a new group should be added, please suggest it here: <https://forms.gle/HTEkZmJHPmxwMeUh9>. Your request will be reviewed, and we will address the request as soon as possible.
 - b. View the global distribution of community members on a map,
 - c. Explore the profiles of all members of the ASTRO ACCEL Commons Community,
 - d. Use the People Finder to identify potential collaborators. The People Finder tool uses filters that allow you to quickly identify individuals who have specific interests

or expertise you are looking for. Once you identify individuals, you can click on their profile for their contact information.

6. **Guide** – This will take you to a collection of Guides that may be of interest. The *Using the Community Portal* Guide will help you navigate ASTRO ACCEL Commons and get the most out of your experience.
7. **Orgs** – Click here to find current ASTRO ACCEL Member Organizations and view their distribution on a global map.
8. **Recent Activity** – Explore the most recent activity in ASTRO ACCEL Commons.
9. **Toolbox** – You may or may not have this icon depending on your level of access. For example, Admins will have this icon.
10. **Your Profile** – Clicking here will show you a link to your profile and a list of your Groups and your Submissions.
11. **Quick Links and Logout** – Click here to logout and view quick-links to other features.
12. **Ideation List** – This a list of Insights, Challenges, Ideas, and Projects that have been created in the Community.
13. **Guides List** - This a list of Guides that have been created in the Community.
14. **Main Feed** – The main feed works similar to other social media sites showing you various activities and posts. Items that appear at the top of your feed are determined by how recent the post was made and how active a post is. Those items that were posted more recently or have a higher level of activity will appear at the top of your feed. Please note that **ONLY** those posts associated with groups you are a member of will be visible to you.
15. **+ Event** – Click here to add an item to the Event Calendar. Time for events must be entered as and will appear in UTC. Please note that when an individual downloads an event to their personal calendar, it will appear in their local time. Please note that **ONLY** those events associated with groups you are a member of will be visible to you.
16. **+ Ideation** - Click here to add a new Insight, Challenge, Idea, or Project. As a reminder, these initiatives can be made public for the entire ASTRO ACCEL Commons Community or can be made private for a select group of people you choose to invite. Please know that if you make an Ideation “private”, **ONLY those who you invite to participate** will be able to find or view the Insight, Challenge, Idea, or Project you have created.
 - a. **Insights** – Information and observations. This is similar to a typical social media post where you share an astronomy education (formal/informal), engagement, communications, or culture-related experience you’ve had, or read about, etc. that you think may be of interest to others in the Community. (**EXAMPLE:** I read a good

article or attended a conference presentation on accessible astronomy education resources. I think others might find it interesting, so I share it as an Insight.)

- b. **Challenges** – What should change? A Challenge is something you present to the Community for discussion to come up with ideas as to how you might address whatever it is that needs changed. (**EXAMPLE:** I feel like we need to create more accessible astronomy education resources for blind and low vision (BLV) learners, but I don't have a clear idea on how to move forward. So, I issue a Challenge to the Community to work with me and share their thoughts on how we might address this challenge.)
 - c. **Ideas** – How might we change something? I have an idea, but it needs more discussion before it's ready to be put into action and initiate a project. (**EXAMPLE:** I have an idea. If we could use sonification, text to speech, and/or AI to help BLV learners analyze features of spiral arms in an astronomical image, this would open new doors for BLV individuals. I create and post my new idea so others can join the conversation.) Please note how that and Idea is more advanced than a Challenge.
 - d. **Projects** – An idea put into action. Perhaps you've been discussing an idea here in ASTRO ACCEL Commons or elsewhere, and now you're ready to take a specific action. (**EXAMPLE:** Through discussion, your group has determined there is existing software called Afterglow Access that turns astronomical images into sound. Your group would like to initiate a project to work with Afterglow Access software developers to add the ability to analyze galaxy and nebula features to the software. So, you add a new Project and invite others to join you in this effort.)
17. **+ New Post** - Click here to add a new Post to a Group. When adding a new post, you will be asked to select a group to post in. If you wish all members of the ASTRO ACCEL Community to see your post, please be sure to select the “Community Wall – All” group. Also, please **DO NOT check the box** “Send this announcement via email to group participants” when posting to the “Community Wall – All” group. Also, please note that when posting to a private Group, the post can ONLY be viewed by members of that group.
18. **My Profile** – Click here to view and edit your profile, tags, and contact information.
19. **Groups** - This a list of Groups that have been created in the ASTRO ACCEL Commons Community. Groups can only be added by an Administrator. If you feel a new group should be added, please suggest it here: <https://forms.gle/HTEkZmJHPmxwMeUh9>. Your request will be reviewed, and we will address the request as soon as possible.
20. **Members** - This a list of ASTRO ACCEL Commons community members. Click on any member to view their profile.

C. Viewing and Editing Your Profile

Your profile is a critical piece of the equation when it comes to sharing posts, Ideations, and using the People (Collaborator) Finder tool. These features use filtering that allow you and others to

quickly identify individuals that best meet the qualifications you want. Ensuring you have tagged yourself appropriately will help ensure the communications you receive are related to your interests and the work you do.

To edit your Profile, click on “My Profile” (#18 above), and select the “Info” tab and click on “Edit tags”. You can select additional tags as well as de-select tags by clicking on it.

Go to the “Contacts & Links” tab, and edit you contact information.

Go to the “Edit Profile” tab to edit your bio, picture, ORCID #, and topics you are willing to present on.