Navigating the ACS Data Users Group Online Community Website

Welcome to the American Community Survey (ACS) Data Users Group Online Community! The purpose of the ACS Data Users Group is to improve understanding of the value and utility of ACS data and to promote information sharing among data users about key ACS data issues and applications. Membership in the group is free and open to all interested ACS data users. For more information about the ACS Data Users Group, visit the home page at http://www.acsdatausers.org.

Accessing the Online Community Website

The ACS Data Users Group Online Community is available at https://acsdatacommunity.leveragesoftware.com/.

Logging In

New members: Create a username and password. Your username is your email address.

Existing members: Click on "Log in" in the upper-right hand corner to enter your email address and password.

Creating a Profile

Creating a profile will help you connect with community members who have particular backgrounds and interests. The first time you log in to the site, you will be prompted to create a profile and say a few words about your work with ACS data. If you need to update your existing profile, click on My Profile on the left-hand side of the screen. Then mouse over the My Profile link at the top of the screen, just below the banner. Click "Update my Profile" to change your profile information, or click "My Location" to change your geographic location.

Joining Groups

Groups provide a way for you to post comments and receive information around a specific topic.

Select "View All Groups" to see the full list of groups in the Online Community and join groups that interest you. Community members are welcome to join as many groups as they want. Simply click the "Join this Group" button to be added. Only members of a group will receive notification when there is activity in a particular group.

Once you join a group, you will receive email notifications whenever information (such as a message or file) is added to the group. Members may also opt out of receiving emails (described in the next section).

If you are interested in creating a new group, please contact Mark Mather (mmather@prb.org) and we will consider your request based on your input, as well as input from our Steering Committee and other Online Community members.

Starting a Discussion

Once you join a group, you can start a discussion on a given topic by clicking "Groups" on the left-hand side of the page. Then click "My Groups" and select the group where you'd like to post a comment. Click the "Start a Discussion" box, enter a short description in the "Topic" box, write your comment in the message box and click "Create Topic" at the bottom of the page. Your comment will be shared with other members of the group.

Uploading Files

There are a few different ways to upload materials to the site. Group members can attach a file when they start a new discussion (described in previous section). Below the message box, click "Add a photo, file or video." Individual files cannot exceed 10 megabytes.

You can also upload files by clicking "Groups" on the left-hand side of the page. Then click "My Groups" and select the group where you'd like to upload a file. Click the "Submit a File" box, enter a short description in the "Topic" box, write a comment in the message box that describes the file, and click "Add File" at the bottom of the page. Your message will be shared with other members of the group, who can download the file from the Online Community website.

Finally, you can add files to the "Resource Center" on the left-hand side of the page. We plan to create a series of folders in the Resource Center where community members can post materials that may be of interest to a broad group of ACS data users. For example, we plan to use this part of the site to provide information and materials related to upcoming conferences for ACS data users.

Managing Email Notifications

Once you join a group, you will automatically receive emails related to content posted to that group. However, you can change your email notification preferences to reduce or eliminate email from any or all of your groups. The simplest way to change email notifications is to click "My Profile" on the left-hand side of the screen. Then mouse over the "Personal Info" link at the top of the screen, just below the banner. Click "Notification Preferences" to stop or change the frequency of emails for any of your groups.

Searching for Members

The Online Community provides three different ways to search for other members. Click "Search Members" on the left-hand side of the screen. Then you can search for members based on their "Attributes," using the "People Map," or by "Geography." The People Map is a great way to find people who are similar to you, in terms of their affiliations, knowledge, and use of ACS data.

Blogs

Blogs can be used by individuals who are interested in sharing information on a regular basis. Individuals may also be interested in posting blogs that they write for their own organizations. Community members will only receive email updates about blogs if they are subscribed to that blog. Or they can click on "Blogs" on the left-hand side of the page.

Inviting a Colleague to Join the Community

Click "Invite a Colleague" on the left-hand side of the screen to invite a colleague to join the Online Community.

Searching for Content

To search for content on the site, enter a name, word, or phrase in the search box in the upper left-hand corner, just below the banner.

Managing Content

Site administrators at PRB will monitor the site for inappropriate content. You can find a list of Online Community guidelines here: http://acsdatacommunity.leveragesoftware.com/page.aspx?name=guidelines. We may contact members or remove content that we deem inappropriate.

Additional Questions about the Online Community?

If you have any questions about using this website, please contact Mark Mather at mmather@prb.org.