

CORE GROUPS GUIDE FOR USERS

INTRODUCTION TO CORE ALBERTA

CORE stands for **Collaborative Online Resources and Education**. There are three current CORE platforms (Alberta, BC, and National) with goals to develop additional provincial and regional platforms.

CORE Alberta is supported and championed by [Healthy Aging Alberta](#). It is a free member-based digital knowledge and learning hub designed to **connect** and **strengthen** the sector while **amplifying** the issues and needs of Older Albertans. CORE Alberta does this by providing a digital space for CBSS organizations and allies to share knowledge, host capacity-building opportunities, and collaborate with others on common issues or aligned priorities.

CORE is a “for community - by community” initiative, designed for CBSS organizations to share information, resources, and training opportunities and host virtual groups and Communities of Practice across Alberta and Canada. The CORE platform makes communicating, coordinating, and collaborating easier than ever! Together, we can build collective capacity, strengthen the network, and develop a cohesive voice among those who support healthy aging initiatives.

CORE is a powerful knowledge mobilization and sector-development tool designed to:

- Provide up-to-date information, resources, and training opportunities
- Make it easier to communicate, coordinate, and collaborate to build sector capacity
- Galvanize the sector to develop a collective and cohesive systems voice

WHAT IS A CORE GROUP?

One of the key features of the CORE platform is [Groups](#), which are digital spaces for CORE members to come together around a particular topic, area of practice, or collaborative work. CORE Groups are community-led and managed, and can perform different functions to support the work of CBSS organizations.

CLOSED AND OPEN GROUPS

- An open group is accessible and open to ALL CORE members. CORE members can see any resources and discussions shared in the group as well as participate and join or leave the group at any time.
- A closed group is intended for members of a specific program or initiative. This space may include documents (meeting agendas, reports etc.), and discussions that are more private or focused on a specific project. Hosting a closed group on CORE makes it convenient for members to access all group-related information in one place. Membership to a closed group is by invitation or *requests to join* must be approved by group managers.

CURRENT CORE GROUPS TYPES

1. Discussion Group

- Information and learning focused, members share and discuss the latest resources, training, and research while seeking out answers to your questions on a topic/theme.

2. Community of Practice

- Expanding a practice area by collaborating with others, sharing innovative practices, and hosting trainings/workshops.

3. Working Group

- Groups working on specific projects can use the platform to host their documents and collaborate to achieve their goals and objectives.

4. Training Group

- Groups interested in offering cohort-based training opportunities can use closed or open groups to offer this to members.

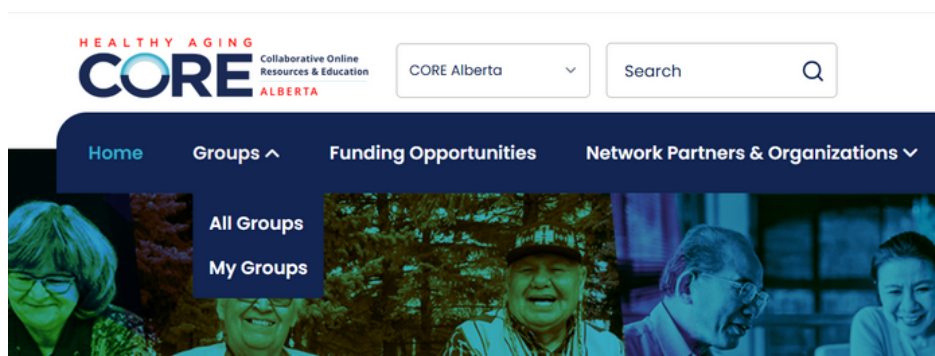
HOW TO JOIN A GROUP

You need to have a CORE Alberta account in order to access groups. In the main menu you will find Groups.

- All Groups** – a list of all the groups on CORE (both open and closed groups)
- My Groups** – a list of all the groups you have joined on CORE

To join an open group, click on the blue **Join** button to get immediate access.

To join a closed group, click on the blue **Request** button and write a short explanation of why you wish to join. You will receive an email if your request is approved.



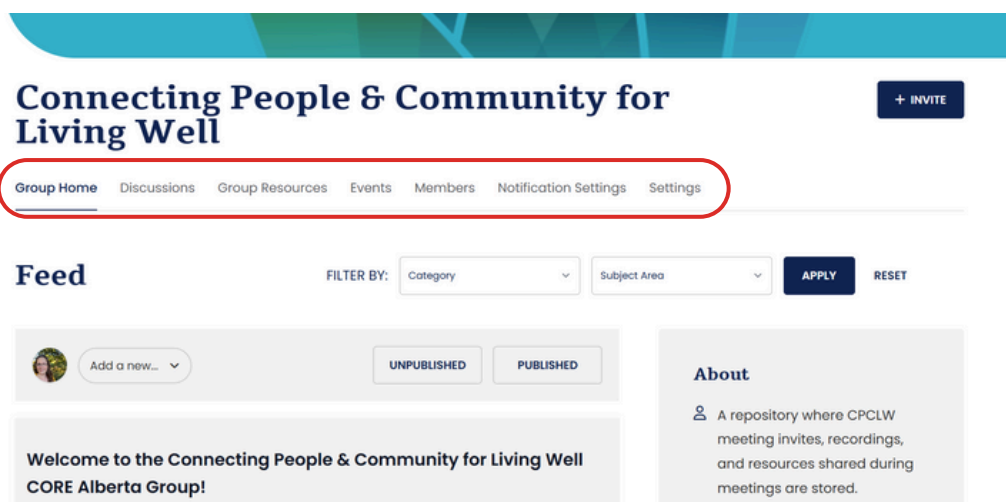
USER ROLES WITHIN GROUPS

Group Member: This will allow the user to view and post/add discussions, resources, and events. New resources and events will need to be approved by a Group Admin or CORE Site Admin; new discussion threads and replies do not need approval, however, they will be monitored.

Group Admin and Leads: Usually these CBSS organization staff who are leading the group direction and focus and CORE site Admins. Group Admins have the right to approve new posts by group members.

GROUP HOME

When you click on a group, you will be taken to the Group Home page if you are a member.



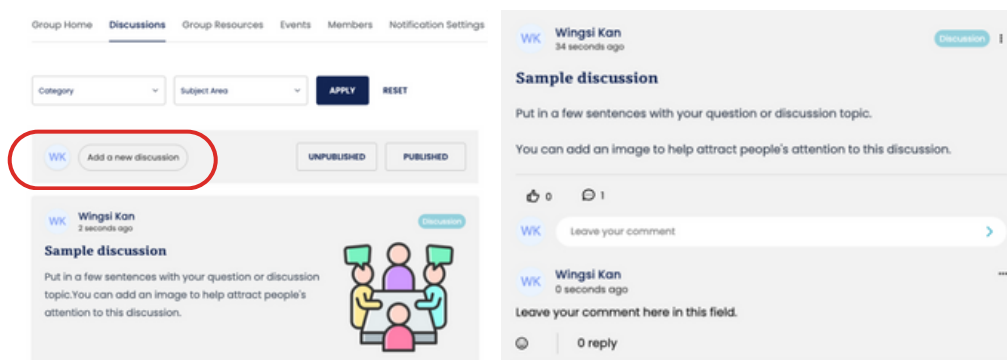
The group menu is under the group name, and you will be able to navigate to **Discussions**, **Group Resources**, **Events**, **Members**, and **Notification Settings**.

You will find a quick summary of new things that have been added or featured in the **Feed**. To read more just click on the title of the post.

DISCUSSIONS

Have a question, want to brainstorm ideas with your group members, or celebrate successes in your program? Start a discussion thread!

1. Click **Add a new discussion**
2. Come up with a catchy title (and make sure it's easy to understand the theme of the discussion), write up a short **description**, and add an **image** if appropriate to catch people's attention.
3. Then click **Save**.
4. Members will receive an email notification about a new discussion. (If you started the conversation, you will be notified when someone replies.)
5. Discussions serve as a forum to dive deeper into a topic, question, idea, or source advice from the collective. Group members can contribute by adding comments to a discussion thread.



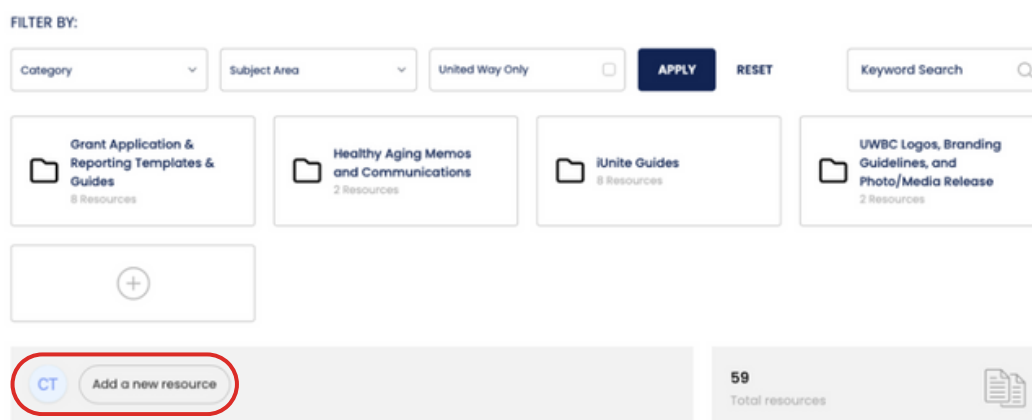
1. Click the **title** of a discussion thread to view the discussion log.
2. Start typing in the “Leave your comment” box.
3. Or respond to another user’s comment by clicking the emoji icon or reply.

GROUP RESOURCES

These are resources that Group Members and Admin wish to share within your group and are not accessible by the general public. Examples of some types of resources users share include: templates, toolkits, guides, articles, videos, meeting agenda and minutes etc.

To add a resource, go to **Group Resources** in the group’s menu bar. Scroll down the page and click on the button **Add a new resource**. Fill out the form by completing as many fields as relevant, you can follow the [CORE 101 – How to Post a Resource guide](#) from step 2 onwards.

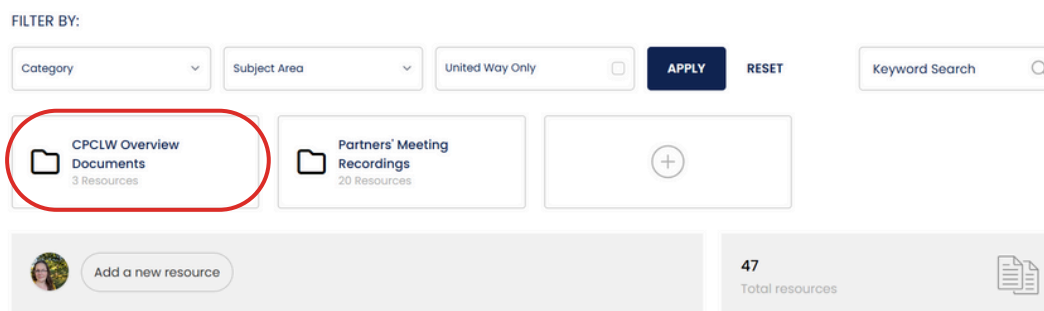
When group members add a resource, it will need to be approved by Group Admin. Once approved and published, members will receive an email notification.



SEARCHING FOR A RESOURCE WITHIN GROUPS

At the top of the Group Resources page you may find folders that contain documents/resources managed by Group Admin and CORE Site Admin.

1. Click a folder (e.g. CPCLW Overview Docs. folder) and scroll down to see the documents within.
2. Click the highlighted folder again to go back to displaying all resources within the group (i.e. clears the filter).



FOLDER MANAGEMENT

Only Group Admin and CORE Site Admin can create folders and add resources to folders.

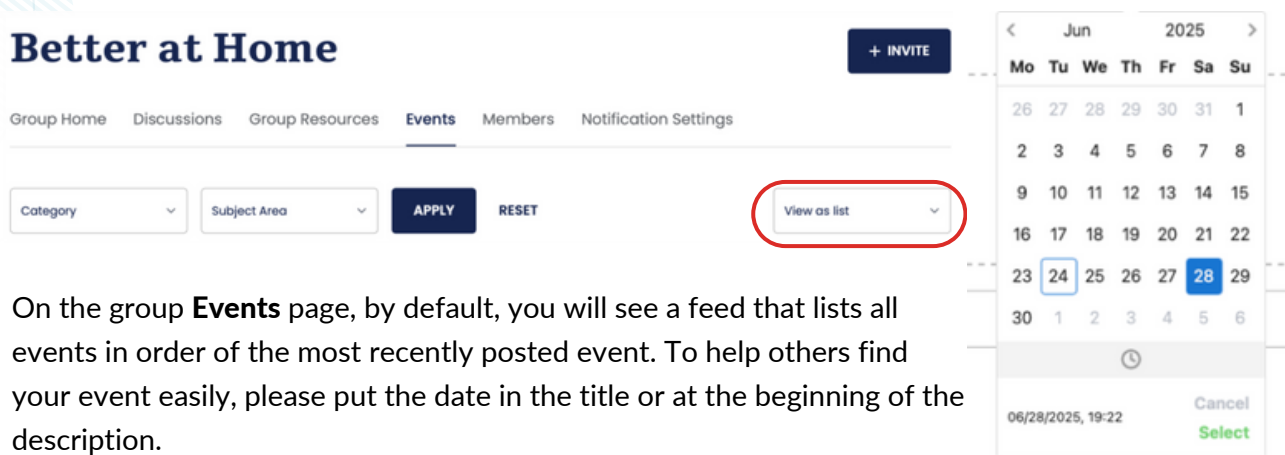
SEARCHING BY FILTERS AND KEYWORD

You can also use the search bar and filters just under the group menu bar.

1. **Enter in a keyword** to search.
 - a. This search field will search the resource title only.
 - b. Limit the number of words as it searches the exact phrase or order as what you entered.
 - c. To make it easier to search by type of resource (such as guide, toolkit, research etc.) we try to use these words in the resource title.
2. **OPTIONAL:** Then filter it by Category or Subject Area.
3. Click **Apply** to see search results.
4. Click **Reset** to clear all filters and start a new search.

EVENTS

Share information about events, webinars, conferences and more, that are relevant to your group. If the event is open to the public, seniors-related, and accessible by all across Alberta, you can consider adding that to the general Events calendar on the main CORE page (See section on how to duplicate a post in the [How to Post a Resource to CORE](#) guide)



On the group **Events** page, by default, you will see a feed that lists all events in order of the most recently posted event. To help others find your event easily, please put the date in the title or at the beginning of the description.

You can also view this as a calendar, just select **View as Calendar**.

Steps to add an event within group

1. Add a **title** – consider putting the event date first.
2. Write a **description** of the event – consider putting the event date/time and other pertinent details at the top.
3. Fill in **Organizer**, **Location**, and **Registration link** if applicable.
4. Fill in **Start & End date**. Select the time by clicking on the grey clock. Click Select to save.
5. Add an image for the event to the **Cover Photo** section if you have one.
6. Click **Save** button at the bottom of page.

MEMBERS

The members list will show you how many people are in the group. If you want to find a member's contact info, click on their name to find their email or you can also private message group members on CORE.

QUESTIONS AND TROUBLESHOOTING

If you have any questions about the group or need help troubleshooting, please reach out to the Group Admin.

NOTIFICATION SETTINGS

Group members can select to **"Turn Off Notifications"** (white button). If you select this you will not receive any email notifications about new posts (discussions, resources, and events) add by group admin and other group members.

If you turn off group notifications, you will still receive email notifications about your posts – approved posts and replies to your discussions, resources, or events.

You can always **"Turn On Notifications"** (blue button) to begin receiving email notifications again.

WONDERING HOW YOU CAN USE CORE FOR YOUR WORK?

While hosted by Healthy Aging Alberta, this platform is **member-led**. That means that the opportunity is up to you! If you wish to start a group on a topic, please contact us at info@healthyagingalberta.ca to discuss.