

DIRECTIONS TO ACCESS THE NEW WISCONSIN SCENE SUBGROUP ON ASCA SCENE:

www.schoolcounselor.org/SCENE

- You must first officially register as a member of ASCA Scene to join the subgroup
 - After logging onto ASCA Scene, click on the “Subgroups” tab
 - Select “My Subgroups” and “Wisconsin SCENE” to join state discussions
- Directions for the use of ASCA and Wisconsin SCENE can be found under the “Help” tab on the homepage. Select “FAQs.”

To Link Directly onto the Wisconsin SCENE, go to:

<http://schoolcounselor.groupsites.com/group/wisconsin>

PART 1: DISCUSSION TOPICS

STARTING A NEW DISCUSSION TOPIC

Have a question you want to ask other school counselors? Looking for resources to enhance your school counseling curriculum? Post a discussion thread and get feedback from other members.

- Go to “Discussions” under the “Communicate” tab.
- Click “Wisconsin SCENE Discussions” at the bottom of the page to have a discussion with school counseling professionals from Wisconsin.
- Click the “+ Create New Topic” button at the top of the screen.
- Type in a title and your question and click “Save.” **Be sure to click the box “email me whenever a reply is posted to this topic” before saving so that you will be notified whenever someone responds to your question.** If you uncheck this box, you will not receive email notification of replies but can still view them on Wisconsin SCENE.

REPLYING TO A DISCUSSION TOPIC

Do you have feedback, a comment or an answer to another member’s discussion post? Reply to the discussion and start sharing ideas and assisting your colleagues.

- Click on the “Discussions” tab on Wisconsin SCENE to see a list of the discussions taking place in the subgroup. (If you want to see national discussions taking place, go to the ASCA Scene homepage and click the “Communicate” tab and then “Discussions.”)
- Click on the particular discussion you would like to respond to.
- Click “+ Reply to this Topic” at the bottom of the posting.
- Type in your reply and click “Post Reply.” **Be sure to click the box “email me whenever a reply is posted to this topic” before saving so that you will be notified whenever someone else responds to the discussion topic.**

SUBSCRIBING TO A DISCUSSION TOPIC

See a Discussion topic that interests you? Want to stay on top of any responses?

- Go to the discussion topic you want to subscribe to.
- Click on the "subscribe to this topic" link that appears at the bottom of the first message posted in the discussion thread.
- If you change your mind later, you can always click on "unsubscribe to this topic."

DISCUSSION VS. BLOG

The "Discussion" section is for questions and answers and sharing advice and tips. The "Group Blog" (under the Communicate tab) is for opinion pieces/essays/etc. You will need to contact the ASCA site administrator, Kathleen Rakestraw, to request her permission to post a blog either on ASCA SCENE or Wisconsin SCENE. Go to the "Help" tab and click on "Contact Manager(s)" to request to post a blog.

PART 2: UPDATING YOUR PROFILE

UPDATING YOUR PROFILE

Update your profile so other school counselors can know more about you and connect with you better.

- Click on "My Profile" under "My Settings."
- Here you can put in as much personal and professional info as you care to share including contact information and photo.
- If you strictly want to keep your profile professional, turn off the "My Social Profile" section.

ANSWER THE GROUP SPECIFIC QUESTIONS

Help others better understand who you are by answering some site-specific questions.

- Click on "Group Specific Questions" at the bottom of the "My Profile" section and answer the questions.
- You can also access these questions from the "Profile Completeness" section of the home page after you log on.

SET YOUR PREFERENCES

Set up your preferences to receive the alerts you're interested in.

- Click on "My Preferences," which is also under "My Settings" in the top bar.
- Here you can change your e-mail address, choose to automatically subscribe yourself to any discussion topics you post on, get weekly (or less or never) announcements of how many new members and new discussions are happening, etc.

SET YOUR OBJECTIVES AND KEY CONNECTIONS

Share all of your professional goals. You never know when you'll connect with someone who can offer you support in achieving those goal.

- Click on "My Objectives," which is also under "My Settings" in the top bar.
- Click on "Share an Objective." Here you will provide objectives and goals you have for yourself as a professional.
- Input a title and more detailed description of your objective then click "Save."
- Click on "My Key Connections," which is also under "My Settings" in the top bar.
- Click on "Share a Key Connection." Here you will share associations, organizations, agencies and other relationships that support you as a professional.

PART 3: FILE CABINET AND CALENDAR

USING THE FILE CABINET

Have a parent presentation or data collection form worth sharing? Upload it to the file cabinet for others to download. Files can be submitted in a variety of formats including documents, PDF, presentations, images and media files. See something that could be of use in your own position, download a file.

To upload a file ...

- Go to “File Cabinet” under the “Share” tab.
- Choose the folder that best fits your file topic.
- Click “Upload.”
- Click the “Browse” button to locate the file you would like to upload – then provide a brief description of what the file contains. Sometimes the document title isn't explanation enough.
- Click the “Upload” button when done.

To download a file ...

- Go to “File Cabinet” under the “Share” tab.
- Choose the folder that best fits the topic you would like to search.
- Just click on the file that interests you and it will automatically be downloaded to your computer.

CHECK ON CURRENT EVENTS WITH THE CALENDAR

Want to keep informed of school counseling events throughout the state? Check out the shared calendar to get info and dates and any details that relate to it. Have an event you want to share that you think other school counselors would find useful? Post it to the calendar for others to view.

- The calendar can be viewed from the home screen with the most recent events or you can search by month by clicking on “Calendar” under the “Share” tab.
- To view an event, click on the event from within the calendar.
- To add an event, click on the “+” button on the date and the relevant information. Be sure to include times, locations, contacts and a description.
- If you have a flier or pamphlet for the event, you can attach the document to the description by clicking on the paperclip icon in the edit menu of the description box.
- Click “Submit” when done. Be sure to check the event on the calendar to verify that it was posted correctly.

For questions related to the Wisconsin SCENE that you are unable to answer after visiting the “Help Tab” on the site or using these directions, please click the “CONTACT ADMINISTRATORS” button on the top of the Wisconsin SCENE homepage to compose a question to Natalie Killion, Wisconsin SCENE site administrator and WSCA member. Wisconsin SCENE will be monitored periodically to ensure the appropriateness of postings. Thank you for your cooperation in keeping all postings professional and suitable for public viewing.
