

ConnectYard Quick Start Guide

Top-Level Navigation Menu



Figure 1. Screenshot of ConnectYard Top Level Navigation Menu

The Top-Level Navigation provides access to key features.

Yards

Yards are the primary groups used for communication in ConnectYard. A *Yard* could represent a class, a study group, a student club, etc. Using the Yards menu item will allow you to create and edit your Yards.

Notifications

ConnectYard's powerful communications platform allows you to communicate via email, social media, and mobile media channels. You can select how you want to communicate with each of your Yards using the *Notifications* menu item. You can choose to set Global notification options for all of your Yards, are customized settings for each Yard. Your personal information like cell phone number, Facebook account, or personal emails will not be visible to other members of any of your Yards.

Profile

Your *Profile* allows you to share information about yourself with your connections. You can choose how much or how little information you would like to share. Your Profile also allows for individual communications via the Wall. To type a personal message to a user, simply write on their wall. You can access a user's profile by clicking on their profile picture. Wall messages can be public or private.

Private messages are viewable only by the two parties involved in the conversation.

Advanced Features

Trending

Trending provides a quick overview of key topics of discussion within any Yard. You can start a new trend by using the hash-tag symbol, “#” followed by the keyword you would like. Trends can be found on the right hand side of the home page for your ConnectYard account.

Forwarding

By default ConnectYard messages are directed to everyone in a particular Yard. However, often you would like to involve others in a particular discussion. You can accomplish this by *Forwarding* the discussion thread to another Yard(s). This allows all members of the original Yard and additional forwarded Yard(s) to participate in the discussion.

Following

ConnectYard notifies users of new posts to their Yards. However, to reduce unwanted messages users are not actively notified on replies to the original post unless they choose to *Follow* that thread. If there is a topic of interest to you, by Following it, you are kept notified of all new replies.

Points

For each activity that occurs in the Yard users are awarded points. *Points* allow users to gauge other's participation and engagement. A faculty member could use points to help grade class participation, for example. Points are fully customizable for Yard administrators.