Guide for members: How to use CORe

How to use CORe (Collaborative Online Relationships), UPCEA’s member community

Getting to CORe

You can access CORe via UPCEA’s website, upcea.edu, in the main site navigation:

Or directly at core.upcea.edu:

Need help with your account and logging in?
Reach out to the UPCEA staff at 202-659-3130 or info@upcea.edu.
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**CORe Landing Page**

Once you reach the CORe landing page, you can see a preview of what’s happening in CORe – things like conversations, new documents, and our monthly snap poll.

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Logging In

To actually get into the community and begin interacting with other members, you first need to log in:

Please note: Your login credentials for CORe are going to be the same as what you use to log in to your member profile and account on upcea.edu. If your organization is a member of UPCEA but you don’t have your own individual user login, visit upcea.edu/addmember.

Using your browser to remember your password

One thing you can do in your browser is to save or “remember” your username and password for CORe. Chrome and Firefox both allow for this, and will often pop up a prompt offering to do this when you enter new login information for a website.

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Participate in Discussions

To participate in discussions with the full UPCEA membership, click in to the Open Forum and view the discussions there.

Once you are in the Open Forum, you can see the subject of discussions, and then click in to read what your peers are talking about.

Discussion Posts

<table>
<thead>
<tr>
<th>Thread Subject</th>
<th>Replies</th>
<th>Last Post</th>
<th>Community Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Offering fully online programs to international students in the home country</td>
<td>1</td>
<td>an hour ago by Laura</td>
<td>UPCEA Open Forum</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Original post by</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mary</td>
<td></td>
</tr>
<tr>
<td>Online Application Best Practices</td>
<td>2</td>
<td>20 hours ago by</td>
<td>UPCEA Open Forum</td>
</tr>
<tr>
<td></td>
<td></td>
<td>B Cunningham</td>
<td></td>
</tr>
<tr>
<td>Snap Poll Results for March: Non-Credit to Credit Pathways Hurdles and Challenges</td>
<td>2</td>
<td>2 days ago by</td>
<td>UPCEA Open Forum</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bruce Eliot</td>
<td></td>
</tr>
<tr>
<td>Testing software to connect with students/customers</td>
<td>4</td>
<td>2 days ago by</td>
<td>UPCEA Open Forum</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Jay Young</td>
<td></td>
</tr>
</tbody>
</table>

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If you’d like to contribute to the discussion, you can click “reply”.

**UPCEA Open Forum**

1. **Online Application Best Practices**
   - Posted 2 days ago
   - B Cunningham
   - Greetings fellow UPCEA member! I'm doing some benchmark research for online application systems an...

2. **RE: Online Application Best Practices**
   - Posted yesterday
   - We are considering doing a usability test of our application. We have performed usability testing on related aspects--for exemple, and prospective student email that were informative. I would love to know what you learn that others can share.

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A text box will appear in which you can type your reply. You can attach a file and include hyperlinks if needed.

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If you have a question and would like to start a discussion about a new topic, you can click the “post new message” button and create your post.

![UPCEA Open Forum](image)

Most posts go to the Open Forum, but if you’re a member of one of our sub-communities like the eDesign Collaborative Network, you have the opportunity to only post within that sub-community, or you can cross-post to that community as well as the Open Forum. **Note:** Cross-posting will create two separate threads, one within each community.

**Start New Thread**

![Start New Thread](image)

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Search for Discussions

While in the Open Forum, you can also search for discussions and resources about a particular topic.

Search

2700 results for "best practices"

Online Application Best Practices
I'm doing some benchmark research for online application systems and would love any guidance on best practices, paragon examples that you use or have encountered, and other suggestions you may have.

Online Application Best Practices

RE: Online Application Best Practices
Best, -- B Cunningham Business Analyst/App Analyst Colorado State University Fort Collins CO
b.cunningham@colostate.edu --

RE: Online Application Best Practices
We are considering doing a usability test of our application. We have performed usability testing of related aspects--our website and prospective student email users that were informative. I would love to know what you learn that others can share. So much of our ability to make the application...

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View Files and Resources in Library

From the Open Forum, you can also view the resources in the library, including files such as recordings, session slides, white papers, and other content.

Resources are organized in different folders. For example, you could look at the recorded presentations and materials from the 2020 UPCEA Regional Conferences.

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You can select the folder of your choice to see its contents, and then select and click “view” for the item that is of interest to you.

This item includes a session recording as well as the accompanying PowerPoint presentation.

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Search the Member Directory

You may also search for your UPCEA colleagues in the Member Directory.

Once you find the person you are looking for, you may view their profile, send them a message, or add them as a contact.

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Editing your profile

You may also view and edit your own profile in CORe.

Message inbox

If people send you messages, you will see them in the inbox in your profile, and you will also receive them in your email inbox (the one associated with your CORe account). You may respond to messages from your profile inbox or your email inbox. You may also respond to discussion threads that come in through your email inbox, too!

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**CORe email digest settings**

You may also edit your email digest settings for CORe via your profile. There are a few scheduled ways you can get the digest of discussion threads from CORe.
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Daily is the default, and you’ll get an email with all the activity for each discussion board you’re a part of, once a day. There is also a weekly option. If you want to stay on top of all the actions in the forum individually, you can also sign up for a “Real-Time” digest which will email you and separate out each and every discussion post immediately as they are created.

For additional information, please review the CORe FAQs.

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