

# An Introduction to the Audiology Community

FOR ALL MEMBERS

THE AMERICAN ACADEMY OF AUDIOLOGY



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## Library

Through libraries, users can share files in a socially-enriched environment. To access your community's library, go the *Library* tab within your community.

### View and Download an Entry's Files

The screenshot shows a community library entry page for "Tinnitus Primary Functions Questionnaire". The page is titled "General Audiology" and has a "Settings" button. The navigation bar includes "Community Home", "Discussion 8K", "Library 95", "Events 0", and "Members 11.9K". A "Back to Library" button is visible. The entry is by "Richard Tyler" and was uploaded on "05-07-2015 15:35". The statistics show 0 Favored, 104 Views, 2 Files, 0 Shares, and 131 Downloads. The "Tags and Keywords" section shows a tag "tinnitus" and an "Add a tag" button. The "Attachment(s)" section contains two files: "285 Tyler et al (2014). Tinnitus Primary Function Quest... Tinnitus Primary Function Question" (302K, 1 version) and "Tin P F Q 12.doc" (43K, 1 version). A "Download All" button is located to the right of the attachments. The "Comments" section has an "Add" button. The "Related Entries and Links" section has an "Add" button and shows "No Related Resource entered."

Click an Entry to:

1. View its file(s). Multimedia files like images and videos are displayed directly on the page for convenient viewing without needing to download them first.
2. Individually download any of the Entry's uploaded files.
3. Download ALL of an Entry's uploaded files, if it has more than one. This allows you to quickly download every file without having to download each one individually.
4. View any comments you and other users have posted about the Entry, as well as add your own via the *Add* button. You can edit and delete your own comments.
5. View any related information users have made available for the Entry. If there are other Entries or pages that relate to an Entry, click *Add* and provide the link here. You can delete your own related links by clicking the trashcan icon.

## Communities

All members are subscribed to General Audiology. Here you can add Discussion Posts asking industry questions, share experiences, and more. You can share and download library files. It is a place for you to connect with other Audiologists.

Other Communities include communities for volunteer opportunities which are private communities for the volunteers. There are topic specific communities that anyone can join such as New Professionals and Pediatrics.

## Discussion

Discussion forums are places where users can post messages to share their thoughts and ideas on a particular topic, ask questions for support, and answer the questions posed by others to offer help and guidance. Forums often focus on a specific theme; which users discuss by creating threads; within these threads is where the discussion grows as other users respond by posting replies. Generally, these discussions are monitored by one or more administrators to ensure they remain on topic and don't contain inaccurate or inappropriate content.

### Ways to Participate in Discussions

While Discussions are a great place to ask your own questions, they also give you an opportunity to share your knowledge, provide helpful advice, and answer questions posted by others. In Discussions, you can do all of this and more.

### Posting a Message Online

To post a message online, navigate to the desired community and:

The screenshot shows the 'General Audiology' community page. At the top, there are navigation tabs: 'Community Home', 'Discussion 8K', 'Library 95', 'Events 0', and 'Members 11.9K'. The 'Discussion 8K' tab is highlighted with a red box and a '1' above it. Below the tabs, there are filters for 'Most Recently Updated', 'Posts in my communities', and '50 per page'. A green 'Post New Message' button is highlighted with a red box and a '2' above it. Below the filters is a table of discussion threads.

Thread Subject	Replies	Last Post
<a href="#">Articles on justification for fitting mild hearing losses with hearing aids</a>	7	5 days ago by <a href="#">Gregory Frazer</a>
<a href="#">This Audiology Community</a>	13	6 days ago by <a href="#">Deborah Livingston</a> Original post by <a href="#">Frederick Rahe</a>
<a href="#">Better Format for the Community and Your Subscription Settings</a>	0	6 days ago by <a href="#">Amy Miedema</a>
<a href="#">Ability Network?</a>	2	13 days ago by <a href="#">Margaret Christiansen</a>
<a href="#">hearing screening and Medicare</a>	1	27 days ago by <a href="#">Gregory Frazer</a> Original post by <a href="#">Karen Green</a>

1. Click the *Discussion* tab.
2. Click *Post New Message*.
3. On the resulting page, write and configure your message using the available options.
4. When finished, click *Send* at the bottom of the page to post your message.

Whether you've posted your own message or replied to someone else's, you're free to edit your messages at any time. To do so, navigate to one of your messages and select *Edit* from the drop-down.

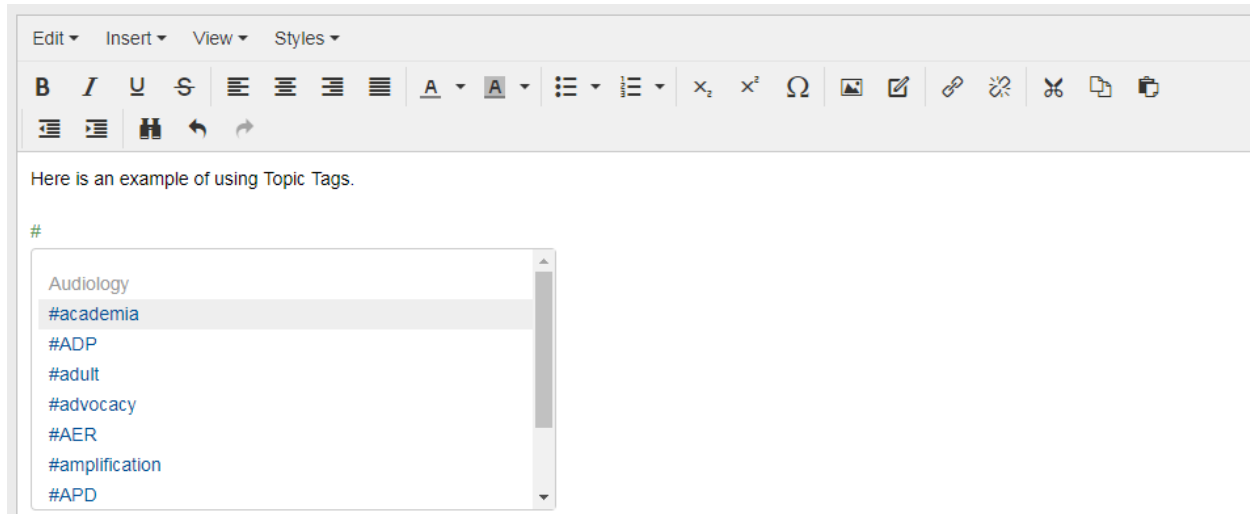
## Replying to a Message

If you read a post and decide you want to contribute to the conversation, there are two ways to do so:

1. Click *Reply to Discussion* to post your response to the entire Discussion group.
2. Select *Reply to Sender* from the drop-down to respond *only* to the message's author.

## Topic Tags

Tags help to categorize the content and make it easier to find. Tags can be applied to discussion posts, library entries, and more. Below is an image demonstrating how to add a Topic Tag to a discussion post.



1. In the body of the content (e.g., discussion post, library entry, etc.), initiate the tagging process by typing “#” and then start typing the desired keyword(s). As you type, a list of existing, suggested tags will appear.
2. Select a suggested tag or continue typing to create your own.
3. After selecting or creating your own tag, it will become a hyperlink users can click to view all content associated with it. As more and more content is tagged with the same tag(s), it will become easier to find.

## Profile

Much like Facebook or LinkedIn, each user has their own profile where they can perform a number of actions like managing their personal information, updating their profile picture, configuring private settings and email preferences, and more.

**Lauren Reimer**  
 reimer@audiology.org  
 50%

Profile | Communities | 1 unread

Logout



Your profile's available content areas and various account options are divided into tabs highlighted in the image below.

### Profile Types

Each user has a primary profile and a volunteer profile. To switch between each profile, under the tab *My Profile*, select the type you would like to view.

### My Profile

This is your primary profile, where you can share any information about yourself with your fellow Community members. You can:

Ms. Lauren Reimer

My Profile - My Connections - My Account - Admin

**1 Bio**

I am the Volunteer Leadership Coordinator with the American Academy of Audiology.  
If you have any questions about the volunteer process, please do not hesitate to contact me!

**2 Import From LinkedIn**

[Import Your Info](#) Bring in your information from LinkedIn®

**3 Education**

**4 Job History**

**5 Professional Associations** **6 Honors and Awards**

1. Write a personal bio
2. Import your information from LinkedIn
3. List your education history
4. Provide your job history
5. List any membership of Professional Associations
6. List Honors and Awards

## My Volunteer Profile

Ms. Lauren Reimer

My Profile - My Connections - My Account - Admin

Invite me to volunteer when opportunities match my expertise?

**Volunteer Bio**

I am the Volunteer Leadership Coordinator with the American Academy of Audiology. If you have any questions about the volunteer process or the Community website in general, please do not hesitate to contact me!

**Years in Practice or Profession**

Less than 3 Years Experience

**My Volunteer History**

Here you can provide information relevant to your volunteer experience and history, indicate how far you are willing to travel to participate in an opportunity, select your years of experience, and view your current and past volunteer participation. At the bottom of the page, you can even add volunteer experience you've participated in outside your organization, ensuring you're able to capture *all* of your

volunteer history. Make sure to select *yes* on the *Invite me to volunteer when opportunities match my expertise* toggle.

## Digital Ribbons

Digital ribbons can be found on your profiles under your profile picture. The ribbons are a fun way to show other members your involvement with the Community and the Academy. There are two types of digital ribbons. Both types of ribbons are automatically added to member's profiles and are automatically removed when the ribbons are no longer applicable.

1. Community ribbons show other members how involved you are with the Community through four levels of most valuable member ribbons. The levels are: bronze most valuable member, silver most valuable member, gold most valuable member, and platinum most valuable member. You can earn these ribbons simply by visiting pages, posting a discussion, replying to a discussion, downloading a Library Entry, etc.
2. Volunteer ribbons appear on a profile as a member joins a volunteer opportunity. For example, if a member is a chair to a committee and a member of a subcommittee, their profile will have two volunteer ribbons; a blue Committee Chair ribbon and a red Subcommittee Member ribbon.

## Manage Your Account Preferences

### Inbox

Your private inbox stores all of the messages you've received from other members, as well as notifications you've received from various system-generated prompts, like when another user has commented on one of your uploaded files, or has replied to one of your Discussion posts.

1. Your inbox is divided into these four categories, helping to segment your messages and make finding specific types easier (the *Inbox* tab shows *all* messages, including contact requests and community invitations).
2. The search bar, especially useful if you have a large number of messages in your inbox, enables you to quickly locate specific types of messages or all messages from a specific person or community.
3. Here, you can mark messages as read or unread and delete selected messages.



## Privacy Settings

You may update your privacy settings from the default at any time, giving you complete freedom over what personal information you want visible to other users viewing your profile.

Ms. Lauren Reimer

My Profile ▾ My Connections ▾ My Account ▾ Admin

### Privacy Settings

Your profile may be accessed through the member directory and community rosters. You have control over the information others see on your profile.

I would like to be included in the member directory and community rosters:  Yes 1

Picture:  2

My Networks:

Company Information:

Contact Details

11480 Commerce Park Dr.  
Suite 220  
Reston, VA  
[lreimer@audiology.org](mailto:lreimer@audiology.org)


Social Links

Platinum Most Valuable Member

1. Toggle this option to YES/NO to control whether you're included or removed from the Member Directory and Community Rosters. If set to NO, you're essentially hidden and can't be searched for or found by other members.
2. For each of your profile fields, you can control who can see it by selecting one of the following visibility options:
  - a. Your contacts
  - b. Other members (i.e., those with an account who are logged in)
  - c. The general public (i.e., everyone, even those without an account)

## Email Preferences

In addition to user messages and general notifications, you may also routinely receive email messages originating from the following categories: System, Community, Social, and Promotional (each category is described on this page). If you want to opt-out of receiving messages from any of these categories, *except* for System (which include important messages like password change notifications, event registrations, etc.), simply toggle their associated category to *NO*.




Actions ▾

Platinum Most Valuable Member

**Contact Details** ✎

11480 Commerce Park Dr.  
Suite 220  
Reston, VA

 [ireimer@audiology.org](mailto:ireimer@audiology.org)

## Ms. Lauren Reimer

My Profile ▾ My Connections ▾ My Account ▾ Admin

### Email Preferences

In addition to [community notifications](#), other messages are routinely sent to users. These messages -System, Community, Social, and Promotional - will always be sent to your [profile inbox](#). By default, they are also emailed to your preferred email address. Select "no" below to opt-out of receiving certain emails per your preferences. You will always receive these messages in your profile inbox regardless of these settings.

Email notifications and communications will be delivered to the email address below.

**1** [ireimer@audiology.org](mailto:ireimer@audiology.org) [Change](#)

**2** **System Emails**


Yes

Emails required to confirm user participation. Users cannot opt-out of these emails.

1. Click *Change* to update where these emails are delivered (by default, it's the email address you entered when creating your account).
2. Click *yes* or *no* to manage which communities you don't want to receive *any* emails from. Note that this refers generally to messages from Community Admins and/or community managers via Automation Rules and personal outreach; opting in or out of community discussion notifications is controlled on the *Community Notification* page.

## Community Notifications

On this page, you can manage your community subscriptions, establish notification overrides, and create Consolidated Digests.




Actions ▾

Platinum Most Valuable Member

**Contact Details** ✎

11480 Commerce Park Dr.  
Suite 220  
Reston, VA

 [ireimer@audiology.org](mailto:ireimer@audiology.org)

**Social Links**

Link to other social media accounts

[Add ▾](#)

## Ms. Lauren Reimer

My Profile ▾ My Connections ▾ My Account ▾ Admin


### Community Notifications

Community notification will be delivered to your primary address:

[ireimer@audiology.org](mailto:ireimer@audiology.org)

To receive specific community notifications at an address other than your primary, set override(s) where desired.

**1** **Weekly Consolidated Community Digest:**  Deliver on [Friday](#) to your primary address. [change](#)

**2** **Discussion Email:**  You have no override email addresses for discussion emails. [add override addresses](#)

### Topic Notifications

You are not currently a member of a topic community.

### Notification Settings

**3**  No Automatically set community discussion emails to "No Email" when a community is added to a consolidated digest.

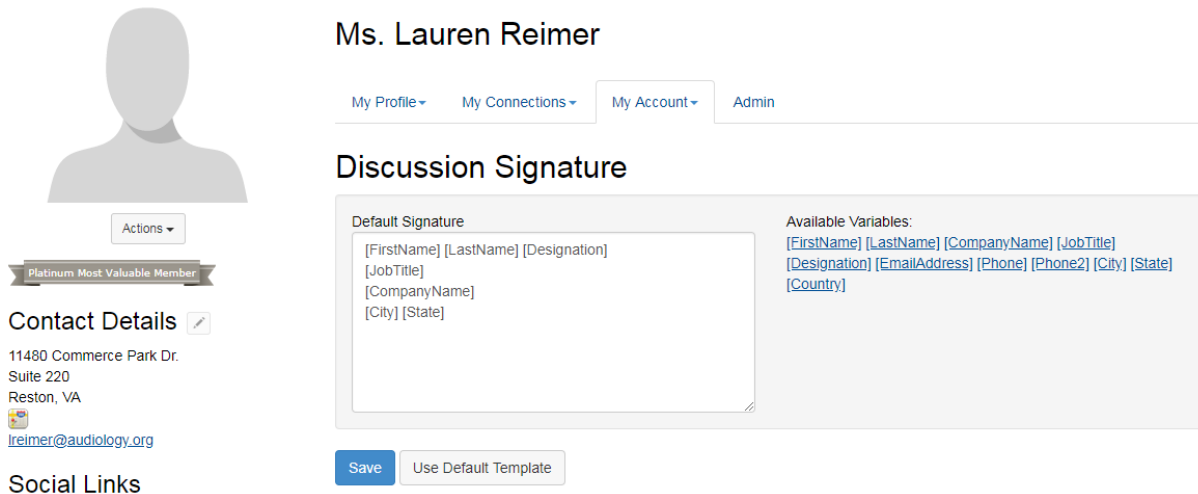
1 Community

Community Name A-Z ▾

Community	Discussion Email	Consolidated Weekly Digest
<b>4</b> <a href="#">General Audiology</a>	Daily Digest ▾	<b>5</b> <input checked="" type="checkbox"/>

1. Here, you can set an override email address for both your daily and weekly consolidated digests.
2. Below, you can set up override email addresses for any desired community Discussions.
3. Toggling this option to YES automatically sets a community's Discussion subscription to *No Email* if that community is added to a Consolidated Digest. Be sure you understand the difference between Consolidated Digests and Discussion subscriptions before enabling this feature (see the note below).
4. Down here, you can manage the subscription type for each community you belong to.
5. And here, you can add and remove specific community Discussions into a Daily or Weekly Consolidated Digest by checking/unchecking their associated option. (Consolidated Digests must be enabled by admins, so if you don't have the option to create them, contact your support staff.)

## Discussion Signature



The screenshot shows the user profile for Ms. Lauren Reimer. On the left, there is a profile picture placeholder, an 'Actions' dropdown, a 'Platinum Most Valuable Member' badge, and 'Contact Details' including an address (11480 Commerce Park Dr., Suite 220, Reston, VA) and email (lreimer@audiology.org). Below that is a 'Social Links' section. On the right, the 'Discussion Signature' configuration panel is visible. It has a navigation bar with 'My Profile', 'My Connections', 'My Account', and 'Admin'. The 'Discussion Signature' section contains a text area for the 'Default Signature' with the following variables: [FirstName] [LastName] [Designation], [JobTitle], [CompanyName], [City] [State]. To the right of the text area is a list of 'Available Variables' that can be inserted: [FirstName], [LastName], [CompanyName], [JobTitle], [Designation], [EmailAddress], [Phone], [Phone2], [City], [State], and [Country]. At the bottom of the configuration panel are 'Save' and 'Use Default Template' buttons.

Here, you can use the available variables to create your default Discussion signature that will be added to the bottom of each of your Discussion posts. To do so, click the desired variables on the right to add them on the left.

## Change Password

Under *My Account*, you can manually update your account password at any time. The criteria you must adhere to when updating it are listed on the page; once all criterion are met, and you've confirmed the password, click *Save*.

## Volunteer Overview

Opting-in to the Volunteer Pool is a seamless process. Under the *Volunteer* tab, select *Opt-In to the Volunteer Pool* and click the link. You are now ready to browse and apply to volunteer opportunities.

By selecting *Current Volunteer Opportunities* under the *Volunteer* tab, you will see all available volunteer opportunities listed. After clicking on an opportunity title, the volunteer opportunity page is brought up on the screen.

The volunteer opportunity page shows the description of the opportunity, how many volunteers are needed, any required experience, and the point of contact who is the staff member to contact with should you have any questions or concerns. The *Apply Today!* button brings up the application. Once you fill out the application, hit *Submit* towards the bottom.

## Member Directory

The Member Directory can be found under the *Directory* tab. There are two different ways to search for a member. The Basic Search allows members to be looked up through name, company name, and or email address.

The Advanced Search allows members to be searched through more specific information, including name, location, and by any groups a member is involved in such as a volunteer opportunity or community.

## Browse

Under the *Browse* tab there are two choices to pick from.

## Discussion Posts

Discussion posts brings you to the General Audiology posts. On this page you can:

1. Sort the posts to make viewing discussions convenient
2. Create a new message

## Discussion Posts

The screenshot shows a forum interface. At the top, there is a control bar with four elements: a dropdown menu labeled '1' with 'Most Recently Updated' selected, a dropdown menu labeled 'Posts in my communities', a dropdown menu labeled '50 per page', and a green button labeled '2' with 'Post New Message'. Below this is a table with the following data:

Thread Subject	Replies	Last Post	Community Name
<a href="#">This Audiology Community</a>	17	10 minutes ago by <a href="#">Bruce Wagner</a> Original post by <a href="#">Frederick Rahe</a>	General Audiology
<a href="#">APD Testing - Input Wanted!</a>	3	7 days ago by <a href="#">Robert Keith</a> Original post by <a href="#">Sarah Kate Fisher</a>	General Audiology
<a href="#">Articles on justification for fitting mild hearing losses with hearing aids</a>	7	13 days ago by <a href="#">Gregory Frazer</a>	General Audiology

Discussion posts brings you to the General Audiology posts. On this page you can:

1. Sort the posts to make viewing discussions convenient
2. Create a new message


## Library Entries

# Library Entries

2636 Entries

1 All ▾ Most Recent ▾ 2 Create New Library Entry

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 **PARTICIPANTS NEEDED** ↗ 2 months ago  
Be the first person to recommend this.


by [Stephanie Noeller](#) in [Implantable Devices](#)

Hello:


My name is Stephanie Noeller and I am a senior studying Communication Sciences and Disorders at the College of Wooster in Ohio.

NEEDED: Audiologists who see ...

Attachments




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 **Public Awareness Week** yesterday  
Be the first person to recommend this.

by [Ursula Findlen](#) in [Health Care Relations Committee](#)

Attachments

 Download

The Library page shows all library entries that are accessible, in a similar way as the discussions page.

1. View and sort content
2. Create a new entry