



# MASFAP March 2020 Communication

## P.D. Events Postponed

MASFAP has been monitoring the COVID-19 epidemic. Due to the current situation across the state, all MASFAP P.D. Events through the end of April will be postponed. We have not set the dates/times to reschedule the events yet, but will be sure to communicate this information as soon as it is available.

Sincerely,  
Melissa Harper & Kaley Williams  
Professional Development Committee Co-Chairs

## NEW: MASFAP Forums

MASFAP now has forums available to allow members to communicate quickly and informally, and the entire discussion thread ("Topic") is visible to everyone. You can choose to receive emails anytime someone posts a comment in a topic, or just check the forums periodically. A forum has been created for the COVID-19 situation. Please see tips and simple instructions on the following pages!

## High School Counselor Workshops

The Early Awareness Committee, chaired by Kayla Klein from the University of Missouri-Columbia, is setting dates for the 2020 MASFAP High School Counselor Workshops. Please let Kayla (KleinKW@missouri.edu) know if you are interested in hosting a workshop!

## A Message from MASFAP President Dena Norris

First, I hope everyone is doing well and staying safe during this time with COVID-19. March has come with unexpected change of events for all of us. As we all are dealing with the impact of this virus and what it means for both our personal and work life's, I want you to know that MASFAP is here to support you. As we wait for additional guidance to be released from the Department of Education and NASFAA and try to figure out and wrap our heads around everything, don't hesitate to reach out to your colleagues in MASFAP for help.

MASFAP has great things in the works with professional development, conference planning, leadership development, early awareness, legislative, etc. but to ensure everyone's safety and in accordance with state guidance, we have canceled all P.D. and in-person meetings or events for the next couple months. We are closely monitoring the developments and hope we can resume our regular activities sooner rather than later.

Stay safe my friends.

## Session Proposals!

Please take a moment to submit a session proposal for the annual conference which will be held November 9-11 at the Lodge of the Four Seasons. Here is the link to submit a session topic or idea!

[masfap.org/2020-conference-session-proposal](https://masfap.org/2020-conference-session-proposal)

The Program Committee welcomes your thoughts as planning has begun!

## MDHEWD's Coronavirus (COVID-19) Resource Page

Find updates and resources regarding Missouri higher education and workforce development on their webpage at [dhewd.mo.gov/covid-19.php](https://dhewd.mo.gov/covid-19.php). The page includes links to many of Missouri's institutions which have created their own webpages with details and plans for the upcoming weeks.

## Using MASFAP Forums

Forums allow members to communicate quickly and informally, and the entire discussion thread (“Topic”) is visible to everyone. You can choose to receive emails anytime someone posts a comment in a topic, or just check the forums periodically.

But first, a vocabulary lesson:

**Forum:** A place to hold discussions with a similar theme. Think of a forum like a room in which multiple, slightly different conversations are happening at once.

**Topic:** A discussion within a forum. Each topic is a separate conversation in our hypothetical meeting room. There can be many topics at one time that share a common focus but are a little different from each other.

**Post/Reply:** A comment within a topic. Posts can be the first post of a new topic or a reply to an existing post.

New forums must be set up by administrators. Let MASFAP know if you have an idea for a new forum!

### Accessing Forums

1. Log into your MASFAP profile.
2. Click on *Community Forums* from the menu below your digital nametag.



### Welcome to the Members Only Area!

3. You'll see a list of active forums (blue titles) under many categories (black headers). Click on the forum (blue title) you want to participate in.

COVID-19			
Forums	Topics	Posts	Last Post
 <a href="#">COVID-19 Response</a> For members to discuss their organization's response to the COVID-19 outbreak.	0	0	

Professional Development			
Forums	Topics	Posts	Last Post
 <a href="#">CFAA Exam and Prep</a>	0	0	

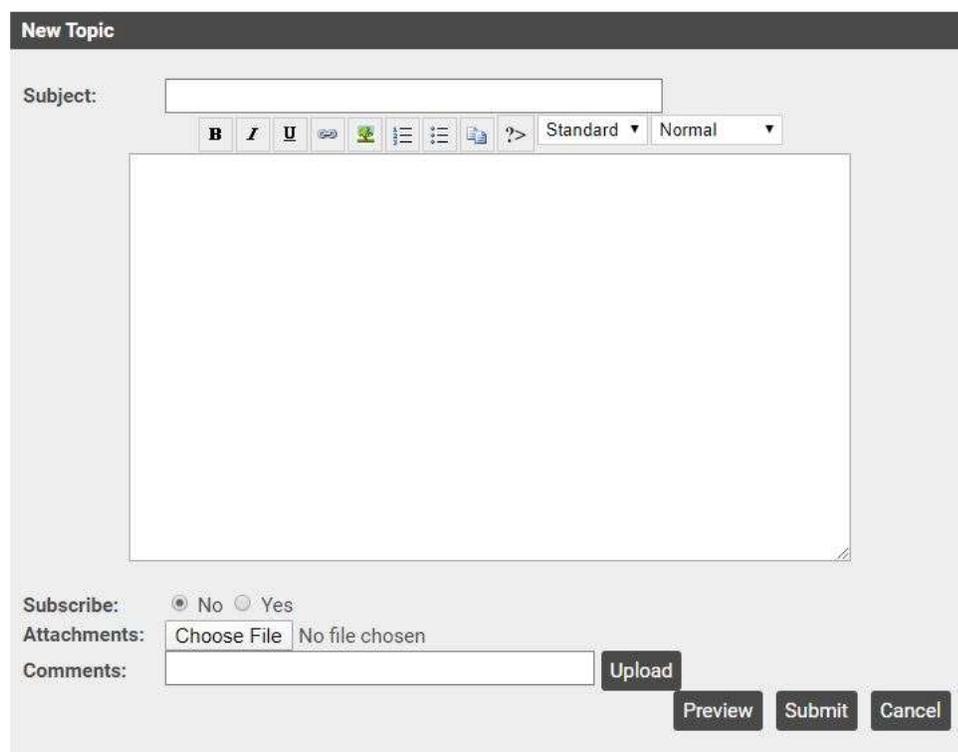
Database and Software			
Forums	Topics	Posts	Last Post
 <a href="#">Jenzabar</a>	0	0	
 <a href="#">Banner/Ellucian</a>	0	0	
 <a href="#">PowerFAIDS</a>	0	0	

## Starting A New Topic (i.e., a new discussion thread)

1. Once you click on a forum a list of topics will appear (remember, topics are like separate conversations in a room). Start a new topic (i.e., conversation) by clicking *New Topic*.



2. The next page will be where you compose and format your message. You can also add attachments.



The screenshot shows the 'New Topic' composition page. It features a 'Subject:' label followed by a text input field. Below the input field is a rich text editor toolbar with buttons for Bold (B), Italic (I), Underline (U), Link, Image, List, Unlist, and Quote. To the right of the toolbar are two dropdown menus labeled 'Standard' and 'Normal'. Below the toolbar is a large text area for composing the message. At the bottom of the page, there are several fields and buttons: 'Subscribe:' with radio buttons for 'No' (selected) and 'Yes'; 'Attachments:' with a 'Choose File' button and the text 'No file chosen'; 'Comments:' with a text input field; and three buttons: 'Upload', 'Preview', 'Submit', and 'Cancel'.

## Participating in an existing discussion

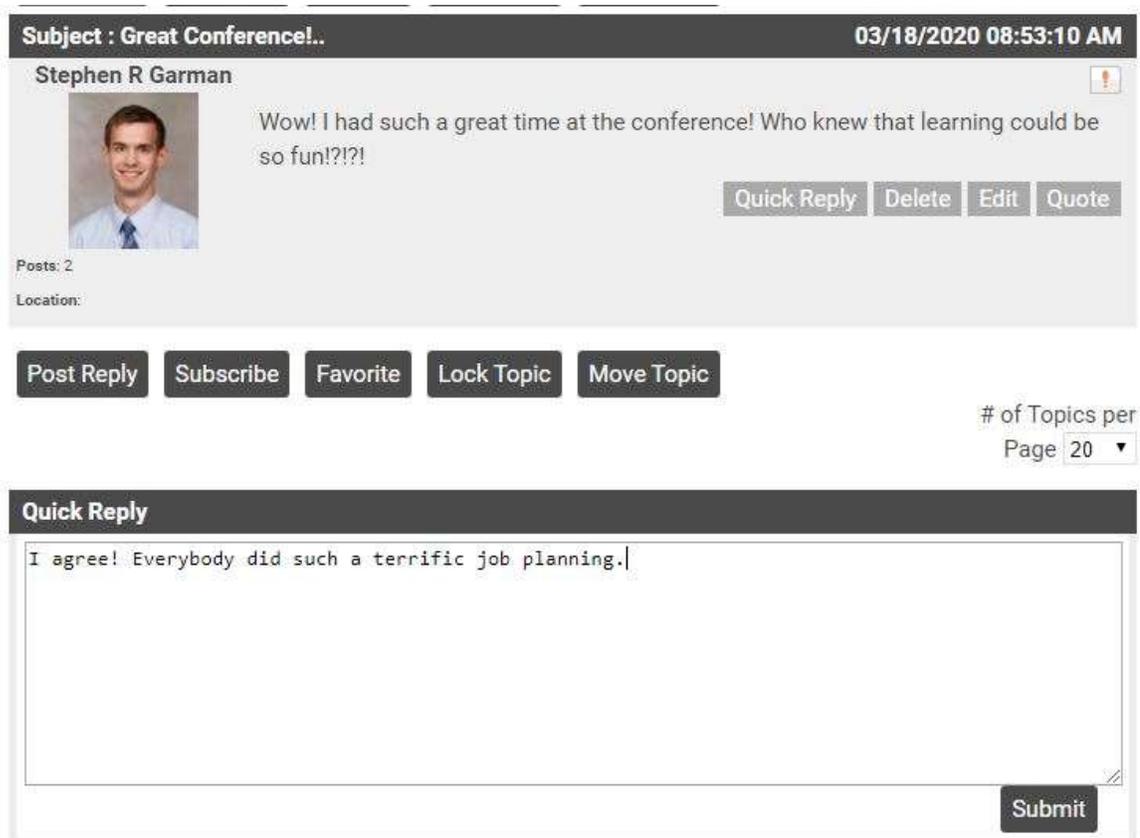
1. To reply to an existing post, click on the topic's title in blue.



The screenshot shows a forum interface. At the top left is a 'New Topic' button. Below it is a dark header bar with the text 'Fall Conference - General'. Underneath is a table with columns for 'Topics', 'Replies', 'Views', and 'Last Post'. A single row is visible with the topic title 'Great Conference!' in blue, posted by 'Stephen R Garman' on '03/18/2020 08:53:10 AM'. The 'Replies' and 'Views' columns show '0' each. To the right of the row is a small profile picture of Stephen R Garman and the text 'Great Conference! by Stephen R Garman on 03/18/2020 08:53:10 AM'. At the bottom left is another 'New Topic' button, and to its right is a dropdown menu for '# of Replies per Page' set to '20'.

2. From here you can:

- Submit a quick reply (for fast, simple replies)
- Post a more in-depth reply (for longer replies, attachments, etc.)
- Quote someone else in your own reply. Use this when you are referencing an earlier post in your reply.
- Subscribe to a topic. If you subscribe you will receive an email anytime someone posts within that forum. You can unsubscribe later. If you do, you will still be able to participate but will no longer receive emails with every update.
- Delete or edit your own posts



The screenshot shows a forum post and its quick reply form. The post header includes 'Subject : Great Conference!..' and the timestamp '03/18/2020 08:53:10 AM'. The poster is 'Stephen R Garman', with a small profile picture and a 'Report' icon. The post content reads: 'Wow! I had such a great time at the conference! Who knew that learning could be so fun!?!?!'. Below the post are buttons for 'Quick Reply', 'Delete', 'Edit', and 'Quote'. Underneath the post are buttons for 'Post Reply', 'Subscribe', 'Favorite', 'Lock Topic', and 'Move Topic'. To the right of these buttons is a dropdown menu for '# of Topics per Page' set to '20'. Below the post is a 'Quick Reply' form with a text area containing the text 'I agree! Everybody did such a terrific job planning.' and a 'Submit' button.

3. Click *Submit*