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Community hierarchy

To allow members to have better control over their email preferences, we have created an overarching ‘Peregrine’ community, and three subgroups for Discussion, events and jobs. New members will be added to all subgroups and then can opt-out or control email preferences of these individually (see instructions below). We request that you use the suggested subject-line formats for each subgroup.

Peregrine Discussion Group (Top level group)
https://community.betterevaluation.org/peregrine

All members of Peregrine are in this group. No discussion or email list attached. Messages will be used for emailing important notices to all members.

Register for Peregrine Discussion Group via this URL (or send this URL to others).

Subgroups – Discussion, events and jobs

Discussion - https://community.betterevaluation.org/peregrine/discussion

To ask questions, give advice, share resources and interesting ideas.

Email contributions to: discussion-peregrine@community.betterevaluation.org

Email subject line format: Not set format, but please use a short and clear description of the topic of your discussion.

Example: Facilitating online TOC workshops – Request for resources and advice

Events - https://community.betterevaluation.org/peregrine/events

To share training, courses, webinars, conferences, hackathons, meet ups...

Email contributions to: events-peregrine@community.betterevaluation.org

Email subject line format:

- [EVENT TYPE], [PAID/FREE], [LOCATION], [DATE], [Event Title]

Example: CONFERENCE, PAID, CHICAGO, SEPTEMBER, CREA Conference

Jobs – https://community.betterevaluation.org/peregrine/jobs

To share Terms of References, Requests for Proposals, and work opportunities with the Peregrine group.

Email contributions to: jobs-peregrine@community.betterevaluation.org

Email subject line format:

- [OPPORTUNITY TYPE], [PAID/UNPAID], [LOCATION], [Opportunity Title]

Example: RFP, PAID, COLOMBIA, Data collection for the performance evaluation of resilience-building project

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Interface

Accessing the web interface

If you are already a member of this community (including those who opted-in to Peregrine directly from the Pelican list)

1. Go to: https://community.betterevaluation.org/peregrine/new_password
2. Enter the email you used to sign up to the group or opt-in with.
3. Check you email inbox for a message with the subject line: 'Peregrine Password Reset' (wait five minutes and check your junk mail if you can't see it immediately)
4. Click the link in the email and follow the instructions to reset your password.
5. You will then be taken to the ‘BetterEvaluation Community’ landing page.
6. Click the link in the body of the page that says ‘Peregrine’ or visit the URL: https://community.betterevaluation.org/peregrine

If you are not yet a member of this community

1. Go to: https://community.betterevaluation.org/peregrine
2. Fill in your details and click join
3. Wait for an administrator of the group to check and approve your registration
4. Follow the email instructions that will be sent on approval to set password

If you are still having trouble

Email alice@betterevaluation.org

Email vs. Web

CommunityCloud is an easy collaboration tool designed to help globally dispersed teams communicate quickly and effectively, without the need to acquire new skills. Its core technology is email - a tool all participants in international development know, and the only electronic communication medium that all participants in the world use on a daily basis.

Email is the most effective way to contribute content to CommunityCloud. Accessing the web site at https://community.betterevaluation.org/peregrine is mostly useful for searching the archives, and potentially sharing information about a community or an upcoming discussion through community public pages.

Email is what makes CommunityCloud so successful: only one in a thousand contributions is made through the web - the rest comes through email. This help guide focuses almost exclusively on the web site: another proof that we don’t need extra help

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or training in using email! If you want to create a successful and thriving community, urge your users to contribute through email.

Security

The web servers and databases for this platform (CommunityCloud) are kept to the highest standard of the information technology profession. The servers are hosted in a data center with biometric security, in the same room where Swiss private banks keep their servers. Physical data security and brute force attacks where an ill intentioned person accesses user data like in the movies are not an issue.

Almost all security breaches publicized in the press, as well as those that are not published, come from something popularly known as social engineering: an attacker focuses on specific users to obtain their user passwords, and then simply accesses web sites impersonating those users. A community on CommunityCloud is as protected from these types of attacks as much as its users are aware of possibilities of someone stealing their passwords through attacking their personal computers, laptops and phones. As with human health, basic computer hygiene will go a long way to reduce the security risks.

In our specific case, the only valuable content an attacker might want to get from the servers are user email addresses, mostly for the purposes of spamming. All other content is already on users' computers, distributed by email through discussions. It is enough that one community member's laptop is stolen or compromised for someone to obtain the community content without ever accessing the community website!

Please keep this in mind when using this or any other hosted web collaboration solution: as soon as content is produced in electronic format and distributed, it is easy to get hold of through any of the recipients. All military-grade protection of the servers won't help if one of the recipients decides to forward content further.
Navigation

My Communities menu

The principal navigation method between communities is through the *My Communities* menu, located in the upper left corner of the top bar. Clicking on it shows a menu with a hierarchical list of all communities one is a member of.

![My Communities menu](image)

*Figure 1. My communities view*

Once in a community, the menu title will change to the name of that community. One can click on the name to show the menu again.
Community homepage

Figure 3. Community Homepage

The community home page has several sections in two columns. The larger, left column houses a welcome message, a notification area and a list of available subcommunities.

The right column lists latest content added to the community, broken down into different content types. Five latest items of each content type added to the community are displayed in reverse chronological order (newest first). If there is no content of certain type, the group for that content type will not be visible.

**Sub-community list**

If a community has sub-communities, a list of direct sub-communities will be visible. The list of sub-communities is only visible if the checkbox 'Show list of sub-communities on the homepage' is ticked in the settings dialog.

**Profile menu**

The top band of the navigation bar also holds the profile menu on the far right, under the 'My account' label. The profile menu allows you to view and edit your profile information, change your email preferences or your password, edit your profile information, clear your session and 'remember me' cookies, and leave a community.
User profile (My account)

Figure 5. User profile menu

Edit profile

Use the profile dialog reached via 'My account' to view and edit information about yourself. The profile corresponds to the registration page - everything you entered during the registration process will appear in this section.

To edit your profile, open the profile menu and click on Edit profile menu item.

Figure 6. Editing user information (My account > Edit profile)

The only mandatory field is your email address. You can't save profile changes if the email address is not correct, or if another user profile already uses this same email address.

Profile photo
To add or change your profile photo, click on Photo tab, and then choose and upload an image from your computer. A good user photo has mostly the face visible, with not much background behind. For best results, make sure your image is at least 250 pixels wide and 250 high.

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The image size in kilobytes is not critical, as long as it is under 10 MB, since the server will automatically resize it to 250x250 pixels.

To upload your photo, choose the Upload button under the current image, or drag an image from your computer over the existing one (note drag-and-drop only works in modern browsers, not in Internet Explorer 6, 7, or 8). After a short upload, the page will show the preview of the uploaded image. If you are satisfied, click Submit to close the dialog. Cancel to keep the existing image, or upload another image.

If you did not upload a profile photo, a random image will be assigned to your profile, from a set of 20 neutral default images.

Email preferences

Default email preferences
One can choose the frequency with which to receive email notifications from communities, and the format in which to receive those notifications.

Default preferences apply to all communities one joins after creating the user profile, since new community preferences are set by default to respect user’s default preferences. Thus, if one has never changed community email preferences explicitly, default preferences apply to all communities.

To change your default email preferences, choose Preferences from the profile menu.

Figure 7. Email preferences dialog (My account > Preferences)

Default email preferences determines how often email notifications will be sent to the user:
Immediate sends one email notification for each event that occurred (new discussion posted, new announcement, new link, etc.);

Daily sends one cumulative notification email per day, listing all events that occurred;

Weekly sends weekly digest, listing all events for the past week in a single notification email;

Monthly lists all events for the past month in a single notification email message;

None prevents the sending any email notifications.

When you go on holiday, set your default notification setting to none to stop your email notifications from filling your mailbox. Of course, this only applies if all your communities use default notification settings.

Always send text-only email messages instructs the system to send all email notifications in text-only format. If this box is not checked, the messages will be sent in HTML, unless the incoming message is text-only.

Always send text-only email messages

HTML messages always include a text-only variant, this is the way email is always sent on the Internet. When someone else contributes a discussion message in HTML, and the user decided to receive text-only messages, the system will strip the HTML part and send only a text portion to the subscriber. If, on the other hand, an incoming email message contains only text-only part, HTML formatting won't be added, and the message will be forwarded as text-only.

Community email preferences
By default, all communities you are a member of use the same email settings defined in your default email preferences. Sometimes, however, it is desirable to set email notification preferences for a single community to something other than the default.

To change email notification preferences for a specific community, click on the profile menu and open Preferences dialog, and then click on Edit preferences for this community only link at the bottom of the dialog.
User interface language

You can explicitly set the language of the web user interface in the Preferences dialog.

Your language selection will apply to the language the web site is shown to you in, as well as the footers of all email messages you receive.

Automatic option will honor the language settings of your web browser. Default language preference sent to websites by every web browser is the language of the operating system of the computer one is browsing the Internet on. If the language requested by the browser corresponds to any of the languages CommunityCloud supports, your user interface will be shown in that language. Otherwise, the default will be English. Email footers will be in a default community language that its leaders choose (or in English, if none is chosen).

Change password

It is a good practice to change the password every few months. If you are leading a large community, it might be inconvenient if someone guessed your password and started sending spam to all community members. It's a good hygiene to use relatively random passwords and always combine letters, numbers and punctuation characters.

To change the password, click on the profile menu and open Change password dialog to type your new password twice.

Leaving a community

Leaving a community means you will no longer receive any further messages from that community, nor will you have access to the community’s website.

You can leave a community by selecting 'Remove me from this community' in the profile menu. If the community has sub-communities, you will be notified that you are also leaving all the sub-communities.

Please note, to leave the community you must do this from the page of the top level community (Peregrine) not a sub-group level (Discussion). Otherwise you will leave the subgroup, but remain in the Peregrine Group and a part of any other sub-groups you are subscribed to.
Figure 8. Prompt for confirmation before leaving a community (My account > Remove me from this community)

You will be asked to confirm your choice before being removed.

If you are thinking of leaving a community due to high volume of emails received, you can always change how often you receive your emails.

Remember Me and Logout

If you ticked Remember me checkbox during login to the web site, a cookie will be written in your web browser. Later, when you visit the web site again, your web browser will send this cookie, and you will be logged in without being prompted for your username and password again.

When you choose Logout from the profile menu, the stored cookie will be erased and you will be prompted to enter your username and password the next time you visit the website.

Thus, to continue benefiting form Remember me cookie, do not finish your sessions by clicking on Logout, rather, simply close the browser window (or a tab).

If you are accessing the website from someone else's computer, or from a web cafe, do not select Remember me in the first place, as that would allow anyone who uses the computer after you to access your profile and communities.
Discussions
Viewing and contributing

Discussions behave very much like a mailing list - one can send email to community’s email address, and the message will be distributed to all community members and stored as a record in the community archive. One also has the option to create and send a message through the community's web site.

To see current discussions in a community, click on Discussions tab. (If Discussions tab is not visible, it means that a community does not have discussions enabled). The page that appears lists current discussion topics ordered by time of the latest contribution, with most recently active topic on top. Each topic shows how many contributions there are and the author of the latest contribution. Click on the topic title to see the discussion content.

Each discussion topic starts with a single message followed by a number of replies.

To contribute to a discussion on the website, click the Reply link of the message you wish to reply to. To start a new topic, click on Start discussion link above the topic list.

To contribute to a discussion via email, respond to the notification email you have received. Please note that your reply will be distributed to all community members.

To start a new discussion via email, send an email message to the relevant sub-group email (see page one). Community email address is listed on the community home page.
Approval of contributions

All posts in the Peregrine Discussion Group and its sub-groups are moderated. Because of this, there may be a delay in seeing new messages or replies to messages appear in your inbox.