

Launching the Community

After you have set up your community and completed the quick start steps, there is one final step before you launch the community.

In the white box above **‘Launch Community’**, it says **‘Add an optional message to welcome members’**. Click inside that box. Type a message to make the provided text disappear. This message will be emailed to all of the community members you have added so be thoughtful about how you’d like to invite people to your community and explain what they can expect upon entering it.



YOUR COMMUNITIES

WeTeachNYC Sample Community

Facilitator | [Help for facilitators](#)

COMMUNITY GOAL [EDIT](#)

Use this space to articulate the overall goal of your WeTeachNYC Community and to explain how the community will be used to support this goal.

NEXT STEPS [EDIT](#)

- Have a question? [Add it to our support thread](#) and a facilitator will respond.
- [Upload an example of student work](#)
- [Tell us about how to apply your learning!](#)

TAGS [EDIT](#)

[Session 1](#)

[Bridge to P...](#)

[On-Demand Support](#)

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WeTeachNYC Community Quick Start Guide [X](#)

Follow these five quick steps to set up your community! It should take about 10 minutes.

Step 1: Create a community goal ([video tutorial](#))

Step 2: Create tags to organize your discussions and files ([video tutorial](#))

Step 3: Start a discussion ([video tutorial](#)) or add a file/video ([video tutorial](#))

Step 4: Create a next step ([video tutorial](#))

Step 5: Upload your community members and compose your launch message before giving community members access to your community ([video tutorial](#))

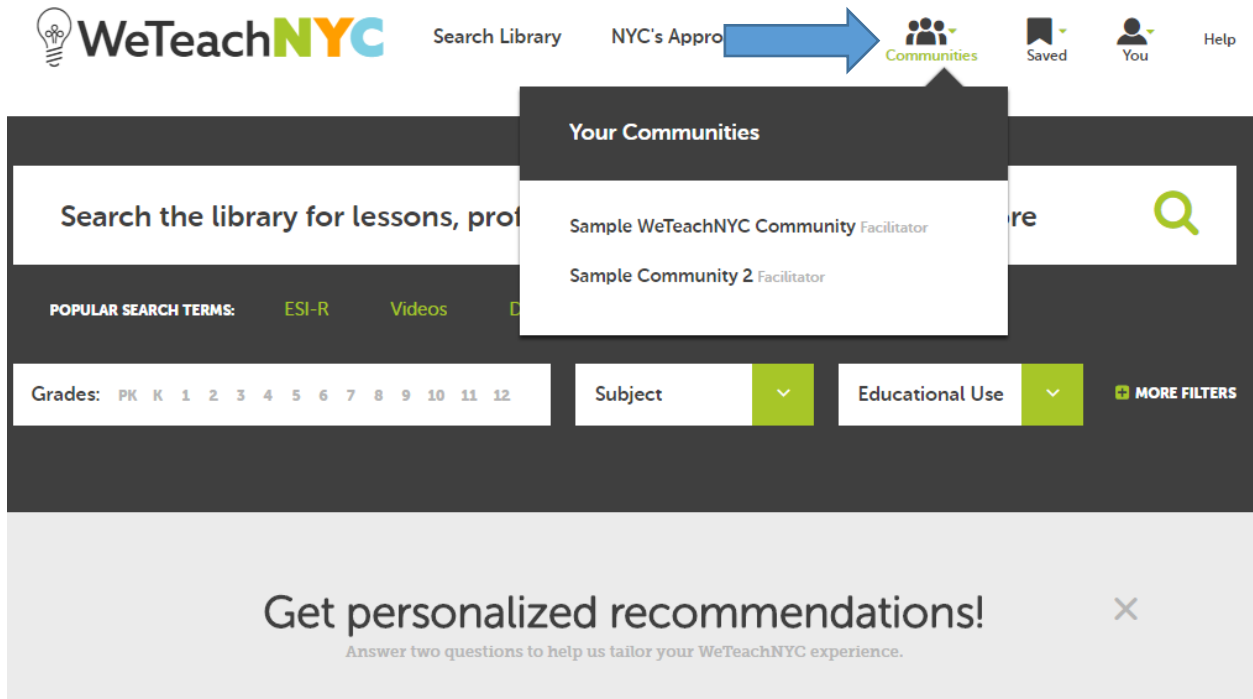
For more information, visit the Facilitator Help Center [here](#) or at the top of the page under your WeTeachNYC Community title. There you will find a host of resources with guidance for facilitators. For additional support, please email AGraddygame1@schools.nyc.gov.

Add an optional message to welcome members you've added to the community! Once launched, they'll be able to access the community, so if you'd like to get conversations started right away, prepare a discussion post in advance!

Launch Community

This community hasn't been launched yet. No members will be able to see it!

After you've written your launch message, you're ready to click the **'Launch Community'** button! When you click it, you have one more opportunity to confirm that everything is how you want it. Then click **'Yes, Launch!'** Your launch message will be emailed to your members and they will be able to see the community in their **'Communities'** dropdown on the WeTeachNYC homepage.



Facilitator Tip:

Including the following information in the launch message will be helpful for community members:



- Community name, facilitators, and why the person has been added to the community
- What community members should do next (such as pre-work or responding to a discussion)
- What to bring to the first in-person session
- Who to get in touch with if they have programmatic questions or need technical assistance