

WHAT IS A COMMUNITY ORGANIZATION?

A community organization within Online@UT is a site that allows members of campus organizations to communicate and collaborate within the same framework as they use in their online courses.

WHAT FEATURES ARE AVAILABLE IN COMMUNITY ORGANIZATION SITES?

Community Organization members can broadcast announcements, participate in online discussions forums and chat rooms, exchange email with other members, and post an organizational calendar. Organizations can share documents, archive meeting minutes, and provide web links to other relevant information.

1. Post information -- meeting minutes, brochures, calendar, committee / member profile.
2. Facilitate communications -- email, online discussion forums, chat rooms.
3. Administer surveys -- get feedback on proposed policy changes.
4. Go paperless -- post organizationally relevant documents online.
5. Repository of online resources -- link to other online on-campus and off-campus resources.

WHO IS ELIGIBLE?

UT faculty, staff, and registered student organizations may request Online@UT community organization sites. All student organizations must identify a **sponsor** whose responsibilities will include oversight regarding content and appropriate online behavior of members within the community.

HOW DOES ONE REQUEST AN ONLINE@UTK COMMUNITY ORGANIZATION SITE?

The individual responsible for the management of the organization site may complete the Online@UT Community Organization Request Form at

http://itc.utk.edu/onlineutk/org_request.shtml.

Requests from student organizations **must** be made by a registered student organization representative and **must** be accompanied by the name of a faculty / staff sponsor.

The process for students begins at the office of the Dean of Student Affairs where they will request to register their organization.

- Registered Student Organizations may then request an Online@UT organization site.
- Students will complete the Online@UT org site request form at http://itc.utk.edu/onlineutk/org_request.shtml.
- ITC will verify student org NetID and presence on the official university list.
- ITC periodically will check org sites to make sure organizations have retained their official status.

WHAT KIND OF SUPPORT IS AVAILABLE FOR USING ONLINE@UT WITH YOUR ORGANIZATION?

To develop your own dynamic virtual space, we offer a face-to-face one-hour consultation, which is designed specifically for organization site managers. This consultation will teach all the basic skills and ideas for using Online@UT to build your online community. Please contact us to schedule your one-on-one consultation.