The Chartered Institute for Archaeologists

How to use Knowledgehub

CIfA Group Committees Hub

Restricted group | Started - November 2023 | Last activity - August | 40 members

| Home | Discussion | Library | Events | Members | Search | News | Admin |

Group information ⌄

Group facilitator: [Lianne Birney](#) [Len Branson](#) , [Cara Burton](#) , [Alex Llewellyn](#)

This is an online hub for those volunteering on committees for CIfA Area and Special Interest groups, to start discussions, share resources, and ask questions about running and maintaining a group.

HOW TO GET INVOLVED
Discussions - Ask questions, share tips, and find peer-to-peer support for running group committees. You don't need to ask to post- go to the 'Discussions' tab and click 'Start Discussion'.
Library - Find key resources, including templates and examples. 'Add' your own examples for other groups to learn from.
Events - Keep track of key events and deadlines throughout the year. Post the details of your groups' AGM or contact groups@archaeologists.net to update an existing placeholder.

www.archaeologists.net/groups-toolkit

Back to basics

Everyone on a group committee is encouraged to join KnowledgeHub; there should be at least one member of each committee in the hub to ensure that all the groups can take part.

- Sign up to create a free KnowledgeHub account
  https://khub.net/sign-up

- Join the hub and post your thoughts
  https://khub.net/group/cifa-group-committees-hub

This is a basic guide on using the KnowledgeHub platform to get you started once you've signed up.

Navigating the platform

The difference between a network, a group, and the KnowledgeHub platform can help you to understand how to best use it for collaboration

Platform
KnowledgeHub

A digital collaboration tool for the public sector

Networks
Eg **Heritage Workspace**

Historic England and CIfA are both administrators of this network for the heritage sector

Groups
Eg **CIfA Group Committees Hub**

Your group, where you can discuss and share resources

Navigating the platform

Along the top of the webpage, you can navigate between different activity streams

Home   Groups   People   Networks   Search for 🔍

Feel free to explore the wider KHub platform to find any other relevant groups or use this banner to navigate back to your recently visited groups.

Your group

The CIfA Group Committee's Hub has been set up for those volunteering on committees for CIfA Area and Special Interest groups to start discussions, share resources, and ask questions about running and maintaining a group.

It has a mix of members from across the Area groups and SIGs, to establish cross-connection between groups and compile resources into one handy space. It is a restricted group, so only CIfA group committee members can see what is posted.

Once part of the group, you can find content and contribute in a variety of ways. There will be a banner of tabs to show you the functions available in a group.

| Home | Discussion | Library | Events | Members | Search | News |

Functions

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Home	Discussion	Library	Events	Members	Search	News
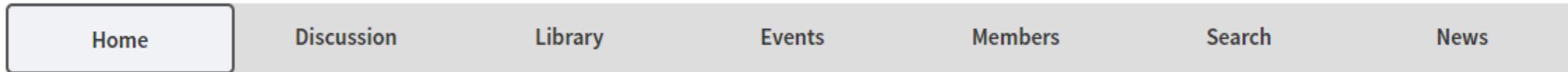
Not every function is available in every group, depending on what works for that community, but you will always have a variety of options of ways to get involved.
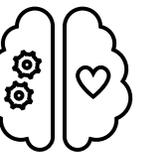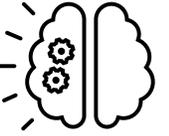
Functions

The **Events** tab gives a calendar view of relevant events. This is updated with AGMs, events, and other important deadlines for committee members

The **Members** tab shows all members of the group

The **News** tab allows you to share relevant articles, news resources or policy updates with the group

The **Home** page provides an Activity Stream specific to your group. Use it to stay up to date with announcements, recent discussions, and vote in polls

The **Discussions** tab is where you can start a conversation. Join a discussion- either a question, share useful experiences or add a comment

Search allows you to find exactly what you need. All discussions and documents posted within the group appear here, and you can search key words and tags

The **Library** is the home of all the relevant documents to your group. Each SIG has its own folder. Anything in your folder is available to others in the group, but should hopefully provide a useful catalogue of the resources groups have created

www.archaeologists.net/groups-toolkit

Useful features

This list includes features that might be obvious, or might not be immediately apparent, ensuring that you have clear instructions on how to use them and make the most out of KHub.

Start Discussion - Set up a discussion post by heading to the 'Discussions' tab and selecting 'Start Discussion'. There are a range of text editor features, including attachments and tags, or you can keep it simple and just ask a question. Anyone can start a discussion; you don't have to ask!

Likes and Comments - You can like and comment on others posts from the home page, you don't have to click through into the post.

Useful features continued

Text Editor - The text editor is available through most posting features. You can add a range of material to your post, including but not limited to
- headings
- hyperlinks
- tables
- embedded images and videos

Tagging other users - To tag another user in a post or comment, type '@' and then their username. A list of users should pop up narrowing down as you type more of the name. Select the user you want to tag from this list- this is what will create the link. Please note their username might be different to their screen name - to find out a username, go to the user's profile and look at their URL.

Useful features continued

Subscribe - You are automatically subscribed to any discussions you start or contribute to. This means you get an email notification any time a new contribution is made to that post. You can deselect the 'subscribe me' button before posting or click the three dots next to the post heading to see an 'unsubscribe option'.

Voting in Polls - Polls will appear on the top right-hand side of the page, either before or after any announcements. Select your preferred option and click 'submit'. Then you will be able to see how other people have voted. Polls are anonymous to other users, but facilitators can see how you voted.

Notifications - The default notification is for a weekly 'roundup' in your email inbox. If you'd like to change the frequency of these emails (daily, weekly, monthly, never), go to your profile and select the 'notifications' tab. You can change your settings for each group you are part of. You may also receive ad hoc 'group messages' from facilitators via email.

Help!

Len Branson is the network administrator for the KHub network. If you have any issues or questions about the platform, they are always around to help. Email Len.Branson@HistoricEngland.org.uk

If you have any questions about CIfA groups, contact groups@archaeologists.net

For more advice, ideas for participating in groups, and technical problems, see the KnowledgeHub Help Pages which are found on the left-hand side of the screen on most displays.