

### Hi, and welcome to the GCTLC!

Thank you so much for joining us here. Your participation contributes significantly to our growing platform, making it an enriching hub for everyone in the green chemistry community to connect and learn from each other.

Welcome to your GCTLC Trailblazer guide. We believe that the value of our community is amplified when each member actively engages and shares their expertise. To ensure you make the most out of your experience here, this guide provides tips tailored to enhance your GCTLC journey.



#### Here's an overview of what we'll cover.

(Click the links to jump between sections.)

- Optimizing your profile >
- Finding community members >
- Locating helpful resources >
- Uploading new resources >
- Chatting in discussion forums >
- Creating events >
- Submitting job postings >

## **Optimizing Your Profile**

A well-crafted GCTLC profile not only allows fellow members to know you better but also opens avenues for networking, collaboration, and knowledge sharing.

# Here's what you need to know about updating your GCTLC profile for ultimate success:



#### Updating your profile is easy:

While logged into your account, click the "<u>Update Profile</u>" link at the bottom of the page.



#### **Basic Information:**

Start by adding essential details such as your name, job title, and preferred pronouns. These basics create a foundation for your profile.



#### **Contact Information:**

Ensure your community members can easily connect with you by providing your email address and social media handles.



#### **Profile Picture:**

Upload a profile picture; seeing the real faces behind the community enhances the sense of belonging and authenticity.

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#### Short Bio:

Include a brief bio about yourself, which will give you a chance to introduce your expertise and passions in your own words. Details matter, so be sure to share additional information about your skills, collaboration interests, STEM organizations you are a member of, research areas, and more. These details help others identify potential collaboration opportunities.



#### Keywords/Expertise:

You can also add specific keywords to help showcase your background and make it easier for others with like-minded interests to find and connect with you.

**Remember,** in an online platform like the GCTLC, authentic connections require a bit of extra effort. By investing time in creating a detailed and engaging profile, you're taking a significant step toward building meaningful relationships within our community.



# **Finding Community Members**

Now that your GCTLC profile is optimized and ready to shine, you're all set to dive into the vibrant world of our green chemistry community, and we're excited to watch your network grow.

To help you make the most out of your GCTLC experience, we have a quick tip to share: Discovering fellow community members is easiest with our "Community Members" page. Here's how you can explore and connect with your peers:



#### Navigate to the Community Members Page:

- Click on "Community" at the top of the page.
- From the dropdown menu, select "<u>People</u>."



#### Browse or Search:

- Explore the entire list of GCTLC members by scrolling below the search form.
- Use the search function to filter members based on specific criteria. Whether you're looking for a particular person, professionals at a specific company, or individuals in your area, our search options have got you covered. Remember, these search filters are derived from the detailed profiles members (like you!) have created.



#### **Connect and Learn:**

- Visit members' profiles to learn more about them.
- Forge connections by emailing individuals whose expertise aligns with your interests or projects.

Our community is growing rapidly, so this page is constantly updated with new connections waiting to be discovered. Keep coming back to stay updated on the latest additions and expand your network.

### **Find Resources**

One of the core objectives behind creating the Green Chemistry Teaching & Learning Community (GCTLC) was to simplify the process of resource-sharing within the global green chemistry community. We understand the vital role that educators play in shaping the future, and providing access to top-notch resources is key to fostering growth and excellence in education.

Within the GCTLC platform, discovering valuable resources is a seamless experience. Once you're logged in, here's how you can access an array of resources tailored to enhance your teaching and learning endeavors:



#### Search everything:

- Hover over "Resources" at the top of the page.
- Select "Search Full Database."
- Enter your search criteria. You can explore resources based on contributors, intended audience, object type, green chemistry principles, and more.



#### Explore curated collections:

- Hover over "Resources" at the top of the page.
- Navigate to "<u>Curated Collections</u>."
- Dive into premium collections featuring some of our community's favorite green chemistry curricula and resources, expertly curated.

GCTLC

Let the community know how you plan to use the resources you find! You can comment on the shared resource within the GCTLC or email the person who posted the resource to connect.

Our resource library is continuously expanding, thanks to the valuable contributions of community members like you. We're confident that you'll find the resources you need to elevate your teaching experience and empower your students with knowledge.

### Submit a Resource

Do you have any green chemistry resources that have proven invaluable in your teaching efforts? We invite you to share your expertise and contribute your favorite resources to the GCTLC, allowing fellow educators to benefit from your knowledge.

Here's how you can get started and become a valuable contributor to our community:



#### Navigate to the Submission Form:

Log into your account, hover over "Resources" at the top of the page, and click on "Submit a Resource."



#### Provide Resource Details:

- Give the resource a short, compelling title and include information about contributors, if applicable.
- Upload a resource image; if you don't have one, we'll automatically add a standard image.
- Offer a resource summary and relevant keywords to enhance discoverability.
- Share essential details about the resource, providing as much information as possible to support your community.
- If the resource is not your original work and is already published elsewhere on the internet, ensure you have proper permission to share it on the GCTLC and include a link and/or citation where appropriate.



#### **Upload Your Resource File:**

Include your resource file for review, ensuring it's ready to benefit others in the community.



#### Submit for Review:

When you're ready, click "submit for review" and save your submission.

Our dedicated GCTLC review team will review your submission, and upon acceptance, your resource will be featured in our resource library, making it accessible to educators eager to enhance their teaching practices. To learn more, you can always read our <u>guidelines for authors</u>.

Your expertise has the power to inspire and support fellow educators, making a significant impact in the world of green chemistry education.

### Chat in a Discussion Forum

Beyond being a treasure trove of resources and a hub for upcoming events, the Green Chemistry Teaching & Learning Community (GCTLC) is a dynamic platform fostering vital discussions among members of the green chemistry education community. Are you ready to initiate meaningful conversations and connect with peers who share your passion?

GCTLC forums offer personalized spaces tailored for discussions on specific topics, making it easy for you to engage with fellow members. Whether you're seeking advice from fellow high school teachers, staying connected after a conference, exploring speaking opportunities, or hunting for grants, our forums are the ideal place for your queries and conversations. Here's how you can dive in:



#### Access GCTLC Forums:

Log into your account, hover over "Community" at the top, and click "Forums."



#### **Explore Forum Categories:**

Utilize the "Forums Quick Navigation" menu to find a forum category that aligns with your interests.



#### Join Existing Conversations:

Dive into ongoing discussions within the forum category of your choice. Open individual conversations, explore what community members are saying, and contribute your thoughts to the dialogue.



#### Start Your Own Discussion:

Feel inspired to initiate a conversation? Within a forum, click the "Add New Forum Topic" button. Your discussion topic will be visible to others, inviting them to participate and share their insights.

By engaging in GCTLC Forums, you're creating connections, sharing knowledge, and amplifying the collective wisdom of our community. Your contributions are invaluable, shaping the discussions that drive progress in green chemistry education.

### **Create an Event**

Picture this: a convenient hub where all upcoming green chemistry events are just a click away. At the GCTLC, we've transformed this vision into reality. Our searchable database of green chemistry events empowers members like you to discover exceptional opportunities for growth and connection in the world of green chemistry.

Here are two excellent ways to engage with our events database.



#### Browse and Search the Events Database:

- Log into your account, hover over "Community" at the top of the page, and click "Events."
- Welcome to the full events database! Scroll past the search form to find upcoming events, organized by date. Click on any event to learn more.
- Seeking a specific type of event? Utilize the search options at the top to filter results by keyword, event type, date, and more.



#### Create an Event and Share Your Knowledge:

- If you're organizing a green chemistry event, the GCTLC is the ideal platform to promote it to your community. Get started by hovering over "Community" and selecting "<u>Create an Event</u>."
- Add event details, including title, image, event type, registration links, and more. Once everything is in place, preview your event page before submission.
- Your event will be added to the database upon review and approval, ensuring maximum visibility among our members.

By actively engaging with our events database, you're opening doors to endless possibilities, connecting with like-minded individuals, and staying at the forefront of the green chemistry landscape.



## Submit a Job Posting

At the heart of the green chemistry education movement lies a crucial mission: preparing the next generation to become adept environmental stewards. As industries and institutions increasingly seek professionals well-versed in green chemistry practices, the GCTLC is here to bridge the gap, making it effortless for qualified individuals to find promising careers in the field.

Eager to explore job opportunities or post an opening? Here's how the GCTLC can help.



#### **Explore Green Chemistry Jobs and Internships:**

- Log into your account and hover over "Community" at the top of the page.
- Click on "Jobs and Internships" to access our ever-growing list of open positions posted by fellow GCTLC members.
- Use the search options to refine your search or browse all available opportunities tailored to your skills and interests.



#### Post Your Job Opportunity:

- Navigate to "Community" and select "Create a Job Posting."
- Fill out the form with essential details, including job title, description, and application instructions. You can also attach additional documents for comprehensive information.
- Preview your post before submission. Our dedicated administrators will review your posting, ensuring it meets the standards, before publishing it on the site.

The GCTLC serves as your dedicated platform to connect with exciting green chemistry career prospects. Whether you are searching for the perfect job or have an opportunity to share, our community is the ideal space to explore, contribute, and grow professionally.

As a valuable member of the GCTLC community, your continued engagement will be essential in bringing new members into the fold. Thank you for joining us, and please <u>invite your peers</u> to join us in the GCTLC!

