# THE RHODES SCHOLAR NETWORK GUIDE: CONTENTS

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THE RHODES SCHOLAR NETWORK:
REGISTERING/LOGGING IN:

1. Click ‘Sign in’ to start the process
2. Login for members (those registered already)
3. Registration for new members

Login Link:
http://network.rhodeshouse.ox.ac.uk/login
The navigation bar appears on every screen of the Rhodes Scholar Network and allows you to move around the site.

**HOME**
Summary of activity on the network

**PROFILE**
Your details on the network that everyone can see

**COMMUNITIES**
Find all the different discussions

**FIND A SCHOLAR**
Search for Scholars via name, identifier, education, sector, interest

**MENTOR MATCH**
Private mentoring scheme that allows you to be the mentor or mentee

**RESOURCES**
Find all types of multimedia

**EVENTS**
Sign up to Scholar Talks and other Rhodes Trust events

**PARTICIPATE**
Fast tracks you to key areas of the RSN

**FAQS**
Commonly asked questions about the RSN
THE RHODES SCHOLAR NETWORK: 
FIND A SCHOLAR

The Find A Scholar feature allows Scholars to search for each other using their:

- First or last names
- Company name
- Email address
- Location
- Rhodes election details
- Education history
- Professional, research and personal interests
- Sector experience

Click on advanced search to access more search fields
The community groups function enables Scholars to connect, collaborate and share updates.

1) To join a group, click on ‘Join’
2) Set your preference for how often you would like to receive messages from the group
The Rhodes Scholar Network: Community Homepage – Open Forum

Settings allows you to edit the rules and membership, if you are an admin to the community.

Listed here are all the latest discussions happening in the community.

You can leave notifications to the community. But these do not go to member’s email inboxes.

Shared files shows you the multimedia most recently shared by other members.
THE RHODES SCHOLAR NETWORK: CREATING A COMMUNITY (1)

1) Click on ‘communities’ in the navigation bar and select ‘all communities’

2) Click top right ‘Create a new community’
You can determine the settings for the community by filling in each section. You can control who can join the community and who can see it.
Posting a message:

1) Click ‘Add’ when in the community homepage.

2) Fill out the form ‘Post a Message’ – key areas to fill in are:
   i. Subject
   ii. Main body of text
   iii. Signature

3) ‘Attach’ – allows you to attach documents, spreadsheets, PDFs.

4) Click Send.
1) When you have viewed a post, to reply, click ‘reply to discussion’ in the top right corner.

2) Or, click on the arrow, and you can do choose a different action.
1) Select profile to go to your details.
2) You can fill in your bio, education, job history, contact details, honours and awards and interests.
3) When other members search for you, this is what they will see.
1) Select profile
2) Select My Account
3) Select Community Notifications
4) Scroll down to Notification Settings and change the Discussion Email type

**Real time Digest** – you receive email notifications in real time of posts from a community. It comes to you via the email account linked on the RSN.

**Daily Digest** – you can choose to get an email with every new message from the communities you are a member of pulled together in one email

**No Email** – you get no email notifications from the community you are a member of
When in a community, you can amend how you receive the email notifications from that community. You receive an email notification every time someone posts a message, allowing you to keep up-to-date with activity on the RSN.

1. When in a community, click on **Settings** by the community title
2. Click on **Real Time** or this may be something different depending on what was chosen when you joined the community. Then select the option you want.
1. Click **profile**
2. Select the pen icon next to **Contact Details**
3. Edit your email address here
Click on Mentor Match to begin the sign up to our online mentoring function.

To find a mentor or mentee you must come to this directory under Mentor Match.

To enroll as a mentee or mentor, fill in the fields so that others have a greater chance of finding you when they search for you.
1) Click on ‘Profile’ in the navigation bar
2) Click on the ‘My Profile’ tab and select your mentor or mentee profile. The option available to you will be dependent on what you have signed up to be. In this example, the person has signed up to be both Mentor and Mentee.
This is what your Mentor/Mentee profile will look like.

Fill in the fields as much as possible to help other Scholars find and connect with you.
If you have any questions about the Rhodes Scholar Network, please email Claire, Communications Associate, at rsnetwork@rhodeshouse.ox.ac.uk