

HCA Community Hub Portal – User Flow

User discovery and sign up process



HCA main site

A user visits the HCA website and may fill out a form to sign up to the HCA Community Portal.

The user will need to agree to the community guidelines.

The submission of this form asks the user to check their email for an email confirmation link.

The Participant can confirm their email to be redirected to set their password and other profile settings.

This portal can be accessed through a login on the HCA website but will redirect the user to a child site (eg. community.healthycampusalberta.ca)

User dashboard experience



Portal dashboard

The Participant logs into their HCA Community Portal dashboard to see various topics of interest.

Each topic may have multiple Conversations running at a given time.

The dashboard will show four types of Conversations:

- Private Conversations** which are invite only. These are hidden by default to Participants unless they are invited to participate by the Moderator or Admin.
- Semi-Private Conversations** that are visible to all Participants but require subscription access that is granted by the Moderator or Admin.
- Public Conversations** that any participant can read and subscribe to without requesting access.
- Archived Conversations** which are considered closed and read-only references from past activity.

The dashboard will show a list of Conversations as distinct topics of discussion such as “Adulting-101 Course Material 2024” or “Student Housing Resources 2024”.

Each Conversation on the dashboard will show its topic, name, description, dates, status, type, number of members, and subscribe/unsubscribe actions.

Hovering over a Conversation will show an image and short description.

Portal Conversations



Conversation Pages

When a verified participant clicks into a Public Conversation, they are taken to a dedicated page where the content and collaboration for that topic takes place.

These pages will be in a read-only view until the Participant subscribes to the Conversation.

The participant may subscribe to the Conversation if they are interested in contributing to the development of the Conversation output.

Subscribing also allows the user to set notification preferences by email.

Each of these Conversation pages will have a common set of workspaces.

To keep the flow of the Conversations quite open, we suggest making each workspace have a different use case. For example, the workspaces may include:

- Introduction:** To introduce the topic and see who has subscribed to this conversation.
- Meeting Resources:** A space to show previous meetings. Participants can add meeting notes and documents here.
- Resources:** A space to share external and internal links, documents, notes, etc.
- Output:** A page detailing a summary of the documents/ outputs created in this conversation.
- Activity Timeline:** A page detailing all the actions taken within this Conversation portal.

Although some conversations may be left open for an indefinite amount of time, most will have a start and end date, or be manually closed and archived by the moderator.

Once the final output has been created, and agreed upon, the Moderator may choose to publish this Output to the HCA website or preserve it as a private resource.