



## Getting to Know the PDI virtual Community of Practice Lesson #2

- 1.) **Making friends:** Going back to the main navigation bar, you will see “Members,” please click here. For each person that you’d like to be friends with you must click on their name. You will be directed to their profile page. Directly below the persons profile icon (photo) will be the option “Add Friend.” If you click this, you will become friends with this person. Once you have added all of the people you’d like as friends, you can go back to your own profile and view a list of your friends.
- 2.) **Joining a group:** Look at the main navigation bar again (large green navigation bar at the top of the screen). Select “Groups.” You will see all of the current groups. Select a group you’d like to join (or create your own). On the group page there will be a white box on the left side of the screen that has a few options, including, “join group.” Select “join group.”
- 3.) **Contributing:** Now that you are part of the group, you can begin to contribute. To find a document, go to “Groups” from the main navigation, enter the group you want to contribute to, and in the left hand navigation will be the option “Group documents.” Click here. This leads you to what may seem like a blank page, but if you look again at the left hand navigation bar, you’ll see three options, in light gray, “All” “Pictures,” and “Documents.” Select “Documents.”

You’ll see that documents have been posted. Please click on the title of a document. This leads you to a page where you can read a brief summary of the document and then press the button “download this.” This will open it on your computer, where you can read it. Once you have opened and read the document, you can go back to the CoP and post a comment regarding the document just below the “download this” button.

- 4.) **Posting a document:** Now, it’s your turn to upload a document to share with everyone. You can upload a document to two places: either to a group that you belong to, or to your own personal page. To begin, upload a document to your own page.

First, go to “Documents” on the main navigation bar. Now, In the left-hand navigation bar there are a few options, one of which is “Upload a document.” Select this. This brings you to a page where you have the option to “Browse” your computer for the file that you want to share. Once you have selected the document you want to share, you can add a title, a brief description of what it is, and any tags (keywords) that people might search for to find that document. At the bottom

of the screen is the options for “Access.” You can choose to make the document accessible 1.) only to you (private) 2.) only to your friends 3.) only to logged in users 4.) only to members of a specific group – like the pilot group. Don’t forget to hit the green “SAVE” button! If you go back to the “Your Documents” option in the left-hand navigation bar, you’ll be able to see the document you uploaded. Below the option to view your own documents, you’ll also see the option to view all of your friends documents, as well as all documents on the site.

## **QUESTIONS?**

Need someone to walk you through something? Have Questions?

Contact PDI: [contact@positivedeviance.org](mailto:contact@positivedeviance.org)