

# Global Policy Network: Digital Platform SparkBlue



A User's Guide to Sparkblue

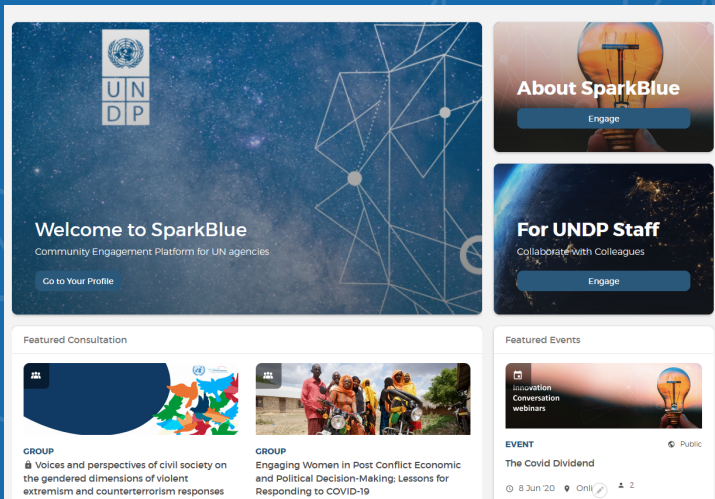
# GETTING STARTED ON THE COMMUNITIES OF PRACTICE AND SPARKBLUE

# HOW TO GET STARTED

## Access SparkBlue:

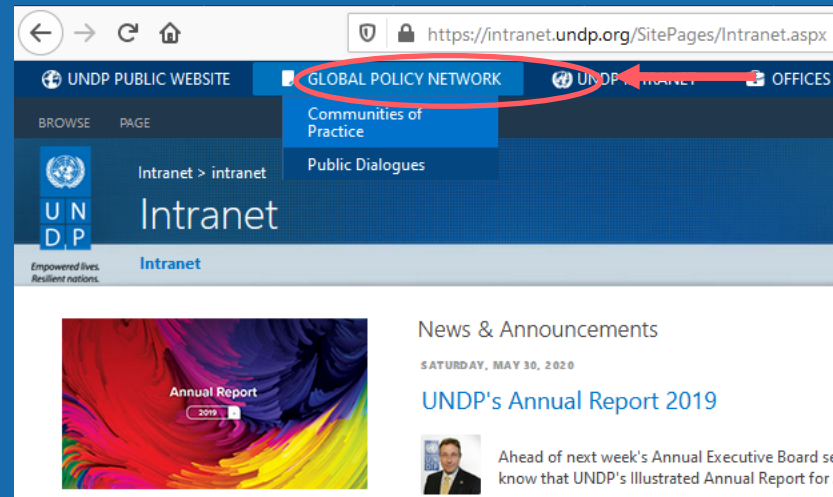
### Website access:

Navigate to [www.sparkblue.org](http://www.sparkblue.org)



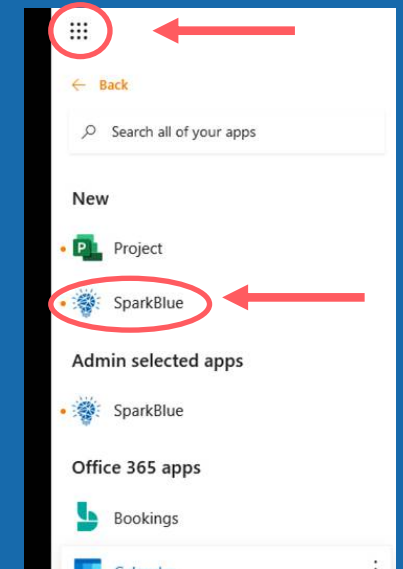
OR

### UNDP Intranet Access: Click on the top menu bar



OR

### UNDP App Launcher: Find the SparkBlue icon



# Log in to SparkBlue

Log in

Log in with **Social Accounts**

[f Facebook](#) [G+ Google](#) [UNDP](#)

Log in with **username or email**

Username or email address \*

Enter your SparkBlue username or email.

Password \*

[Forgot password?](#)


Don't have an account yet? [Sign up](#)

[Log in](#)


**Log-in with your UNDP email:**  
*The system will automatically recognize you once you type in your email and then click "Continue with UNDP login"*

SparkBlue

Explore ▾ About SparkBlue ▾ 🔍

Sign up Log in  Select your language ▾

Homepage Login



## Welcome to SparkBlue

SparkBlue is an online engagement community powered by UNDP.  
Spark an Idea, Spark a Conversation, Spark Change

[Sign Up](#) [Log In](#)

### UNDP's Covid-19 Offer

[Explore UNDP's COVID-19 offer](#)

[A Leap Into the Future: Read UNDP's COVID-19 Vision Paper](#)

### About SparkBlue

[Learn More](#)

Ongoing Consultations

Tweets by @UNDP



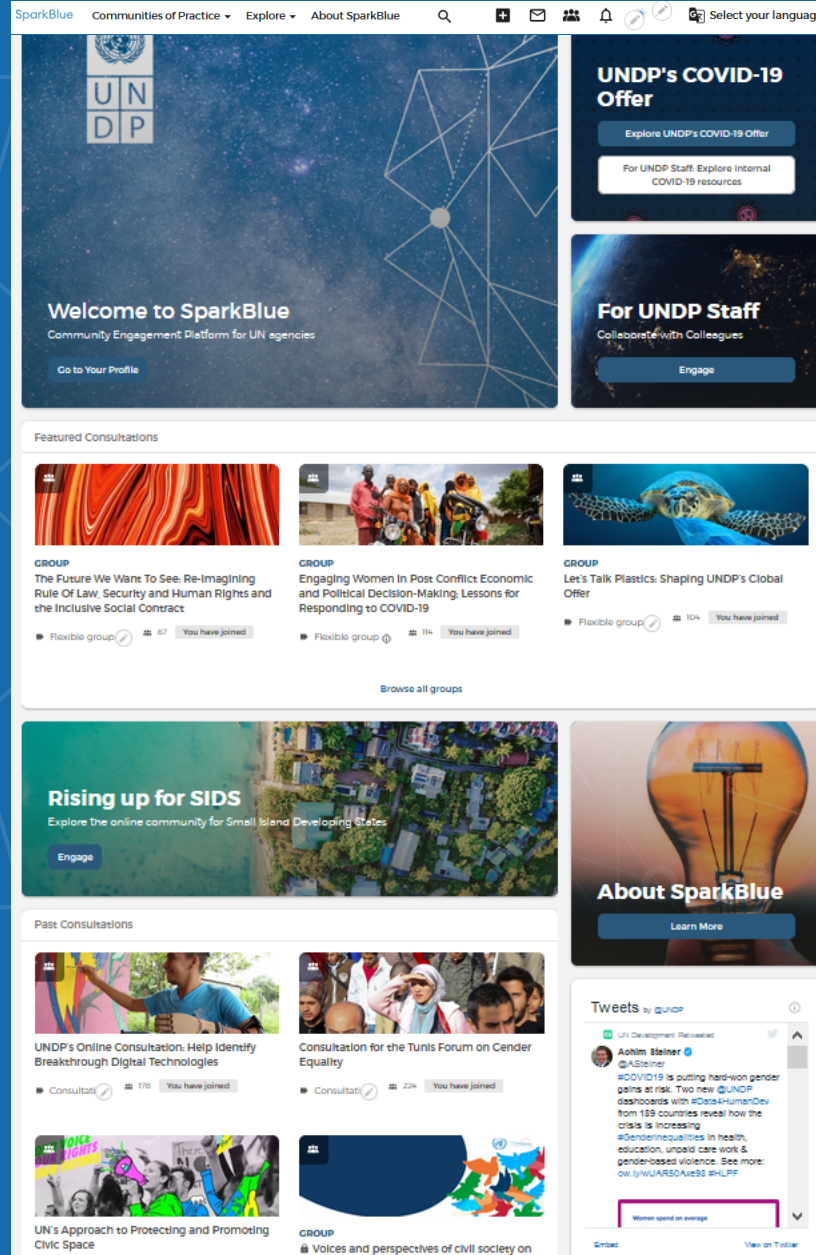
Takes you back to  
the homepage

# Navigating the Homepage (1):

Active Engagements  
(Internal/External) with  
top level group details  
including membership  
numbers

Highlighted content

Past engagements



The screenshot shows the SparkBlue homepage with the following sections and navigation arrows:

- Top Navigation:** SparkBlue, Communities of Practice, Explore, About SparkBlue, Search, User icons, and a language selector.
- Hero Section:** A large banner with the UNDP logo, the text "Welcome to SparkBlue" and "Community Engagement Platform for UN agencies", and a "Go to Your Profile" button. An arrow points from the "Takes you back to the homepage" text to this section.
- Right Sidebar:**
  - UNDP's COVID-19 Offer:** Includes buttons for "Explore UNDP's COVID-19 Offer" and "For UNDP Staff Explore Internal COVID-19 resources". An arrow points from the "UNDP Internal COVID Dashboard" text to this section.
  - For UNDP Staff:** Includes the text "Collaborate with Colleagues" and an "Engage" button. An arrow points from the "Click to Engage in the internal Communities of Practice" text to this section.
- Featured Consultations:** A grid of three consultation cards with images and titles. Each card shows group details and membership numbers. An arrow points from the "Active Engagements (Internal/External) with top level group details including membership numbers" text to this section.
- Highlighted Content:** A large card titled "Rising up for SIDS" with the subtitle "Explore the online community for Small Island Developing States" and an "Engage" button. An arrow points from the "Highlighted content" text to this section.
- About SparkBlue:** A card with a lightbulb image and a "Learn More" button. An arrow points from the "Learn more about SparkBlue" text to this section.
- Past Consultations:** A grid of four consultation cards. An arrow points from the "Past engagements" text to this section.
- Tweets by @UNDP:** A section showing tweets from the UNDP Twitter account. An arrow points from the "UNDP Twitter account content" text to this section.

UNDP Internal  
COVID Dashboard

Click to Engage in  
the internal  
Communities of  
Practice

Learn more about  
SparkBlue

UNDP Twitter  
account content



# Navigating the Homepage (2):

Navigation labels with arrows pointing to the homepage interface:

- Navigate to CoPs
- Browse all events, resources, and groups
- Search
- Your message inbox
- Your Groups
- Your Notifications
- Your Profile Menu
- Click for 100+ language options

The screenshot shows the SparkBlue homepage. The top navigation bar includes the SparkBlue logo, links to 'Communities of Practice', 'Explore', and 'About SparkBlue', a search icon, and user-related icons (plus, envelope, group, notifications with a red '25' badge, and profile). A language selection dropdown is on the far right. The main content area has a large 'Welcome to SparkBlue' banner with the UNDP logo and a 'Go to Your Profile' button. To the right, there are two promotional cards: 'UNDP's COVID-19 Offer' with a button to 'Explore UNDP's COVID-19 Offer' and a link for UNDP staff to explore internal resources, and 'For UNDP Staff' with a button to 'Engage'.

# Get to know your profile:

*Setting up your profile is the first step to participating in the platform. This will add a personal element to the groups and events that you participate in and facilitate your communication with other community members.*

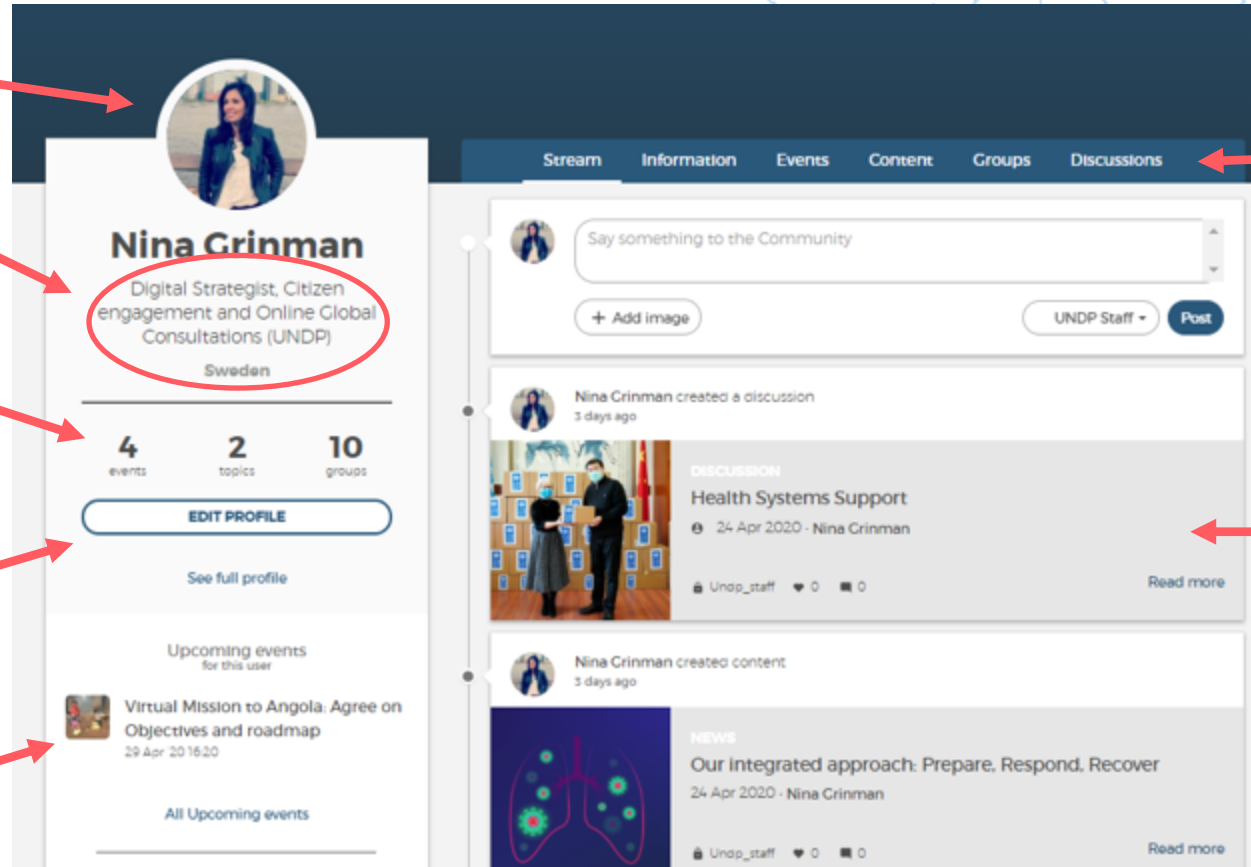
Upload your photo in the profile menu

Your Delve information should be reflected here

Number of events, content and groups you are a part of

Edit your profile information and see full profile

Upcoming events, most recent content and group you are a part of



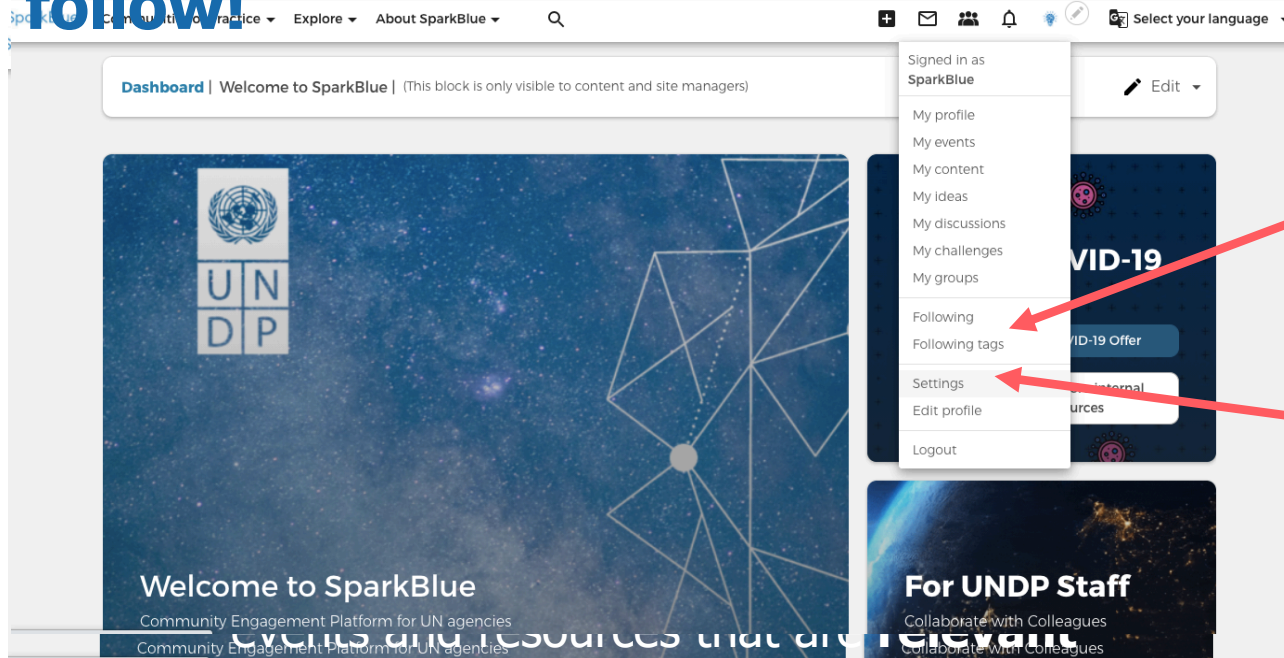
## Profile menu bar:

Browse your most recent activity (stream), profile information, and your events, content, groups and discussions

Your "Stream" shows the most recent posts from content you are a part of

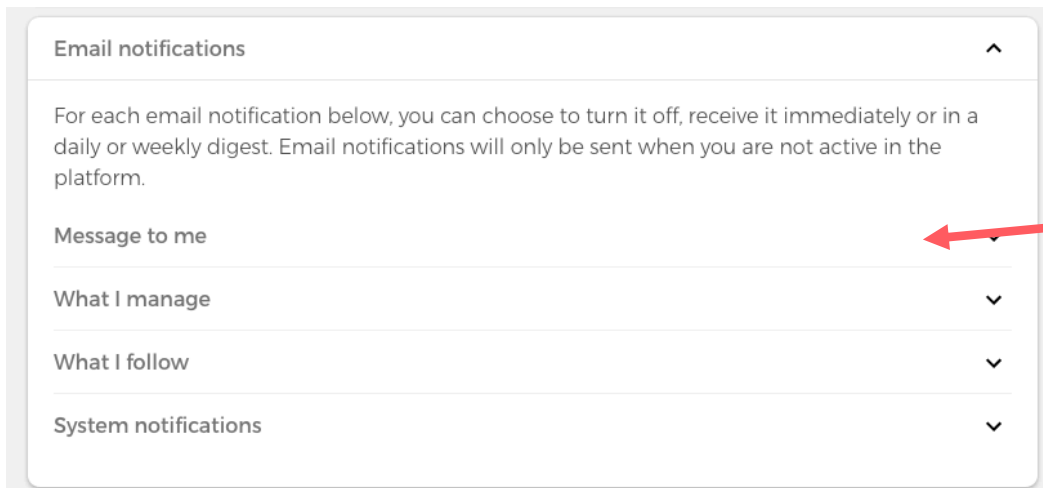


# Be sure to set your desired profile settings and manage tags you follow!



Manage tags and content you follow in "following" and "following tags"

Manage your profile settings in "settings"

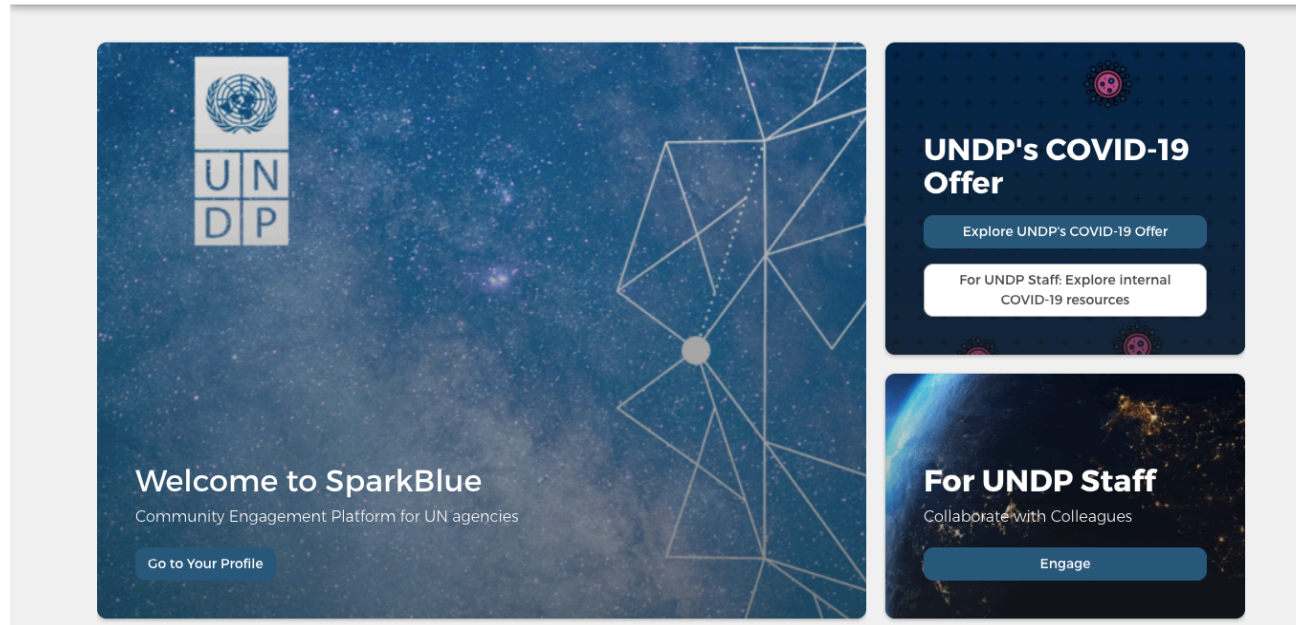


Set your desired email notifications to receive them immediately, daily, weekly, or never

\*\*\***Note:** By default your email does not display to all users, you can select to show your email or not in your profile settings.

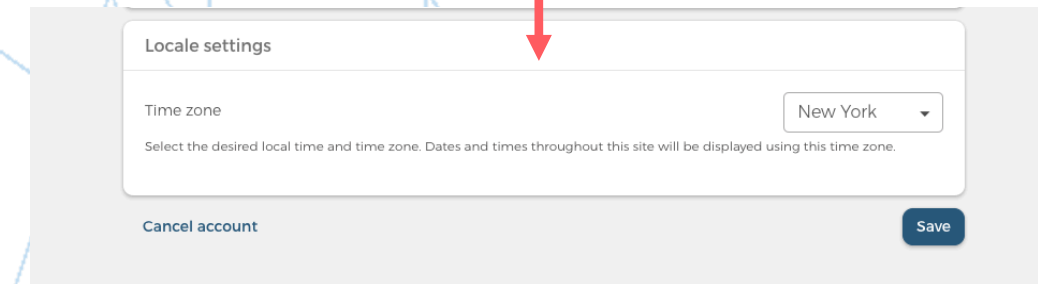






SparkBlue has a translation feature to more than 100 languages. Click on **Select your Language** option available on the upper right corner of the page and select your preferred language.

You can select your time zone from your profile settings to view all events in your desired **locale/time zone**



# JOIN COMMUNITIES, PARTICIPATE AND ENGAGE

# Top level actions for new community members...

## Join a Community by following tags!

Browse existing CoP homepages and look for this "follow" button. Click "follow" to join and to receive notifications and email updates when new actions and content related to this tag are posted.



Follow this CoP

TAC Copenvironment 562 items

Follow

## Join a group or event!


Join groups and Enroll in events in order to participate in the engagement and add your own comments (if allowed in the discussion, you can post anonymous comments)

DISCUSSION 10 Jun - 10 Jul 2020

**Let's Talk Plastics: Shaping UNDP's Global Offer**

SparkBlue Admin · 10 June 2020 · Unsubscribed

In group Let's Talk Plastics: Shaping UNDP's Global Offer



207 comments 21 likes Unfollow content

The plastics task force is developing UNDP's Global Plastics Offer to scale up our support to nations, communities, and businesses across the globe.

Please join the discussion to share your insights and experiences working with plastics across oceans, islands, cities, and human well-being.

Please include the question number below that you are responding to in your comments.

Theme 1: Oceans – a holistic source to sea approach to stop marine plastic pollution

1. Please provide specific examples of good practices and experiences in preventing, reducing, eliminating, or retrieving marine plastic debris (both from land-based and sea-based sources).
2. Please share any good practices for engaging different sectors and stakeholders in plastic waste management platform (e.g. wastewater treatment, stormwater management, plastic use reduction, coastal zone improvement, reliable drinking water facilities, private-public partnerships, fishing industry).
3. What are UNDP's strengths and value-added in addressing marine plastic pollution? What can UNDP contribute to keep oceans plastic-free? What are the gaps in UNDP's current response and how could they be addressed?

Moderators

- Dimity Marinova Resident Representative
- Fanella Frost Resident Representative
- Sulan Chen Programme Advisor
- Simon Cooper OCP Communications Lead
- Sara Ferrer Olivella Resident Representative
- Riad Meddeb Senior Principal Advisor for SDS
- Beneta Rubin Policy Advisor, Inclusive Growth
- Caitlin Wiesen UNDP Resident Representative

## Find new content to engage and explore!

Browse for new engagement opportunities and content within each CoP, the resource library and the event and group overview pages.

## Activate others to join SparkBlue and the CoPs!

The communities on SparkBlue are relatively new. Let others know about this resource and opportunity to collaborate with colleagues!

# How to Find Communities and Groups

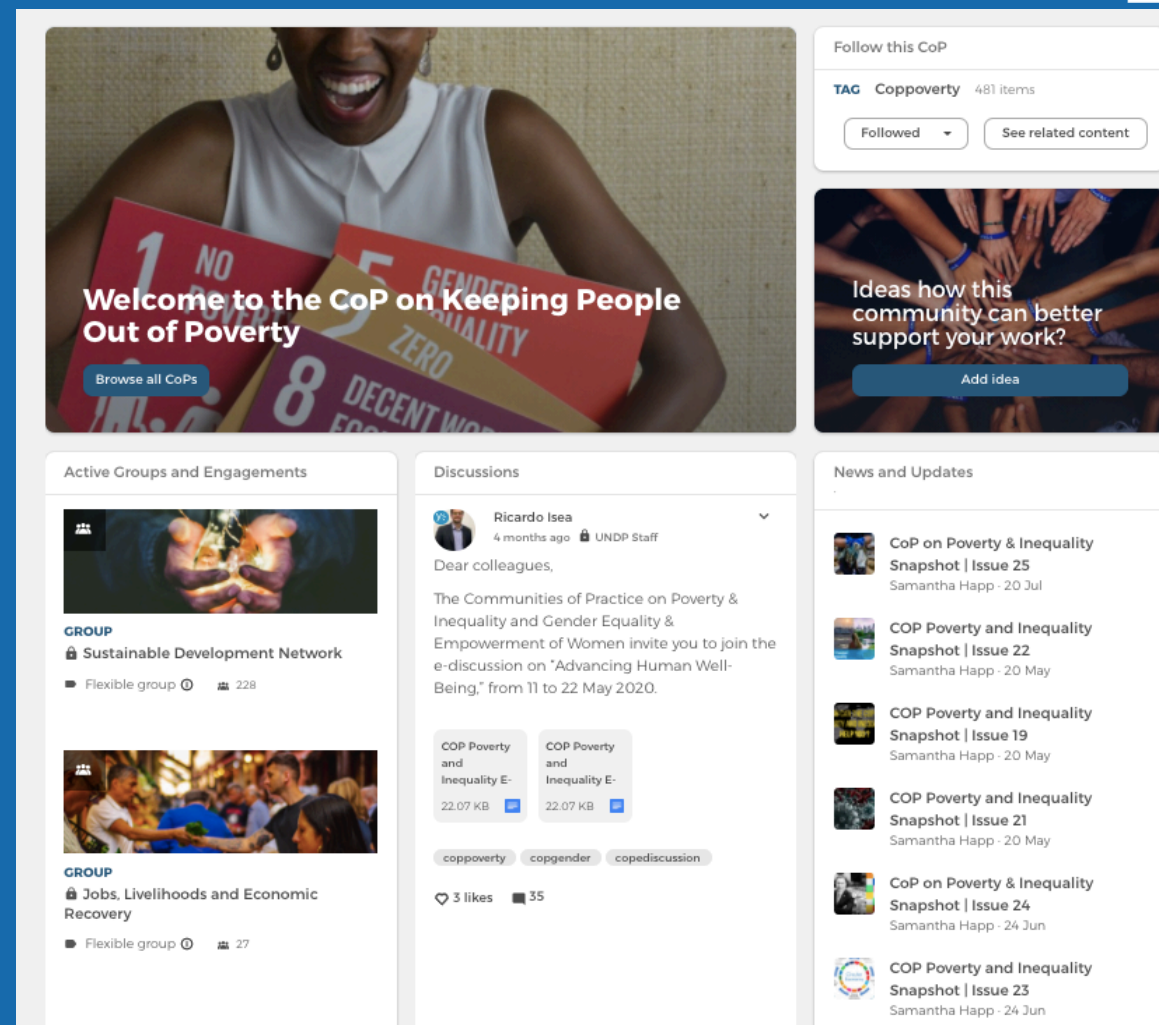
To browse all groups navigate here:  
[www.sparkblue.org/all-groups](http://www.sparkblue.org/all-groups)

From there, you can browse groups by filter or 'most recent' to get a sense of the types of interactions you are encouraged to join.

To find all CoPs use the main menu bar of the website.

You should end up on pages that look similar to the one on the right.

These "dashboards" will provide all content related to a given taxonomy (all, groups, all discussions, all events, all resources, etc) and act as the central page for high-level thematic areas on the platform



The screenshot displays a user interface for the SparkBlue platform, specifically a dashboard for the 'CoP on Keeping People Out of Poverty'. The main header features a large image of a smiling woman holding a sign that reads 'Welcome to the CoP on Keeping People Out of Poverty'. Below this, there are three main sections: 'Active Groups and Engagements', 'Discussions', and 'News and Updates'.

- Active Groups and Engagements:** This section shows two groups. The first is 'Sustainable Development Network' with 228 members, described as a 'Flexible group'. The second is 'Jobs, Livelihoods and Economic Recovery' with 27 members, also a 'Flexible group'.
- Discussions:** This section features a post by Ricardo Isea, a UNDP Staff member, dated 4 months ago. The post is addressed to colleagues and invites them to join an e-discussion on 'Advancing Human Well-Being' from May 11 to 22, 2020. Below the post, there are two document thumbnails titled 'COP Poverty and Inequality E-' with a size of 22.07 KB each. At the bottom of this section, there are tags for 'coppoverty', 'coppgender', and 'copediscussion', along with 3 likes and 35 comments.
- News and Updates:** This section lists several 'Snapshot' issues, including 'CoP on Poverty & Inequality Snapshot | Issue 25', 'COP Poverty and Inequality Snapshot | Issue 22', 'COP Poverty and Inequality Snapshot | Issue 19', 'COP Poverty and Inequality Snapshot | Issue 21', 'CoP on Poverty & Inequality Snapshot | Issue 24', and 'COP Poverty and Inequality Snapshot | Issue 23'. Each issue is attributed to Samantha Happ and includes a date.

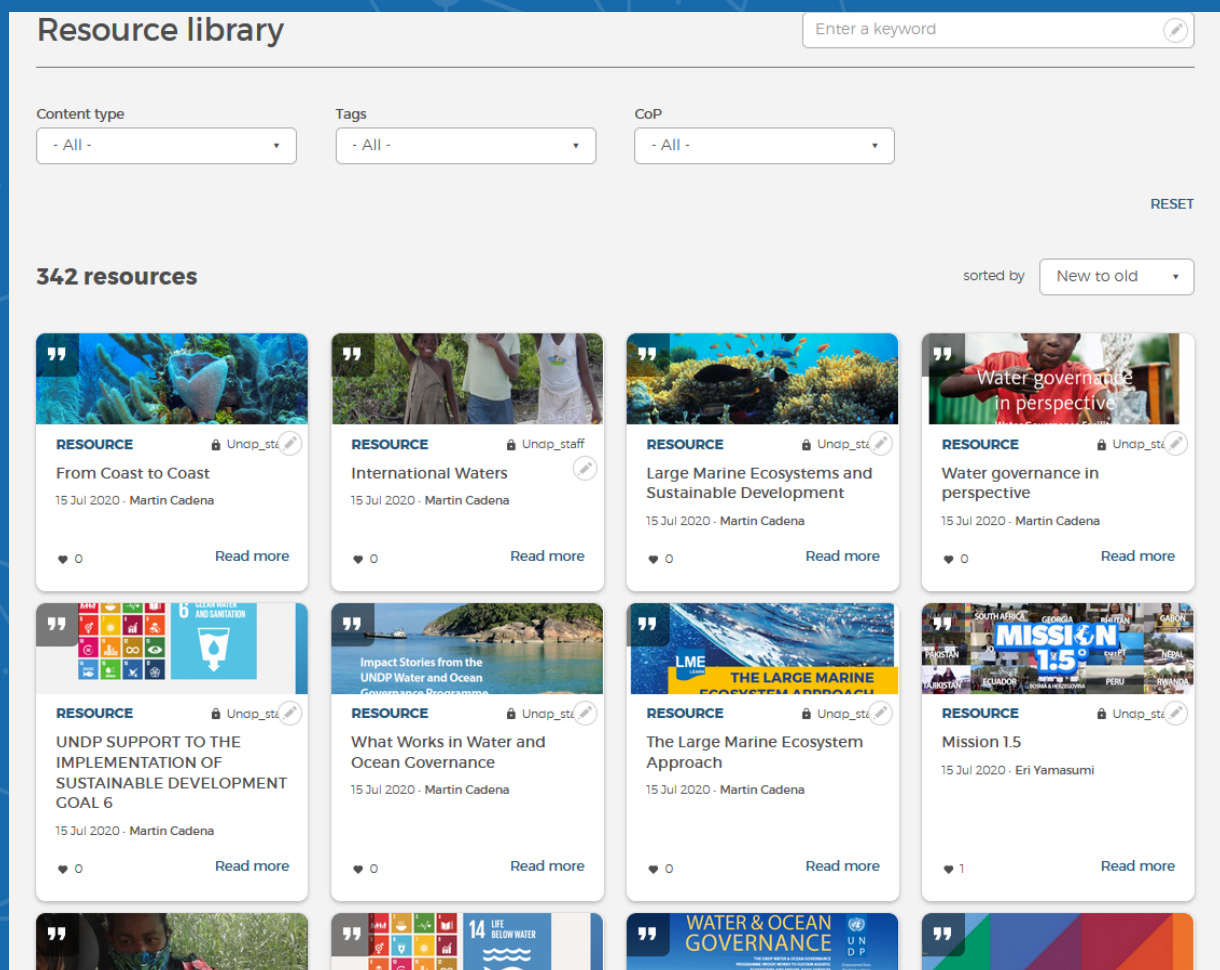
On the right side of the dashboard, there is a 'Follow this CoP' section with a 'TAG' for 'Coppoverty' and 481 items. It includes buttons for 'Followed' and 'See related content'. Below this is a section titled 'Ideas how this community can better support your work?' with an 'Add idea' button.



# How to find resources and content

Navigate to the "resource library"

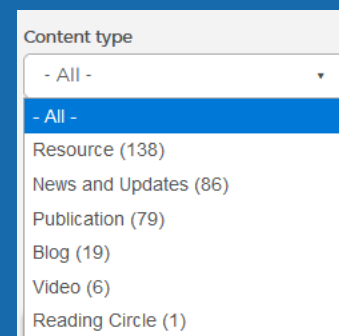
<https://www.sparkblue.org/search/resources>



The screenshot shows the 'Resource library' page. At the top, there's a search bar with the placeholder 'Enter a keyword'. Below it are three filter dropdowns: 'Content type' (set to '- All -'), 'Tags' (set to '- All -'), and 'CoP' (set to '- All -'). A 'RESET' button is to the right of these filters. Below the filters, it says '342 resources' and 'sorted by New to old'. The main area displays a grid of resource cards. Each card has a thumbnail image, a title, a date, and a 'Read more' link. The cards are categorized by 'RESOURCE' and 'Unap\_staff'.

Search and filter by:

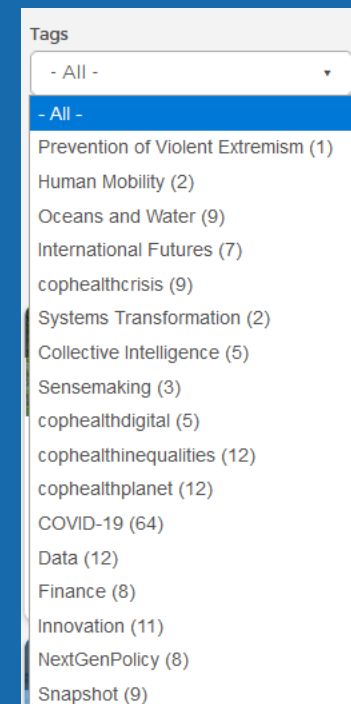
Content type



Content type

- All -
- All -
- Resource (138)
- News and Updates (86)
- Publication (79)
- Blog (19)
- Video (6)
- Reading Circle (1)

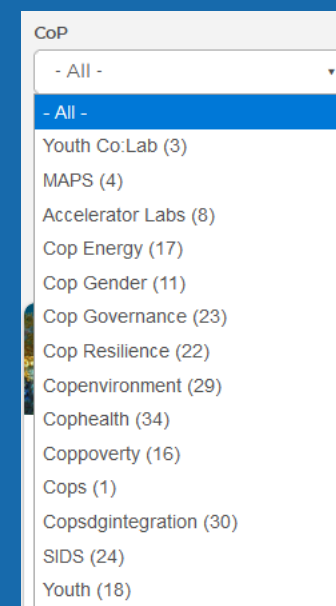
Thematic tags



Tags

- All -
- All -
- Prevention of Violent Extremism (1)
- Human Mobility (2)
- Oceans and Water (9)
- International Futures (7)
- cophealthcrisis (9)
- Systems Transformation (2)
- Collective Intelligence (5)
- Sensemaking (3)
- cophealthdigital (5)
- cophealthinequalities (12)
- cophealthplanet (12)
- COVID-19 (64)
- Data (12)
- Finance (8)
- Innovation (11)
- NextGenPolicy (8)
- Snapshot (9)

Community tags

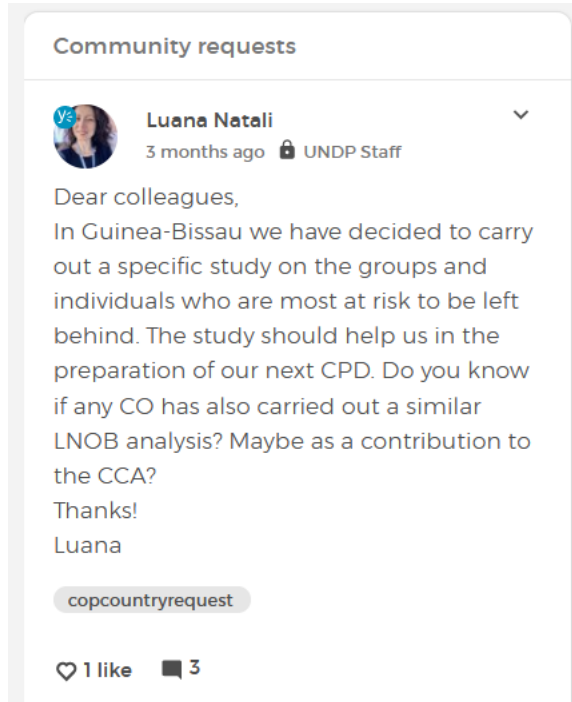


CoP

- All -
- All -
- Youth Co:Lab (3)
- MAPS (4)
- Accelerator Labs (8)
- Cop Energy (17)
- Cop Gender (11)
- Cop Governance (23)
- Cop Resilience (22)
- Copenvironment (29)
- Cophealth (34)
- Coppoverty (16)
- Cops (1)
- Copsgdintegration (30)
- SIDS (24)
- Youth (18)

Search by keyword

## Accessing and using Yammer on SparkBlue...



On SparkBlue, Yammer is meant to be a reference point for the original groups that made up the communities of practice. There is an API integration between the two, so each group shows up on Sparkblue and all comments are synced in real time. A user can also post on Yammer if they like and their comment will show up on Yammer.

Users **cannot join** a Yammer group from SparkBlue. It is recommended that facilitators link to the original Yammer group in the details section of the SparkBlue Yammer Group.

Any relevant Yammer group is also encouraged to show up on more than one SparkBlue dashboard. They can be featured using the featured content block.

If a facilitator manages a very active Yammer group it is recommended that they still spend time on Yammer coordinating that group as part of their CoP work (our understanding is that this is a rare case?).