Global Policy Network: Digital Platform

SparkBlue

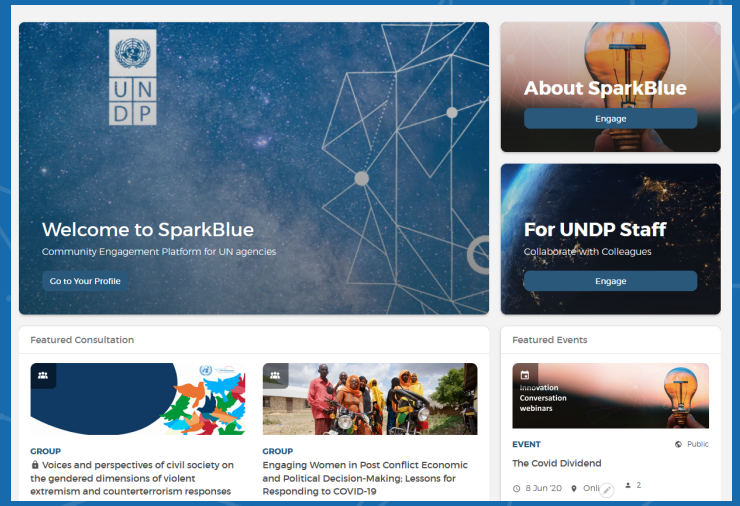
A User's Guide to Sparkblue

SparkBlue

GETTING STARTED ON THE COMMUNITIES OF PRACTICE AND SPARKBLUE

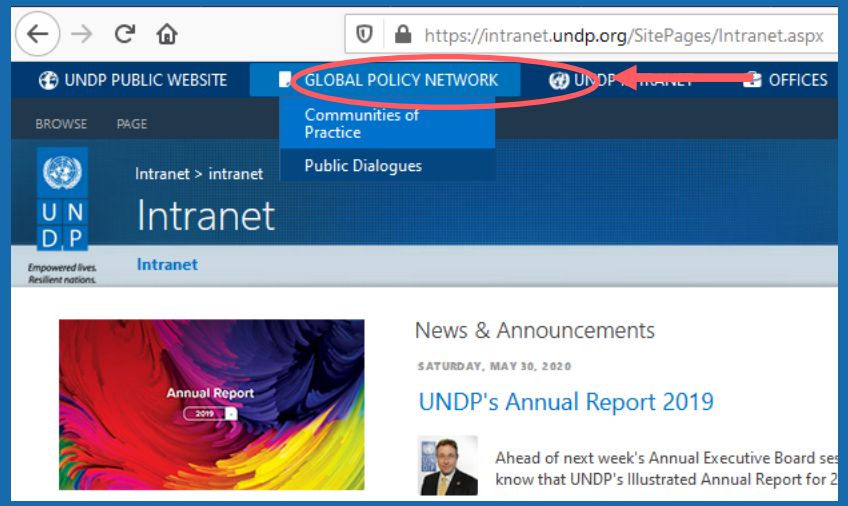
HOW TO GET STARTED
Access SparkBlue:

Website access:
Navigate to www.sparkblue.org



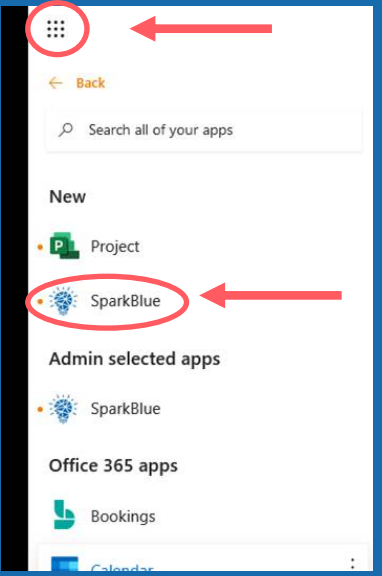
OR

UNDP Intranet Access:
Click on the top menu bar

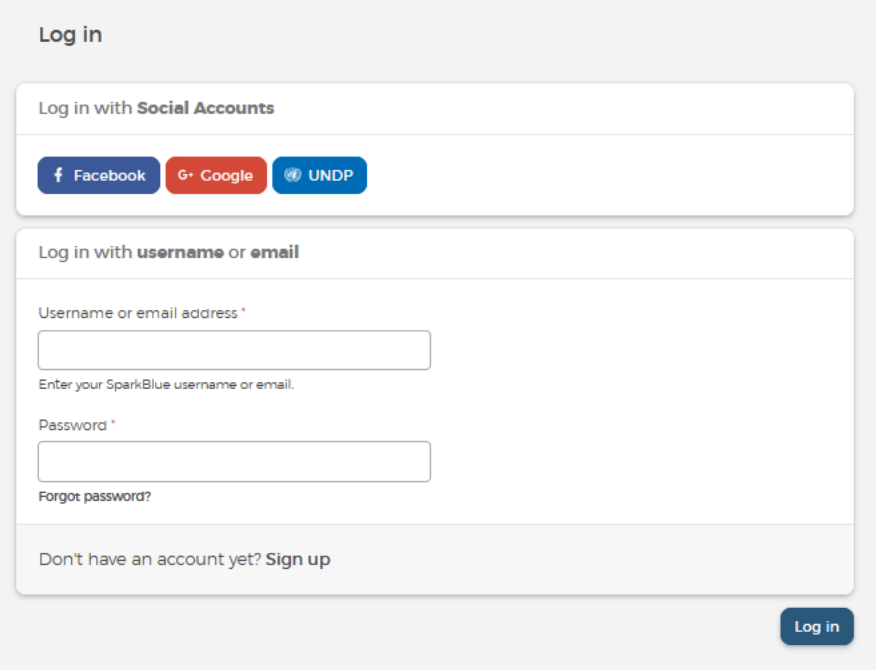


OR

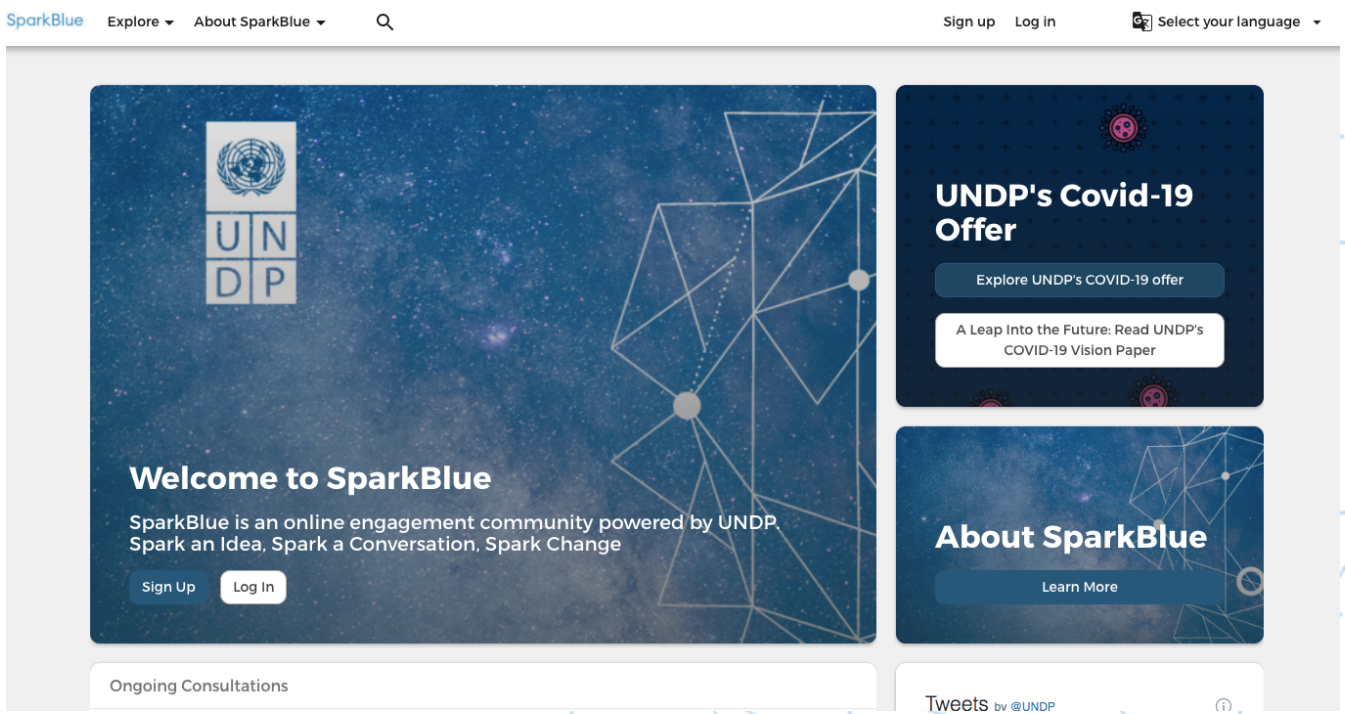
UNDP App Launcher:
Find the SparkBlue icon



Log in to SparkBlue



Homepage Login



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"

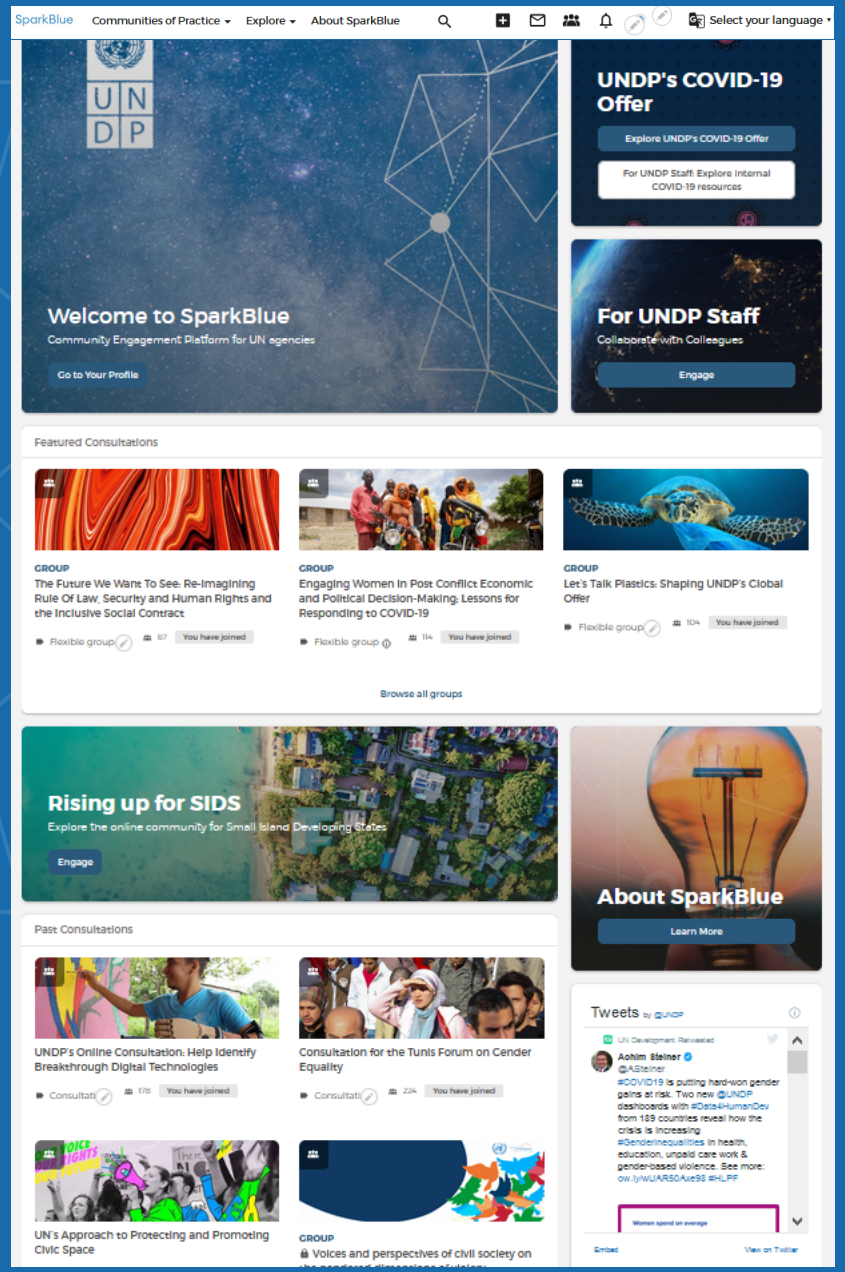
Navigating the Homepage (1):

Takes you back to the homepage

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

Highlighted content

Past engagements



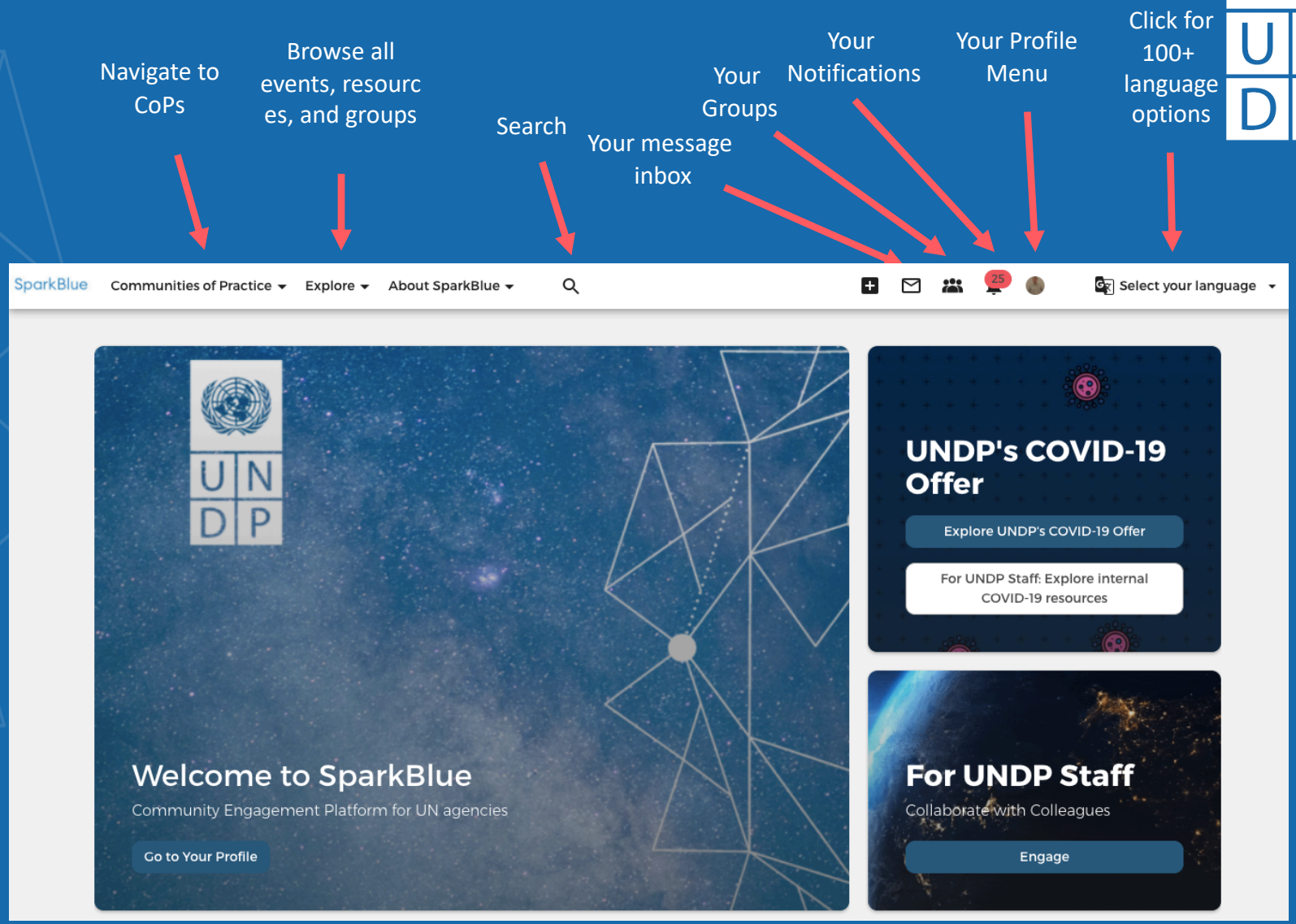
UNDP Internal COVID Dashboard

Click to Engage in the internal Communities of Practice

Learn more about SparkBlue

UNDP Twitter account content

Navigating the Homepage (2):



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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.

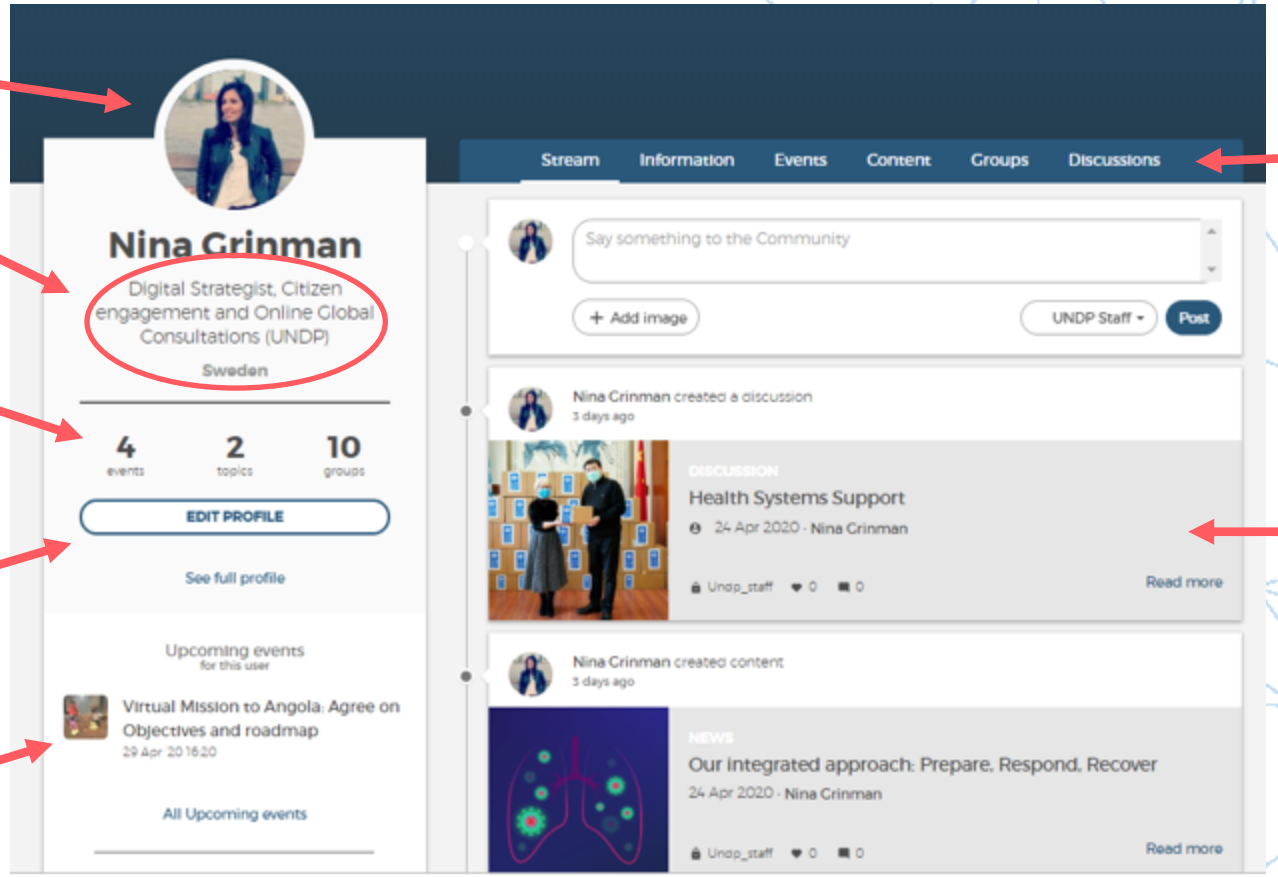
Upload your photo in the profile menu

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

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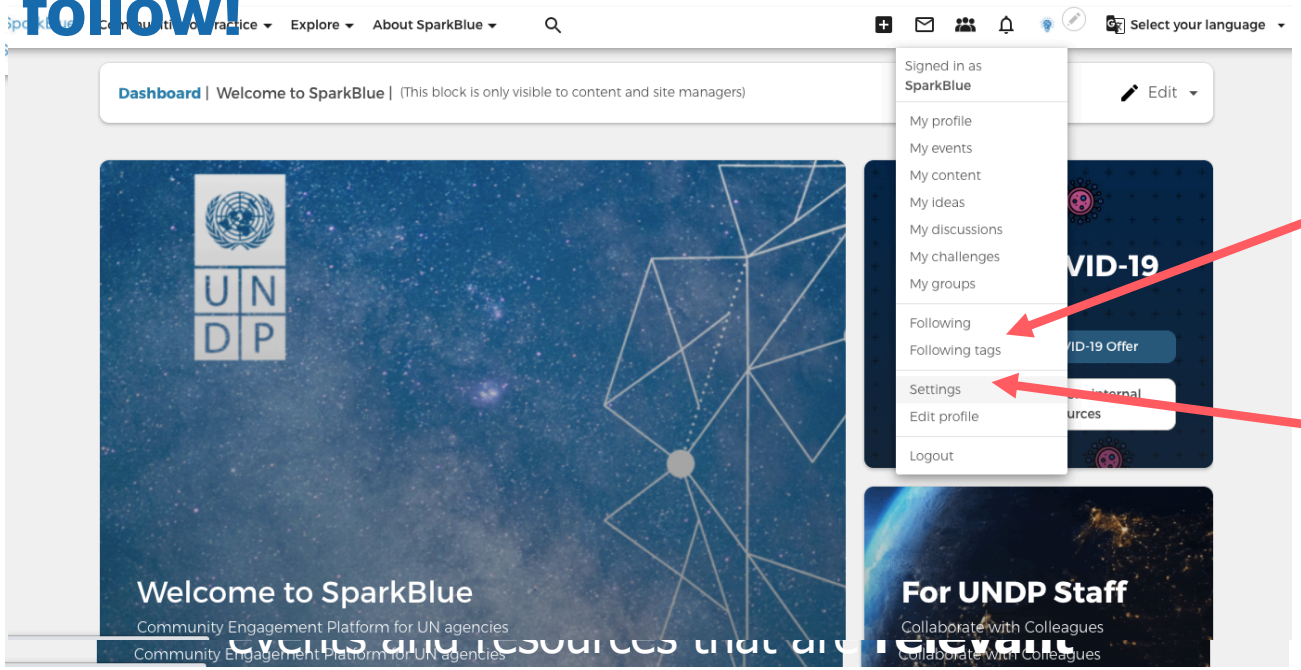
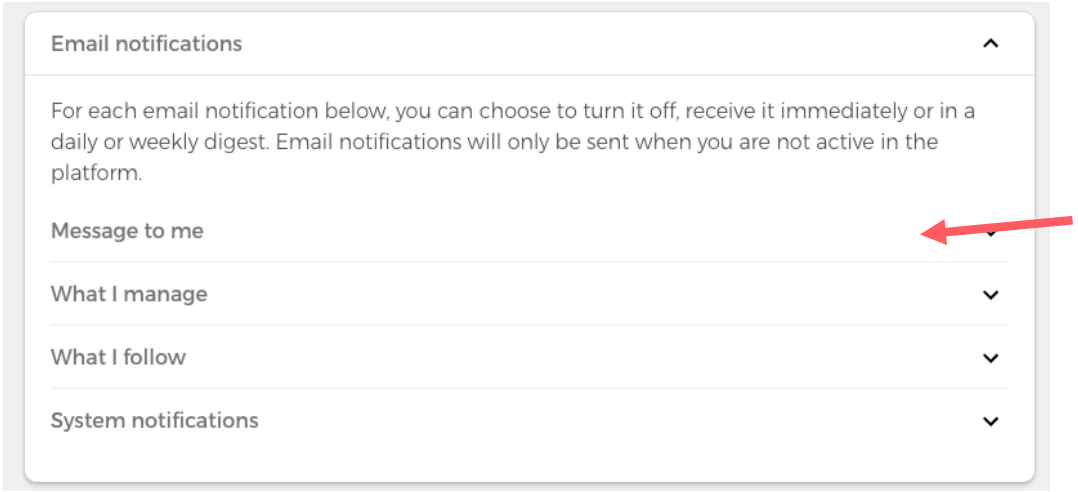
Be sure to set your desired profile settings and manage tags you follow!



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.

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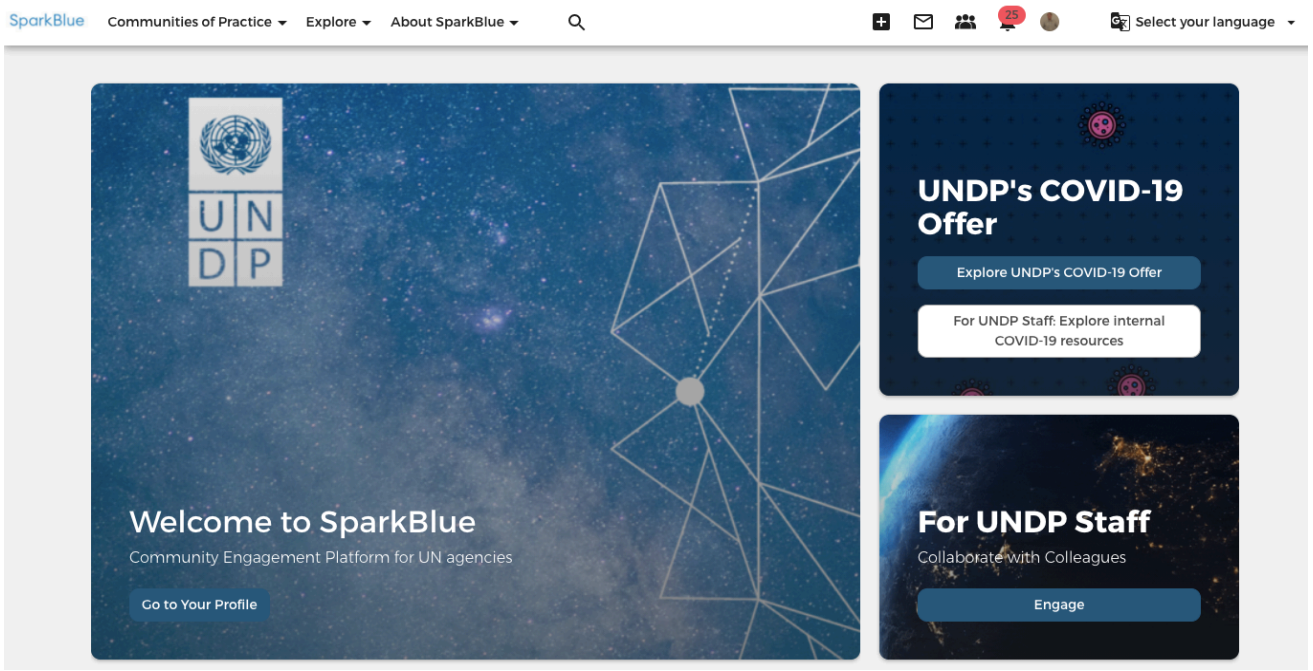
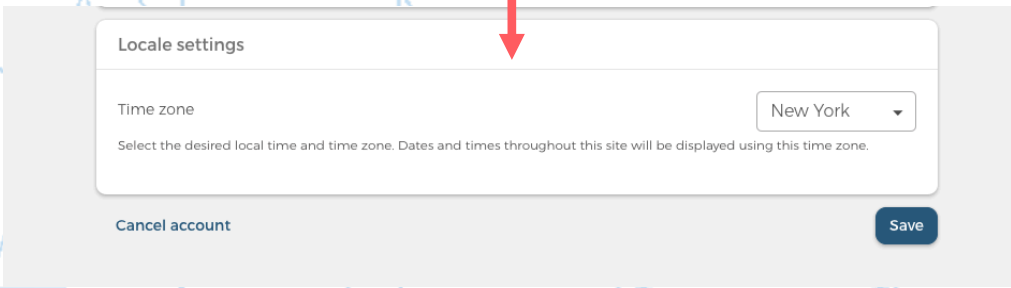


SparkBlue has a translation feature to more than 100 languages. Click on **Select your Language** option available on the upper right corner of the page and select your preferred language.

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



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JOIN COMMUNITIES, PARTICIPATE AND ENGAGE

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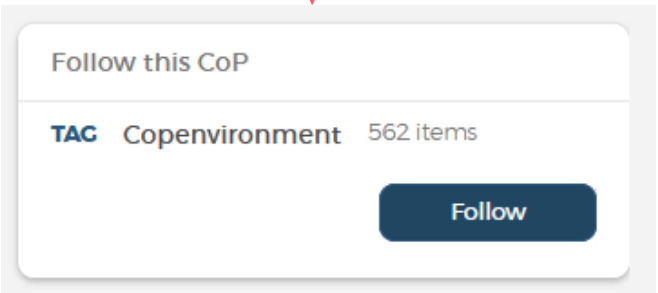
Top level actions for new community members...

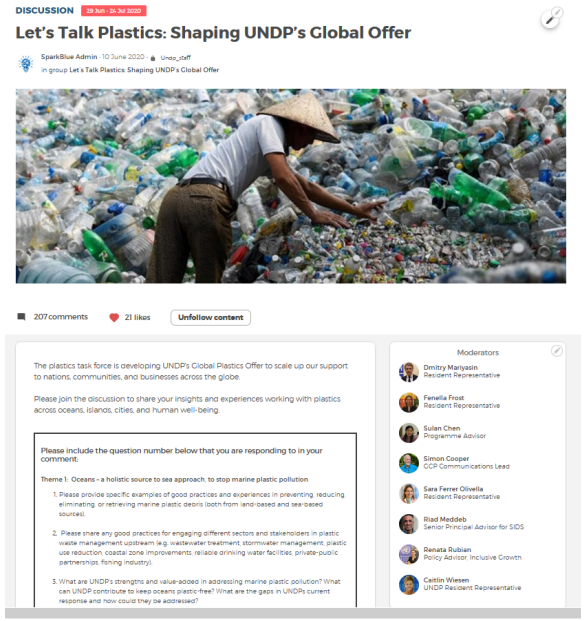
Join a Community by following tags!

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.



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)



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!

SparkBlue

How to Find Communities and Groups

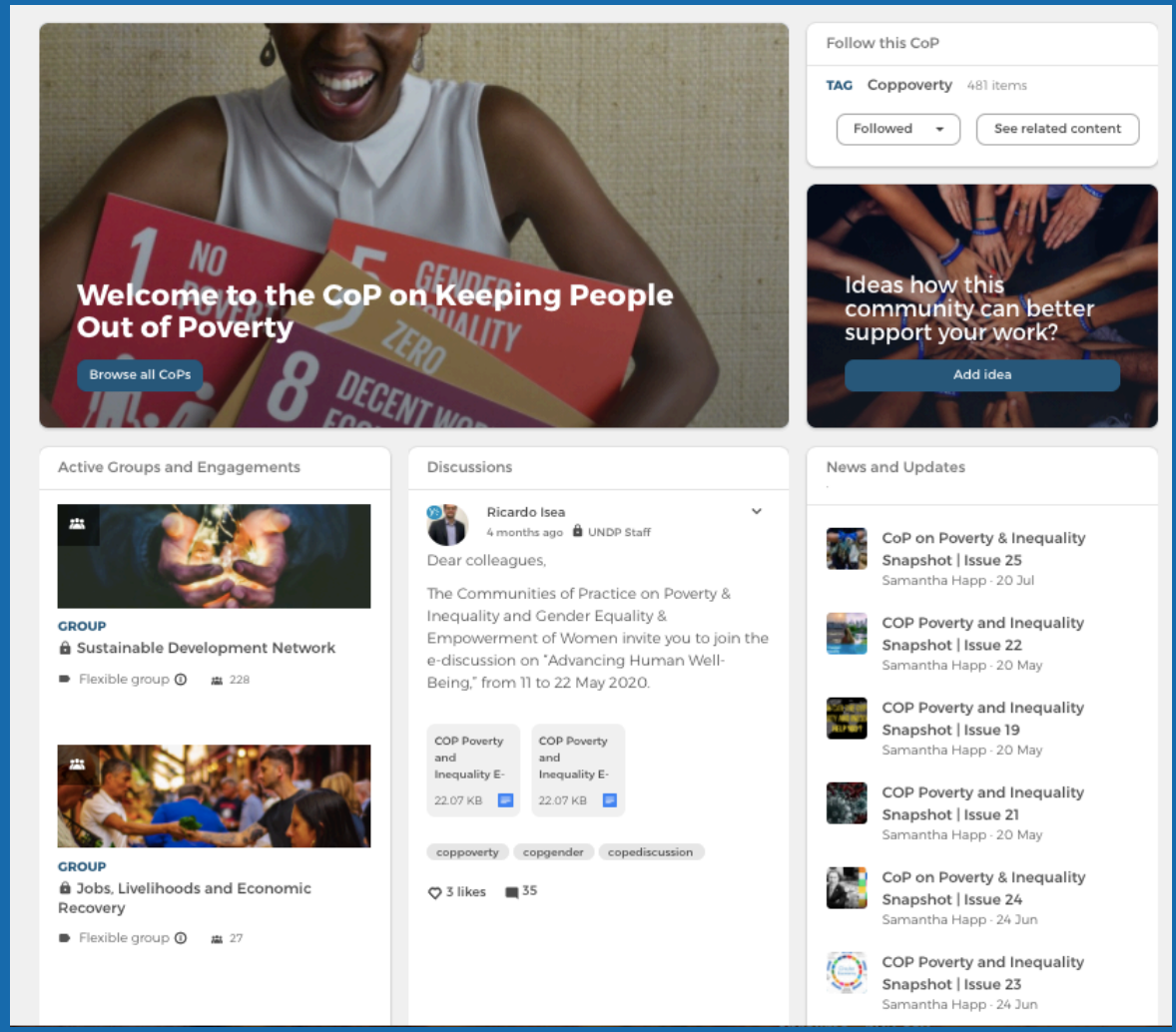
To browse all groups navigate here:
www.sparkblue.org/all-groups

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



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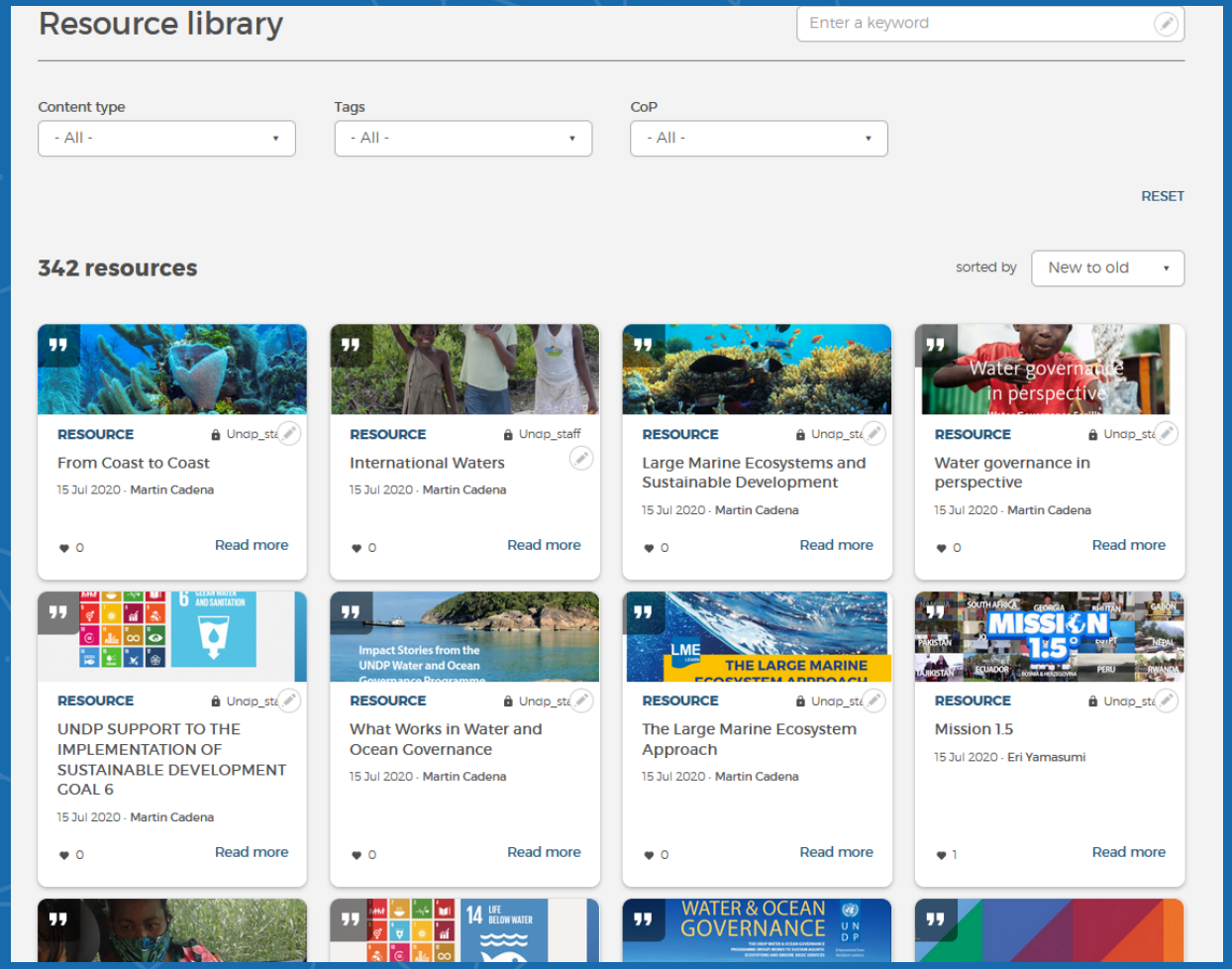
How to find resources and content

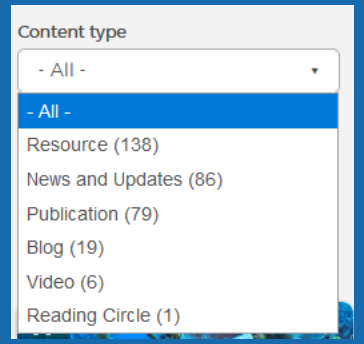
Navigate to the "resource library"

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



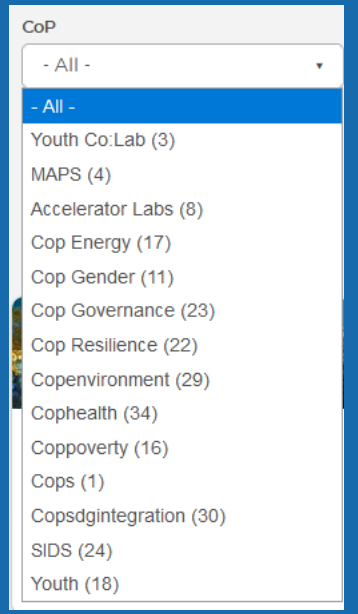
Search and filter by:

Content type



Thematic tags

Community tags



Search by keyword

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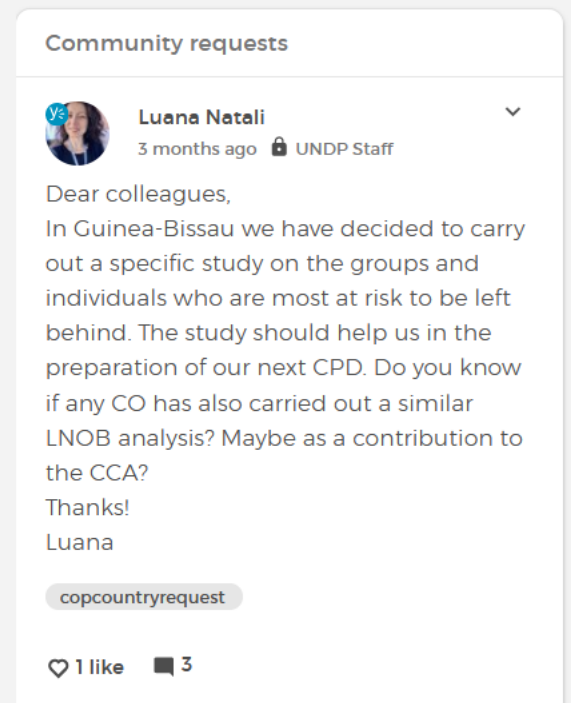
Accessing and using Yammer on SparkBlue...



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?).