

# How to use Community of Practice (CoP) Step-by-step guide

Transforming Adult Social Care has set up its own community on CoP called '**Outer NE London Transforming Adult Social Care Community**' for you to learn about the Transforming agenda, share resources, ideas and innovative solutions and be part of the way services are delivered in the future.

This step by step guide will help explain how to use and navigate through CoP.

## STEP 1 - REGISTER

- Go to <http://www.communities.idea.gov.uk> and select the "**Register**" button

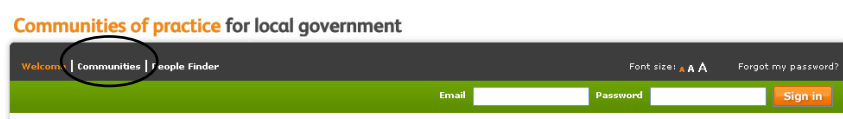


- Accept the terms and condition and continue through the steps to complete and submit your profile.
  - An email will be sent to you to confirm your registration.
  - To confirm your registration you must click on the link sent to your email address.
- If you are already a member of CoP enter your **e-mail address** and **password** and select "**Sign in**".



## STEP 2 - FIND AND JOIN COMMUNITY

- Select "**Communities**" at the top of the homepage and you will be taken to a list of existing communities.



- Search for our community: '**Outer NE London Transforming Adult Social Care**'

For more in depth discussion on specific aspects of transforming like Self Directed Support (SDS), practitioners/managers/other local authority staff can join (by request) to the **'Outer NE London SDS Community'**.

- Select the **"Apply to join"** button – as this is a private community, we will have to approve your application.

The screenshot shows the 'Communities of practice for local government' website. The page title is 'Communities of practice for local government'. The navigation bar includes 'Welcome | Communities | People Finder', 'Font size: A A', and 'Forgot my password?'. The main content area is titled 'Communities' and features an 'A-Z Index' and 'By Date Started' tabs. A search bar is visible in the top right. Below the search bar, there is a 'View 15 per page' dropdown and a 'Go' button. The main content area displays a list of communities. The first community is 'A Scottish Enterprising Third Sector: Sustaining Access to Procurement Markets', started in Mar 2010 with 7 members. The second community is 'ABE Benchmarking Partnership', started in Jun 2008 with 24 members. The 'Apply to join' button for this community is circled in red. To the right of the community list, there are 'Tools' including 'Print this page' and 'Print full community list'. An arrow points from the 'Apply to join' button to the 'Join this community' form below.

**Join this community**

This is a private community.

In order for the facilitators to understand members' needs, please tell us why you want to join this community, Your request to join the community will be actioned by the community facilitator. Notification of your acceptance to the community will be sent to your email address.

Receive Daily email alerts from this community \* max. 500 characters

**Request membership**

- You will receive notification of acceptance via an email – once approved, it's yours to own!

## STEP 3 - GET TO KNOW COP

The screenshot shows the website for the 'Outer NE London Transforming Adult Social Care Community'. The page has a green header with the title and a navigation menu. The main content area is divided into several sections, each with a numbered callout:

- 1. Latest forum posts:** A section titled 'Collaborate with other community members.' containing a list of forum posts with dates and authors.
- 2. Upcoming events:** A section titled 'Add events of interest to community members here.' with a 'View all events' link.
- 3. New members:** A section titled 'Please give a warm welcome to the latest members.' listing new members with their roles and contact information.
- 4. Latest library items:** A section titled 'Share your documents with other members.' listing documents like newsletters and reports.
- 5. Latest wiki activity:** A section titled 'Share your content. Add and edit content collectively.' with a 'View all wiki entries' link.
- 6. Latest blog entries:** A section titled 'Publish and document your ideas in your online journal.' with a 'View all items' link.
- 7. Search:** A search bar with a 'Search' button.
- 8. Poll:** A poll titled 'How confident are you in your understanding of Transforming Adult Social Care in Redbridge?' with a bar chart showing 100% very confident, 0% not confident, and 0% quite confident.
- 9. Tagged items:** A section titled 'Click a tag to view items' listing various tags like 'advice and information', 'tasc events', and 'user led organisation'.
- 10. Active users:** A section titled 'Active users' showing the name 'Trusha Patel'.
- 11. Sub-communities:** A section titled 'Sub-communities' showing a link to 'Outer NE London SDS Community'.

The right sidebar contains a search bar, a 'Quick access to your communities' dropdown, a 'Tools' menu with options like 'Unsubscribe from email alerts', 'Community facilitators', 'Community metrics', 'Invite people to join', 'New sub-community', and 'Leave this community', and a 'Poll' section.

### 1. Forums

Where you can ask questions, post information or respond to other members' posts. Forums are the best way for new members to get involved

### 2. Events

See what events are happening and promote relevant upcoming events or meetings

### 3. Members

Find out who is part of our CoP

### 4. Library

Allows you to upload, share and track documents.

### 5. Wiki

Allows you to add and edit content collectively. You can post a document for other's input or amend existing documents.

### 6. Blog

An online journal or diary that others can comment on or you can create your own.

### 7. Search

Allows you to search for documents, wikis, blogs and events in our CoP

### 8. Poll

This allows you to express your view on questions

### 9. Tags

Shows you all the items under a particular tag. Tags are like keywords, but have been chosen by you and the community.

### 10. Active Users

See who is online with you

### 11. Sub-communities

These communities that have been set up for a specific aspect of the main community.

## STEP 4 - DON'T FORGET TO....

### Set up your profile

Here you will be able to edit your personal details including your profile, picture, password and email address.

- Once you have registered and signed in, select **“My home”** on the top banner and then **“My profile”** on the blue banner.
- Select **“Edit my profile”** and click on the **“+”** buttons to expand and amend your details.

Communities of practice for local government

Welcome **My Home** | Communities | People Finder | Help

Font size: A A Logged in as: Trusha Patel | Logout

### My Profile

My Communities My Messages My Blog My Alerts My Contacts My Tags **My Profile**

You are here: [My Home](#) > Personal Details

#### My Profile

<b>+</b> Personal Details	Completion	100%
<b>+</b> My picture	Completion	0%
<b>+</b> About me	Completion	0%
<b>+</b> Areas of expertise	Completion	100%
<b>+</b> Contact details	Completion	100%
<b>+</b> Networking	Completion	0%
<b>+</b> Email alerts	Completion	100%

Preview public profile

#### Tools

- +** Edit my profile
- +** Change my picture
- +** View my profile in People Finder
- +** Remove my registration

Preview public profile

- Remember to select **“Save”** when changes have been made.

### Sign up to alerts

You can set up email alerts so when new content is created or posted you automatically receive a direct email to your inbox.

- Select **“My home”** on the top banner and then **“My alerts”** on the blue banner.
- Choose the frequency of your email alerts from the drop down list.
- Click **“Save email frequency settings”** in the right hand navigation bar.

Communities of practice for local government

Welcome **My Home** | Communities | People Finder | Help

Font size: A A Logged in as: Trusha Patel | Logout

### My Communities of practice

My Communities My Messages My Blog **My Alerts** My Contacts My Tags My Profile

You are here: [My Home](#) > Manage My Alerts

#### My Alerts

My Community Alerts | [Comments on my blog](#)

Select the frequency of your email alerts by choosing 'Immediate', 'Daily', 'Weekly' or 'None' from the drop down list below. Then click 'Save email frequency settings' in the right hand navigation bar.

Community	Choose email alert frequency
<a href="#">Community Hub</a>	None
<a href="#">Outer NE London SDS Community</a>	Immediate
<a href="#">Outer NE London Transforming Adult Social Care Community</a>	Immediate

Print this page

#### Email link format preference

Our emails often include links. Our standard practice is to use short urls (TinyUrls) by default. You can change your preference below to receive full or short urls for your mail links from communities of practice.

Your current preference is to use short urls.

[Use full urls](#)

#### Tools

- +** Save email frequency settings

## Find people

CoP is a great way of putting you in touch with people and expertise.

- Click on **“People finder”** on the top banner of the homepage.

Communities of practice for local government

Welcome | My Home | Communities | **People Finder** | Help

Font size: A A A | Logged in as: Trisha Patel | Logout

### People Finder

Search | Find People by Expertise

You are here: [People Finder](#) > Search

#### Find People of interest

Enter the search attributes to find people that you would like to contact or connect with.

#### Choose search options

First name:

Last name:

Job title:

Local authority:

Organisation:

Keyword(s):  (Use commas to separate keywords)

Region:

<input type="checkbox"/> East Midlands	<input type="checkbox"/> East of England
<input type="checkbox"/> London	<input type="checkbox"/> North East
<input type="checkbox"/> North West	<input type="checkbox"/> South East
<input type="checkbox"/> South West	<input type="checkbox"/> Yorkshire and the Humber
<input type="checkbox"/> West Midlands	<input type="checkbox"/> National
<input type="checkbox"/> Northern Ireland	<input type="checkbox"/> Scotland
<input type="checkbox"/> Wales	
<input type="checkbox"/> International	

#### Find people by expertise

[asset management](#) | [best value](#) | [communications](#) | [community strategies](#) | [customer services](#) | [e-government](#) | [education - adult](#) | [education - children](#) | [efficiency](#) | [employment information](#) | [health](#) | [business planning](#) | [housing](#) | [human resources](#) | [learning and development](#) | [neighbourhood renewal](#) | [organisational development](#) | [performance management](#) | [planning](#) | [political management](#) | [procurement](#) | [project management](#) | [race equality & diversity](#) | [social issues](#) | [scrutiny](#) | [social services](#) | [sustainable development](#) | [transport](#) | [workforce / succession planning](#)

[View more tags](#)

**Find matching people**

## CONTACT US

For more help or support with CoP



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**You're ready to use CoP – now it's yours to own**