



Southern Africa HIV/AIDS Regional Exchange

An initiative of the USAID Southern Africa Regional HIV/AIDS Program (RHAP)

with the support of K4Health and SAfAIDS



USAID
FROM THE AMERICAN PEOPLE



K4Health
Knowledge for Health



SAfAIDS Southern Africa
HIV and AIDS Information
Dissemination Service

www.hivsharespace.net

User Manual

July 2011

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Introduction

The Southern Africa HIV/AIDS Regional Exchange (SHARE) Collaboration Platform is your space to share information and collaborate with others working in HIV/AIDS efforts across southern Africa. Registered users can access public and private groups with features including announcements, discussion forums, events, file sharing and online meetings.

Groups on SHARE are either "Private" or "Public":

Private groups

- Not listed in SHARE's directory of groups.
- Only group members can see and access a private group and its contents.
- Joining requires an invitation from the private group manager.

Public groups

- Listed in SHARE's directory of groups (requires log-in to view)
- Membership is moderated by a group manager.
- Any registered SHARE user can request membership to a public group.
- Only group members can access the group posts.

Creating Groups:

Any registered user can request the creation of a new group, public or private, via an online form. Only the SHARE System Administrator can set-up new groups; this limits the duplication of topics.

Managing Groups:

All groups are assigned a manager by the SHARE System Administrator. Group managers can then promote other group members to be group administrators. Group administrators act as co-managers, assisting group managers with managing their groups.

Group membership

Private groups - Group managers subscribe registered users to their private groups. Group members can leave groups if they wish.

Public groups - All registered users can apply for membership - membership is moderated by the group manager. Group members can invite others to apply for group membership. Group members can leave groups if they wish.

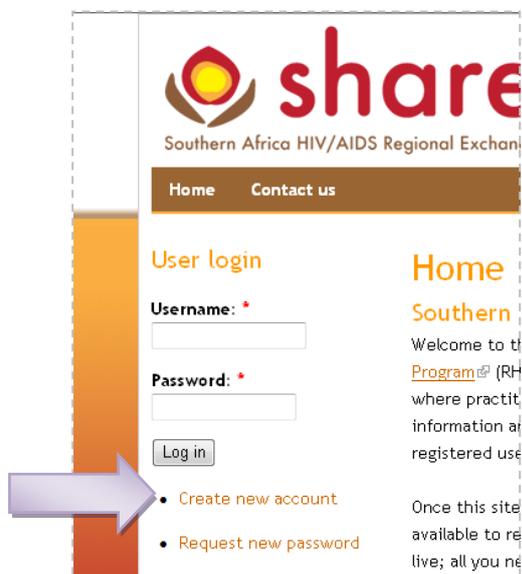
Using SHARE

Anyone working on HIV/AIDS related activities in southern Africa can register to collaborate on SHARE. Membership is moderated by the SHARE System Administrator.

How to register

To register:

1. Open the SHARE website: <http://www.hivsharespace.net>
2. Click "Create new account":



3. Complete and submit the user registration form - note that compulsory fields are marked with asterisks (*)

Once your application for an account has been approved, you will receive an email containing information about how to log in and change your password.

Logging In

Registered users can log in to access SHARE features and groups, and to apply for group membership.

To login:

1. Visit the SHARE website: <http://www.hivsharespace.net> (.org will also work)
2. Type your username and password into the "User login" form:




 Southern Africa HIV/AIDS Regional Exchange
 Home Contact us
User login
 Username: *

 Password: *

3. Click the "Log in" button

Once logged in, more navigation items will be visible:




 Southern Africa HIV/AIDS Regional Exchange
 Home Groups Find people My profile My relationships Messages Calendar Contact us Log out
Who's online
 There are currently 2 users and 0 guests online.
Online users

- CoP Member
- Scott Dalessandro

Home
 Southern Africa HIV/AIDS Regional Exchange (SHARE) Collaboration Platform
 CoP Member, welcome to the SHARE Collaboration Platform
 If you have questions or feedback as we continue to build out this site and its functionality, please send them to share@hivsharespace.net.

Groups

Creating a new SHARE group (public or private)

Any registered user can request the creation of a new group, public or private. The SHARE System Administrator moderates these requests. Once your application for a new group has been approved, you will receive an email notifying you that you can access and manage the group, including inviting others to join your group.

To request a new SHARE group:

1. Log into SHARE
2. Click on *Groups*, located the top menu bar.



3. Click on the *New Group* button, located on the right side of the page.



You will arrive at the group request form on:

<http://www.hivsharespace.net/groups/request>

4. Complete and submit the form.

Note: *The person requesting a new group will be made the group manager by default. This manager can later promote other group members to be group administrators (co-managers).*

Joining a SHARE group

To join a private group: Private groups are not listed in the directory. You can only join private groups if you are registered on SHARE and are invited directly by the manager of a private group.

To join a public group: Any registered user can apply to join an existing public group. Your request to join a public group will be moderated by a manager of that group. You can request to join any public group listed in the directory.

To join a public group:

1. Log into SHARE
2. Go to the group directory: <http://www.hivsharespace.net/og>
3. Click the relevant "Request membership" link

Public groups are listed below. You can request to join any of the public groups by clicking the "Request membership" links. Group membership is moderated by the group manager. Anyone registered on the SHARE Collaboration Platform can see the list of public groups and can apply for membership in order to collaborate in the groups.

The SHARE collaboration platform also hosts **private groups** that are only visible to the members of the group.

Note that you can [request the SHARE administrator to create a new public or private group](#).

Group	Description	Manager	Posts	Members	Join Link
Human Resources in Health (HRH)	Human Resources in Health (HRH) public group	John Vincent Fieno	1	4	Request membership
HIV Prevention & Traditional Leaders	Public group to discuss an eToolkit, eLearning course and eForum which SAfAIDS & K4Health will be producing on HIV prevention and traditional leaders.	Carla Visser	1	5	Request membership



4. Your request will be sent to that group's manager.
5. Once your request is approved, you will receive an email notifying you that you can access the group.

Accessing your SHARE group(s)

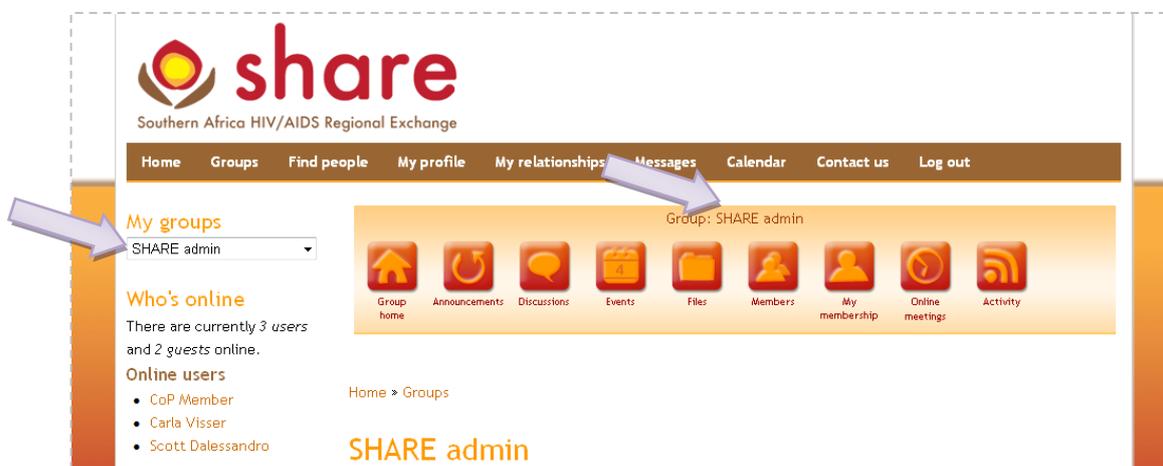
To access your groups:

1. Log into SHARE
2. Any groups you are a member of will be listed in the "My groups" drop-down menu in the left-hand panel:



Screenshot of the SHARE website interface. The top navigation bar includes 'Home', 'Groups', 'Find people', and 'My profile'. The left-hand panel features a 'My groups' section with a dropdown menu currently set to 'select'. Below this, there is a 'Who's online' section indicating 'There are currently 3 users and 2 guests online.' The right-hand panel shows a 'Home' section with 'Southern Africa' and 'CoP Member' visible.

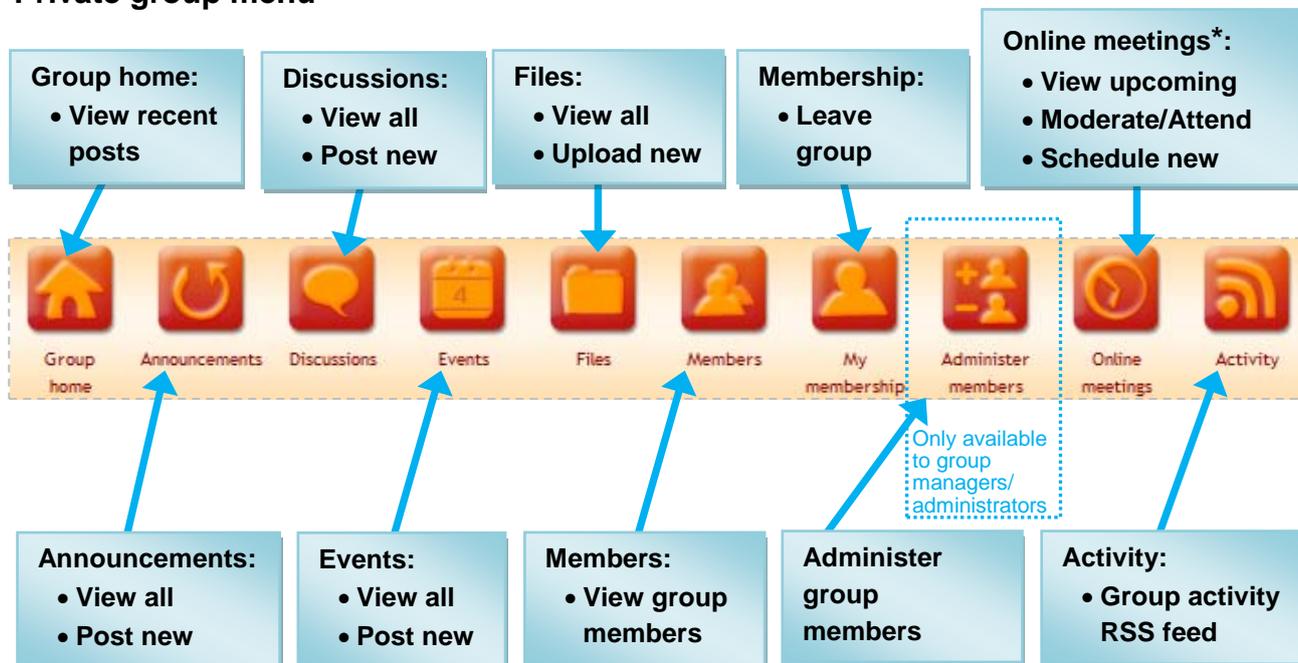
3. Select a group from the list in the drop-down
4. You will arrive on the group home page for your group. "SHARE admin" is the example group indicated by the arrows below.



Navigating SHARE group features

Contextual group menus are available throughout the group spaces. These menus enable you to explore and collaborate in your group/s.

Private group menu



* Available if the group is authorized to use the SHARE online meeting platform.

Public group menu



** Available if the group is authorized to use the SHARE online meeting platform.

SHARE group features explained



Group home

The group home page lists the most recent group posts.

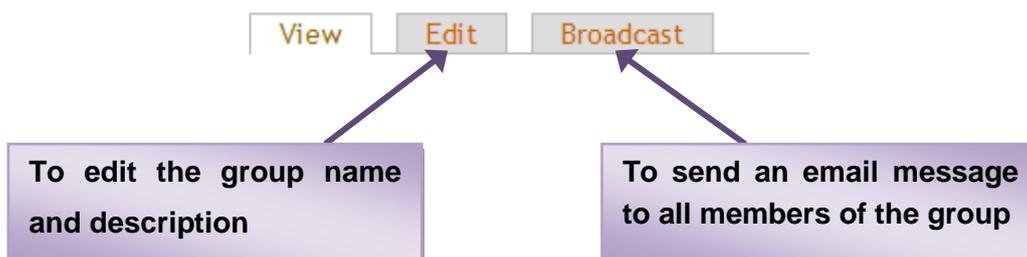
Demo group

View Edit Broadcast

Demo online meeting
Submitted by CoP Member on 4 July 2011
Date:
4 July 2011 - 11:40 - 12:30 SAST
Status: Meeting is not running
[Add new comment](#)

Welcome to this demo group
Submitted by Carla Visser on 4 July 2011
[Add new comment](#)

On the group home page, group managers and group administrators have access to the following tabs:



Editing the group name and description

To edit the group's name and/or description, group managers/administrators can:

1. click the "Edit" tab on the group home page
2. change the "Title" and "Description" values as required
3. click the "Save" button:

Demo group

View Edit Broadcast

Title: *

Description: *

A brief description for the group details block and the group directory.

Sending an email message to all members of the group

To send an email message to all members of the group, group managers/administrators can:

1. click the "Broadcast" tab on the group home page
2. type in a "Subject" and "Body" for the email
3. click the "Send message" button:

Send message to *Demo group*

View Edit Broadcast

Subject: *

 Enter a subject for your message.

Body: *

 Enter a body for your message.

Send message



Announcements

The announcement page lists the group's announcements and allows group members to post new announcements in the group.

All group members can post new announcements and comment on existing announcements.

Viewing an announcement

To view an announcement, click on its title on the group announcements page:

Title	Updated/commented date
Welcome to this demo group	4 July 2011 - 09:31 GMT

+ New announcement

Posting a new announcement

To post a new announcement in the group, group members can:

1. click on "+New announcement"
2. complete the form
3. click the "Save" button



Discussions

The discussions page lists the group's discussions and allows group members to start new discussion threads in the group.

All group members can post new discussions and comment on existing threads.

Viewing a discussion

To view a discussion, click on its title on the group discussions page:

Title	Updated/commented date	 New discussion
Demo discussion	5 July 2011 - 09:25 GMT	

Posting a new discussion thread

To start a new discussion in the group, group members can:

1. click on "+New discussion"
2. complete the form
3. click the "Save" button



Events

The events page lists all events posted in the group and allows group members to post new events.

All group members can post new events and comment on existing event entries.

Viewing an event

To view an event entry, click on its title on the group events page:

To view past events, click here .		 New event
Title	Date	
Demo event	15 July 2011 - 09:00 - 11:00 SAST	

Posting a new event

To post a new event in the group, group members can:

1. click on "+New event"
2. complete the form
3. click the "Save" button



Files

The files page contains the group's shared folder and allows group members to upload, download and categorise their files.

All group members can download existing files, create folders and upload new files.

Group files

Right-click (Opera: Alt+Left) on files or folders opens the context menu.

<div style="border: 1px solid gray; padding: 5px;"> <p>Demo_group [-] [+]</p> <ul style="list-style-type: none"> Demo_group 20110704 minutes </div>	<div style="border: 1px solid gray; padding: 5px;"> <p>/ Demo_group [+]</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Name</th> <th style="text-align: left;">Modified</th> <th style="text-align: left;">Size</th> <th style="text-align: left;">Owner</th> </tr> </thead> <tbody> <tr> <td>20110704 minutes</td> <td>04/07/11 12:23</td> <td></td> <td></td> </tr> </tbody> </table> <p style="text-align: right; margin-top: 5px;">▶ File Upload</p> </div>	Name	Modified	Size	Owner	20110704 minutes	04/07/11 12:23		
Name	Modified	Size	Owner						
20110704 minutes	04/07/11 12:23								

Downloading an existing file

To open or download a file that is saved in the group folder, group members can:

1. click on the folder names to browse to the relevant file
2. click on the file name to open the file

Creating a new folder

To create a new folder in the group, group members can:

1. click on the new folder icon
2. type in a name for the folder:

<div style="border: 1px solid gray; padding: 5px;"> <p>Demo_group [-] [+]</p> <ul style="list-style-type: none"> Demo_group </div>	<div style="border: 1px solid gray; padding: 5px;"> <p>/ Demo_group [+]</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Name</th> <th style="text-align: left;">Modified</th> <th style="text-align: left;">Size</th> <th style="text-align: left;">Owner</th> </tr> </thead> <tbody> <tr> <td>20110704 minutes</td> <td>04/07/11 12:23</td> <td></td> <td></td> </tr> <tr> <td><input style="width: 100%;" type="text" value="New Folder"/></td> <td>05/07/11 10:12</td> <td></td> <td></td> </tr> </tbody> </table> </div>	Name	Modified	Size	Owner	20110704 minutes	04/07/11 12:23			<input style="width: 100%;" type="text" value="New Folder"/>	05/07/11 10:12		
Name	Modified	Size	Owner										
20110704 minutes	04/07/11 12:23												
<input style="width: 100%;" type="text" value="New Folder"/>	05/07/11 10:12												

New folder icon

3. press the "Enter" key on your keyboard

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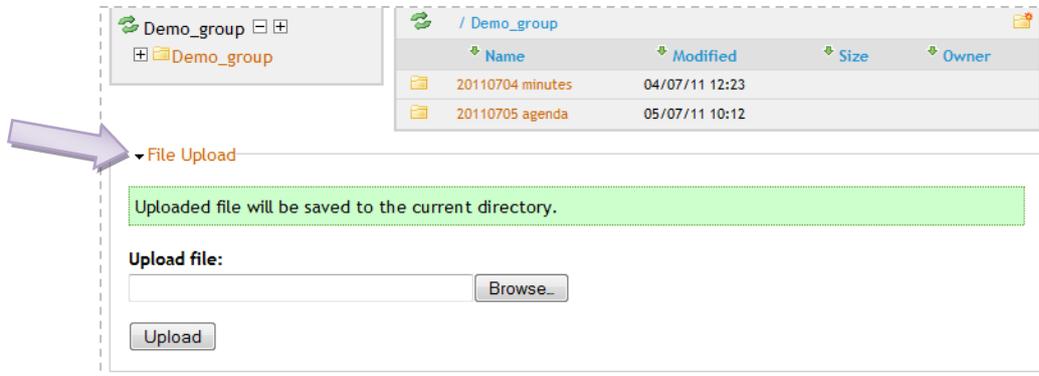
Compiled by K4Health

14

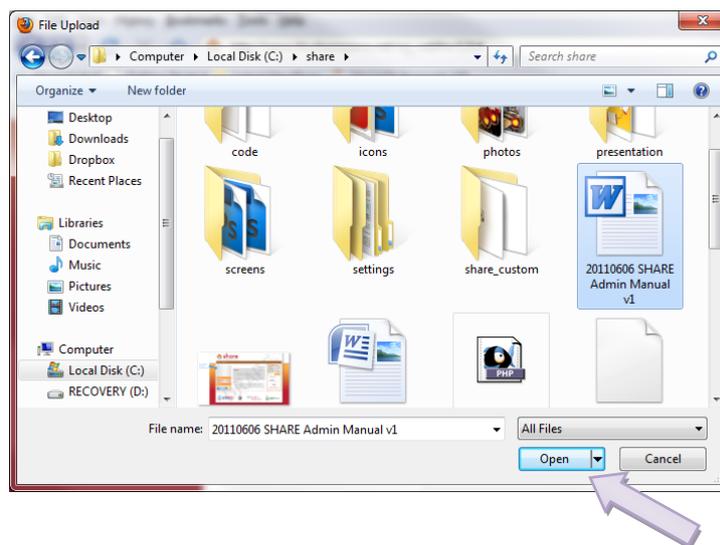
Uploading a new file

To upload a new file group members can:

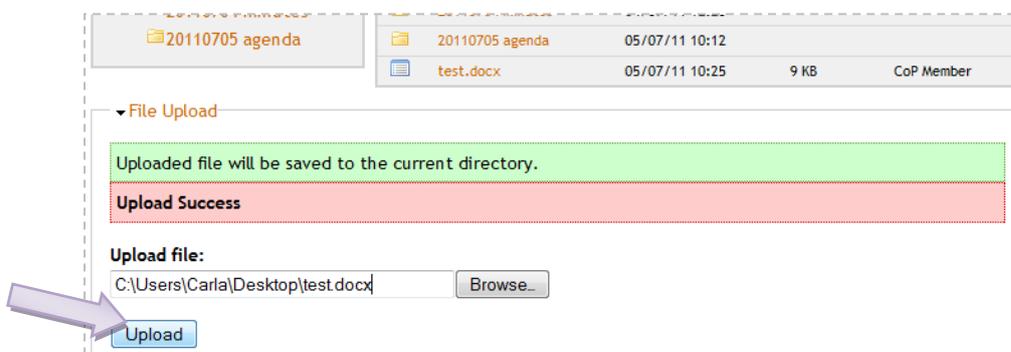
1. click on the "File Upload" link below the group file directory listing:



2. click on the "Browse" button
3. in the browse popup, browse to the file that you would like to upload
4. select the file and click the "Open" button



5. click the "Upload" button:





Members

On the members page, group members can view who is part of the group.

Group members also have the option to leave the group, by clicking the "Remove membership" link in the "Manage" column next to their names.

Members of Demo group	
Name	Manage
SHARE Administrator admin	
CoP Member	Remove membership
Kevin Mazorodze	

For group managers and group administrators:

On the members page, group managers and group administrators have additional options available for managing group members.

Members of Demo group	
Name	Manage
SHARE Administrator admin	Remove membership Admin: Remove
CoP Member	Remove membership Admin: Create
Kevin Mazorodze	Remove membership Admin: Create

Removing a person from the group

To remove a person from the group, a group manager/administrator can:

1. click the "Remove membership" link in the "Manage" column

The system will prompt the administrator to confirm the action:

Are you sure you want to remove Carla Visser from the group *SHARE admin*?

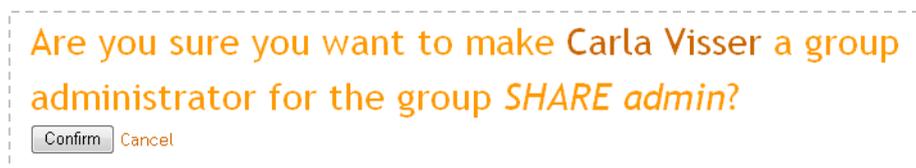
2. click the "Remove" button

Promoting a group member to become a group administrator

To promote a group member to be a group administrator (co-manager) a group manager/administrator can:

1. click the "Admin: Create" link

The system will prompt the administrator to confirm the action:



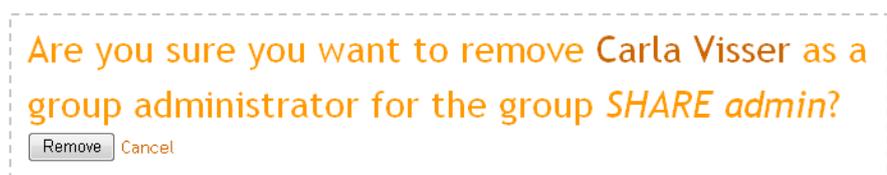
2. click the "Confirm" button

Demoting a group administrator to be a regular group member

To demote a group administrator to be a regular group member, a group manager/administrator can:

1. click the "Admin: Remove" link

The system will prompt the administrator to confirm the action:

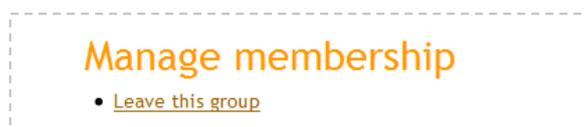


2. click the "Remove" button



My membership

Group members can choose to leave the groups that they belong to by clicking the "Leave this group" link:



Note: Group managers act as group owners and cannot leave their groups. If they wish to leave, they need to request the SHARE System Administrator to assign another group manager first.



Administer members

(Only for managers/administrators of private groups)

To be subscribed to a SHARE private group, someone needs to be registered on SHARE. Private group managers/administrators can subscribe anyone registered on SHARE to their private groups.

Subscribing a person to a private group

To subscribe a person to a private group, the group manager/administrator can:

1. search for him/her in the administer members form - note:
 - You can click on the buttons below the search box to search
 - Search results are displayed below the search form:

real name ▲	user name	status	manage
Scott Dalessandro	sdalessa	non-member	• add • promote

2. click the "add" link in the "manage" column



Invite people

(Only for public groups)

In public groups, group members can invite others to apply for group membership.

Send invitation

Email addresses or usernames:

Enter up to 10 email addresses or usernames. Separate multiple addresses by commas or new lines. Each person will receive an invitation message from you.

Personal message:

Optional. Enter a message which will become part of the invitation email.

Inviting a person to join a public group

To invite people to join a public group, group members can:

1. type in the email address/es and a personal message on the invitation
2. click the "Send invitation" button:



Online meetings

(Only for groups authorized to use the SHARE online meeting platform)

The online meetings page lists all online meetings scheduled for the group and allows group members to schedule new online meetings.

If the group is authorized to use the SHARE online meeting platform, all group members can schedule new online meetings and comment on existing online meeting entries.

Note: *The group manager or one of the group administrators will need to activate the online meeting and act as meeting moderator for the duration of the meeting.*

Viewing upcoming online meetings

Upcoming online meetings are displayed on the group's online meetings page:

To view past online meetings, [click here](#).

New online meeting

Title	Date
Demo online meeting	5 July 2011 - 11:40 - 12:30 SAST

To view more details, click on the title of an online meeting.

Scheduling a new online meeting

To schedule a new online meeting for the group, group members can:

1. click on "+New online meeting"
2. complete the form
3. click the "Save" button

Moderating an online meeting

(For group managers/administrators only)

For an online meeting to take place, the group's manager or one of the group's administrators needs to activate the online meeting and act as the meeting moderator for the duration of the meeting.

To moderate an online meeting:

1. on the group's online meeting page, click on the meeting's title:

To view past online meetings, [click here](#).

New online meeting

Title	Date
Demo online meeting	5 July 2011 - 11:40 - 12:30 SAST

You will arrive on the meeting details page:

[View](#) [Edit](#) [Attend Meeting](#) [Moderate Meeting](#) [Revisions](#)

Submitted by [CoP Member](#) on 4 July 2011

Note that the group manager or one of the group administrators will need to activate the online meeting and act as meeting moderator for the duration of the meeting.

To attend the meeting, click the "Attend Meeting" tab above.

Date:
5 July 2011 - 11:40 - 12:30 SAST
Status: Meeting is not running
Groups: [Demo group](#)

2. click the "Moderate meeting" link or tab:



View Edit Attend Meeting **Moderate Meeting** Revisions

Submitted by [CoP Member](#) on 4 July 2011

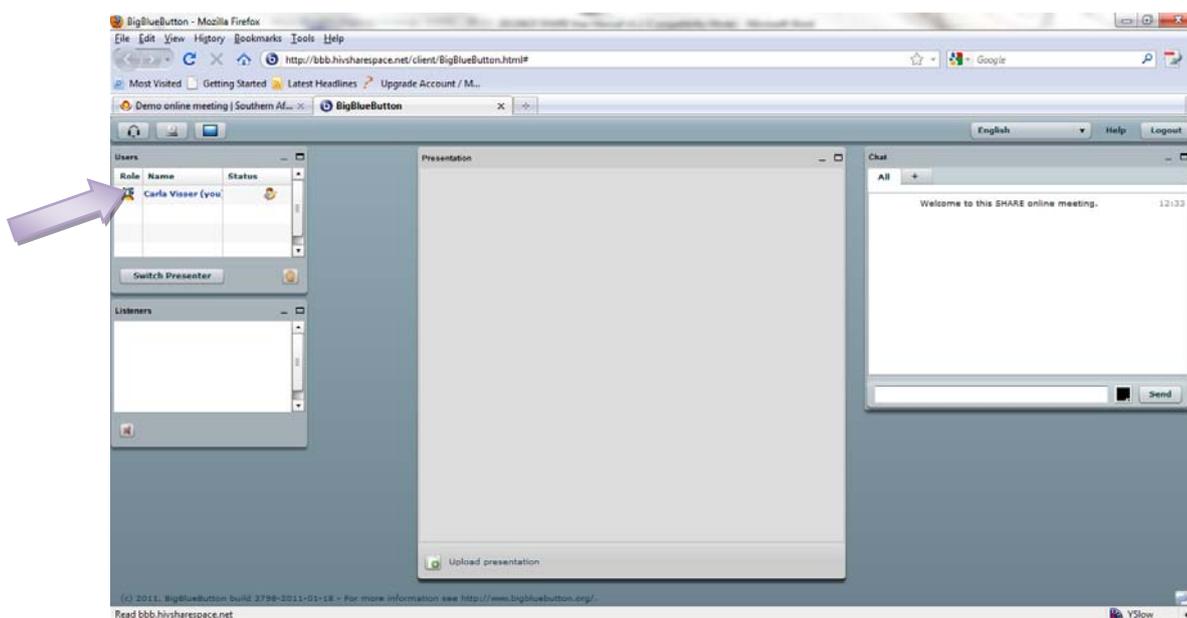
Note that the group manager or one of the group administrators will need to activate the online meeting and act as meeting moderator for the duration of the meeting.

To attend the meeting, click the "Attend Meeting" tab above.

Date:
 5 July 2011 - 11:40 - 12:30 SAST
 Status: Meeting is not running
 Groups: [Demo group](#)

[Add new comment](#) [Attend meeting](#) [Moderate meeting](#) [Unsubscribe from: Online meeting posts in Demo group](#) [Subscribe to: This post](#) [Subscribe to: Posts by CoP Member](#)

The online meeting platform will open in a new window and you (the meeting moderator) will be the meeting presenter:



BigBlueButton - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://bbb.hivsharespace.net/client/BigBlueButton.html#

Demo online meeting | Southern Af... BigBlueButton

English Help Logout

Role	Name	Status
Presenter	Carla Visser (you)	Active

Switch Presenter

Listeners

Chat

All +

Welcome to this SHARE online meeting. 12:33

Send

Upload presentation

© 2011, BigBlueButton build 2798-2011-01-18 - For more information see http://www.bigbluebutton.org/

Read bbb.hivsharespace.net

Attending an online meeting

To attend an online meeting:

1. on the group's online meeting page, click on the meeting's title:



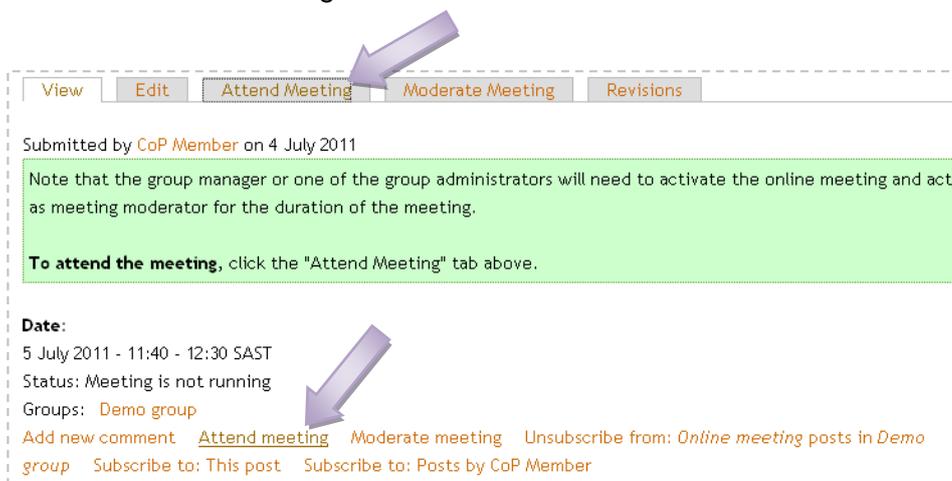
[+ New online meeting](#)

To view past online meetings, [click here](#).

Title	Date
Demo online meeting	5 July 2011 - 11:40 - 12:30 SAST

You will arrive on the meeting details page.

- click the "Attend meeting" link or tab:



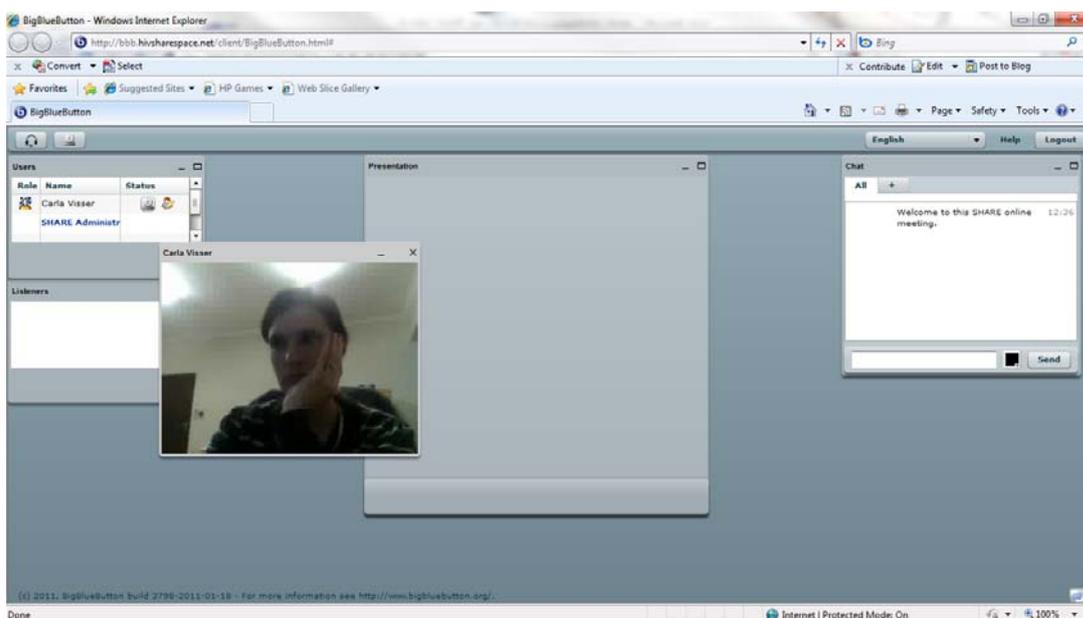
Submitted by [CoP Member](#) on 4 July 2011

Note that the group manager or one of the group administrators will need to activate the online meeting and act as meeting moderator for the duration of the meeting.

To attend the meeting, click the "Attend Meeting" tab above.

Date:
 5 July 2011 - 11:40 - 12:30 SAST
 Status: Meeting is not running
 Groups: [Demo group](#)
[Add new comment](#) [Attend meeting](#) [Moderate meeting](#) [Unsubscribe from: Online meeting posts in Demo group](#) [Subscribe to: This post](#) [Subscribe to: Posts by CoP Member](#)

If the meeting is active, the online meeting platform will open in a new window:



If the meeting is not active yet, you will see the following message:

You signed up for this meeting. Please stay on this page, you will be redirected immediately after the meeting has started.



Activity

The group's activity is displayed as an RSS feed:

Subscribe to this feed using  Live Bookmarks

Always use Live Bookmarks to subscribe to feeds.

Demo group
Private group collaboration

Demo event
05 July 2011 09:32 AM

Date:
15 July 2011 - 09:00 - 11:00 SAST

- [Demo group](#)

Demo discussion
05 July 2011 09:25 AM

- [Demo group](#)

Demo online meeting
04 July 2011 09:43 AM

Date:
5 July 2011 - 11:40 - 12:30 SAST
Status: Meeting in progress.

- [Demo group](#)

Contact the SHARE System Administrator

The SHARE System Administrator can be contacted by email on:
administrator@hivsharespace.net