inGenius™

A quick guide to using the SkillSoft inGenius functionality on Books24x7

inGenius is a set of social learning features on Books24x7 that enable you to find, share and create knowledge and expertise with the colleagues within your organization. Each Books24x7 title you see provides a context for you to create relevant Notes, as well as Comments on the Notes made by others, in order to create a discussion.

1) **Joining the Community.** Your profile is the key to participation. Until you join the community, you will be able to see the contributions of others, but you will not be able to participate. On the My Home page, the inGenius tab contains your starter profile. Click Add or Edit to view, enhance and approve your profile.

Your name and email address are required fields, but all other fields are optional. You can choose to upload an image to your profile, but are not required to do so. You can edit your profile at any time, and review your full profile and settings options via the My Profile tab on the Account Info page.

2) **Interests and Expertise.** Declare, self-rate and share your areas of interest within your profile. There are three levels of expertise from which to choose: Learner, Experienced, or Expert. All declared interests are displayed in your Profile. You can edit, add or delete interests at any time.

3) **Recent Activity list.** The Activity list is a view of the recent activities in your organization. You can click a name or image to see a member's profile, or click on the title or chapter to view the member's recommendations, Notes and Comments in context.

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When reviewing the full activity list (click on "More" at the bottom of the "Recent Activity" list), you can filter your view by several criteria:

A quick account of the latest Recent Activity in your community is also provided by a small pod in the lower right corner of your screen. The Recent Activity pod is available on all pages except the inGenius tab and the content pages of a title. You can also follow the activity using RSS.

Updated 8/5/2010

4) **Recommendations.** Recommending a title in inGenius shares the recommendation with your community. You will be able to see who recommended a title, and how many of the recommendations for a title came from people you are following. An optional Note may be added when you recommend a title to explain why you are recommending it.

"Who recommended what titles" will appear in the inGenius Recent Activity list and your recommended titles will appear in your Profile.
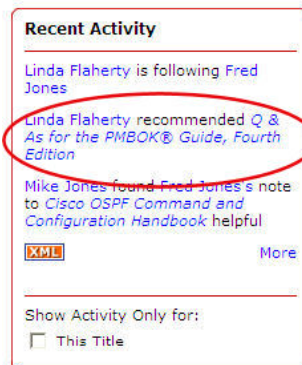
For titles that have received recommendations, there will be a list of "Those who recommend this title also recommend:" on the Table of Contents page:

5) **Creating Notes and Comments.** You can add your own notes, or add comments to the public notes of other community members.
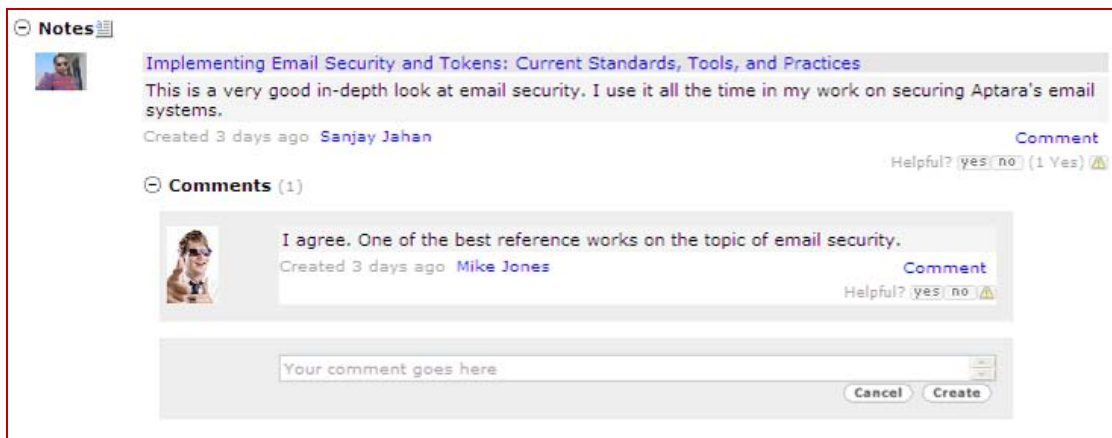
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Start adding notes by navigating to any viewer page or table of contents of a title. Click the ⬚ add note tool on the toolbar, choose a paragraph anchor 🔖 to attach the note to, and select either the "Community" radio button to make the note public within your organization or the "Private" radio button to keep the note nonpublic.
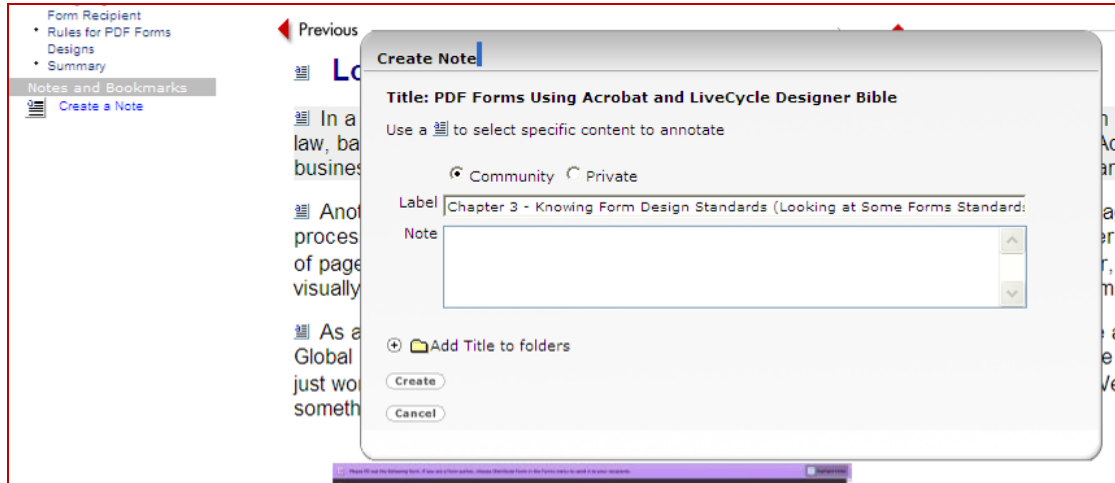
- You may add the title to a named personal folder, or it will automatically be placed in the "Default" folder.
- A record of your note will appear in the left column under "Notes and Bookmarks".

To comment on the public note of a community member in your organization, click on "Comment" and type your comment into the Comments block that appears. Click "Create" to finish the comment or "Cancel" to cancel out of your comment at any time. Click on "Edit" to modify any note, or "Delete" to remove the note from the title.


- You can flag a note as inappropriate and have it removed from the site by clicking on the Abuse tool ⚠️. A popup window will appear asking you to confirm by selecting "Yes" or "No".
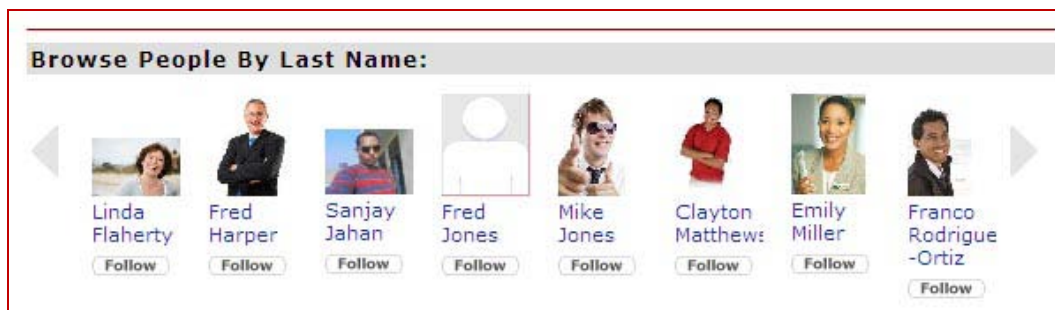
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- You can "rate" Notes and Comments by indicating if you found a Note or Comment "Helpful". Ratings also appear in the Recent Activity list. A ratings summary displays below each Note or Comment that has been rated. Helpful? yes no (1 Yes)

6) **Finding People.** You can search for people of interest in your organization by name or keyword. People searches appear in a new results tab next to title results:
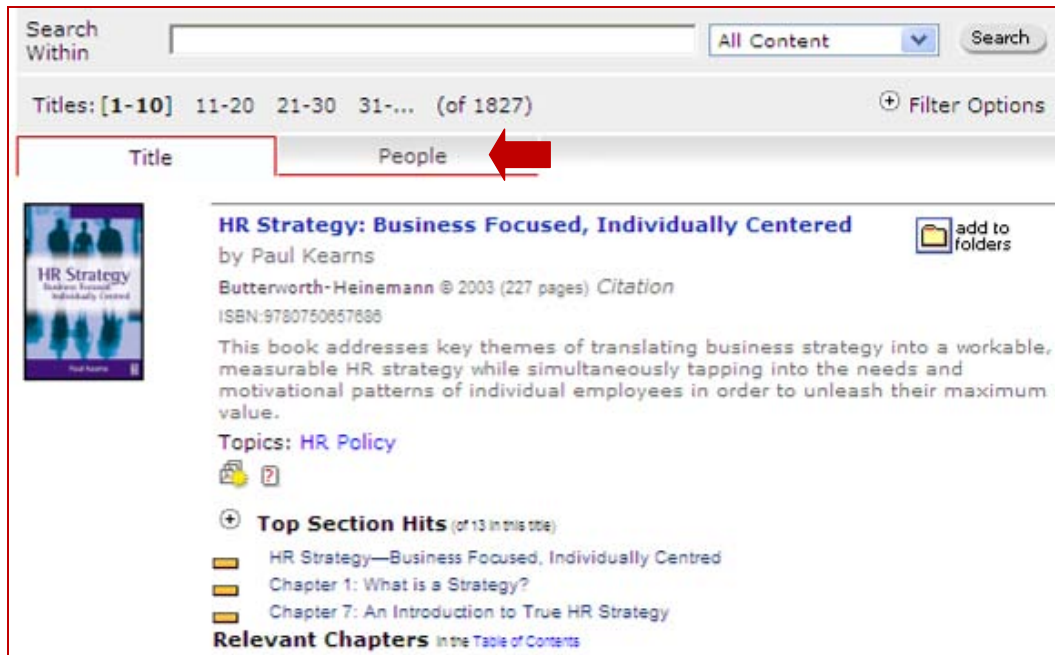

It's also possible to use "Browse Community" feature that is displayed on your Profile page. This feature allows you to scan through the inGenius users in your community and select which ones you want to view or follow.

7) **Following.** You can choose to follow any community members.

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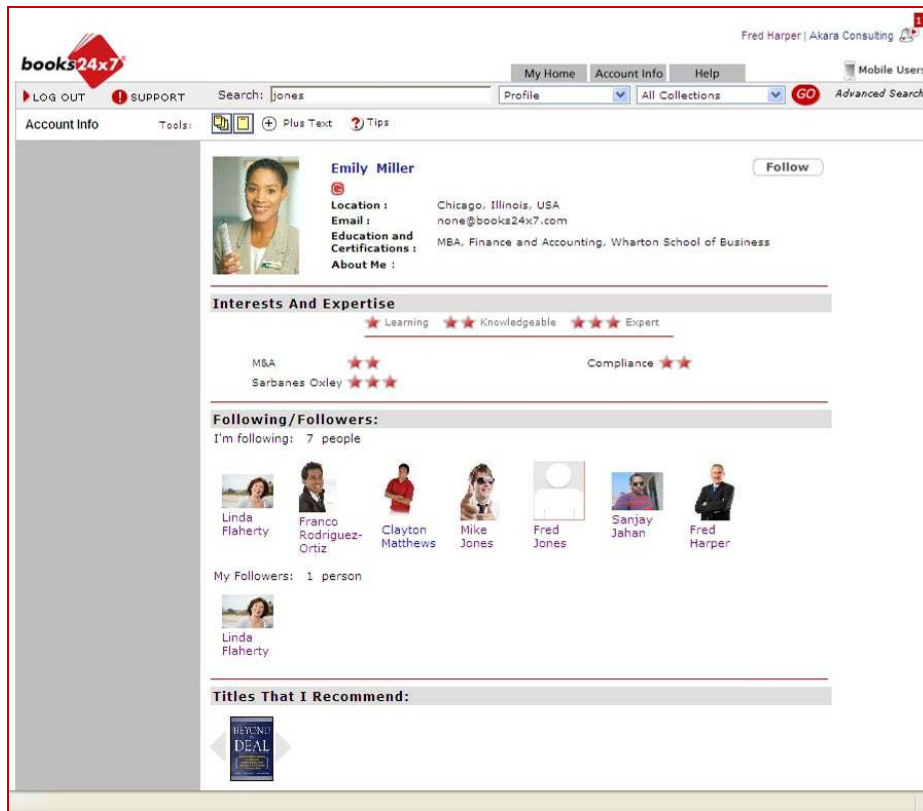
When viewing a user's profile, simply click the `Follow` button. An icon 🐾 will appear beside the name of every member you are following in the activity list. You can elect to `Unfollow` at any time. You can also follow people from the Browse People tool. You can then filter the Recent Activity by those you are following.

8) **Notifications Page**. You can view notifications of inGenius activities that directly affect you. There is a new icon, 🖥️, that appears in the upper right of the Books24x7 screen whenever there are new notifications. Clicking on the "notification bell" icon will display a list of your relevant notifications. Changes to your notification page can also be tracked using RSS. In addition, you can decide which activities will generate notifications through the Notifications Options tab on the Account Info page.