Co-created ICT solutions for Alzheimer's Informal Caregiving
612532-EPP-1-2019-1-ES-EPPKA2-KA

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# Co-Care Online Community of Practice (OCoP)

# A Practical guide

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# Index

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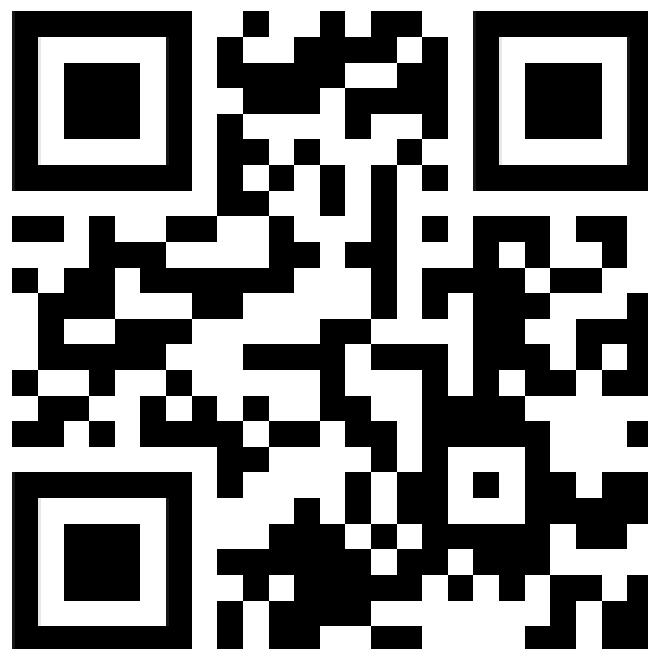
# Introduction to the OCoP

Welcome to Co-care project '**Online Community of Practice Practical Guide**'. Online Community of Practice (OCoP) is web-based **meeting and collaborative space where people interested in this project can find answers to their needs and/or help caregivers of those with Alzheimer's disease**. In this space, you **can explore different trends and topics in the areas of health, research and technology** to create an ideal **ecosystem and add value to the professional career**. In addition, you may find resources, information and the opportunity to exchange opinions with linked minded people from the sector such as caregivers, scientists, researchers, students, teachers, technologists etc.

This space has similar outlook and functionality like many popular social media platforms such as **Facebook**. The key functionalities are listed below,

- Groups for specific topics
- Pages of information and guidelines on the use of the OCoP
- Personal profile
- Search
- Notification
- Chat function
- News
- Events

# Registration

In order to access the community of practice space, first you must a registered user of the website. To register, please go to -- https://co-care.eu/en/register

# How to use this manual

This practical guideline explains the key features of the online community of practice space and preliminary instructions to navigate. If you have any further queries, please contact -
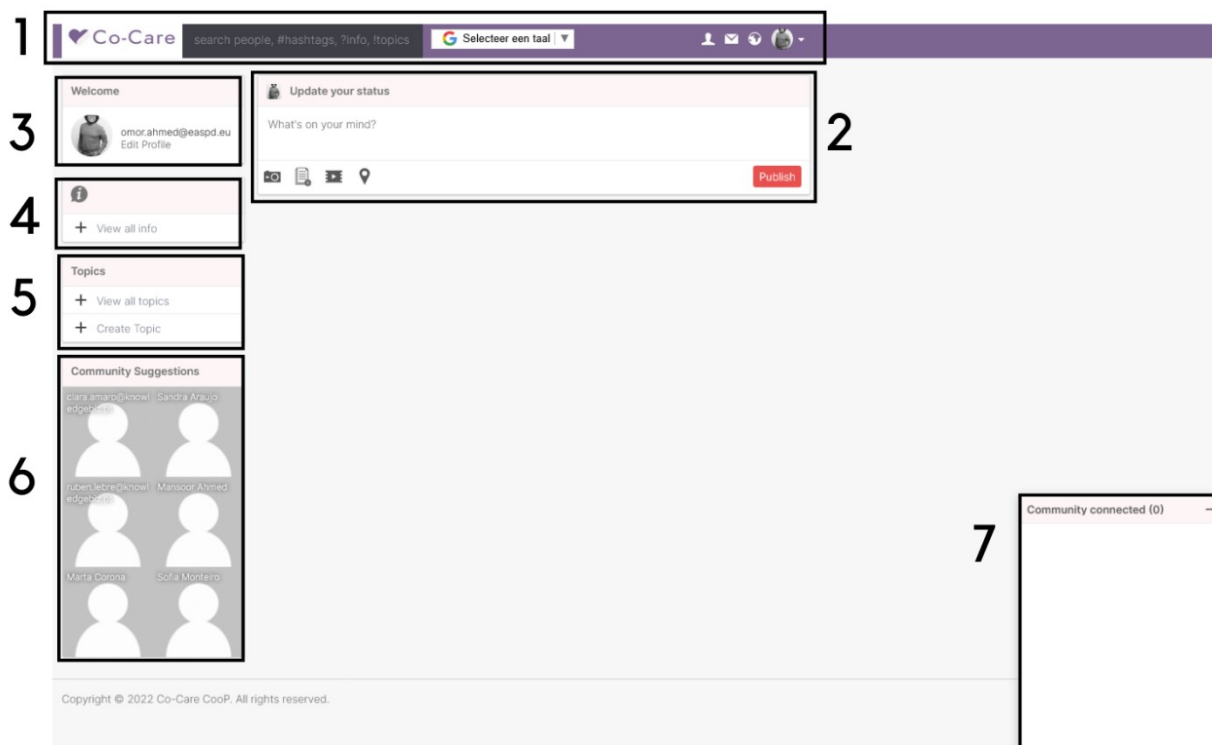
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# The Home page

This is the main page where you will land. It has been designed in a similar style to tools that many people are familiar with. From the home page you can access all the options and parts of the OCoP. The main landing page has 7 main segment as illustrated in the screen short below. Being a common

They are –

1. The parple bar
2. Status update
3. Edit profile
4. Information
5. Topics
6. Community dictionary
7. Chat

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## 1. The parple bar
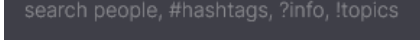
At the top of the main landing page, the vertical bar has some common features which will allow you to free surfing



### Main website

By clicking in the logo of the project → ♥ Co-Care   you can go back to the main website.

### Search

This window → [search people, #hashtags, ?info, !topics] allows you to search anything in the community space. The search result will appear in our timelines. You can search for people, groups and pages that you are interested in.

- To search for a topics use an exclamation mark before the name, for example: ! Alzheimers support.
- To search for a people use her name of the page, for example: pere.
- To find activity related to keywords use # before the word, for example: #Alzheimers
- You can also use the # to search for words that have been entered via hashtags.

### Language

By clicking in the icon → [G Selecteer een taal ▼] you will be able to switch between the language available in the platform.

### Connection request

By clicking in the icon → [👤] you will be able to see the connection request from the other community members.

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## Comments

By clicking in the icon → [icon] you will be able to see the comments made by any community members in the area of topic you added to your list.

## Notifications

By clicking in the icon → [icon] you will be able to see all the notifications. If you wish, you can configure how you want to receive this information and can choose to receive notifications by email. You can also filter your notifications by type to see summary of those you have received. The notifications may pop up like the screenshot below –
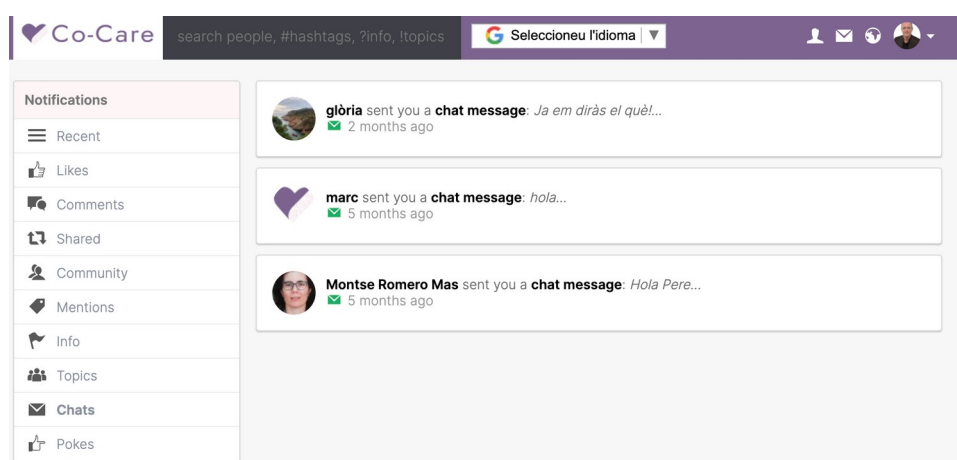


## User profile

By clicking in this icon → [icon] you will land in your profile page which gives many feature to discover the activities the community.

At the top part of your profile you have options to directly access your news, your profile, your photos, your connected community and the groups you belong to.



Quick shortcuts to
switch between tabs

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### Timeline

This tab will give you an overview of all your activities like posts, pictures and status you have shared.

### About

On the left side the 'About' window shows your profile data. Once you upload all you profile information. In addition you can see events, places, pictures news. As illustrated in the example screenshot below –
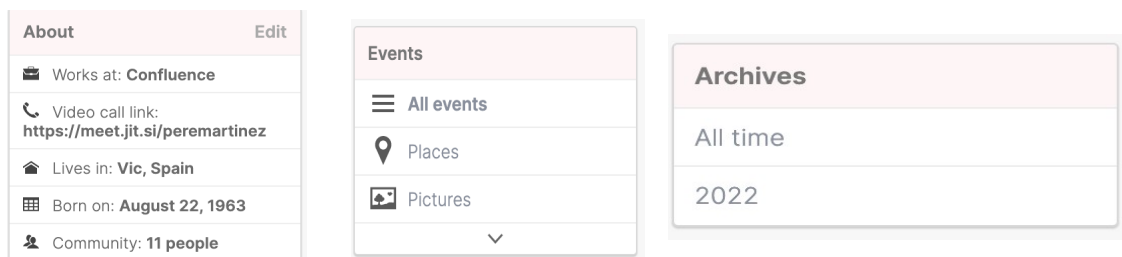


### Community

You will be able to see the communities you joined as illustrated in the example screenshot below --

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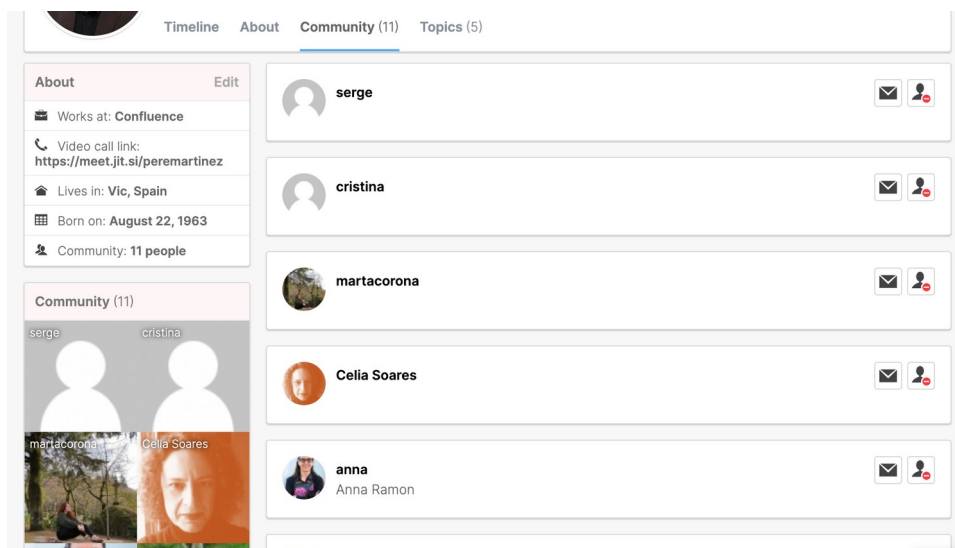
Bu clicking the icon →  You can also access the newsfeed, notification, topics, settings, and logout options as illustrated in the example screenshot below –
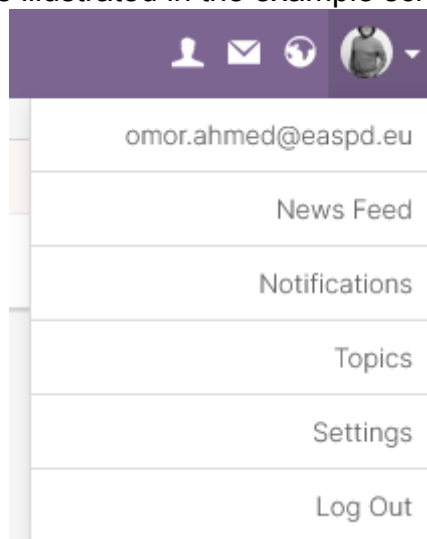


## 2. The status update

This status window will give you option to share a status, attach a picture, a document, a video and location based check-in. Simply, write down the status and then publish it.

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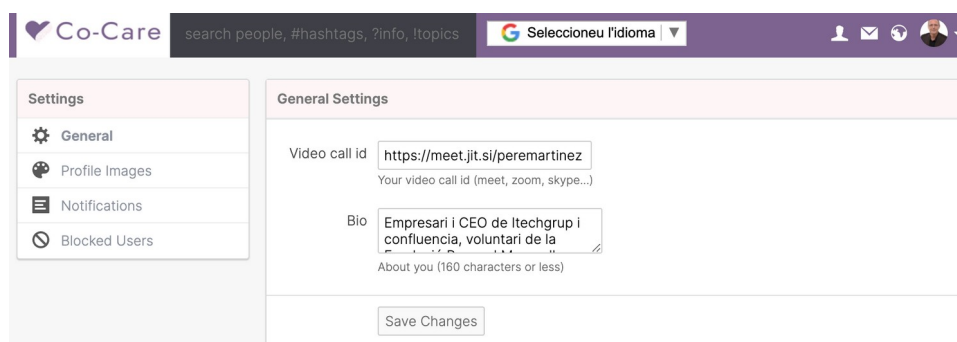
## 3. Edit profile

You can edit you profile by adding Photo and background. You can add some words about yourself in the Bio section as well as your video chat address on platforms like Jitsi, Zoom, Webex, Teams, Skype etc.

You will also be able to change some the settings to make more personalized. A new page will come up once you click the edit profile button. Configure how you want to receive your notifications.You can also block another community user from seeing your activity if necessary. Request to be able to interact with other people in the community: this allows you to approve the contact. See the screen to below --

## 4. Information

By clicking in window you will be able to find only informative pages where you can comment, ask questions and/or share. These include:
- FAQs / Q&A
- Rules of good use of the OCoP.
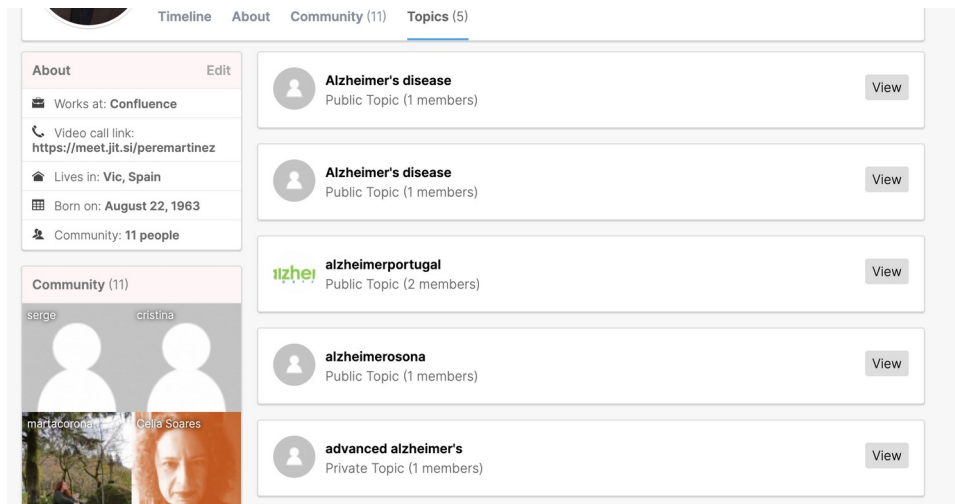- Community of Practice User Guide.

See the screen shot below --

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## 5. Topics

You will be able to see the topic of your interest as illustrated in the example screenshot below --



Create a topic -- This feature will allow you to create and share a topic with many detail information as needed. You can provide a name, a title, attach a cover image and description. Feel free to post a relevant topic of your interest and follow the discussion . See the illustrated in the screenshot below --
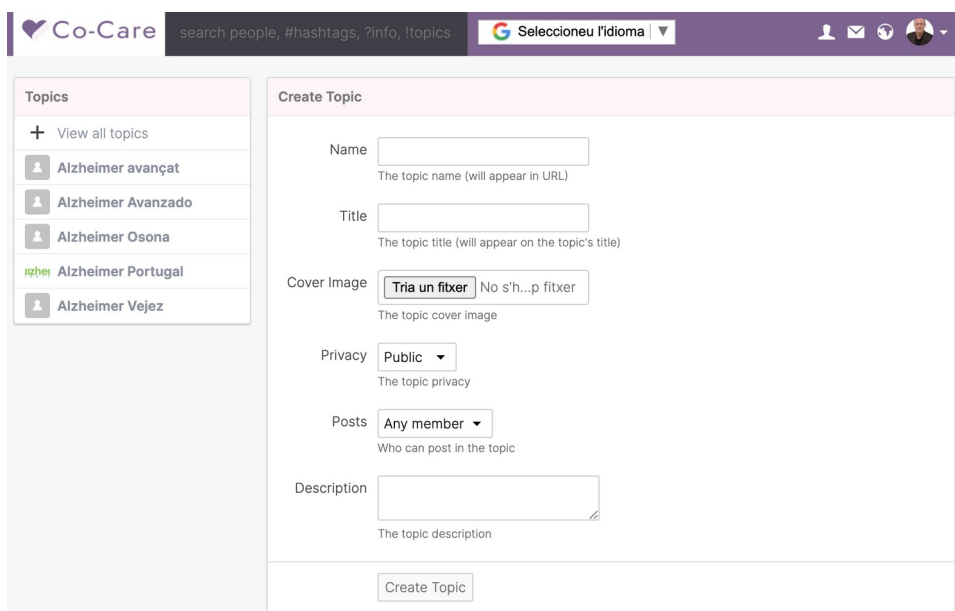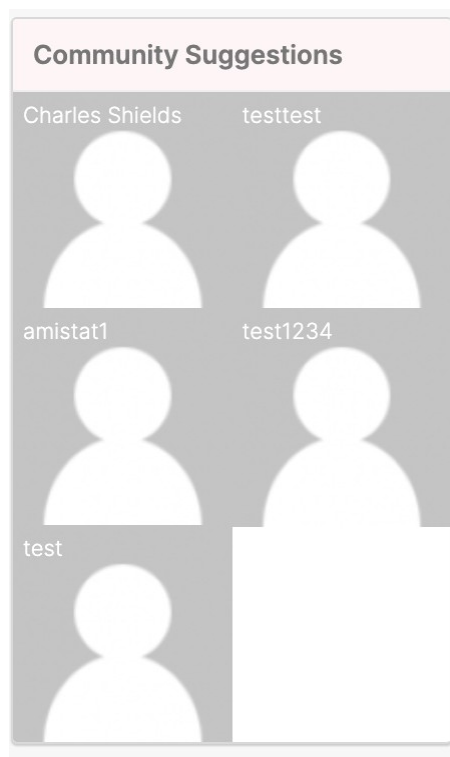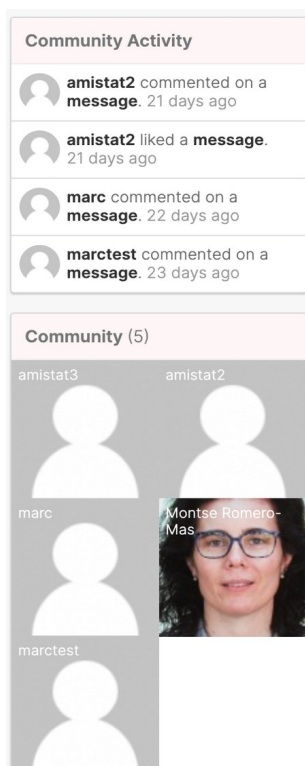
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Choose a topic that interests you and click on it to form part of it. Once you do this, any information on this topic will appear on your timeline. You can stop being part of a group at any time. You can also create your own topic and lead it. See the illustrated in the screenshot below --
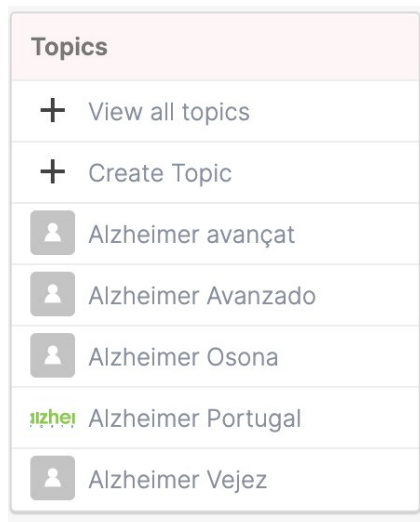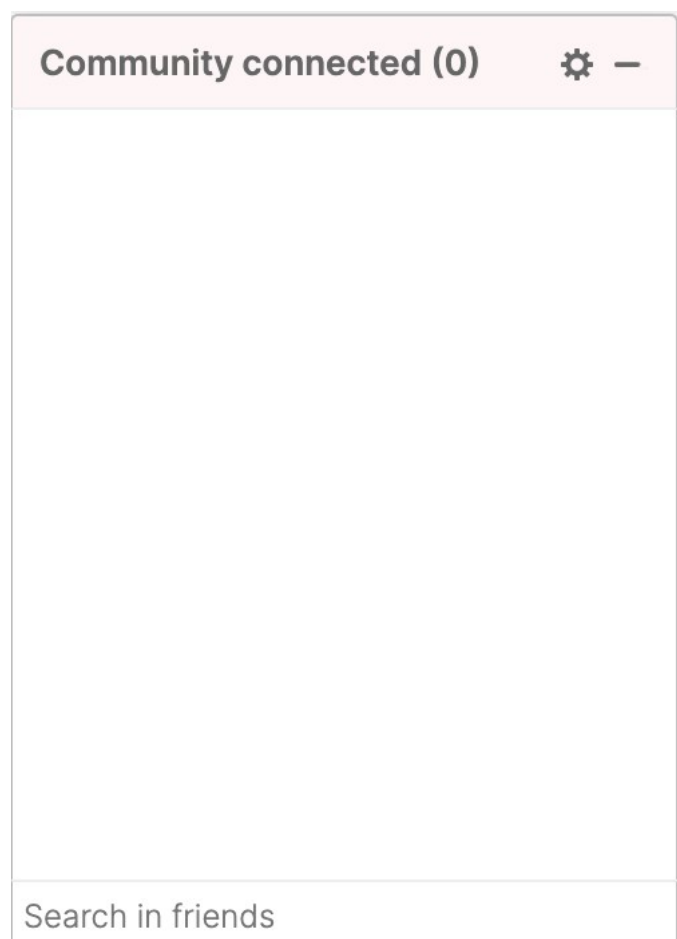


## 6. Community Directory:

Here you will see all the people that make up the community, highlighting those you have accepted to be able to interact with directly.

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# 7. Chat

By clicking in the window, you will be able to communicate with anyone in the community if you have accepted their request to be part of your connected community. See the screenshot below --