Procedures and Reference Guide

INsite BCPS INTRANET

Introduction

INsite is a new intranet site for employees that is designed to help staff communicate, collaborate and access information. This document will introduce you to INsite and provide information needed to understand the functions and features of the site.

INsite will automatically launch when you start and sign in to your computer at the beginning of your day. Chrome is the default browser for the District and is on every windows desktop and laptop machine. Other browsers will also start INsite but may require a user to set up Single Sign On within that browser. Call the IT service desk if you require assistance with this step.

Below, you will learn how to personalize your homepage, post content and access important information and resources.

PERSONALIZATION FEATURES

MY APPLICATIONS

Organizes your applications by allowing you to bring to the homepage up to seven of your frequently used applications.

By clicking on **Select Frequently Used Applications,** a dropdown of BCPS applications will appear.

Drag and drop into the empty boxes your preferred applications. Once complete, click on the **Submit App Selection** button and confirm your selection.

To update your application preferences, follow the same procedure above. Newly selected applications will replace the existing ones.

BROWARD County Public Schools
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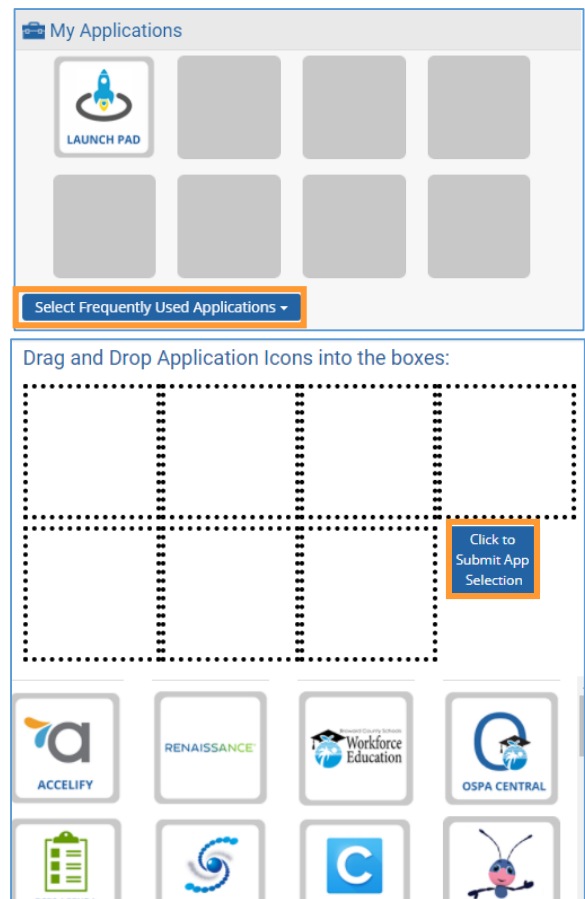
MY LINKS

Provides easy access to SharePoint sites that you follow, and your favorite internet sites.
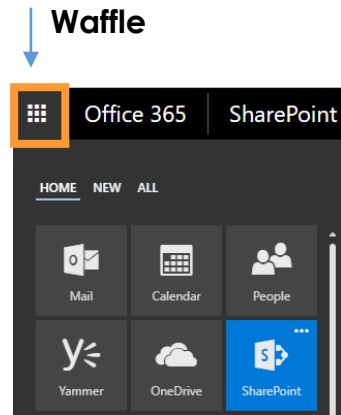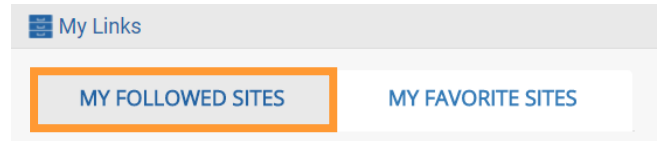

MY FOLLOWED SITES

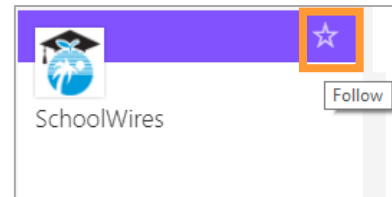SharePoint sites that you already follow will automatically appear in this section.

When you follow additional SharePoint sites, they will appear on the INsite homepage the next time you sign on.

<u>**How To Follow A Site**</u>

Click on the waffle and select SharePoint.

Select the SharePoint site you wish to follow by clicking on the star in the upper right corner.

Return to the INsite homepage and then refresh the page.

The desired SharePoint site will appear in MY FOLLOWED SITES. To remove the SharePoint site, click on the waffle, select SharePoint and then click on the star again.
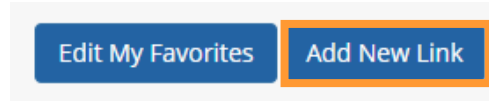
MY FAVORITE SITES

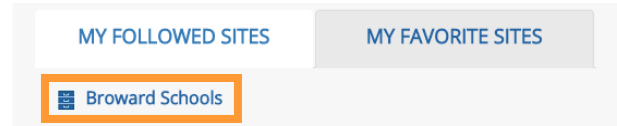To add favorite internet sites, select **MY FAVORITE SITES.**

Select **Add New Link**

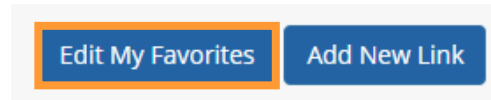Enter a **description** and the **web address.** You must include the http:// when entering the web address.
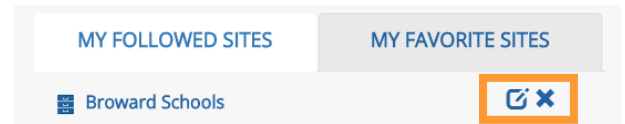
Then, **SAVE LINK.**

The **link name** will appear.

To edit or delete the saved link, click on **Edit My Favorites**.

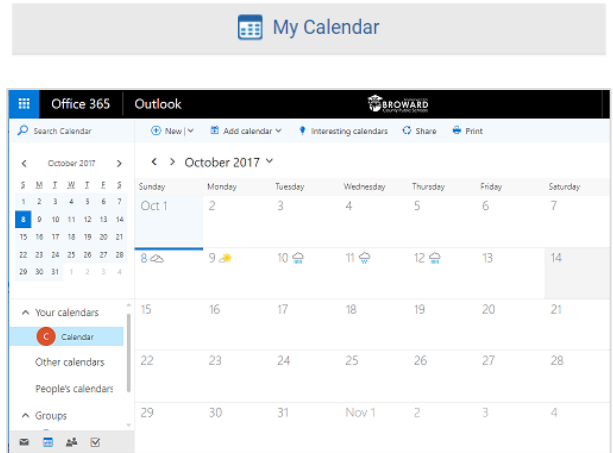Then, **select the appropriate icon** and make desired change.

! **Important**   The maximum number of links for My Followed Sites and My Favorite Sites is 20 links each.

MY CALENDAR

Allows you to view and manage your days, weeks and months using **Office 365 Outlook**.

Calendars open in a new tab. To return to INsite, close the calendar tab at the top of your screen.

STAFF SEARCH

Makes finding staff members easy. Click the down arrow to search by:

• Name
• Department
• School

About Me allows you to add information about yourself, such as skills and expertise, schools and education, and your projects. This section also allows you to see what other people are working on relative to your work.

OneDrive is your cloud storage, where you can post and share work.

Change Profile Picture is where you should upload your professional profile picture. Other images, such as pet and children, are not recommended. This would minimize the effectiveness of this profile feature which puts a face to the name.
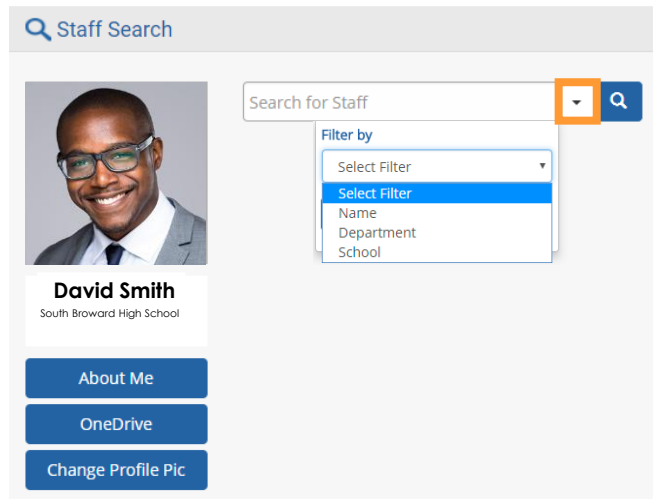
 Important If your phone number does not appear or is incorrect, please take a moment to update your Employee Self-Service (ESS) profile.

POSTING INFORMATION: WHAT YOU NEED TO KNOW

ANNOUNCEMENTS

Provide key messages that are important to all BCPS employees.

Example subjects include:
- Benefits
- Districtwide campaigns
- District event deadlines
- District donation initiatives
- Employee evaluations / Review information
- Information & Technology system updates/changes
- Professional development announcements
- School application & enrollment announcements
- Superintendent messages
- Work calendar updates

The graphics are standard images, which link to a website, secondary page or PDF document. There is a graphic for each main BCPS office (examples right).

The headline should be catchy, with a maximum of 50 characters. Words such as: Introducing, Finally, Announcing, Now and New are some popular choice words to start your headline.

ACADEMICS
Headline Here!

PORTFOLIO SERVICES
Headline Here!

PUBLIC INFORMATION OFFICE
Headline Here!

Posting an Announcement

To post an announcement, complete an **INsite Request Form** located under the INsite "HOW TO" tab.

- The form will advance you through questions asking for needed information.
- All announcements must be approved by the respective Cabinet member.
- Posts require a lead time of five days.
- Posts are displayed for a period of up to five days.
- Districtwide, up to four announcements can appear per day.

HOW TO ▼

How To Documents

How To Videos

INsite Request Form
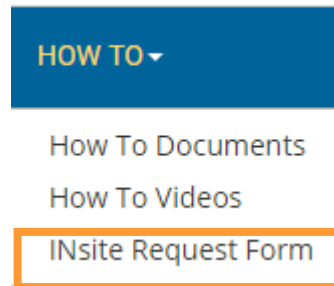
Not sure if your message falls within the "Announcement" definition?

email: INsite@browardschools.com

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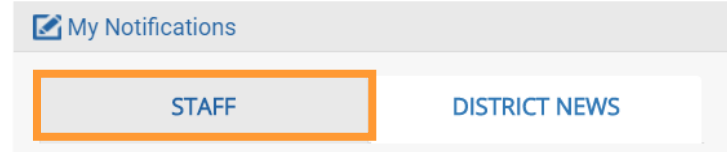BROWARD
County Public Schools

POSTING INFORMATION: WHAT YOU NEED TO KNOW

MY NOTIFICATIONS

STAFF NOTIFICATIONS
Supports key messages to specific target audiences.
Target audience categories are listed below:

☑ My Notifications
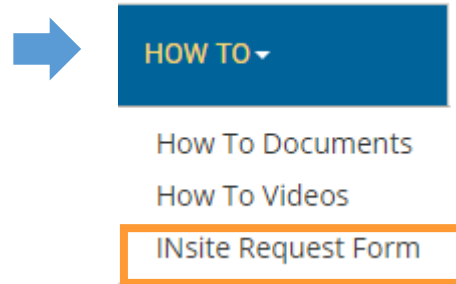
| STAFF | DISTRICT NEWS |

- All Staff
- Department Staff Only
- School Staff Only

Posting a Notification

To post a notification, complete an **INsite Request Form** located under the INsite "HOW TO" tab.

- The form will advance you through questions asking for needed information.
- All announcements must be approved by the respective Cabinet member.
- Posts require a lead time of five days.
- The 20 most recent notifications display on the homepage.
- Notifications are not stored once they leave the top 20.

HOW TO ▾

How To Documents

How To Videos

INsite Request Form

Not sure if your message falls within the "Notification" definition?

email: INsite@browardschools.com

DISTRICT NEWS NOTIFICATIONS

Information in this section is automatically fed to the INsite page and includes recent news releases shared with media and the community.

☑ My Notifications

| STAFF | DISTRICT NEWS |
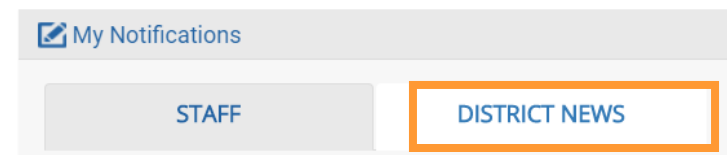
! Important   Notification are not an alternative for communications that usually distribute through PIVOT.

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DISTRICT CALENDARS

Includes the following types of calendars.

- Public Meeting and Events
- School Year Calendar
- Year Round Calendar
- Testing Calendar
- Personal Work Day Calendar
- Summer Term Calendar

To post to the District calendars, select the Calendar Request Form icon located within the District Calendars section. Follow the instructions.

Calendar Request Form

MUST SEE VIDEOS

Includes a range of titles covering special District announcements, new employee videos, special events and more.

Up to five videos will be posted under the NEXT button. The full video library is available through **View More Videos**.
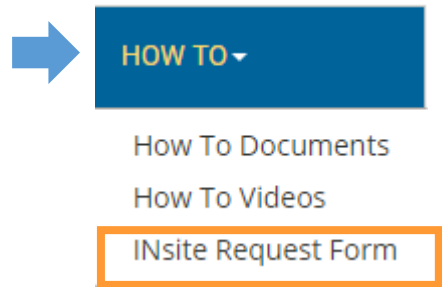
Subjects cover:

- Districtwide Campaigns
- District Required Videos
- School Feature Videos
- Superintendent Messages

▶ Must See Videos

BCPS Update

00:00 / 13:40

View More Videos   Next

Posting a Video

To post a video, complete an **INSite Request Form** located under the INsite "HOW TO" tab.

- The form will advance you through questions asking for needed information.
- All announcements must be approved by the respective Cabinet member.
- Posts require a lead time of five days.

HOW TO ▾

How To Documents

How To Videos

INsite Request Form

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INFORMATION

SUPERINTENDENT'S CORNER
Shares key messages from Superintendent Robert W. Runcie of Broward County Public Schools.
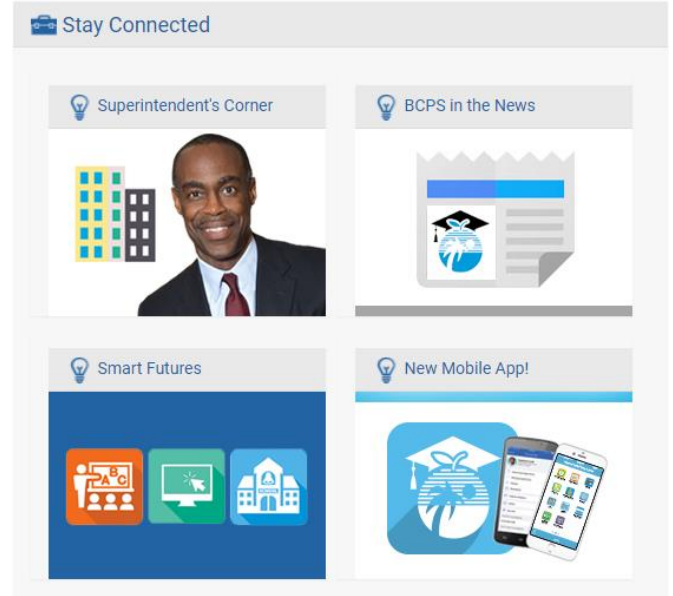
BCPS DAILY NEWS
Provides a daily list of news articles written about the District and schools.

SMART FUTURES
Details the monthly updates with regard to the Smart Bond Initiative.
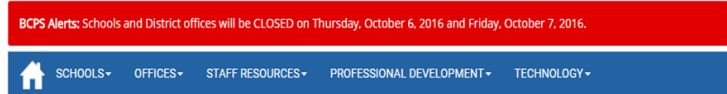
NEW MOBILE APP
Explains the features and benefits of the BCPS Mobile App and how to download it. Every employee should use and promote the app.

ALERTS (Red Bar)
Displays urgent Districtwide messages such as hurricane closures. When an alert does not exist, the red bar is not in view.

TOP LEVEL NAVIGATION (BLUE Bar)
Provides easy access to popular information such as school websites, administrative offices, staff resources, professional development information technology topics and How To documentation.

BCPS RESOURCES
Provide tools, communication support, online resources, internal publications and engagement opportunities.

INsite can accommodate up to 12 BCPS Resources that may change over time depending on overall employee needs. Currently, 9 resources are ready for your use. **Explore!**

For questions about INsite, please contact:
INsite@browardschools.com