



**Yellowdig**

# Instructor On-boarding Guide

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# Integrating Yellowdig with your LMS

Integrating Yellowdig is efficient with your LMS Course Site. Yellowdig integrates with all LMS platforms, including Canvas, Blackboard, Sekai, EdX, etc. We provide a Key and Secret to you team, and the setup should take no longer than 1-2 weeks.

Often times, your LMS may already have Yellowdig integrated. If your University has already installed the platform, you will be able to find it in the 3<sup>rd</sup> party apps.

Take a look at our help articles on integrating with:



Please contact us at [support@yellowdig.com](mailto:support@yellowdig.com) if you need any help.

# Your semester timeline with Yellowdig.

Tips for success



2 WEEKS BEFORE THE SEMESTER STARTS

- Make sure Yellowdig is integrated with your course site (LMS).
- Set up [points rubric](#) and grade book integration.
- Post a few helpful articles and course related content.
- Develop communication to introduce Yellowdig to your learners.
  - [See our scripts to get you started.](#)



1 WEEK BEFORE THE SEMESTER STARTS

- Encourage learners to join. Ensure they complete their user profiles.
  - Learners should add their CV, experiences, and goals for mentorship or professional career goals.
- Make it fun: Ask learners to introduce themselves with a picture or selfie.
- [Create a set of topics](#) to moderate the discussion
- Set the standard for how you want to use Yellowdig in the classroom.
  - Discuss why you chose to use Yellowdig and how it will be used. Showcase the points system.
- Set the tone for social etiquette. How do you want your learners to behave?
  - Talk with learners about what is an “encouraging” discussion, versus what is out of line to discuss in class. Elaborate on what sort of comments will be prohibited (bullying, etc).

# Your semester timeline with Yellowdig (cont)

Tips for success



1 WEEK OF THE SEMESTER

- Seed a discussion: Post something engaging, ask learners to comment.
  - A great example is a syllabus or posting the first assignment to Yellowdig.
- Ensure that all learners within the course are active on Yellowdig.
  - Go to [dashboard](#) and see which learners have joined. If learners have not joined, you can ping them.



MID SEMESTER

- Periodically discuss the most influential and important pins during classroom hours.
- View learner report and nudge some of the learners with low participation points.
- Incorporate [“trending topics”](#) into the midterm curriculum and assignments.



FINALS

- Learning is an iterative, trial-and-error process! Ask your learners for suggestions on how to improve Yellowdig engagement. Make it part of next semester's plan.
- When course ends, make the course board [status ‘view-only’](#).
- You can disable course board after a few months.

# Community Building

## The Do's and Don'ts



### DO's

#### Help learners take the driver's seat

Encourage learners to share course related articles, blogs, videos, etc. for course content that is fun and engaging

#### Offer flexibility

Let learners share what they are interested and passionate about. Give your learners a voice

#### Create incentives

Leverage the points system, likes, badges to recognize participation

#### Welcome emotion

Help develop a sense of community through fun interactions, case studies and tagging games



### DON'Ts

#### Use Yellowdig as a regimented discussion forum

Post assignment questions that everyone has to respond to is a sure shot way of not building a community

#### Create too much structure and rules for engagement

Artificial rules leads to disengagement, increases administration and stifles intellectual freedom

#### Spend too much time on grading

Social learning is fundamentally self-policing. Spending too much time in grading rather than engaging in the discussion becomes counterproductive

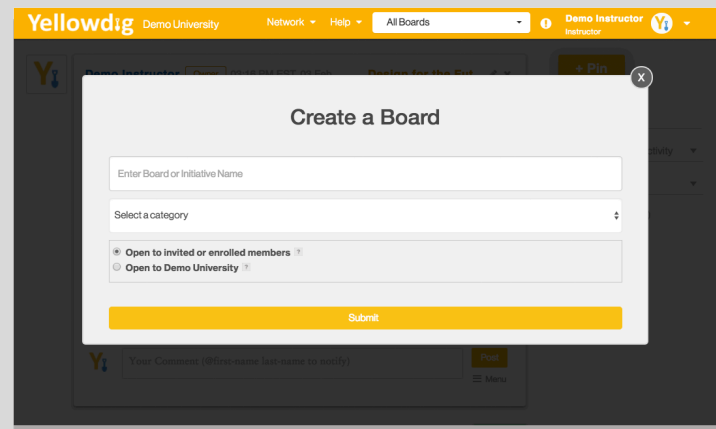
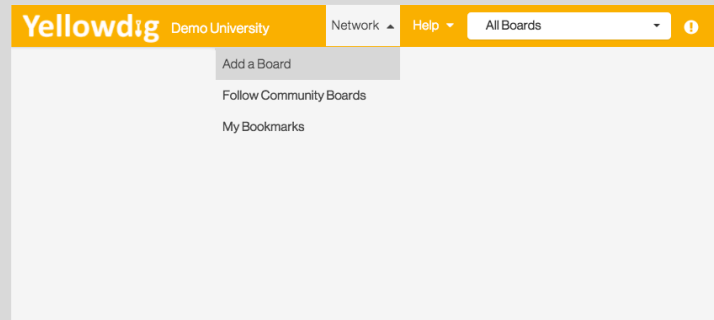
# Creating a board from the LMS

## A quick guide

### Key point:

1. You will be prompted to create a board when you add Yellowdig to your course site.
2. After you've created a board, your learners will automatically start following that board as soon as they hit on the "Yellowdig" tab.
3. If you are using the point system for grading, make sure that the grade passbook is enabled for you.

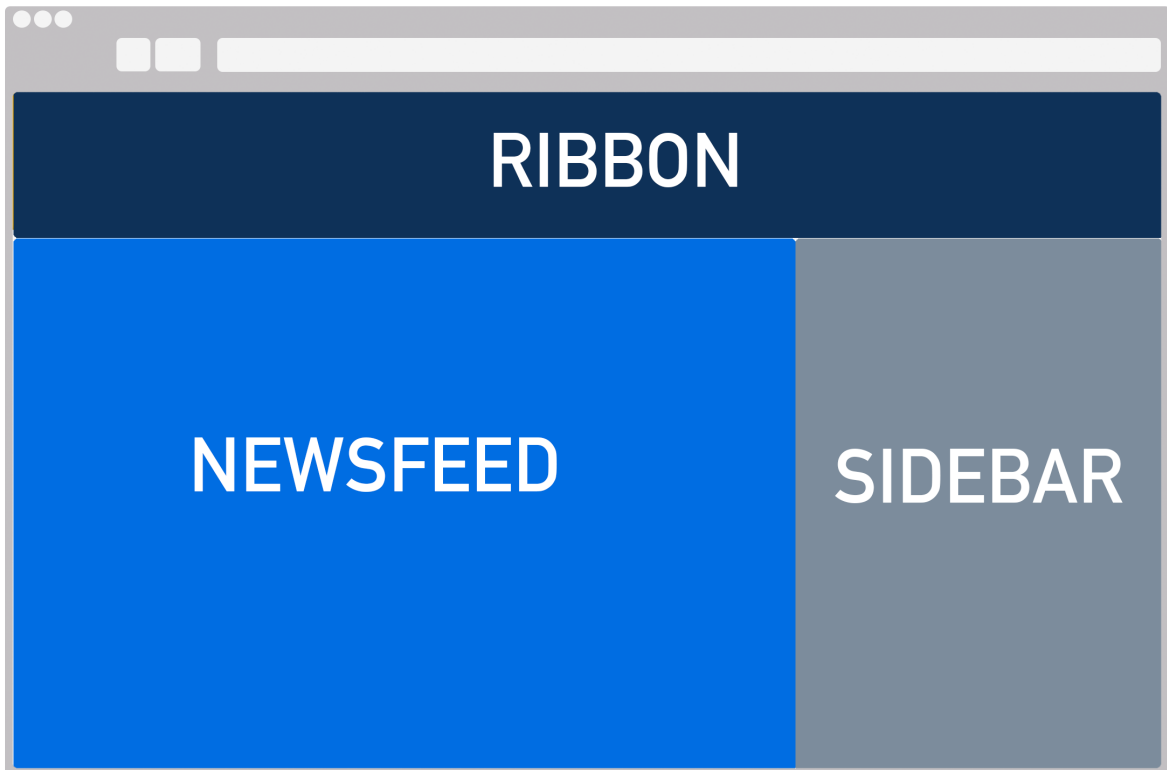
To create a board, type the name, choose the privacy setting (Public versus private board), and hit "Submit"



Take a look at our full length articles at our [Help Desk](#).

# First look

A bit of insight on the platform




The Yellowdig platform breaks into 3 parts:

- **The Newsfeed:** where all the discussions happen
- **The Sidebar:** where you can filter through pins, get a quick glimpse at your points, and browse through trending topics.
- **The Ribbon:** where you can find the community, store files, access your data, and customize the settings.

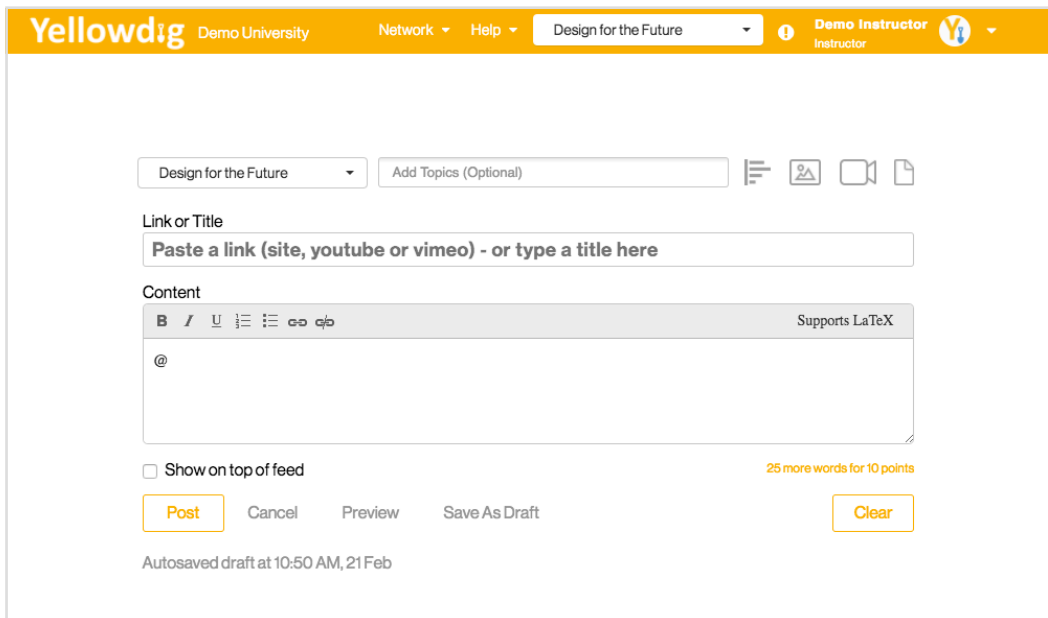


# Creating a pin

The most important fundamental





When you are ready to start posing, click on the  button on the right side.

You will be prompted to a new window.



The screenshot shows the Yellowdig 'Create Pin' interface. At the top, there is a navigation bar with the Yellowdig logo, 'Demo University', and several menu items: 'Network', 'Help', 'Design for the Future', and 'Demo Instructor'. Below the navigation bar, there is a dropdown menu for 'Design for the Future' and a text input field for 'Add Topics (Optional)'. To the right of these fields are icons for adding content: a list icon, a photo icon, a video icon, and a document icon. Below these is a 'Link or Title' section with a text input field containing the placeholder text 'Paste a link (site, youtube or vimeo) - or type a title here'. Underneath is a 'Content' section with a rich text editor toolbar (bold, italic, underline, list, link, unlink, code) and a text area containing '@'. To the right of the text area is a 'Supports LaTeX' label. Below the text area is a checkbox labeled 'Show on top of feed' and a word count indicator '25 more words for 10 points'. At the bottom, there are buttons for 'Post', 'Cancel', 'Preview', 'Save As Draft', and 'Clear'. A status message at the very bottom reads 'Autosaved draft at 10:50 AM, 21Feb'.

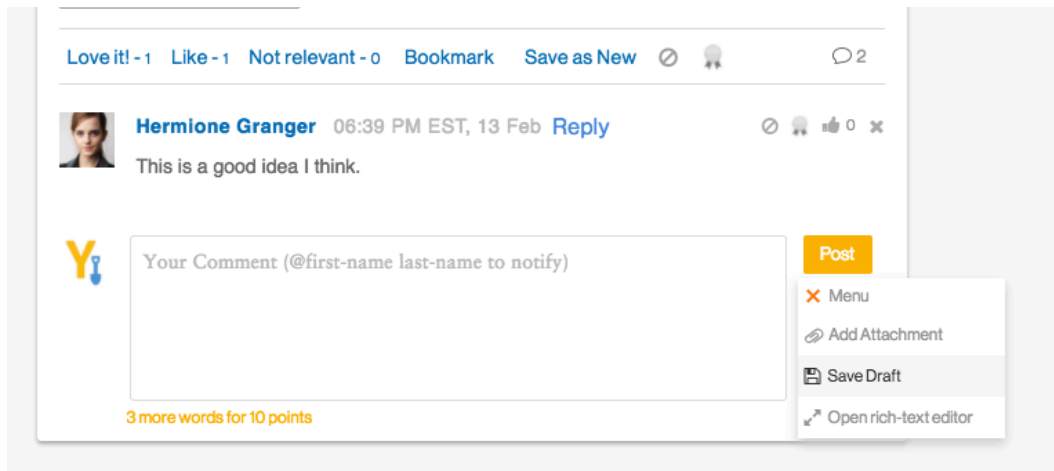
When creating a pin, you can add vibrancy through topics, videos, and photos. Click on “Show on top of feed” to pin the post to the top.

A user can add a poll by hitting the  button. Easily upload photos  and videos . And lastly, upload files  such as PDF, XLS, PPT, and more. The platform supports all languages, as well as LaTeX capabilities.

# Elements of a published pin

Where is the magic?

After the pin is posted, users can add comments, interact with a poll, or upload documents into the comment section.



The published pin allows users to "Love", "Like", or even consider a post "Not relevant."

You can save the post in your Bookmarks to refer to it back later, or Save as New for future reference. Users can also upload documents directly into the comments.

As an owner of the board, you have the ability to award points to moderate the discussion. Through the use of badges 🏆 you can highlight which comments or pins encapsulate what the class is about.



Learn [how to customize points.](#)

# Explaining the sidebar

The sidebar is located on the left side of the interface. It features an orange header with the user's name 'Demo Instructor' and a profile icon. Below the header is a '+ Pin' button. A search bar is followed by a 'Sort by Recent Activity' dropdown menu and an 'Add Filters' dropdown menu. There is a checkbox for 'Unread Only (5)'. A circular progress indicator shows '1%' completion towards '76 Points' out of a '1 / 100 weekly max'. Below this are icons for '11' likes, '30' comments, and '22' pins. Links for 'How Points Work', 'Sync Grades Now', 'My Points Log', and 'My Dashboard' are provided. A 'Trending Topics' section lists 'TECHNOLOGY' (1 pin last 1 days), 'DESIGN PROCESS' (0 pins last 7 days), and 'ENGINEERING' (0 pins last 7 days), with a 'Show all Topics' link. At the bottom, a 'Help' button is highlighted with a blue border.

Filter your posts by Recent Activity, Popularity, and Post Date

Quickly check your points, pins, and badges.

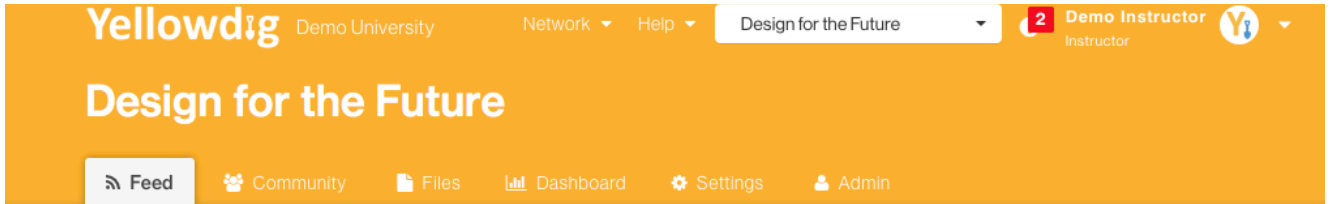
See trending topics.

Get help from our team members.



Learn more [about the filters](#)

# Explaining the ribbon





Every time you access a board, you will see a ribbon pop up with tools. Learners will not have access to “Settings” or “Admin”.

 Feed- where you find the newsfeed with all of the pins, comments, and overall engagement.

 Community- find your users and top leaders here

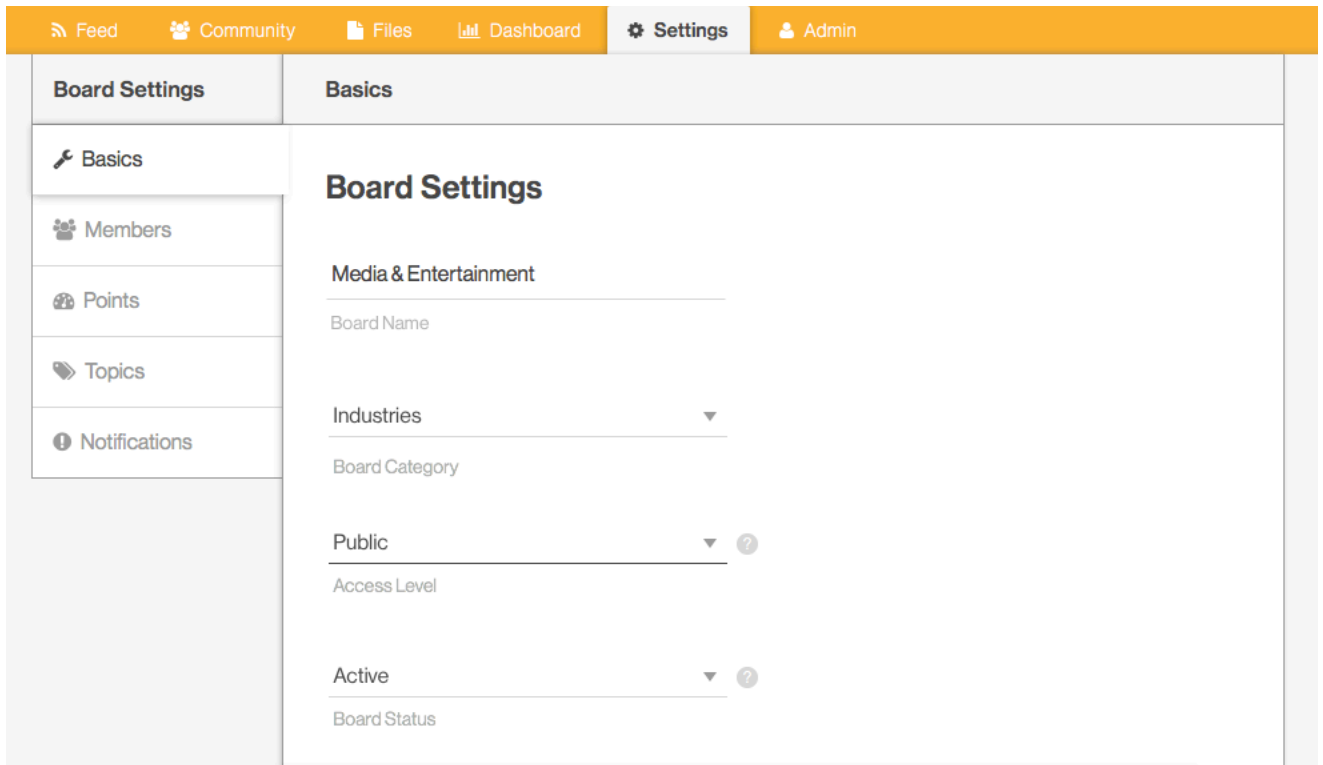
 Files- storage tab for all the files shared on the newsfeed

 Dashboard- analysis of your learners' performance

 Settings- allows you to customize points, create and edit topics, group people, and change board basics

 Admin- shows a more in-depth, historical analysis of points.

# Settings : Basics



Feed Community Files Dashboard Settings Admin

Board Settings Basics

Basics

Members

Points

Topics

Notifications

## Board Settings

Media & Entertainment

Board Name

Industries

Board Category

Public

Access Level

Active

Board Status

## Basics :

- Change name of board
- Change the category to which it belongs
- Change the privacy whether the board is private or public
- Enable grade pass back
- Change board ownership
- Delete the board



Learn more [about customization of your board.](#)

# Settings : Members

**Board Settings**

**Manage Board Members**

**Board Members** Invite Followers

Choose members to grant Administrative privileges on this Board.  
Unselect a member's Follower status to remove them from this Board.

Search Members

Name	Email	Follower Since	Follower	Admin
<a href="#">Robin Collins</a>	robin.collins@mckinsey.com	2016-12-07	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">Henry Davidson</a>	henry.davidson@mckinsey.com	2016-12-07	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">Mark Douglas</a>	mark.douglas@mckinsey.com	2016-12-07	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">Lauren Paulson</a>	lauren.paulson@mckinsey.com	2016-12-07	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## Board Members:

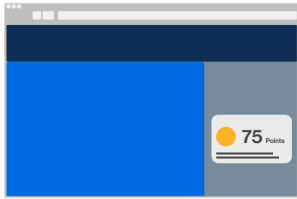
- Invite external followers (such as mentors / alumni)
- Change status from Follower to Admin (& vice versa)
- Granting 'Admin' privileges will allow the user to modify some of the Settings (Topics and Points), and see the Dashboard for all board followers



Learn how to grant [administrative privileges](#).

# Settings : Points

## Customization



While you always have access to view your points on the sidebar, in order to customize them, you have to go to the Settings section to customize them.

To customize your points, go to the Ribbon section, click “Settings”, and click “Points”.

A screenshot of the Yellowdig 'Configure Board Points' settings page. The page has a yellow header with navigation links: Feed, Community, Files, Dashboard, Settings (active), and Admin. On the left is a sidebar with 'Board Settings' and sub-items: Basics, Members, Points (selected), Topics, and Notifications. The main content area is titled 'Configure Board Points' and includes a 'Save Settings' button. Under 'Earning Points', there are five items: 'Creating a new Pin with a minimum of 40 words earns 10 points.', 'Adding a new Comment with a minimum of 40 words earns 5 points.', 'Upvoting a Comment or Pin (Like or Love) earns author 1 points.', 'Receiving an Instructor Badge earns 10 points.', and '100% participation achieved after earning 100 points (passed back to gradebook if enabled)'. Under 'Weekly Point Maximum', there is a checked checkbox 'Enable weekly maximum point setting' and a form with 'Weekly Maximum Points' set to 25 (Min 4 week(s) to meet 100 points.), 'Starts at' 21:00, 'EST | GMT-05:00 | America/New\_York', and 'On' Sunday.

On this page, you will also be able to set in (or disable) a weekly maximum. This helps learners keep coming back to Yellowdig on a weekly basis.



Learn about [customizing points](#).

# Settings : Topics

Board Settings

Configure Board Topics

## Board Topics

Click a topic to configure settings

- DESIGN PROCESS
- TECHNOLOGY
- DESIGN ANALYTICS
- WEEK 1
- GROUP: STUDY TEAM
- NAME
- ENGINEERING
- FUTURISTIC
- GROUP 1
- NEW TOPIC
- GROUP: 4

[+ add topic](#)

## Board Topics:

- Create a new topic
- Delete topics
- Edit the name of a topic
- Add users to a topic / remove users from a topic (could be used for group work)



Learn how to [create new topics](#).

Learn how to [add learners to topics](#).

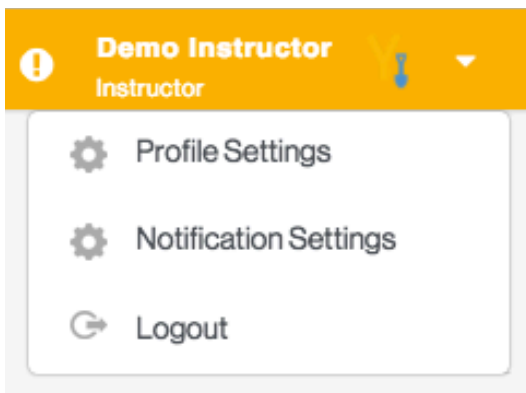
Learn to [disable points for a topic](#).



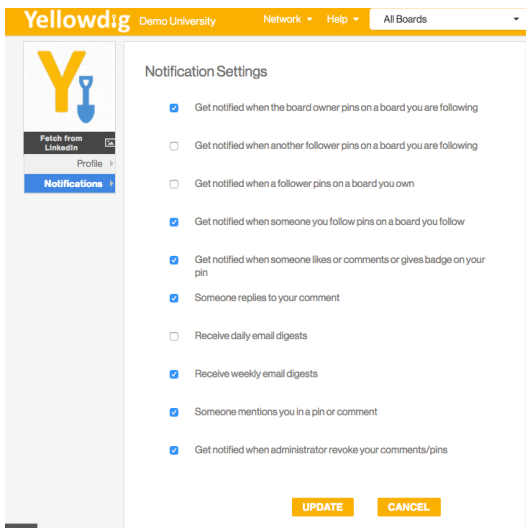
# Changing notification settings



Your notifications can be seen by clicking the  button at the top of the page.



If you'd like to customize your notifications preferences, click the little triangle button next to your photo. It will drop down a menu. Proceed to click “Notification Settings”



A new window will open, prompting you to make changes to the settings.

After you fill out which notifications interest you, hit “Update” and you’re done!



Learn how to respond to [notifications through your e-mail](#).

# Customizing your profile

Your profile can be customized to highlight your goals, interests, and accomplishments.

The screenshot shows a Yellowdig profile for 'Demo Instructor' at 'Demo University'. The profile is displayed on a yellow ribbon header with navigation links for 'Network', 'Help', and 'All Boards'. A blue box highlights the profile icon in the top right corner of the ribbon. Below the ribbon is a banner image of a stone building. The profile itself features a 'Y' logo with a blue key icon, a 'Fetch from LinkedIn' button, and statistics for pins (48), messages (35), followers (2), likes (23), and groups (0). The name 'Demo Instructor' is followed by the email 'instructor@demouniversity.edu' and the title 'Instructor | Demo University | Engineering Design | Instructor'. Social media links for LinkedIn and Twitter are shown, along with a bio: 'Loves to dance. A cat person. Engineer. Writer. Photographer. Adventurer.' The 'Experience' section lists 'YELLOWDIG' (Philadelphia County, PA - May 2016 - Currently Working) and 'CARNEGIE MELLON UNIVERSITY' (Allegheny County, PA - August 2010 - January 2015). The 'Interested in Learning About' section includes tags for 'engineering design', 'ui ux', 'machine learning', and 'network analytics'. On the right, there is a 'Personal mission statement' section, a 'Download CV' button, a link to 'http://samaya.square...', and lists for 'FOLLOWER' (Yellowdig Demo) and 'OWNER OR ADMIN' (Accounting, CEO Communication, Consumer Goods, Design for the Future, Discussions, Diversity, Finance Strategy, High Tech, Human Resources).

To access your profile, click on the icon next to your name (top of the ribbon). This will lead you to a profile where you can add your experience, your background, CV, and social media links

If you scroll to the bottom, you will see all of your Yellowdig activity. This will be visible to only the users who share a board with you.

# 20 best use cases

Combining creativity with functionality

1. [Post a news article](#) from a popular press
2. Create interactive, [engaging polls](#)
3. Upload a video
4. [Create a topic](#) called “Hard things” so that learners can help each other if they are struggling.
5. Learn where Yellowdig [stores your files](#)
6. Attach a doc to the [comment section](#)
7. Add pictures to make the content more engaging.
8. Write in another language. Translate with the help of Google Chrome.
9. Cultivate mentorship. The people on the [leader board](#) can become mentors to the peers by showcasing what made them successful
10. Crowdsource content by clicking on the [“Popular” filter](#) function and discussing the pins and comments in class.
11. [Award badges](#) for excellent commentary, or a phenomenal pin. Mention it in class.
12. When posting an article, mention specific users by tagging them by using the “@” key. They will get an automatic notification.
13. Respond to a [comment by e-mail](#)
14. Utilize our [mobile app](#) for quick interaction. The app is designed for you to consume the content created.
15. Check your [dashboard](#) to see how your learners are performing against their peers. Urge learners to have the networking influence and popularity higher than 50%
16. Add a formula from LaTeX
17. Customize your notification settings to decide which ones you'd like to receive.
18. Fill out your [profile](#) to find other users with similar interests. Build relationships, and present your background.
19. Pin important [discussion to the top](#). You can take it off whenever you choose.
20. Create an “Office Hours” topic to answer learner homework or project questions