

ShowMe Office 365

Evaluation Guide

Version: ShowMe Office 365

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Introduction

Welcome to ShowMe Office 365! This short guide will step you through the process of evaluating ShowMe Office 365. ShowMe Office 365 is designed for the latest version of SharePoint Online available in Office 365.

Installation

Before you start evaluating ShowMe Office 365, you must install the product. The [Installation Guide](#) contains step-by-step instructions for installing ShowMe Office 365.

Getting Started

When you have installed ShowMe Office 365, your environment will include:

- A new site actions menu called **ShowMe SharePoint 2013**.
- A new ribbon tab called **ShowMe** that appears in over 60 different contexts.
- Six different Web Parts that show different views of ShowMe Office 365 that you can add to any page.

Figure 1 shows the new site actions menu:

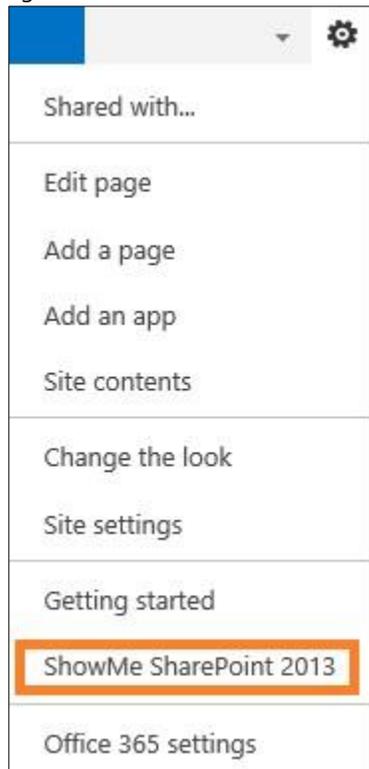


Figure 1

Figure 2 shows the new ribbon tab:

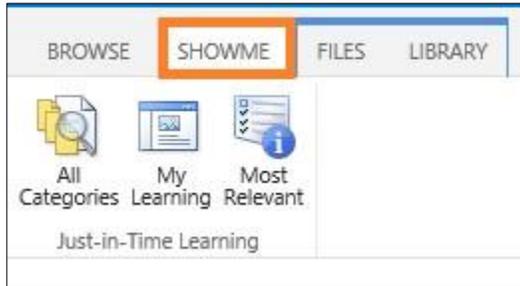


Figure 2

Figure 3 shows the six Web Parts.

NOTE: We don't envisage you wanting all six Web Parts on a single page, so you can choose which Web Parts are most suitable for specific pages in your SharePoint sites. Each Web Part is described later in this guide.



Figure 3

The following sections describe each component and each of the Web Parts.

Site Actions Menu

The **ShowMe SharePoint 2013** menu item on the Site Actions menu allows you to navigate the entire application. When a user clicks this button, the ShowMe Office 365 application appears, as shown in Figure 4:

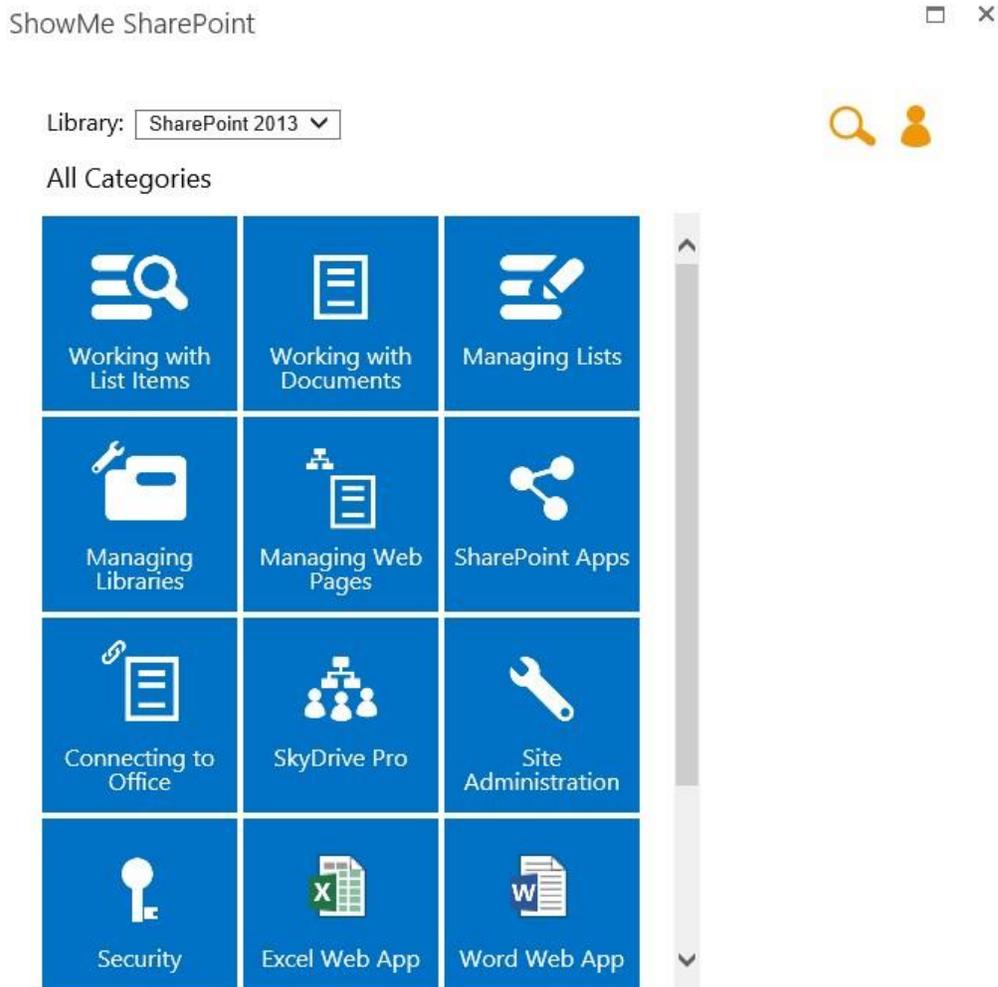


Figure 4

When you click one of the category tiles, the dialog resembles Figure 5:

Library: ▾



All Categories > Managing Libraries



Figure 5

The content list for the category is displayed in blue tiles by default, and the highlights are displayed in orange tiles. You can change color schemes and the actual content, which you will learn how to do in the **Customizing Content Delivery by using ShowMe Studio** section later in this guide.

Clicking any of the content items or highlight items will play the corresponding video (or enable the content to be launched if it is a different type of file, such as a Word document, a PDF, a Web Page, a PowerPoint deck, and so on).

You can also search from this dialog. When you perform a search, your search terms are used to search all content titles, **and** the words spoken in all videos.

You can also go to the top level and see all categories by clicking the **All Categories** link in the breadcrumb control at the top of the dialog.

Ribbon Tab

The ribbon provides three 'Just-in-Time Learning' buttons.

All Categories

The **All Categories** button allows you to navigate the entire application, just like the site actions menu described previously.

My Learning

When you click **My Learning** on the ribbon (or when you click the **My Learning** icon in the dialog), the dialog resembles Figure 6:

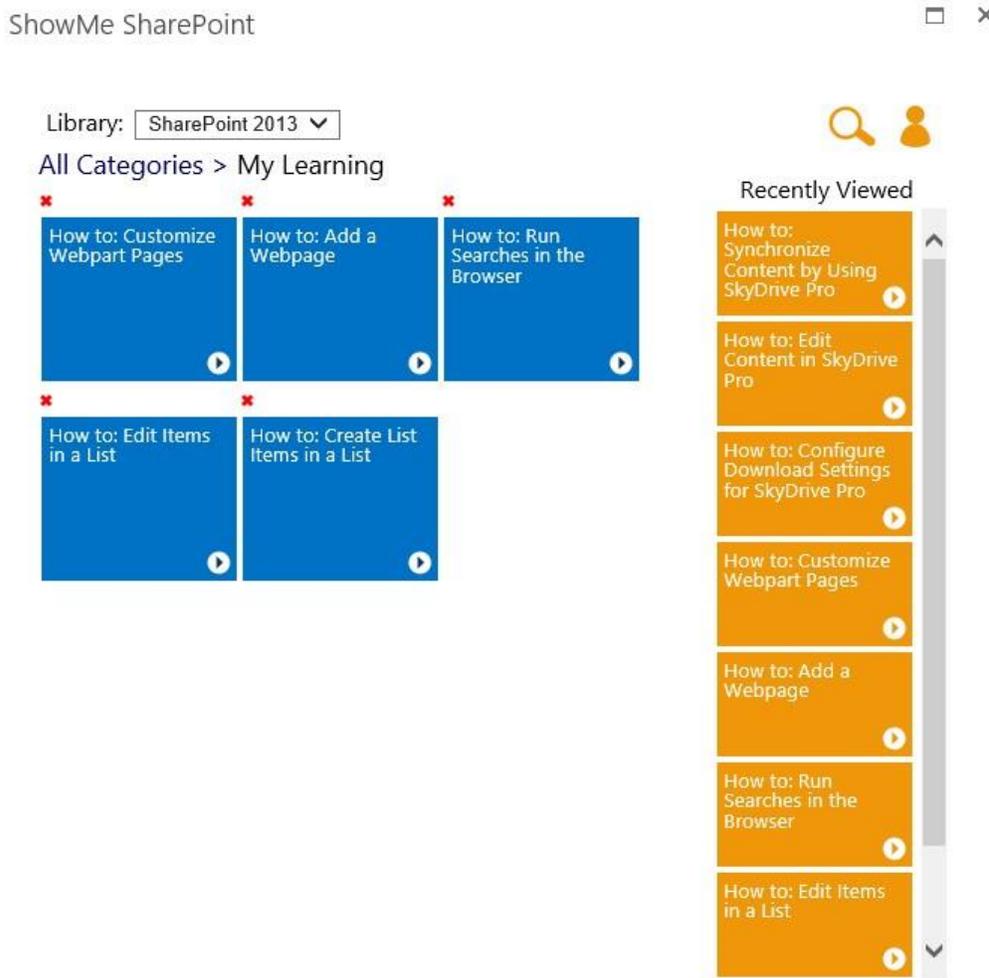


Figure 6

The My Learning feature enables each user to:

1. Add content items or highlight items to their 'My Learning' profile, which is shown by the blue tiles.
2. Review their 'My Learning' profile so that they can quickly access items they have found useful in the past.
3. Review a history of all the items they have previously viewed (shown by the orange tiles).

4. Remove items from their 'My Learning' profile

Most Relevant

The Most Relevant button launches the dialog and immediately shows the videos that are targeted to the current context that the user is working in (such as document libraries, different list types, workflows, and so on). The targeting is configurable by you. Figure 7 shows an example of launching the relevant videos for document libraries:

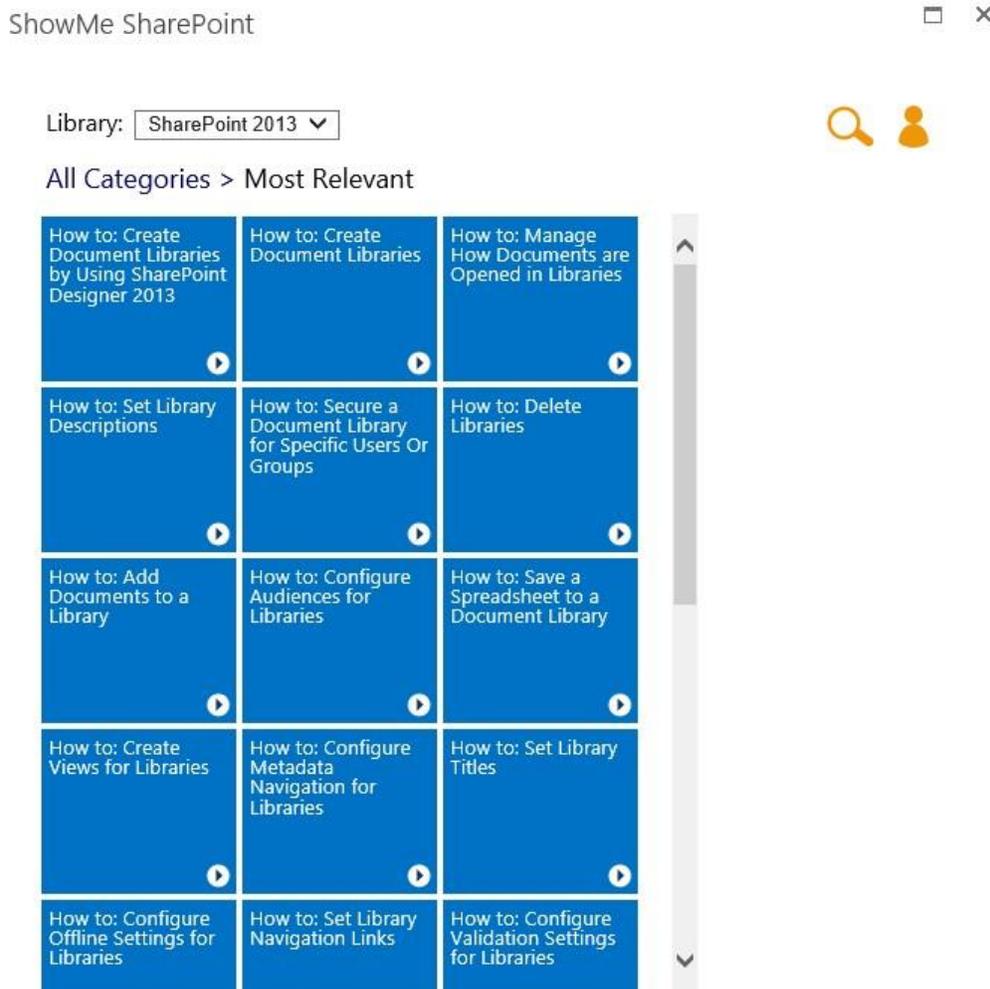


Figure 7

Web Parts

The Web Parts provides six different views of the ShowMe Office 365 learning catalog. You can choose which Web Parts to add to which pages in your SharePoint site. Figure 8 shows all six Web Part on a single page just for the purpose of describing them:

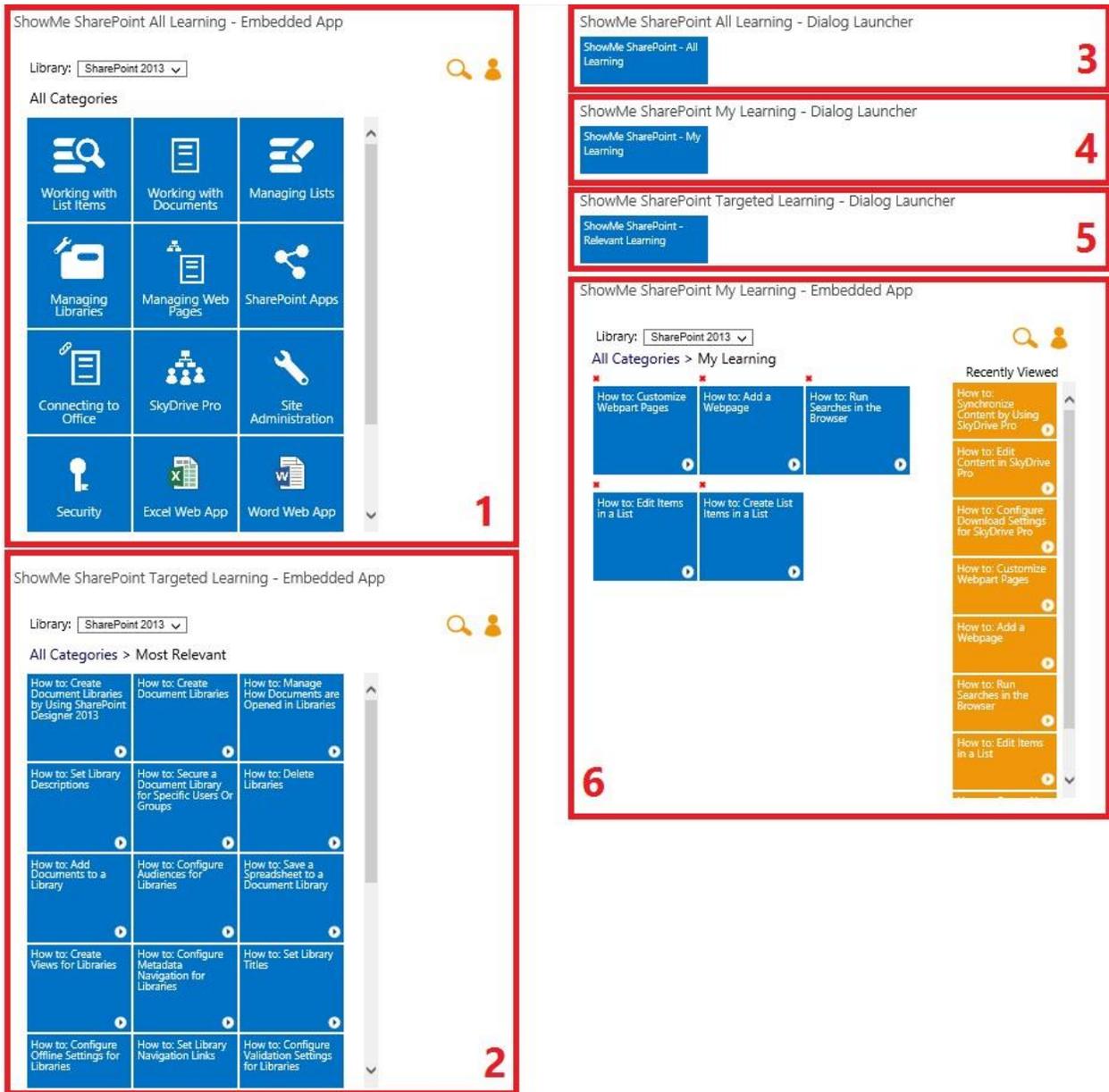


Figure 8

Note: The Web Parts are available in the **Learning** category when you edit a page and then choose **Insert > Web Part**.

Important: If you do not see the **Learning** category, or the Web Parts are not shown, you will need to activate the **ShowMe SharePoint 2013: Web Parts** site collection feature. Please refer to the [Installation Guide](#) for instructions on how to manage features.

The following list describes each of the six Web Parts provided by ShowMe Office 365:

1. The Web Part labeled as 1 is the **All Learning Embedded App**. This Web Part shows the same view of the library that is used by the **All Categories** button on the ribbon and the site actions menu item described previously, except it is rendered directly on the page rather than being launched in a dialog. This can be

useful if you are creating a learning center, or if you want your users to immediately see all available learning.

2. The Web Part labeled as 2 is the **Targeted Learning Embedded App**. This Web Part shows the same view of the library that is used by the **Most Relevant** ribbon button described previously, except it is rendered directly on the page rather than being launched in a dialog. This can be useful if you are creating learning pages for specific features of SharePoint, or if you want your users to immediately see the most relevant, targeted learning for a specific context, such as documents, lists, and so on.
3. The Web Part labeled as 3 is the **All Learning Dialog Launcher** Web Part. This Web Part functions exactly like the **All Learning** ribbon button and site actions menu item, except you can choose to place it on specific pages in your SharePoint sites that may not have access to the ribbon tabs.
4. The Web Part labeled as 4 is the **My Learning Dialog Launcher** Web Part. This Web Part functions exactly like the **My Learning** ribbon button, except you can choose to place it on specific pages in your SharePoint sites that may not have access to the ribbon tabs.
5. The Web Part labeled as 5 is the **Targeted Learning Dialog Launcher** Web Part. This Web Part functions exactly like the **Most Relevant** ribbon button, except you can choose to place it on specific pages in your SharePoint sites that may not have access to the ribbon tabs.
6. The Web Part labeled as 6 is the **My Learning Embedded App**. This Web Part shows the same view of the library that is used by the **My Learning** button on the ribbon as described previously, except it is rendered directly on the page rather than being launched in a dialog. This can be useful if you want your users to immediately see their own learning profile.

Web Part Properties

The following table describes the custom Web Part properties that you can manage for ShowMe Office 365.

Web Part	Property	Required Value	Description
Targeted Learning - Embedded App	Targeted Entity	A numeric entity code	An entity code is an identifier that indicates a specific context in SharePoint. For example, the code 100 indicates a custom list, while the code 101 indicates built-in document libraries. You can obtain the list of valid entity codes by logging in to ShowMe Studio, clicking the Targeting tile, and then clicking any of the rules-driven contexts: The entity codes are displayed in the Entity Rules list.
All Learning - Dialog Launcher	Tile Color	A hex color code	The color for the background of the tile.
	Display Text	A textual value	The text to be displayed on the tile.
My Learning - Dialog Launcher	Tile Color	A hex color code	The color for the background of the tile.
	Display Text	A textual value	The text to be displayed on the tile.
Targeted Learning - Dialog Launcher	Tile Color	A hex color code	The color for the background of the tile.
	Display Text	A textual value	The text to be displayed on the tile.

	Targeted Entity	A numeric entity code	An entity code is an identifier that indicates a specific context in SharePoint. For example, the code 100 indicates a custom list, while the code 101 indicates built-in document libraries. You can obtain the list of valid entity codes by logging in to ShowMe Studio, clicking the Targeting tile, and then clicking any of the rules-driven contexts: The entity codes are displayed in the Entity Rules list.
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In addition, all of the Web Parts provided by ShowMe Office 365 support typical Web Part properties such as **Title**, **Chrome Type**, and so on.

Auditing and Tracking

Whenever a user views a content item or highlight item by using ShowMe Office 365, that interaction is tracked. You will be able to view a variety of reports in ShowMe Studio. You can learn more by logging into ShowMe Studio and watching the help videos provided.

Customizing Content Delivery by using ShowMe Studio

You can use ShowMe Studio to customize the content items, highlight items, and categories that are delivered to your users in SharePoint. For example, you can:

- Add custom content to the built-in categories.
- Remove content (including our built-in videos) from categories.
- Create your own categories.
- Change the order of categories.
- Add highlight items to categories.
- Remove highlight items from categories.
- Change the order of content items within a category.
- Change the order of highlight items within a category.
- Rename categories.
- Rename items.
- Provide multiple HTML5 fall back formats for videos that you add to the system.
- Provide Flash fall backs for HTML5 videos that you add to the system.
- Modify the visual themes displayed to end users.
- Target content to specific SharePoint contexts
- Create your own custom contexts that various Web Parts can use in their targeting.

You can learn more by logging into ShowMe Studio and watching the help videos provided.

Integrating with the API Features of ShowMe Studio

You can use ShowMe Studio to obtain JavaScript API integration code that you can then use throughout your SharePoint sites. The API supports integration for the following features:

1. Integration at the **All Learning** level.
2. Integration with any **Category**.
3. Integration with any **Video**.
4. Integration with any **Targeted Entity**.

You can learn more by logging into ShowMe Studio and watching the help videos provided.

Accessing ShowMe Studio:

1. Browse to ShowMe Studio at <https://app.showmeplatform.com>
2. Log in with the **Organization Name** and **Activation Key** that were sent to you in an email by Point8020. When you have logged in, you can review the help videos in ShowMe Studio to learn how to use the different features therein.

Providing Feedback

We welcome all feedback! Please send any feedback you might have to support@point8020.com.