



breezio

3RD EDITION

ORIENTATION GUIDE



REDEFINING ONLINE ENGAGEMENT, ONE
COMMUNITY AT A TIME

WWW.BREEZIO.COM

NAVIGATING COLLABORATION

Everything you need to get started in Breezio!

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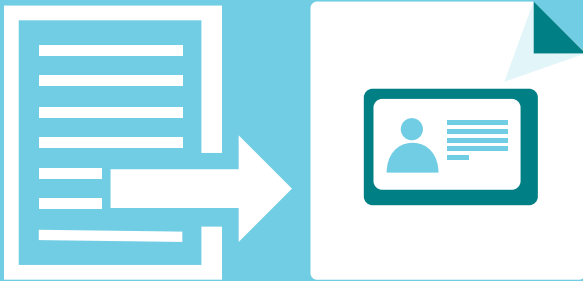
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SIGN UP

The whole point of Breezio is to access, brainstorm, and log the good work your group aims to do in one place. Sign up and solicit, give and receive valuable insights from your community at key decision points to ensure the vital information you possess is applied to your group's mission.

CREATE YOUR PROFILE!



- Email, UserID, & Password
- Profile Picture
- Privacy Settings
- Social Network Information: Twitter, Facebook, Google+, LinkedIn
- Skills & Work Experience & Education
- Bio up to 225 characters

Tip! It's easy to drag your favorite photo into your profile.



Tags power the magic of Breezio!

Don't skip this step! Tag your Skills, Work Experience, and Education, so your Breezio peers can find you, your work, and your thoughts.



PEOPLE

At Breezio, we support the visionaries, the experts, and the communities that want to make a difference.

SELECT 'GO TO PROFILE' BUTTON AND NOTICE:

Profile Picture
Social Network Information
Short Who & What Info
Skills, Work Experience, Education Tags
Drafts, Posts, Collections, Lists, Organization
Statistics



From the People page, you can engage with others in Breezio by doing the following:

FOLLOW | ADD TO CHAT LIST | COMMENT



POSTS

In Breezio, a Post is all the content, subjects, and topics your team needs to achieve its collaborative goals.



VIDEOS

This innovative Breezio feature allows for time-stamped Questions and Comments—a feature you won't find anywhere else!

ARTICLES

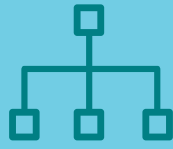
Import content or create your own. No need to worry about citations! When you copy/paste/import a URL into Breezio, we cite the source automatically for you.



DISCUSSIONS



Have something to discuss? Want to share this week's meeting agenda with your group? Publish or save and invite others to co-author your content. Then, use features like Video Conferencing and In-Line Commenting to capture your team's collective wisdom.



ORGANIZATIONS

Breezio enables your community to work together in groups. They are one way you can easily identify where to collaborate around Posts with similar purpose.



SELECT 'GO TO PAGE'

Organizations is where you'll find clusters of Posts and People. 'Go to page' and view everything you need to engage around the Organization's content.

An Organization member can be Administrator, Author, or Viewer of Posts related to the group.



Privacy Tip! Organizations are the best way to maintain privacy in Breezio. Associate an Article, Discussion, Video, and/or Collection inside a Private Organization, and it will only be visible to the members of that Organization.



COLLECTIONS

Collections are ordered lists of Posts where teaching and learning is tracked!



Collections can be anything from Curriculums, Courses, to Learning Goals. Breezio Admins can customize this name so it resonates with your community.

TEACHER = THE CREATOR OF A COLLECTION



Teachers can see who's following their Collection and track student progress.

STUDENT = TRACK OR FOLLOW A COLLECTION



'Start Tracking' reveals a progress bar to show where you're at in the learning process. 'Follow' marks the Collection for future reviewing.



CHATS, COMMENTS, CONFERENCES

Harness the power of Breezio and make connections with those in your community. Whether it's chatting, commenting, or video conferencing, Breezio sparks interactive collaboration.



In any Post, there is a 'People Online' section. You can also see their Profile picture moving around the article in the EXACT spot they're scrolling!



CHATS

Instantly message peers and experts anytime. Offline? Don't worry. All messages are saved in your inbox for easy access.



COMMENTS

Post in-line comments right within the content or at the end of each Post.

VIDEO CONFERENCES

Working on a project? Need to meet with your group or an expert? Start a video conference right on the content! Discuss the material, make comments, connect with members of your community all on a video conference.





BREEZIO NOW

Breezio Now aggregates validated Twitter, Facebook, Instagram, and Reddit posts based on pre-selected relevant Topics.

VIEW THE TOPICS THAT MATTER TO YOUR MISSION



Breezio Now shows social media posts based on Topics your Admin deems important to your community. Based on these Topics and its popularity, Breezio Now will recommend other comparable posts for your community.

SOCIAL SHARING

Comment and Share Breezio Now posts with your community in Breezio as well as in your own personal social media accounts.



ANALYTICS

From each user's Profile page, you can select the 'Statistics' tab to view a summary of daily, weekly, or monthly unique post views!



TAGS & SEARCH & FILTER

Find the information that is relevant to you using our tags, search tool, and filters.



TAGS

Use the right navigation menu to select Tags that interest you and filter your search directly to those Topics.



SEARCH

Use the eyeglass icon at the top and right navigation menus to search ALL of Breezio.



HAPPENING NOW!

Use this feature found on the right hand side to find out current conferencing, posts, comments, and views happening within your community !



FILTER

Further filter posts by using tabs 'Most Recent', 'Most Viewed', 'Most Rated', 'Most Commented' to find what's relevant to you!

WELCOME! TO BREEZIO

Your online home for discussing solutions, accelerating discoveries, and driving innovations forward efficiently in order to solve today's biggest problems collaboratively.

"It is the long history of humankind that those who learned to collaborate and improvise most effectively have prevailed."

- Charles Darwin

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