



# GC Collab Group

## Step-by-Step Instructions

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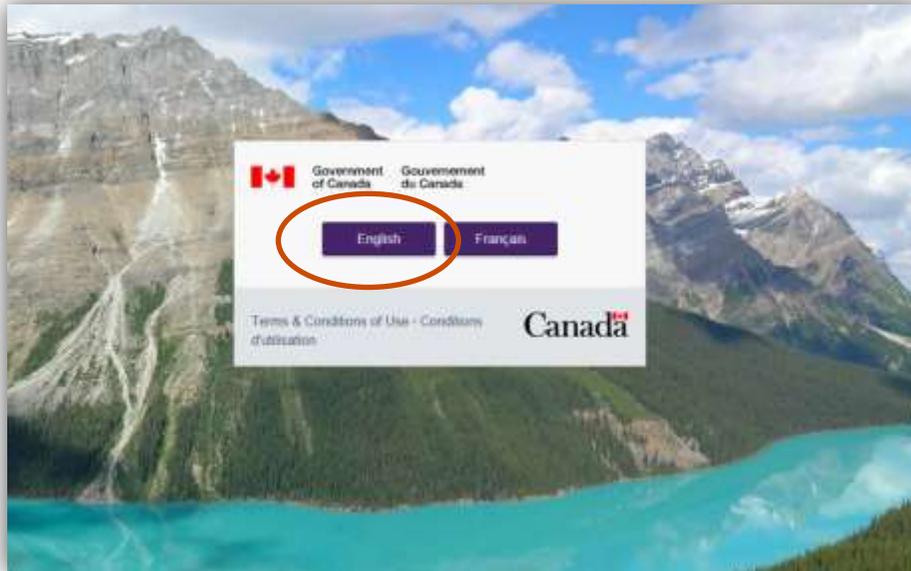
Note: This is an abridged tutorial of the platform. There is also an interactive tutorial provided on the GCcollab website using the **Help/Contact Us** button located at the bottom of the page.



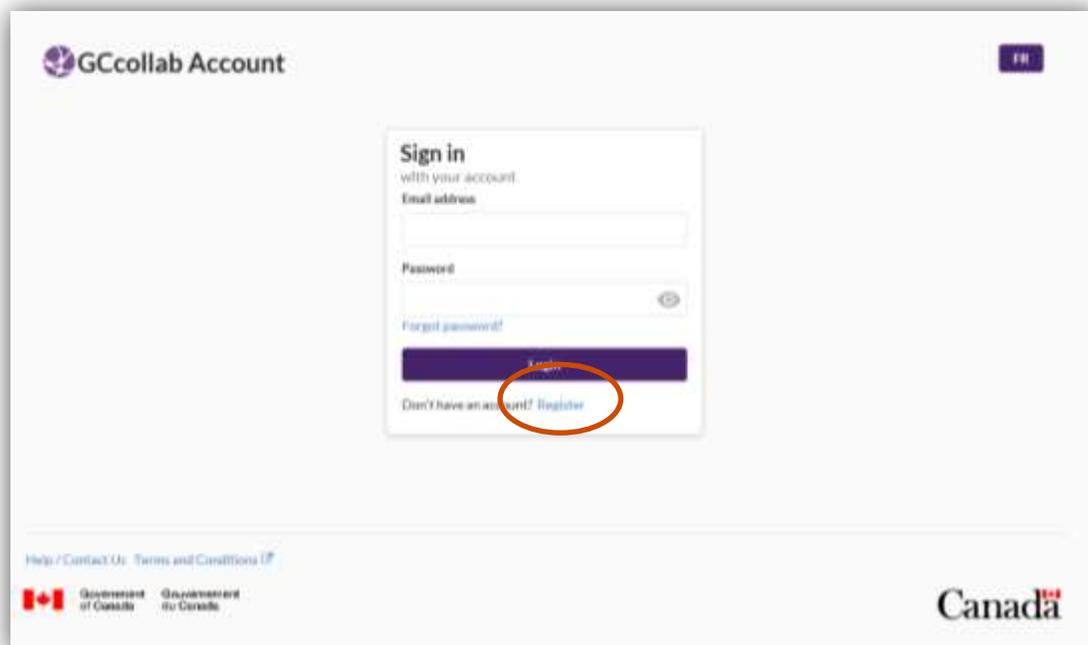
## Step 1: Creating a GC Collab Account

1.1 Log onto: <https://gccollab.ca/>

Choose your language of choice.

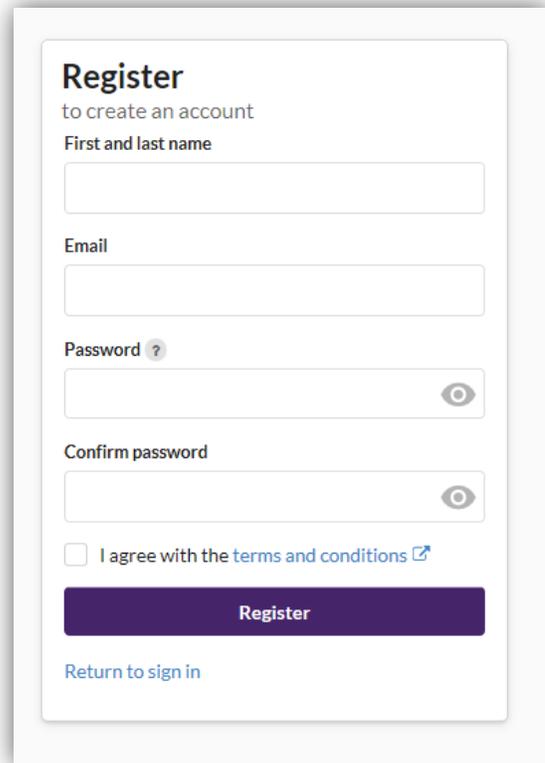


1.2 Click **Register** at the bottom of the sign-in box.



**1.3 Enter your information, create a password and click the box stating I agree with the terms and conditions.**

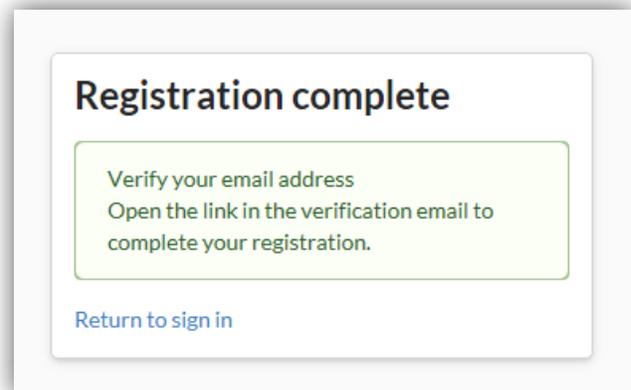
Note: When choosing a password it must be 8 characters in length and must contain one uppercase and one lowercase letter, a number, and a special character (!,@,#,\$, etc.).



The screenshot shows a registration form titled "Register" with the subtitle "to create an account". It contains the following fields and elements:

- First and last name:** A text input field.
- Email:** A text input field.
- Password:** A text input field with a question mark icon and an eye icon to toggle visibility.
- Confirm password:** A text input field with an eye icon to toggle visibility.
- Agreement:** A checkbox followed by the text "I agree with the terms and conditions" and a link icon.
- Register:** A purple button.
- Return to sign in:** A blue link.

**1.4 Follow the instructions on the screen and click on the link shown below to verify your email.**



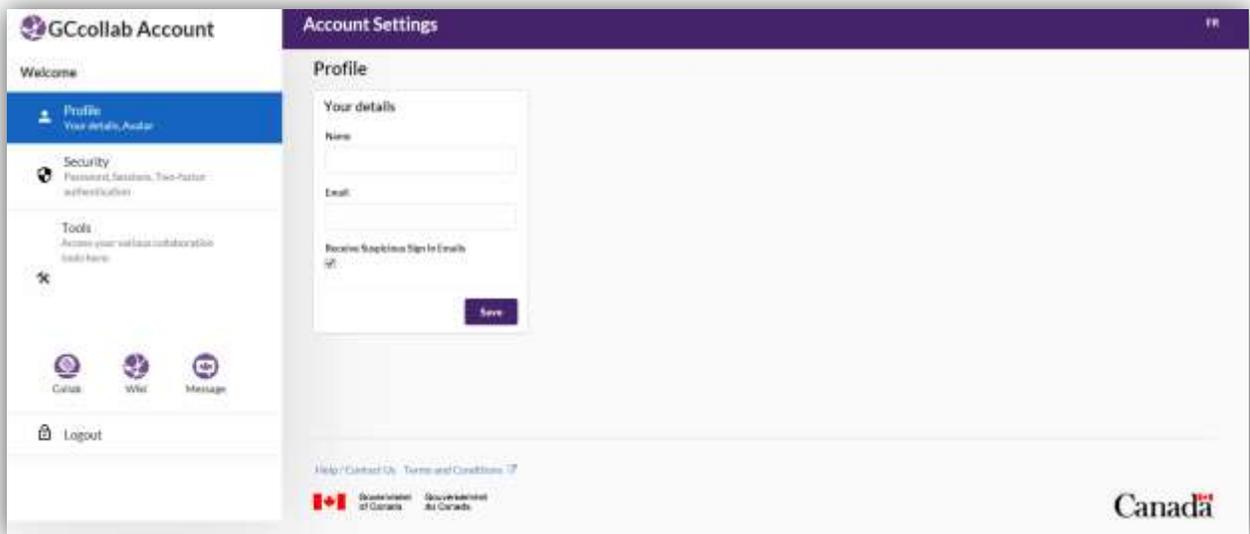
The screenshot shows a confirmation screen titled "Registration complete". It contains the following elements:

- Verify your email address:** A green box containing the text "Verify your email address" and "Open the link in the verification email to complete your registration."
- Return to sign in:** A blue link.



Once you have clicked on the hyperlink, you will be asked to authorize access to your email address and name. Please select the **Authorize** button to continue. [note: no screen shot available]

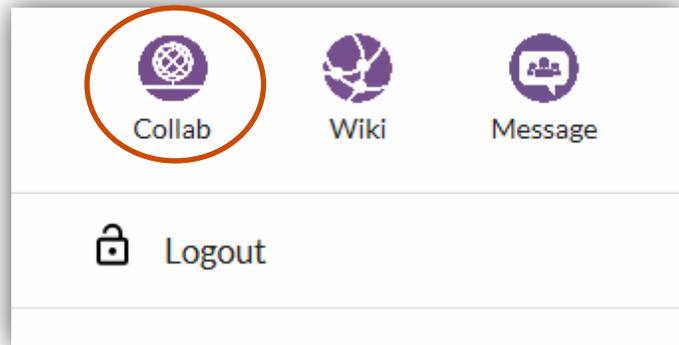
1.5 By clicking on the email link, you will be re-directed to your GCcollab account page.



## Step 2: Joining the Strengthening Indigenous Research Capacity (SIRC) group

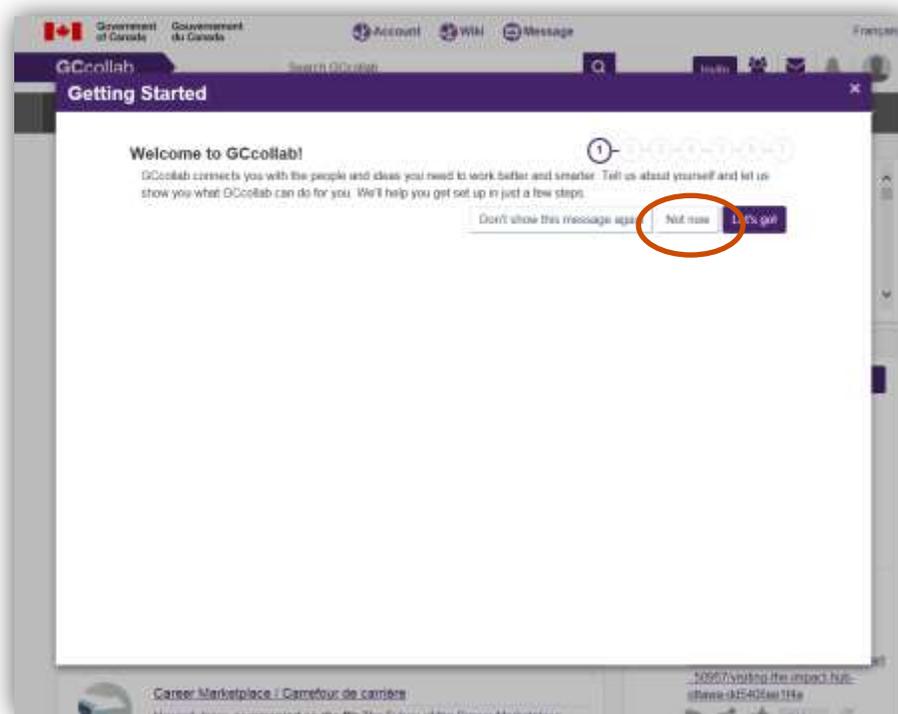
Go to <https://gccollab.ca/> and log on with your username and password.

Click on the **Collab** icon located at the bottom left-hand side.

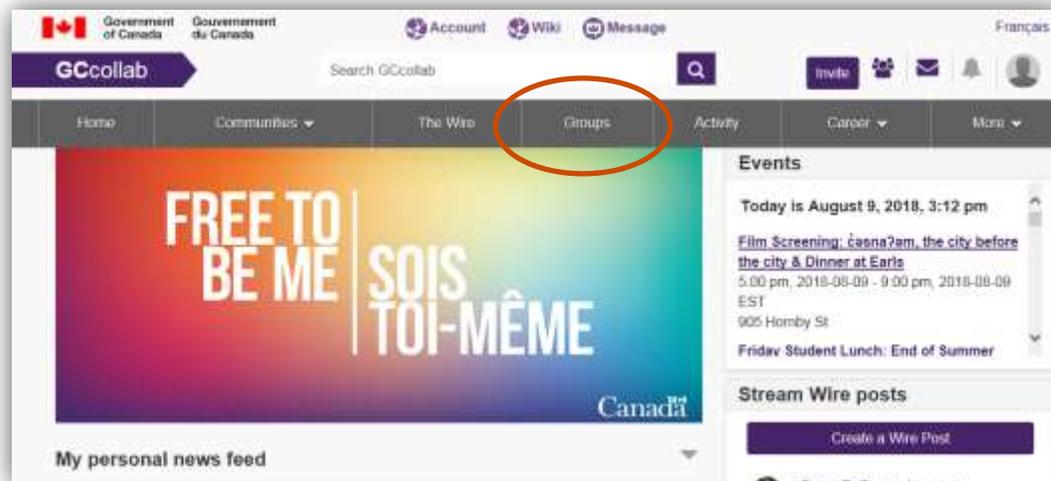


2.1 Once on the GCCollab site, an optional tutorial may be followed.

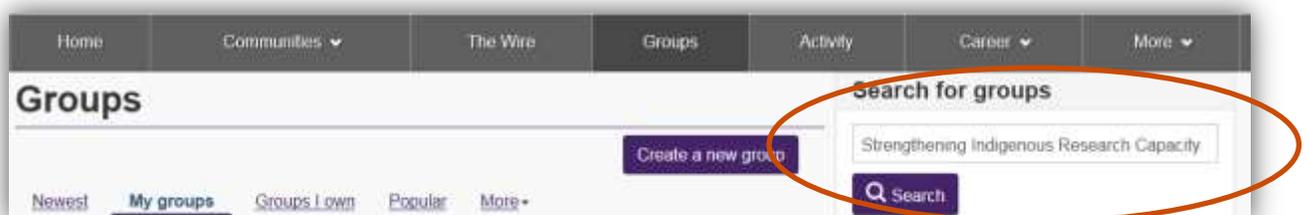
Otherwise, press the **Not now** button to skip the tutorial.



2.2 Below is what your GCcollab page will resemble. Click on the **Groups** tab in the middle of the menu bar near the top.



2.3 Enter **Strengthening Indigenous Research Capacity** into the Search for groups window indicated on the right-hand side.

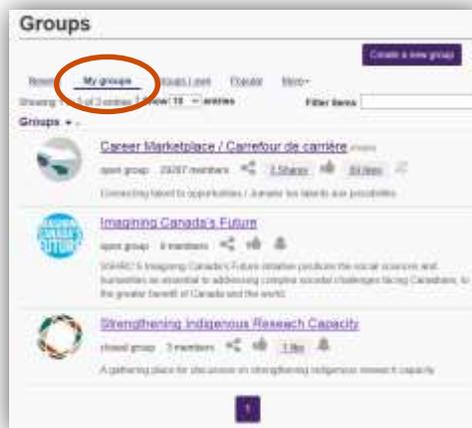


Scroll through your groups (if needed) and click on the link for the **Strengthening Indigenous Research Capacity** group to go to the SIRC group page.

2.4 Click on the **Join Group** button on the right side.



2.5 When you have joined the SIRC group, it will show up under **My Groups**, which can be found within the **Groups** tab of the menu bar, as shown previously.



Below is a screen shot of the **Strengthening Indigenous Research Capacity (SIRC)** group's main page. From here it is possible to browse through discussion topics, events, and upload any files to be shared, for example.

The screenshot shows the main page of the 'Strengthening Indigenous Research Capacity' group. At the top, there is a logo with a circular pattern of colorful dots. The group name is 'Strengthening Indigenous Research Capacity', with the owner listed as 'Mirena Adams' and 'Group members: 2'. Below the name, there are tags: '(Indigenous Research) (Knowledge Sharing)'. A navigation bar includes 'About', 'Discussion', 'Files', 'Blog', and 'More-'. The main content area is titled 'Description' and contains several paragraphs of text. The first paragraph states: 'This group contains information on the Canadian Research Coordinating Committee's (CRCC) initiative to widen Indigenous research capacity. The group is for rights holders and interested parties who are dedicated to having a discussion around strengthening indigenous research capacity that will benefit the communities across Canada.' The second paragraph mentions: 'Under the CRCC have been moving forward with a number of other key actions related to measures announced in the most recent federal budget (Budget 2016). Under that, it is responsible for the 6th Call to Action created by the Truth and Reconciliation Commission of Canada, which required (SIRC), specifically to establish a national research program to advance the understanding of reconciliation. As part of the strategic plan to follow that call to action, the Strengthening Indigenous Research Capacity Engagement plan was created.' The third paragraph explains: 'How the engagement is defined in the present context is of critical importance. Engagement does not reflect a consultation-type of engagement effort rather, it is viewed as an opportunity to develop and strengthen longer-term relationships, in a peer-to-peer context, that will set the stage for a series of meaningful exchanges which will result in the co-development, with Indigenous organizations and communities, of a national strategic research plan.' The fourth paragraph states: 'In addition to this online engagement, the Tri-Agencies, are leading activities, such as meetings, roundtables, symposiums and discussions, to ensure a continued dialogue with Indigenous peoples throughout the country, with the end goal of the entire engagement strategy to have a strategic plan to continue working with Indigenous peoples as we move forward.' The fifth paragraph lists strategic themes: 'Our strategic themes are as follow and are up for discussion throughout this process: 1. Supporting Indigenous talent and research careers 2. Engaging Indigenous knowledge 3. Mobilizing knowledge and partnerships for reconciliation 4. Fostering mutually respected relationships'. The final paragraph says: 'Please feel free to join in on the discussion, or to start one of your own. If you wish to learn more about the events, or if you have any questions or comments, we would love to hear from you. Please reach out to us at (email)'. On the right side, there is a 'Group members' section with two profile pictures and a 'View all members' button. Below that is a 'Group activity' section showing two recent posts by 'Chantal Barton'. The first post is titled 'added a new discussion topic Support to Indigenous talent' and asks 'What are the most promising approaches or ideas in supporting Indigenous Talent and research?'. The second post is titled 'added a new discussion topic Vision for research' and asks 'What is your vision for research by and with First Nations, Inuit and Métis peoples?'. A 'View all' button is at the bottom of the activity section.

### Step 3: Inviting Others to GCcollab

At the top of every page on GCcollab, there is an **Invite** button.



From here you are able to invite others to join the group by selecting **Invite to GCcollab** and entering their **Email addresses** and press **Send**.

A screenshot of the 'Invite to GCcollab' form. At the top, there are four tabs: 'My Colleagues', 'Colleague collections', 'Colleague Requests', and 'Invite to GCcollab', with the last one circled in orange. Below the tabs, it says 'To invite new people to join GCcollab, paste or enter your email addresses below:'. There is a text input field labeled 'Email addresses:' circled in orange. Below that is a 'Message:' section with a text area containing a pre-written invitation: 'Hello, I'm inviting you to join my network on GCcollab. Join us to contribute to discussions on the future of government, upcoming programs, policies and more! Hope to chat more soon!'. At the bottom left of the form is a 'Send' button circled in orange.

At the top of the page, you will see a confirmation banner when you have successfully invited your contact(s).



## Step 4: Adding files

Click on the **Files** tab under the group's title box.



The screenshot shows the header of a group page. On the left is a circular logo with colorful geometric patterns. To its right is the group name "Strengthening Indigenous Research Capacity" in bold. Below the name, it says "Owner: Chantal Barton" and "Group members: 21". There are three tags: "Indigenous", "Research", and "Knowledge Sharing". At the bottom of the header is a navigation bar with links: "About", "Discussion", "Files", "Events", and "More". The "Files" link is circled in orange.

As seen below, it will take you to these options. Click to **Upload a file**.



The screenshot shows the "Files" page for the group. At the top is a navigation bar with links: "About", "Discussion", "Files", "Events", and "More". Below this is the title "Strengthening Indigenous Research Capacity's files". Underneath the title, there is a "Main folder" link on the left. On the right, there are two buttons: "Upload a file" (which is dark purple and circled in orange) and "New file folder" (which is light grey).

From here, you can upload your file, create a title, and a description.

Note: please use the **Browse** button when uploading files.

Do not use **Embed content**.

The screenshot shows the 'Upload a file' page with a navigation bar (About, Discussion, Files, Events, More+). Below the title are tabs for 'Single file', 'Multi file', 'Zip file', and 'Google Doc'. There are language tabs for 'English' and 'French'. A 'File' input field is present with a 'Browse...' button circled in orange. Below it is an 'English title' field and a 'Description in english' section with an 'Embed content' link and a rich text editor. At the bottom, there is a 'Select a parent folder' dropdown (set to 'Main folder'), an 'Access' dropdown (set to 'Group: Strengthening Indigenous Research Capacity'), and a 'Tag and Create' button.

When clicking **Tag and create**, an option to tag your post will come up. This is optional, and you can choose not to tag your content and simply click **Publish**.

The screenshot shows a dialog box titled 'Add Tags and Communities'. It asks 'What community does this belong to?' with a dropdown menu and a text input field. Below that is a 'Tags' section with a text input field and instructions: 'To add type in tag and press [comma] or Enter'. An example shows 'Ex. policy, tags, tag,'. At the bottom right, there are 'Close' and 'Publish' buttons, with 'Publish' circled in orange.



As seen above, you will receive a confirmation of your uploaded file at the top.

If you require more information, or if you encounter any problems while using the file function or any other functions provided on the group page, please do not hesitate to contact the help desk provided by GCcollab.

You can contact the GCcollab help desk by scrolling to the bottom of the page, and clicking on the **Help/Contact Us** button.

