



THE UNIVERSITY
of ADELAIDE



University of
South Australia

IdeaPlace How-to Guide

These articles cover important everyday aspects of IdeaPlace's functionality that provide the end-user with information on engaging with the platform.

Date: 14 November 2023

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Table of Contents

What is IdeaPlace?	2
How to get the most out of the platform	2
How to register	3
How to post your idea	7
How to edit your idea	12
How to comment on an idea	14
Follow an idea	16
How to use star voting	17
How to use pairwise voting	18
Searching on IdeaPlace	22
How to add/change/edit your profile picture	25
How to change the frequency of your platform notifications	28
Supported browsers	31
I forgot my password and now I'm locked out	32
reCAPTCHA not appearing/working	33

What is IdeaPlace?

To facilitate our planned co-creation activities, we've engaged online platform experts (Planview) to customise an **IdeaPlace** where we can **connect, collaborate and communicate**.

The platform enables the ability to crowdsource feedback and ideas, with all stakeholders able to be included – regardless of role or location.

Through the platform, we can set specific '**challenges**' and encourage participants to **share their ideas and design different solutions** – at scale.

How to get the most out of the platform

- Title – use a title that grabs attention, it is the first thing people will see
- Tags - assign tags to your ideas, it will help people find your idea when searching
- Engage – if people comment on your idea, reply to their comment to start a conversation
- Notifications – follow your idea to receive automated email alerts when someone comments
- Idea drafts – if you are not ready to submit your idea, use the 'save draft' function and finish it later

For further information on using IdeaPlace outside of this document, view [Planview's IdeaPlace articles](#).

How to register

1. Click on the link sent to you via email or [click here](#).
2. Complete your details.

Create Account:

First Name*

Last Name*

Username (please use email)*

Email*

Company/Organisation*

Which of the following best describes you?*

Important notes:


- For University Staff/Student community, ensure to set the username as your university account email. However, be sure,

3. Complete the reCAPTCHA. If your reCAPTCHA is not showing, please see “reCAPTCHA not appearing/working” in this document.

Which of the following best describes you?*

Important notes:

- For University Staff/Student community, ensure to set the username as your university account email. However, be sure, NOT-TO-USE your university account password for security reasons.
- After you submit this form, you will receive an email from "Spigit Innovation" with information on how to set your password.
- If you can't find notifications from "Spigit Innovation" in your primary 'Inbox', we recommend checking spam/junk folders to ensure you don't miss any notifications.


I'm not a robot 
reCAPTCHA
Privacy - Terms

I have read and understood the [Terms and Conditions](#) for this site.

4. Ensure that you have read and understood the Terms and Conditions and select the checkbox.

Important notes:

- For University Staff/Student community, ensure to set the username as your university account email. However, be sure, NOT-TO-USE your university account password for security reasons.
- After you submit this form, you will receive an email from "Spigit Innovation" with information on how to set your password.
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I'm not a robot  reCAPTCHA
Privacy - Terms

I have read and understood the Terms and Conditions for this site.

5. Click 'Submit'.

reasons.

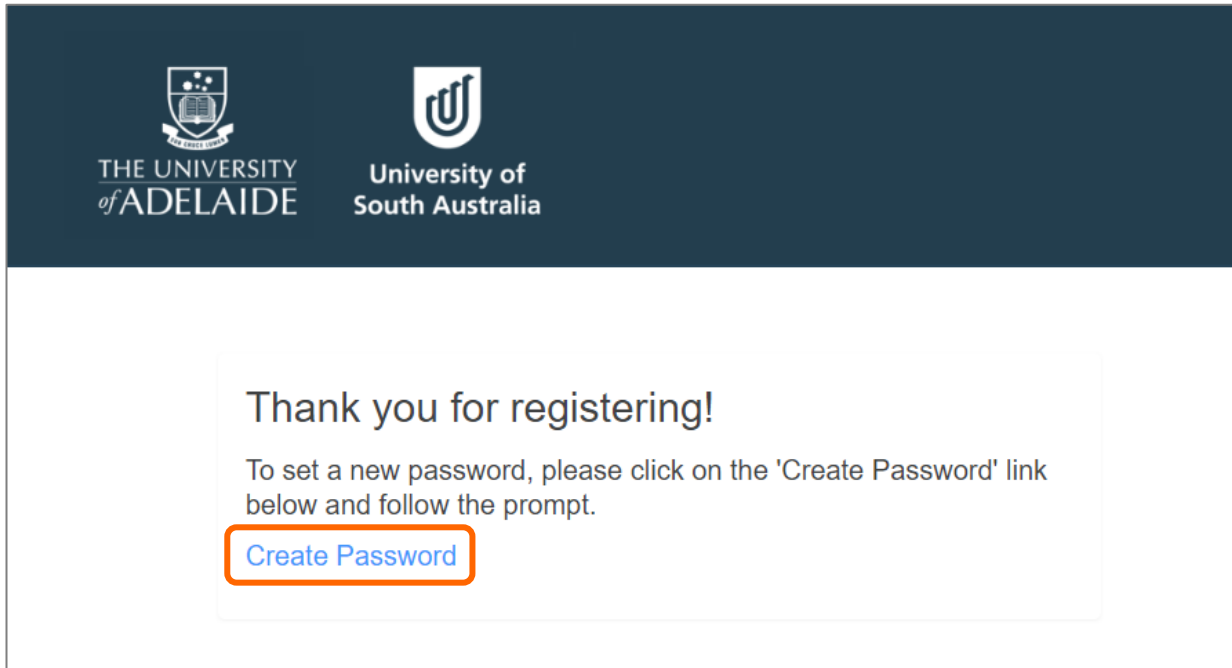
- After you submit this form, you will receive an email from "Spigit Innovation" with information on how to set your password.
- If you can't find notifications from "Spigit Innovation" in your primary 'Inbox', we recommend checking spam/junk folders to ensure you don't miss any notifications.

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Privacy - Terms

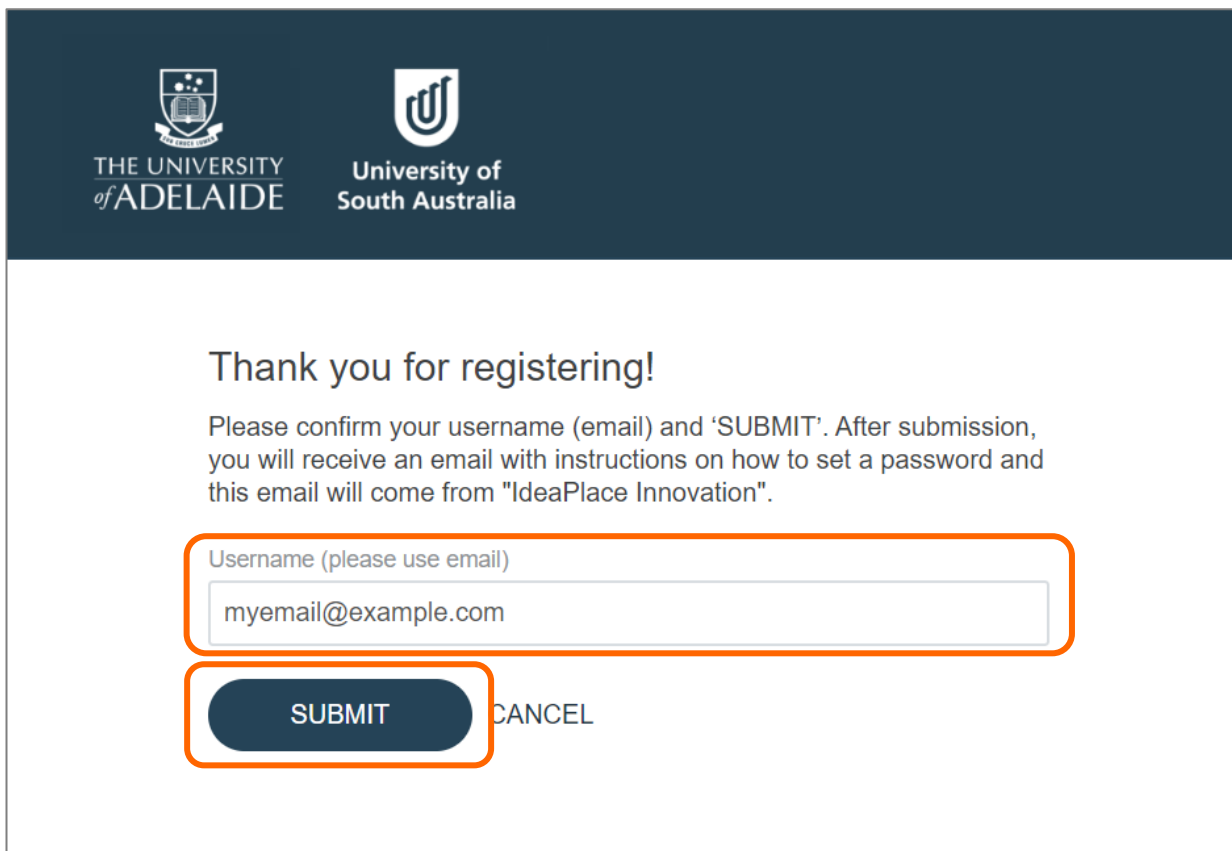
I have read and understood the Terms and Conditions for this site.

You will now need to create a password to access your email:

6. Select 'Create password'.



7. Review the username and click 'Submit'. Note, username must be your email address (as a default value).



8. The system will generate an email from 'Spigit Innovation'. Please check your email inbox (may take up to 30 minutes).

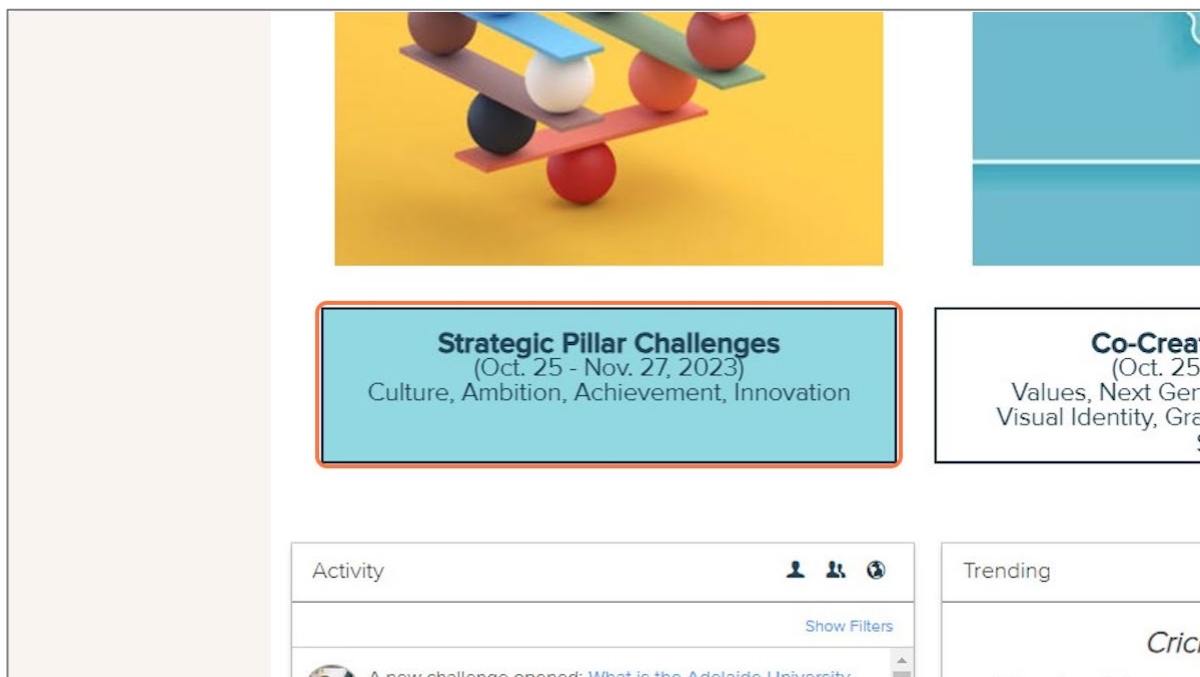
9. Open the email and click the link provided. A browser will open.
10. Follow the instructions and set your new password. Re-enter your password to confirm. Click 'Submit'.
11. Your password is now set and saved, you're ready to start using the platform.

How to post your idea

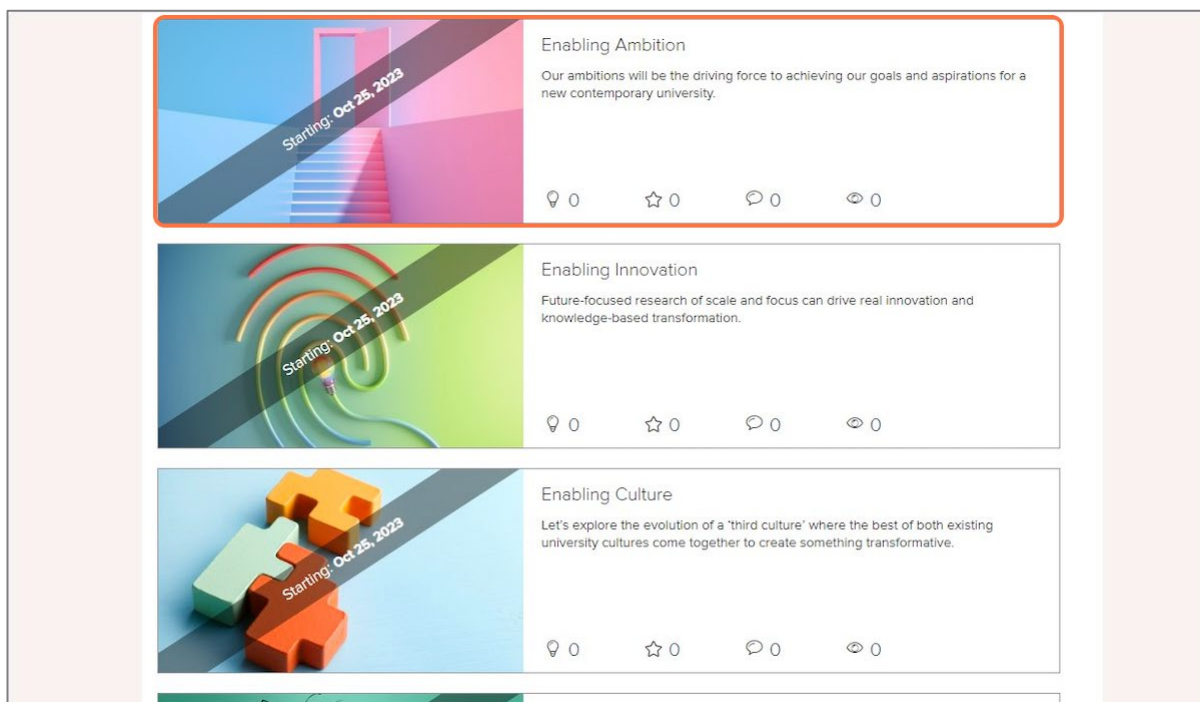
1. From the home page, scroll down until you reach our two challenge groups:

The screenshot shows the top navigation bar with logos for 'THE UNIVERSITY of ADELAIDE' and 'University of South Australia'. It includes utility links for 'Go to', 'Inbox', 'Search', and a user profile icon. Below the navigation is a main banner titled 'Co-creating the new Adelaide University' with a lightbulb icon. The banner text reads: 'Welcome to the Adelaide University co-creation platform – a place for idea generation and collaboration. It's a dedicated interactive thinktank where together we'll shape and design core elements of a potential new university for the future. Developing the first statement of Strategic Intent is an important step as we work towards delivering our ambitious vision with a target launch date of 1st January 2026. Through our collective intelligence, we can harvest new ideas and create a roadmap towards a brighter future, together.' Below the banner is a video player for 'Co-creating the new Adelaide University' with a 'Share' button and a 'Watch on YouTube' button. At the bottom, there are two challenge groups: 'Strategic Pillar Challenges' (Oct 25 - Nov 27 2023) with sub-topics 'Culture, Ambition, Achievement, Innovation' and 'Co-Creation Challenges' (Oct 25 - Nov 27 2023) with sub-topics 'Values, Next Generation Projects, Brand & Visual Identity, Graduate Qualities, Academic Structure'.

2. Select 'Strategic Pillar Challenges' or the 'Co-Creation Challenges'.



3. Once on the challenge group page, scroll down to select your desired challenge.



4. Once you're in the challenge you have two options for posting an idea:

Option 1: Direct on Challenge homepage – enter your idea title and select 'continue'.

ranked top nationally for employment outcomes and top 5 for student experience, become a university of choice for First Nations people, be recognised for global research excellence and collaboration at scale, become a true destination for the best innovators, thinkers and entrepreneurs, and Australia's most connected university – partnered with the communities we serve and engine for innovation and economic development.

- What do you think are the most important ambitions of the proposed future university?
- If you could choose any ambition for the potential new university, what would it be
- How can we realise our stated ambitions – what actions do we need to take?

Challenge ends in a month [View Timeline](#)

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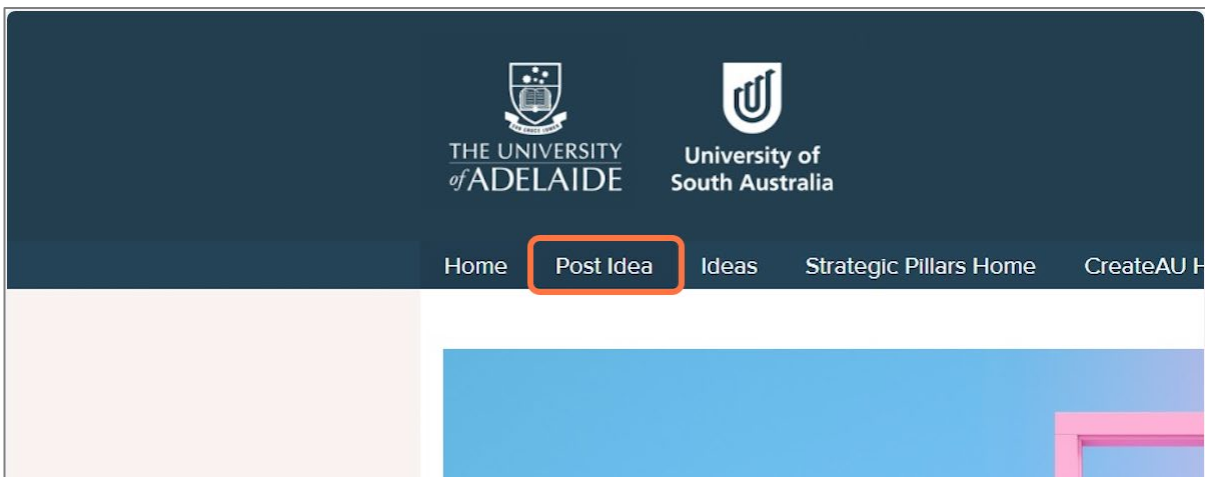
Welcome Alicia Lepka, your opinion matters and we need your help

Enter your idea title here

Continue

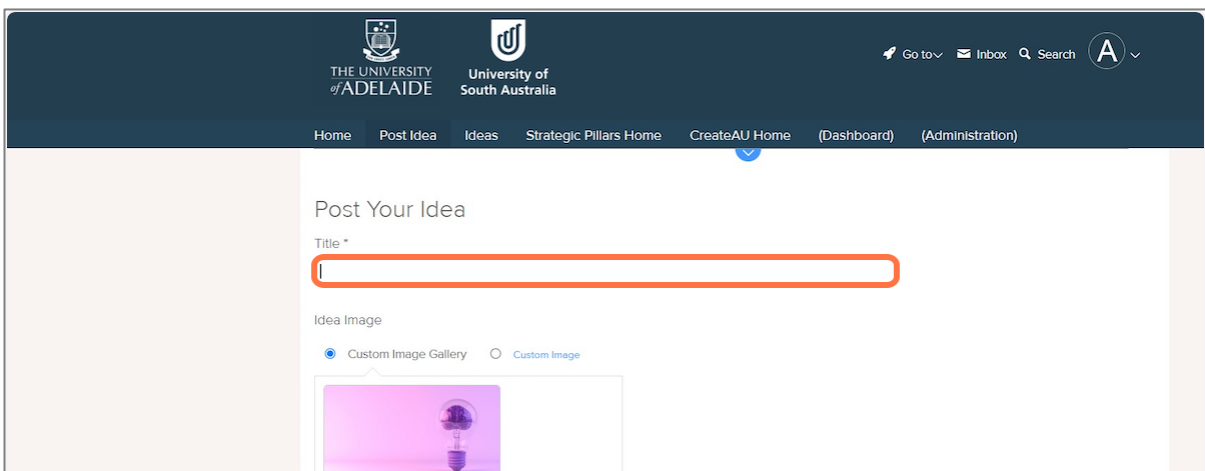
a month left

Option 2: In Challenge, via the navigation bar – click 'Post Idea'.

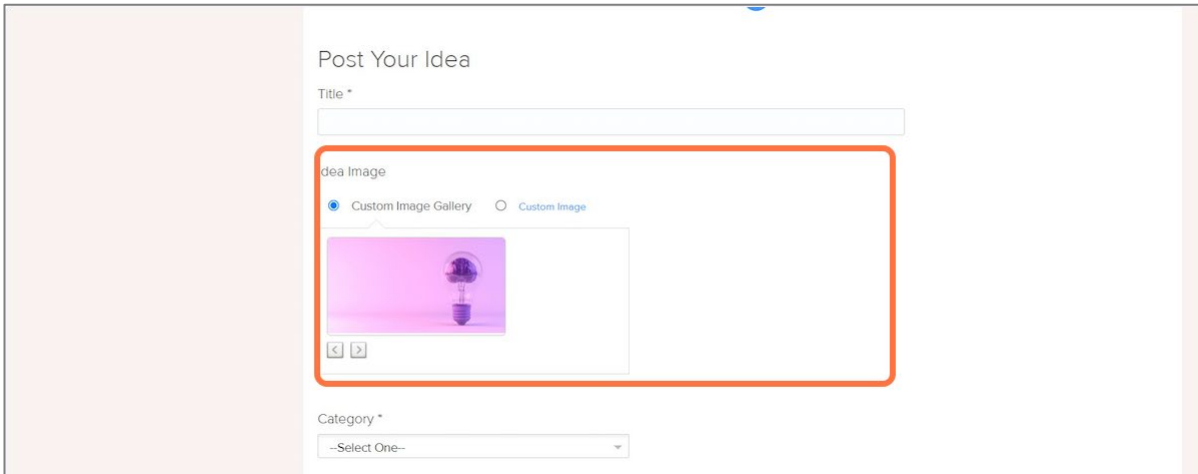


Now enter your idea details...

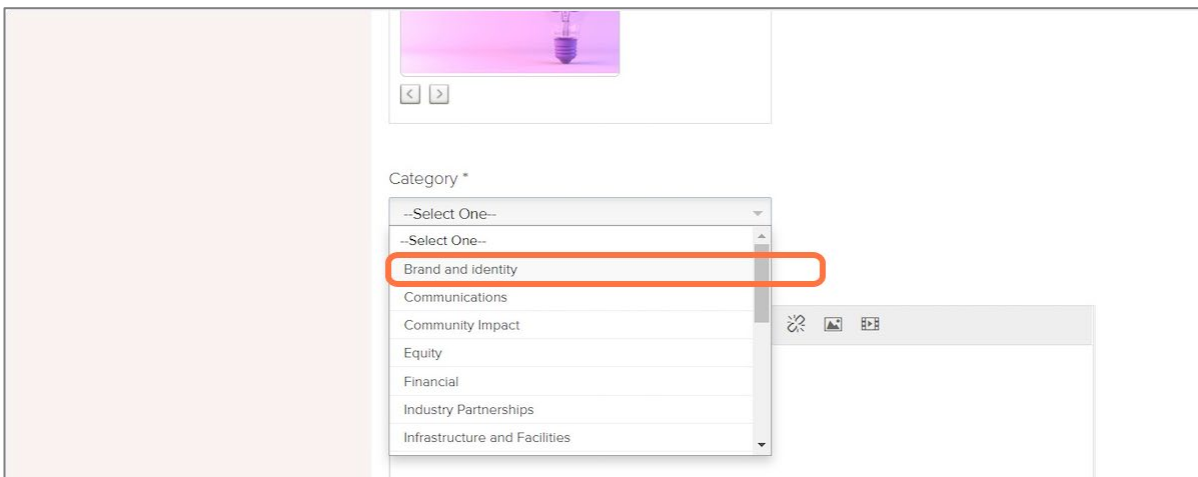
5. Under 'Title' enter your idea name (note, this field is mandatory).



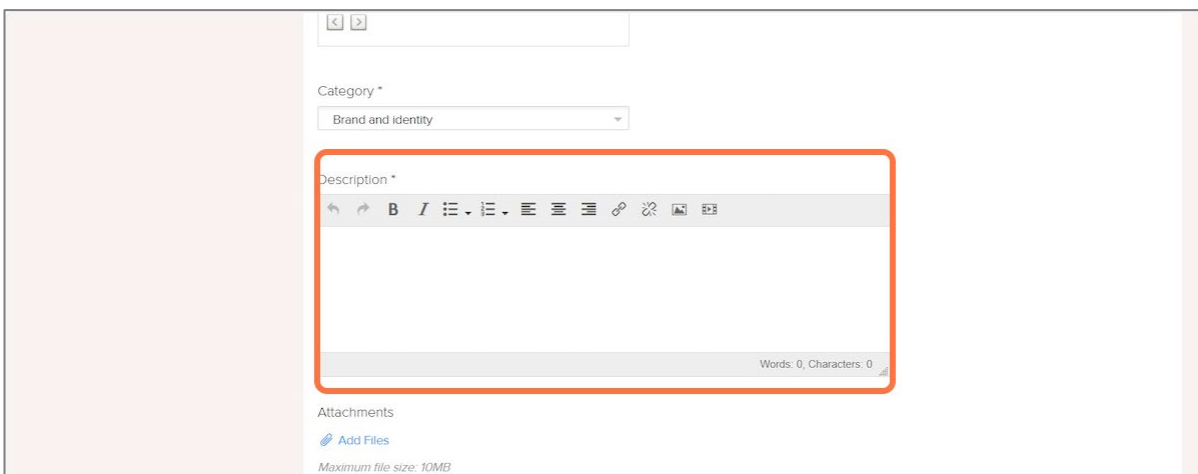
6. Add an image to accompany your idea if you wish.



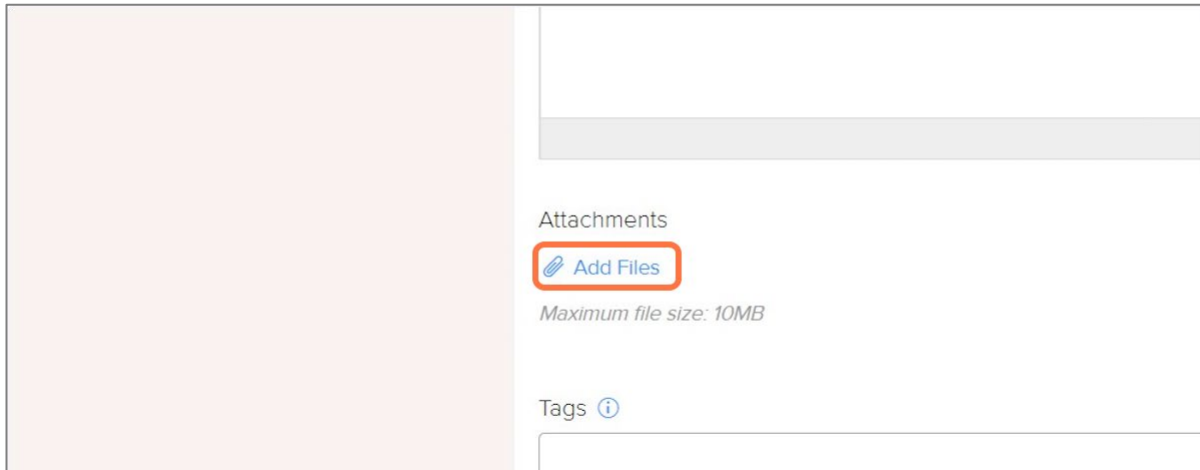
7. Select one Category from the dropdown list (note, this field is mandatory). Select the category that most closely represents/aligns to your idea.



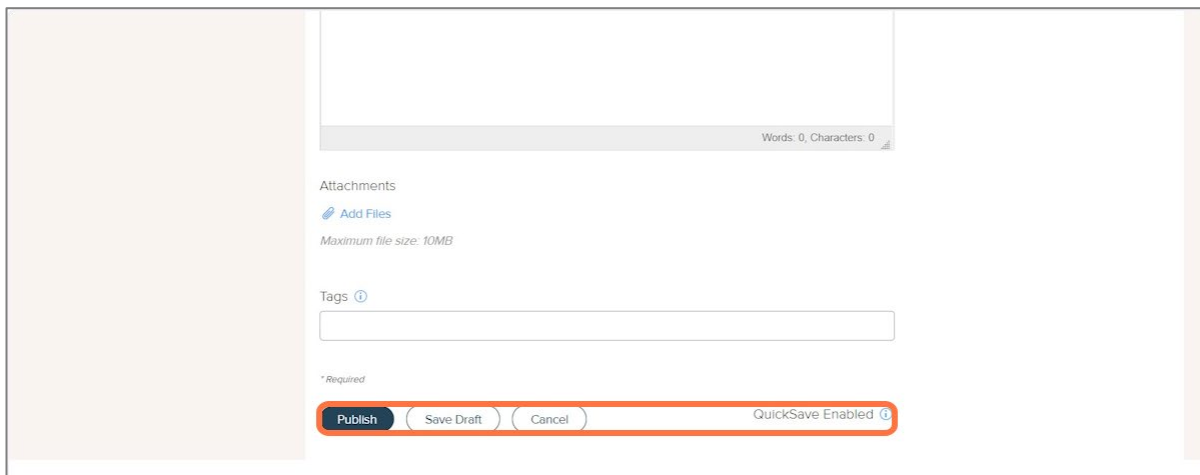
8. Add in a Description of your idea (note, this field is mandatory). Your description should provide detail about your idea, (e.g., brief overview, benefits / desired outcomes, link to the vision statement, etc.).



9. If required, add any files that may support or assist to explain your idea.

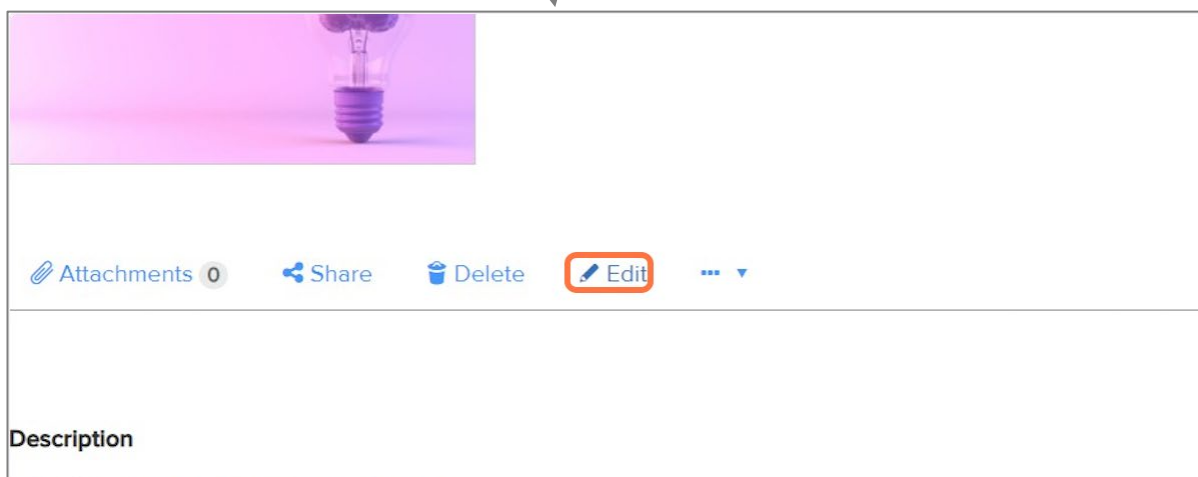
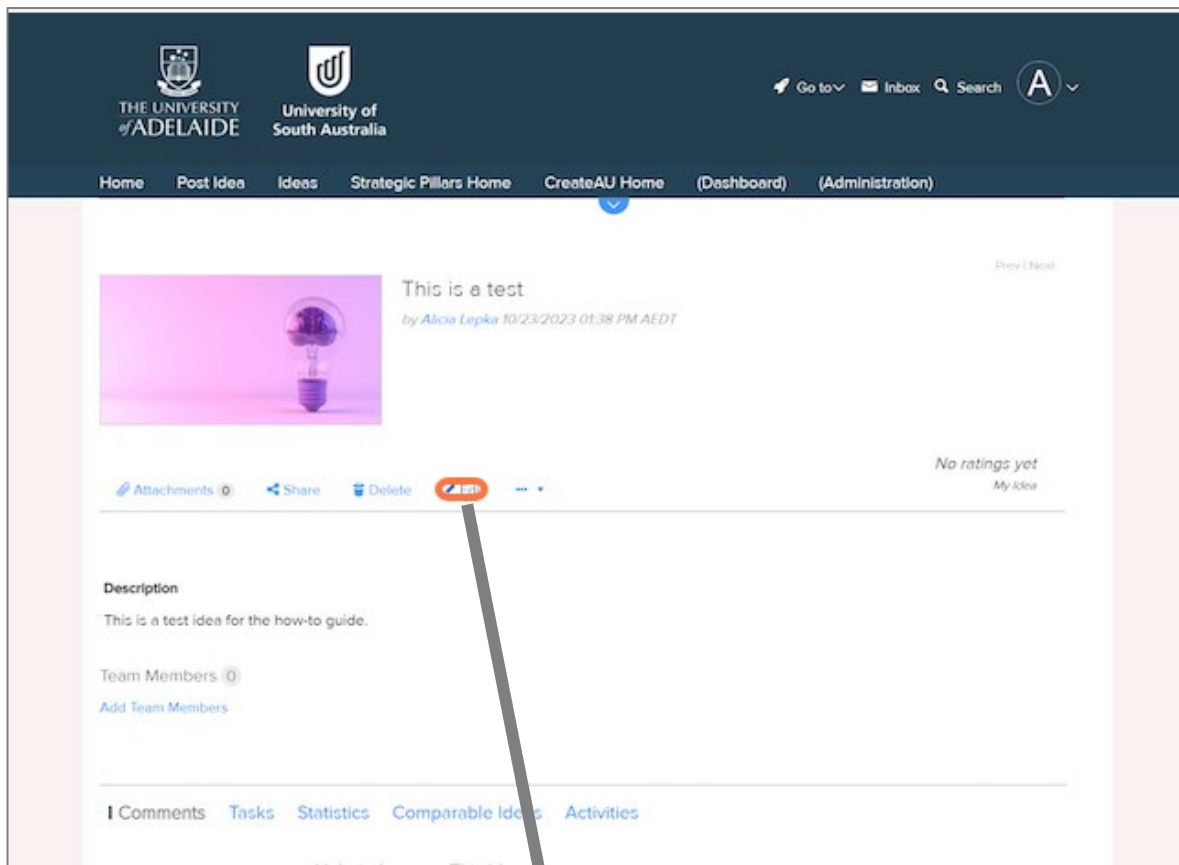


10. If your idea is still in formation, you can select 'Save Draft' and come back later. Once you're ready to submit your idea, select 'Publish'. (Note, you can still edit your idea once published)



How to edit your idea

1. Locate your idea and click on to open.
2. As the idea owner, you will have an 'Edit' button. Click to open the editing function.



3. Edit the idea details as required.
4. Click 'Update' to finalise changes.



Words: 9, Characters: 41

Attachments

[Add Files](#)

Maximum file size: 10MB

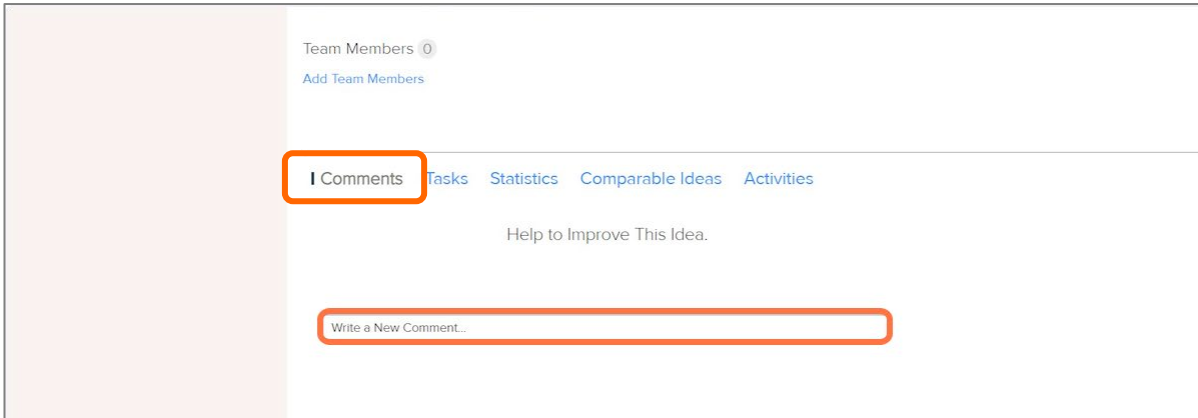
Tags ⓘ

* Required

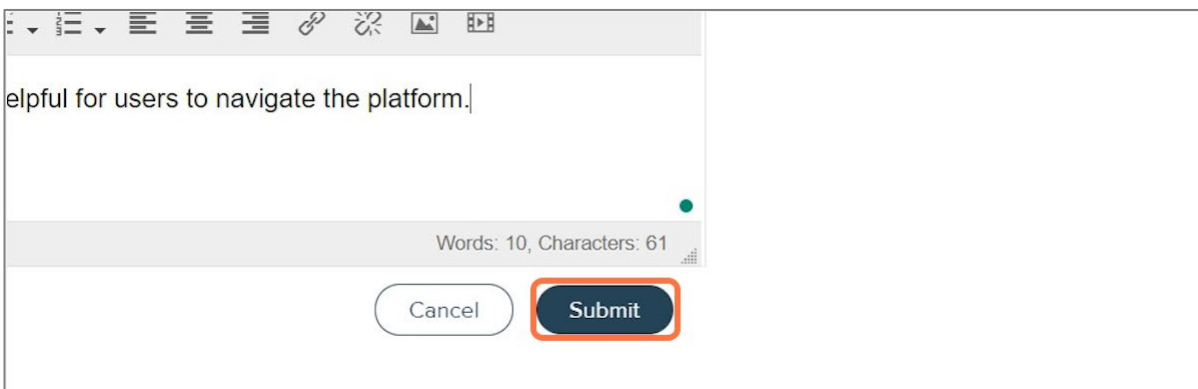
Update Cancel

How to comment on an idea

1. Open the idea's homepage.
2. Select the 'Comments' tab and scroll down to the 'Write a New Comment' field.

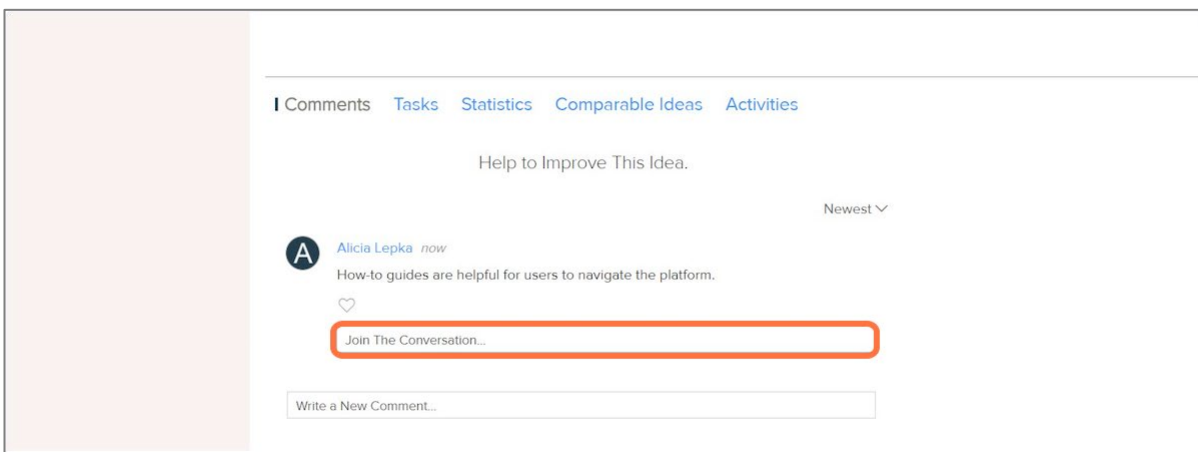


3. Type your comment and select 'Submit'.

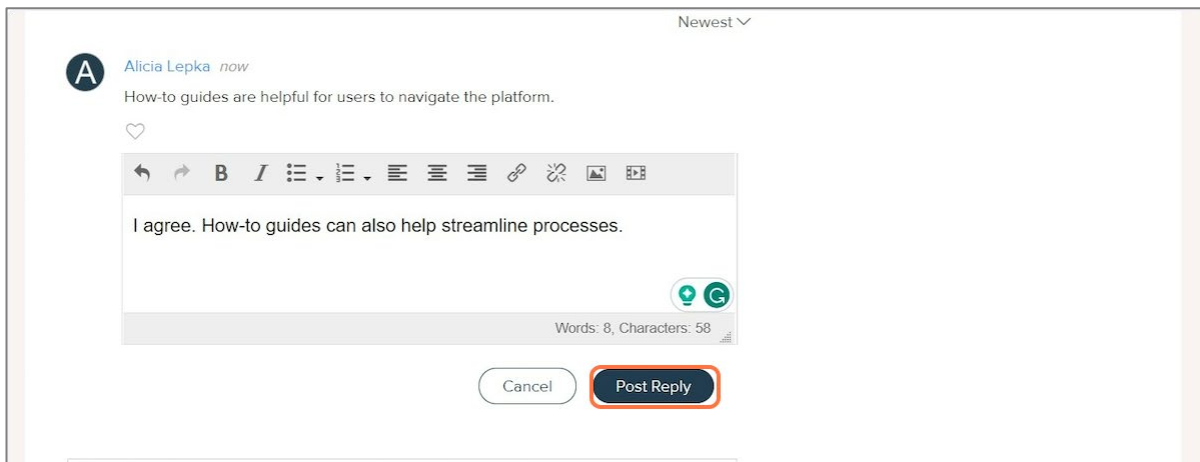


You can also post a reply to an existing/previous comment:

1. Click into the 'Join the Conversation' field, located at the bottom of the comment to which you want to reply.

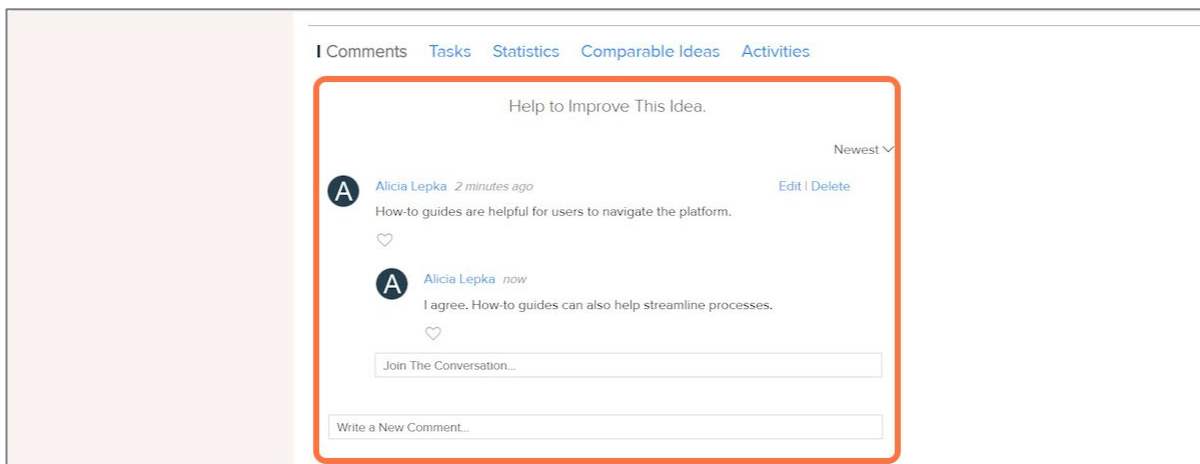


2. Enter your comment and select 'Post Reply'.



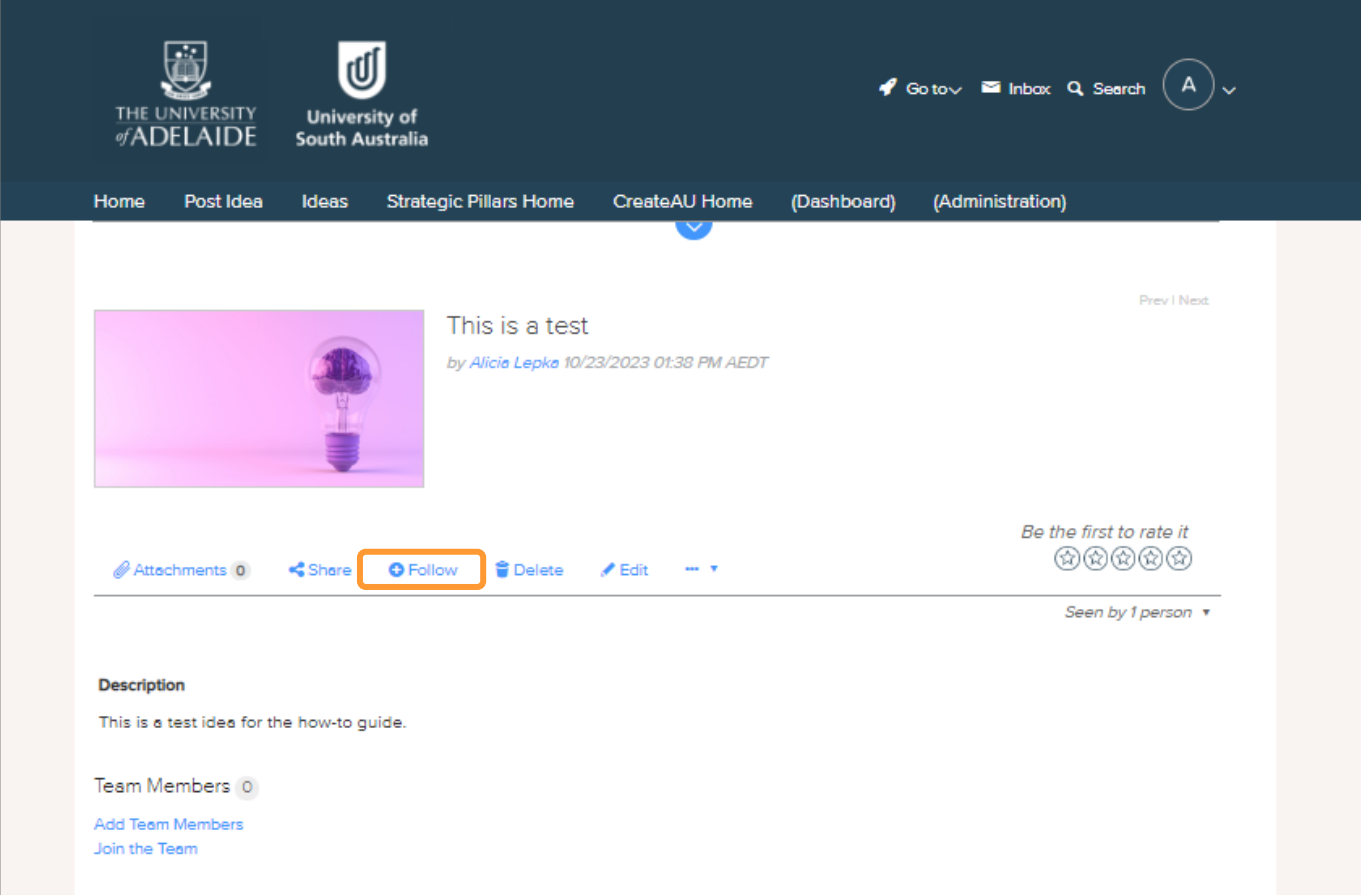
You can also 'Like' a comment:

1. Click the heart icon next to the comment. It will change colour once you've liked it.



Follow an idea

1. Open the idea's homepage.
2. Select the 'Follow' button. You will now receive activity notifications from this idea. (Note, this button is only available for ideas posted by *other* users. For ideas posted by you, notifications are automatically enabled.)

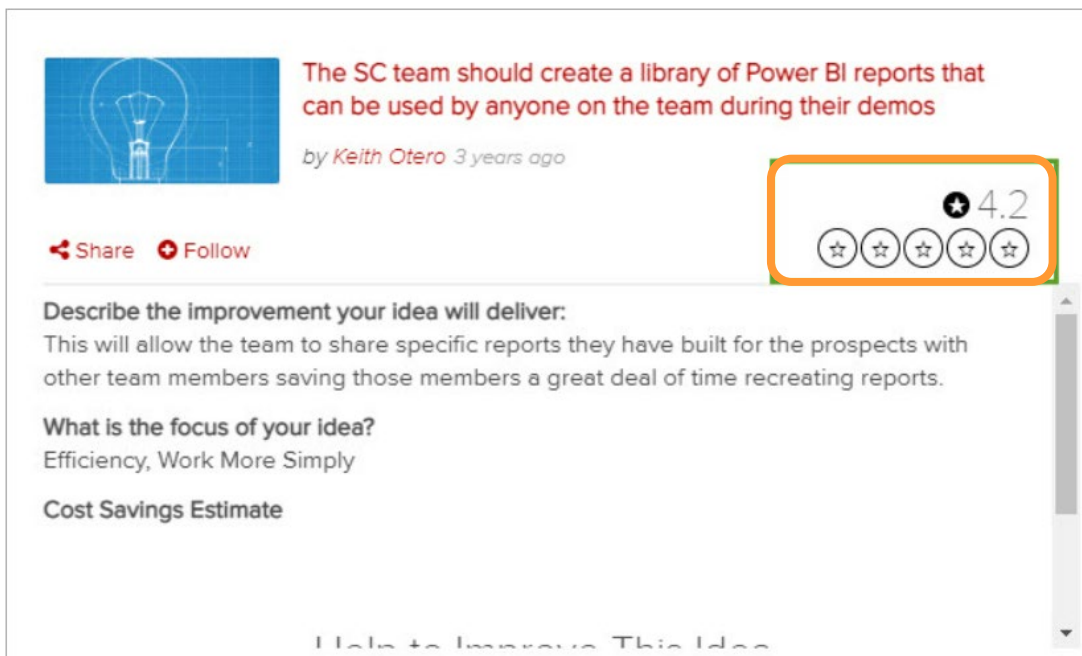
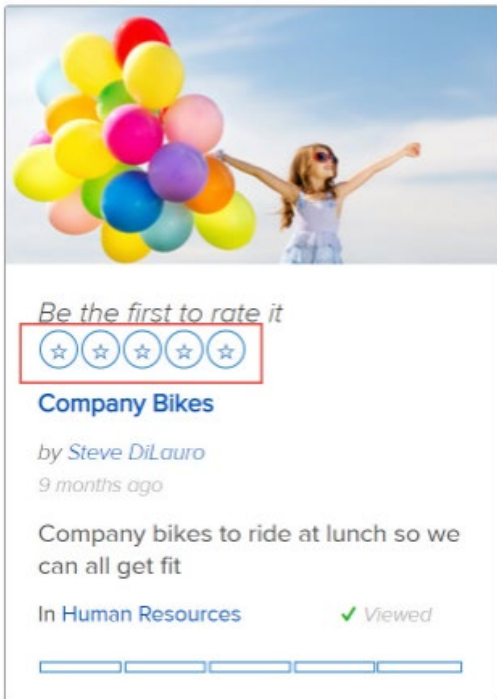


The screenshot displays the IdeaPlace interface. At the top, there are logos for 'THE UNIVERSITY of ADELAIDE' and 'University of South Australia'. Navigation links include 'Home', 'Post Idea', 'Ideas', 'Strategic Pillars Home', 'CreateAU Home', '(Dashboard)', and '(Administration)'. The main content area shows an idea titled 'This is a test' by 'Alicia Lepke' on '10/23/2023 01:38 PM AEDT'. The idea includes a lightbulb image and a description: 'This is a test idea for the how-to guide.' Below the description, there are buttons for 'Attachments', 'Share', 'Follow' (highlighted with an orange box), 'Delete', and 'Edit'. To the right, there is a rating section with the text 'Be the first to rate it' and five empty star icons. At the bottom right, it says 'Seen by 1 person'.

3. Should you wish to change your notification frequency, see 'How to change the frequency of your platform notifications' in this document.

How to use star voting

1. Find and/or open the idea that you wish to vote on.
2. Under the idea's title or on the right-hand side you will find five stars. Select the number of stars you wish to allocate the idea – 1-star being the lowest and 5-stars the highest.



Note:

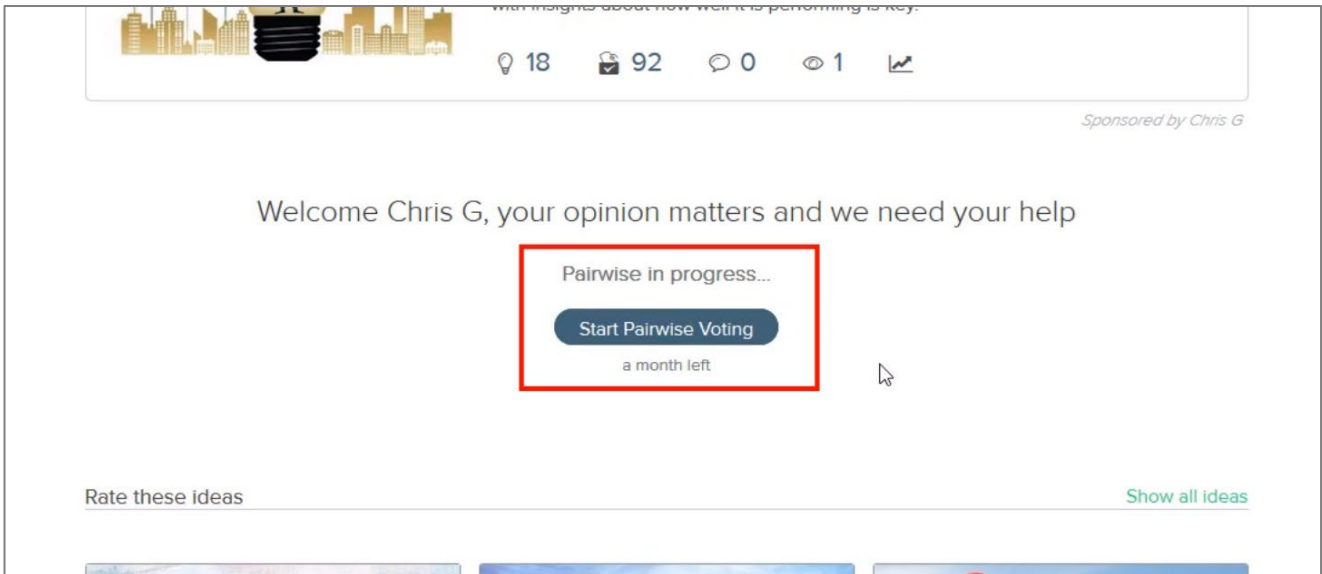
- You can assign one to five stars depending on how much you like or support an idea.
- You cannot vote for your own ideas.
- You can only vote once per idea.

How to use pairwise voting

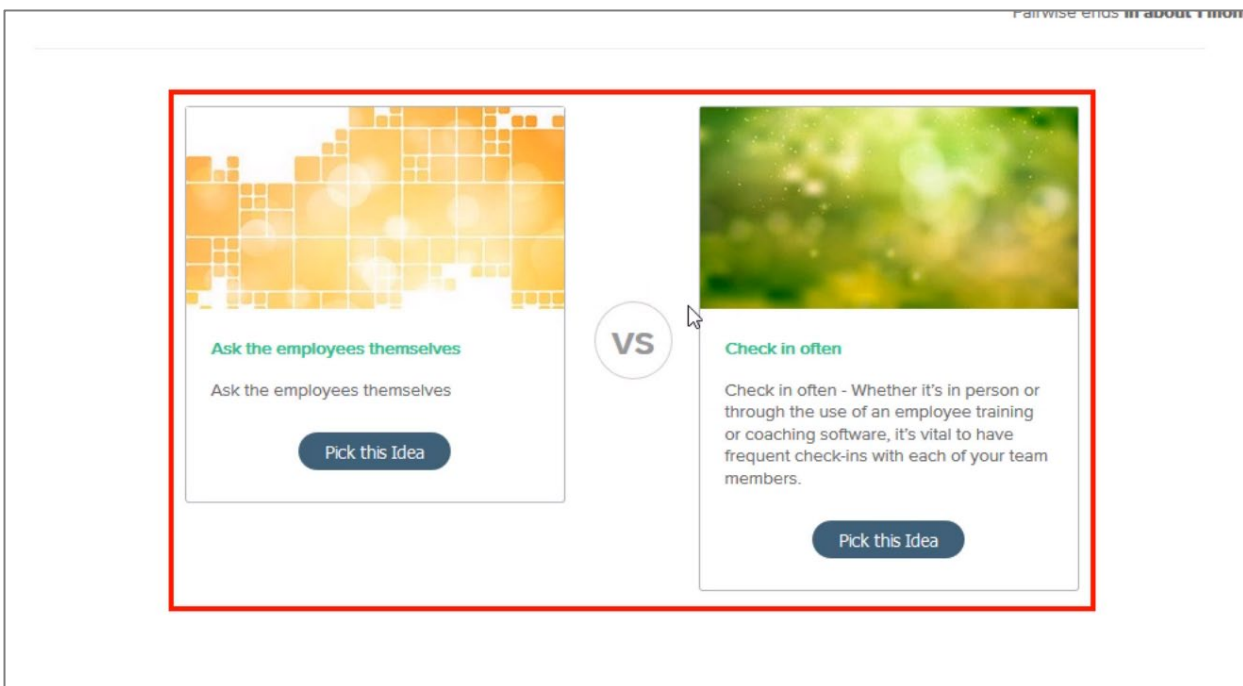
Pairwise comparison voting allows you to express your preferences for different ideas through iterative idea comparisons. The process presents pairs of ideas for comparative selection with each idea compared to each of the other ideas.

Note, you will not be able to vote on your own idea/s.

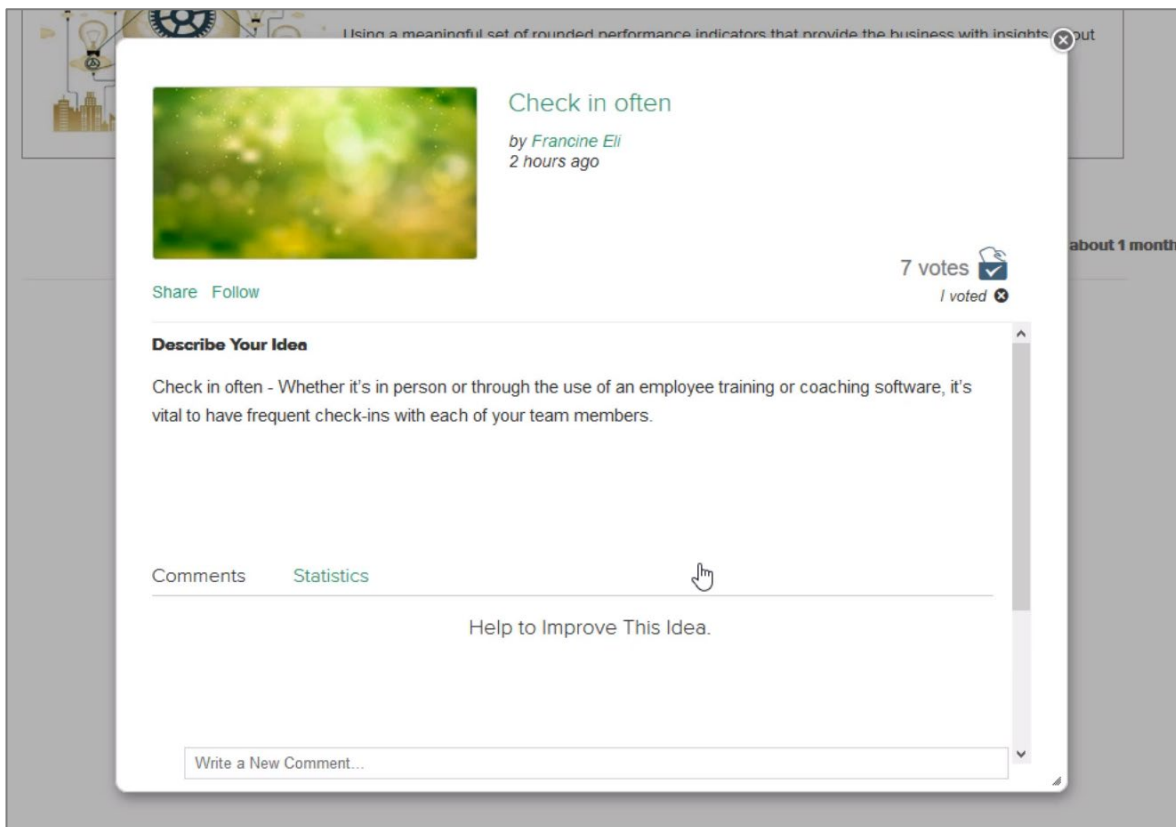
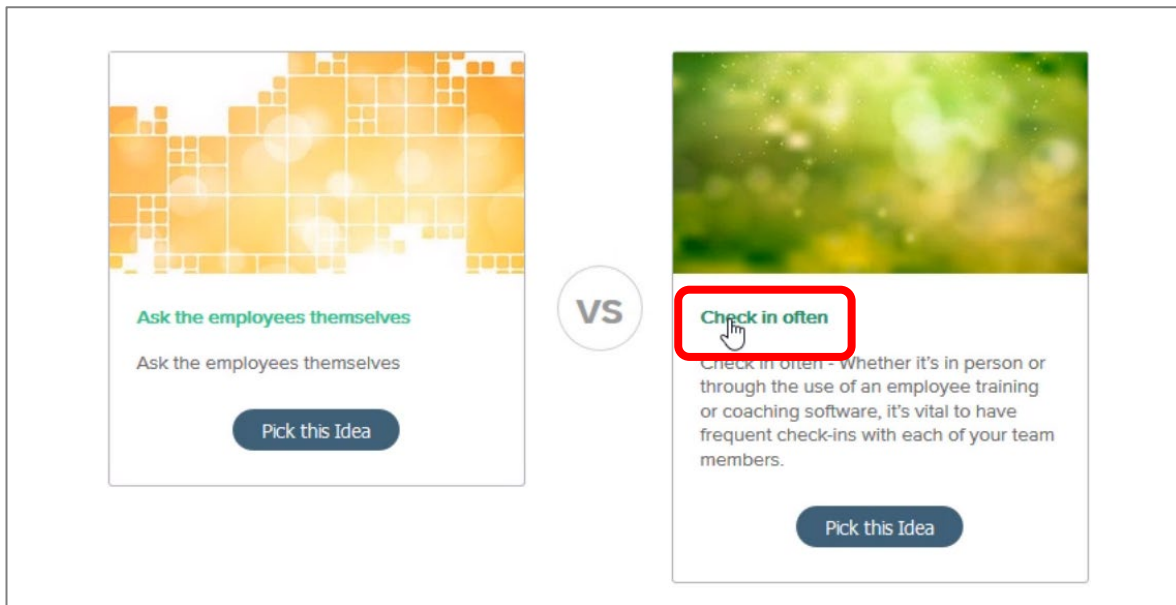
1. Navigate to and open the challenge you wish to pairwise vote on.
2. Select 'Start Pairwise Voting'.



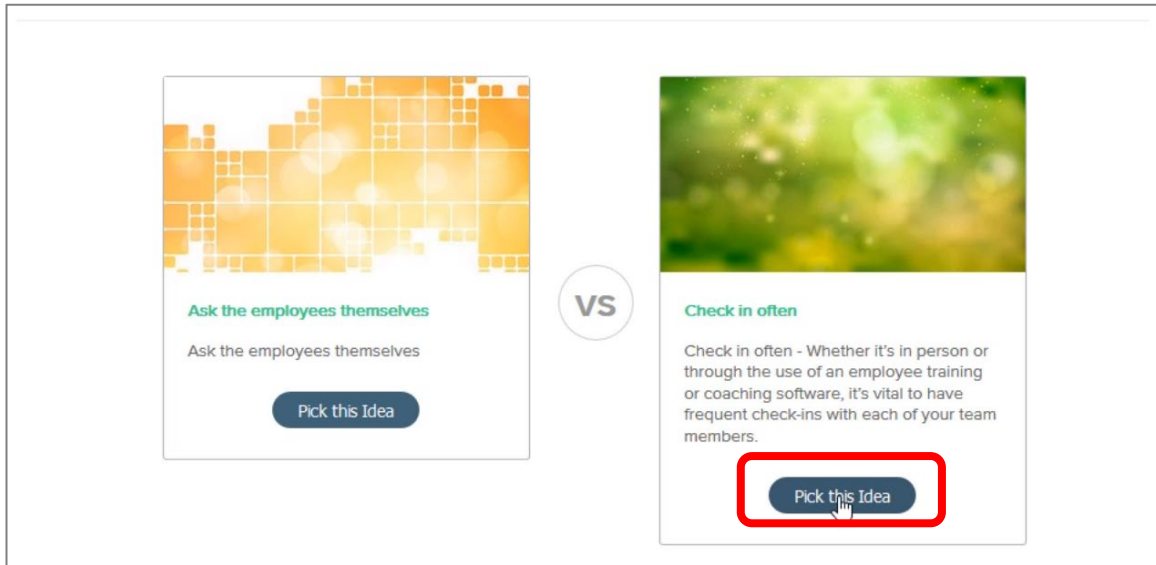
3. The pairwise AI will then randomly select two ideas from the challenge and present to you for selection.



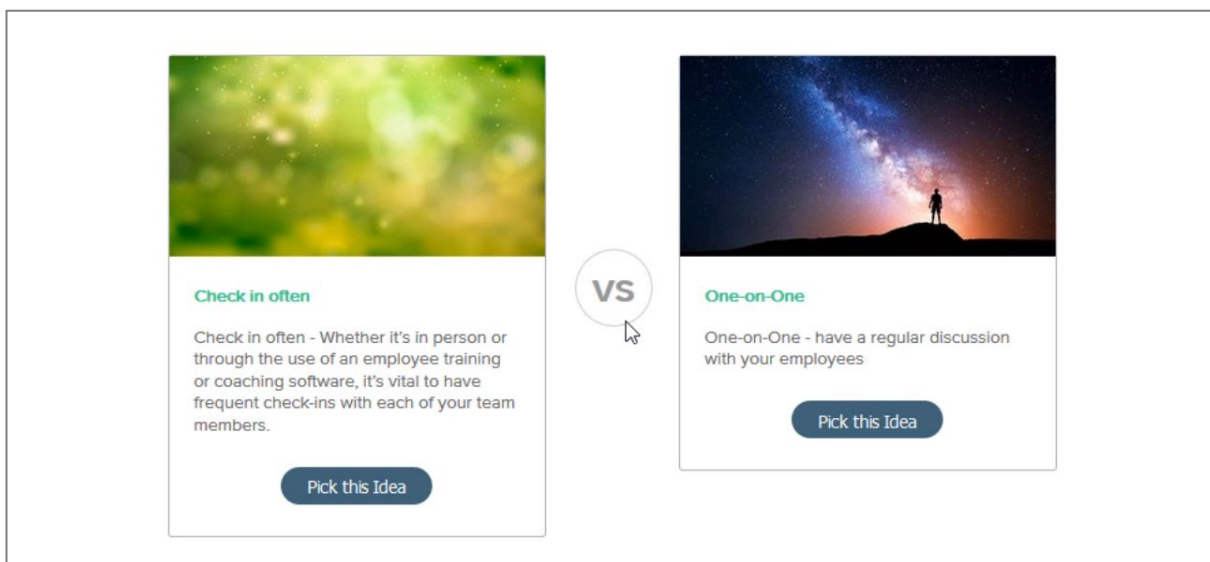
4. If you would like to read more about the two ideas presented, select the idea's title. The idea information will then pop-up in quick view.



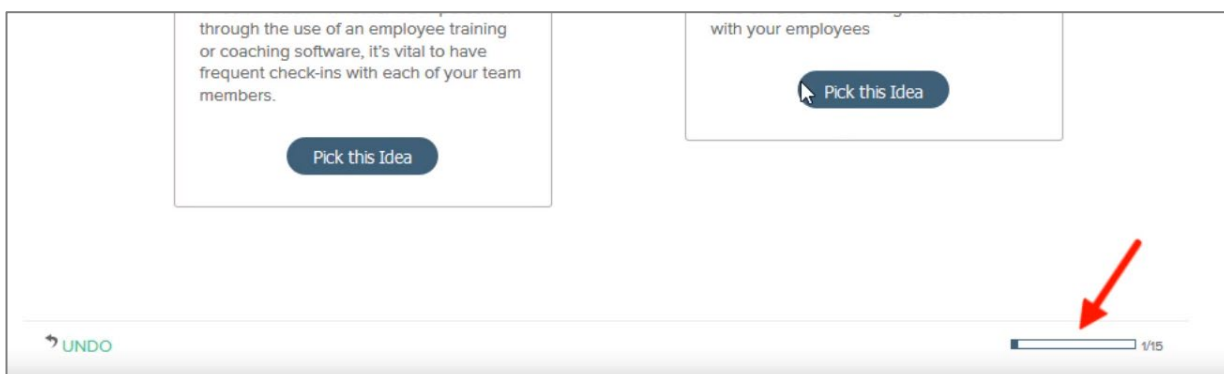
5. Once ready to vote, click 'Pick this Idea' under your selected idea.



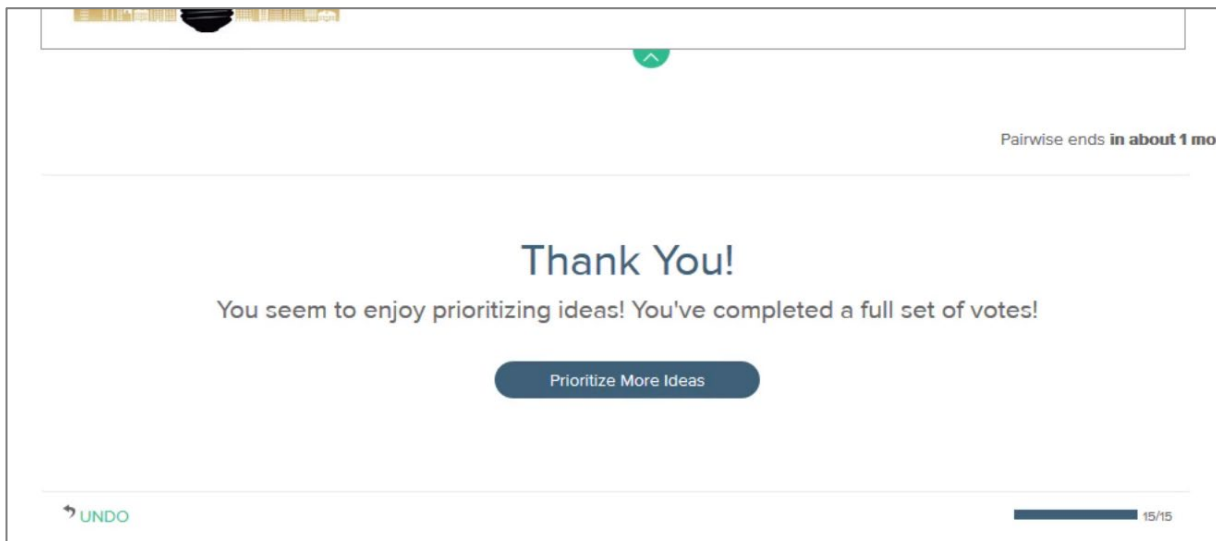
6. The AI will then serve up a new pair of ideas for you to select from. Repeat steps 4 & 5.



7. Continue through the pairwise voting until all pairs have been exhausted. You can monitor your progress via the progress bar in the bottom right corner.



8. After all pairs have been completed, a new round of pairs will become available should you wish to continue voting.
9. Once all rounds have been exhausted you will be met with the completion page and can navigate to a new challenge.



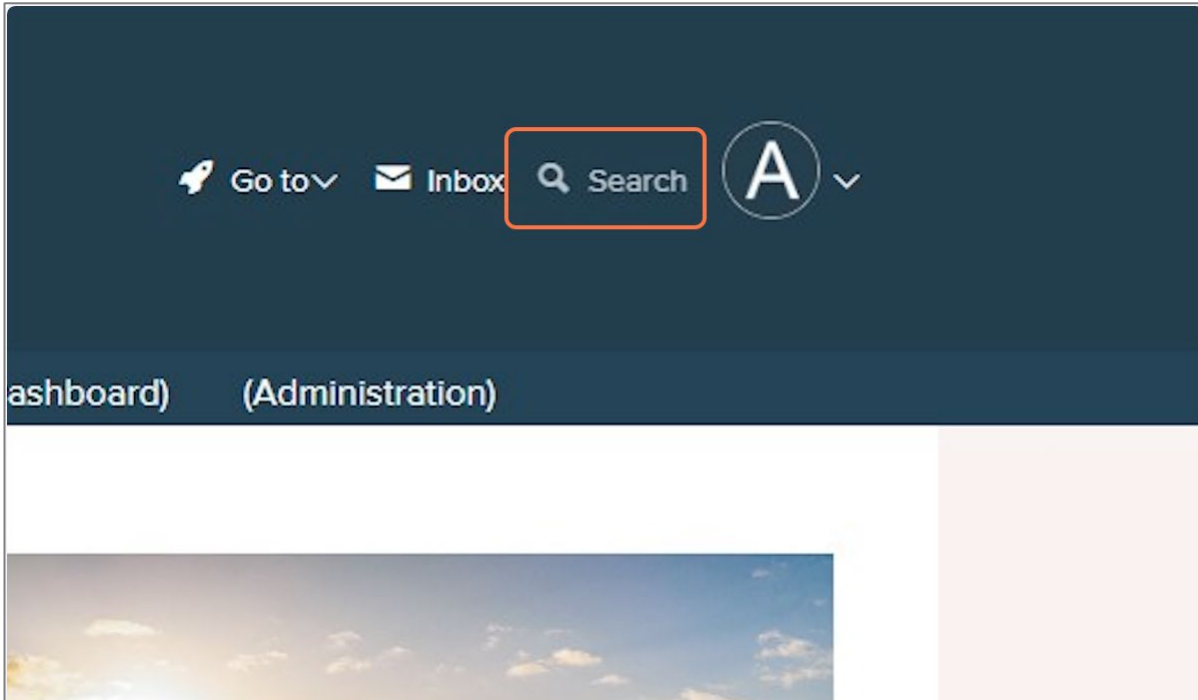
10. Note, should you not be able to complete all pairs and/or rounds in the pairwise voting, you can simply navigate away from the challenge or close your browser and your completed pairs will still be recorded.

Searching on IdeaPlace

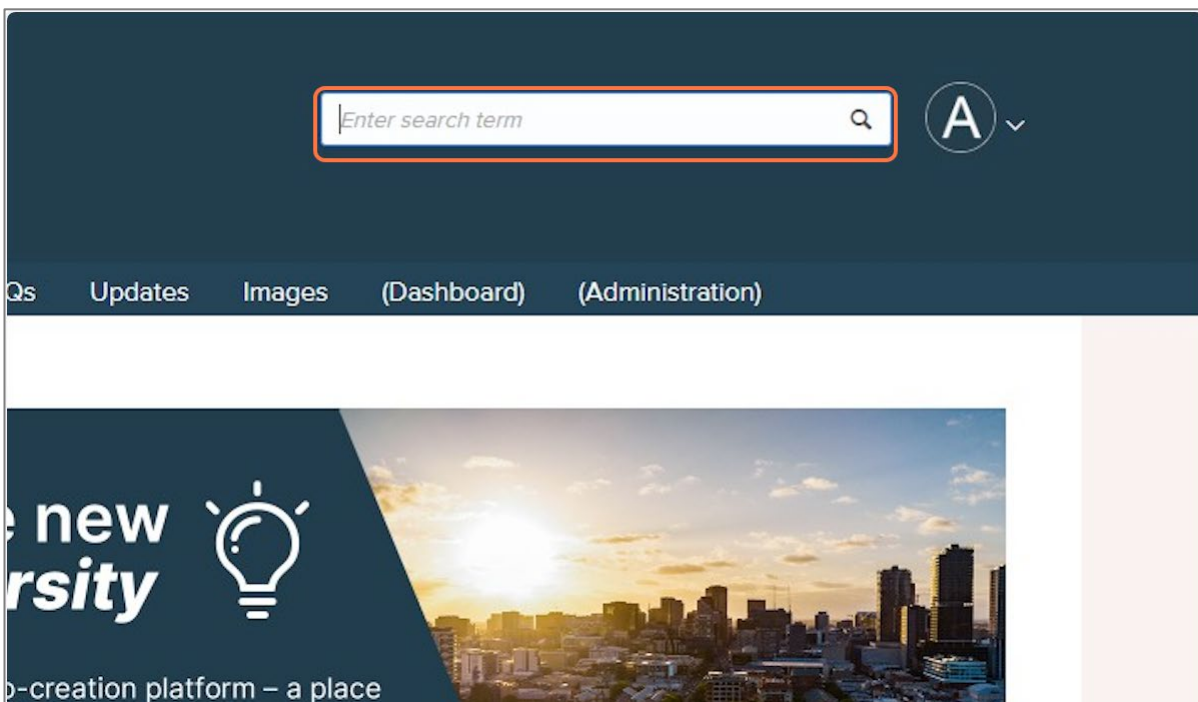
Site-wide search

If you would like to search for ideas, users and comments across all Challenges at once, please use the search bar at the top of the screen.

1. Click 'Search' in the top right-hand navigation.

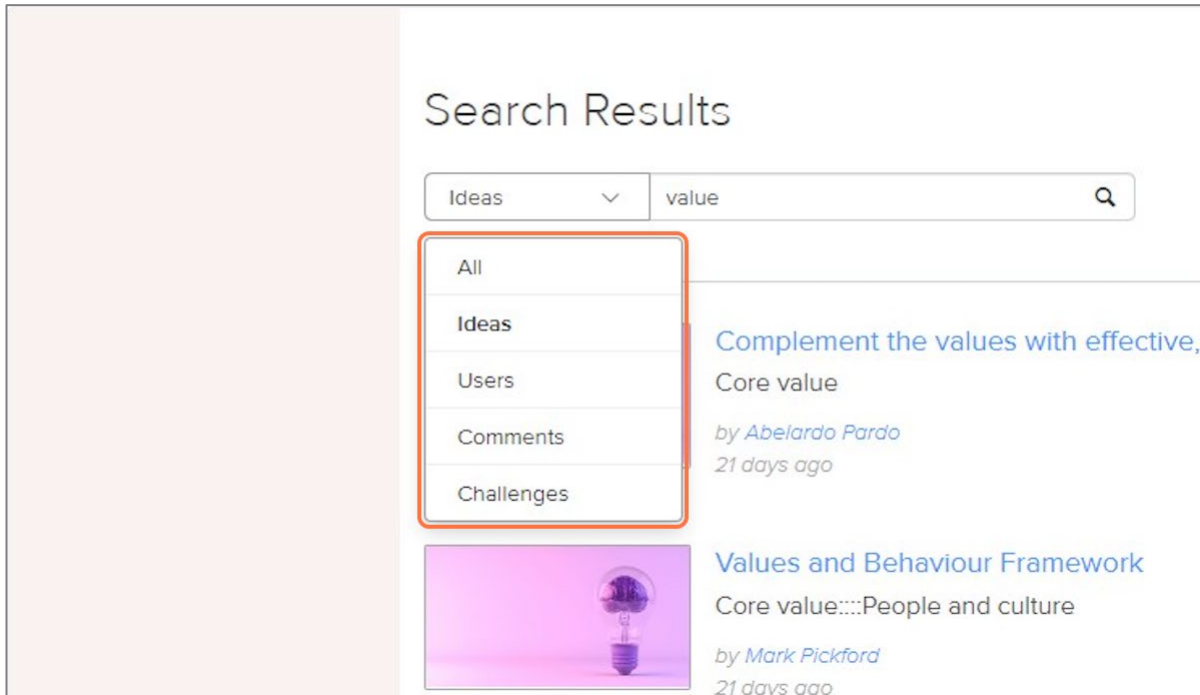


2. Enter your desired search term, hit enter on your keyboard or the search icon.



3. On the search results page, you can filter based on:

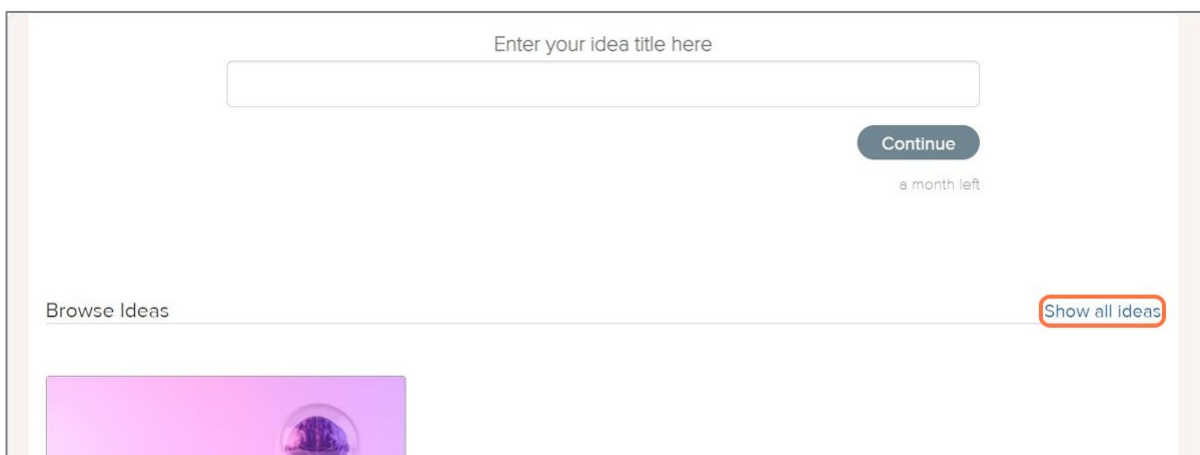
- Ideas
- Users
- Comments
- Challenges



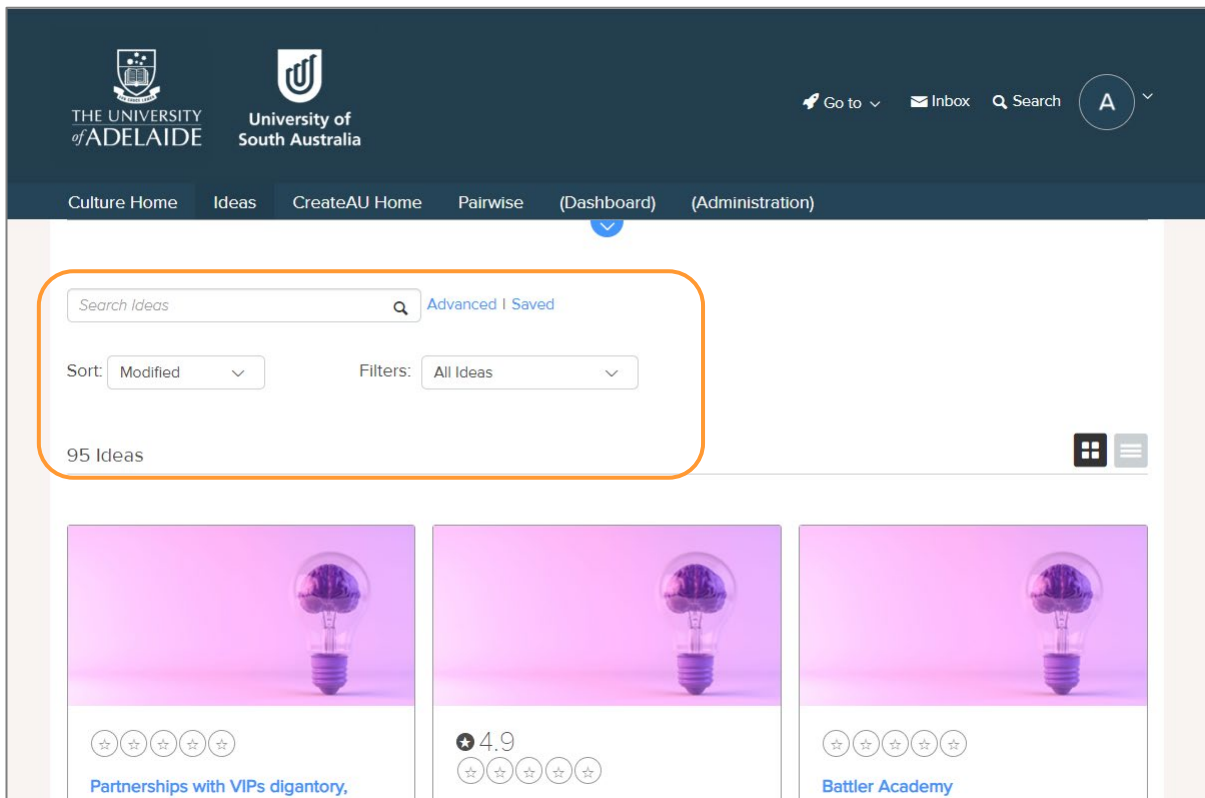
Challenge-specific search

If you'd like to search within a specific Challenge, you can search direct within that Challenge.

1. Locate the desired Challenge.
2. Scroll down the page until you see Browse Ideas. Click 'Show all ideas'.

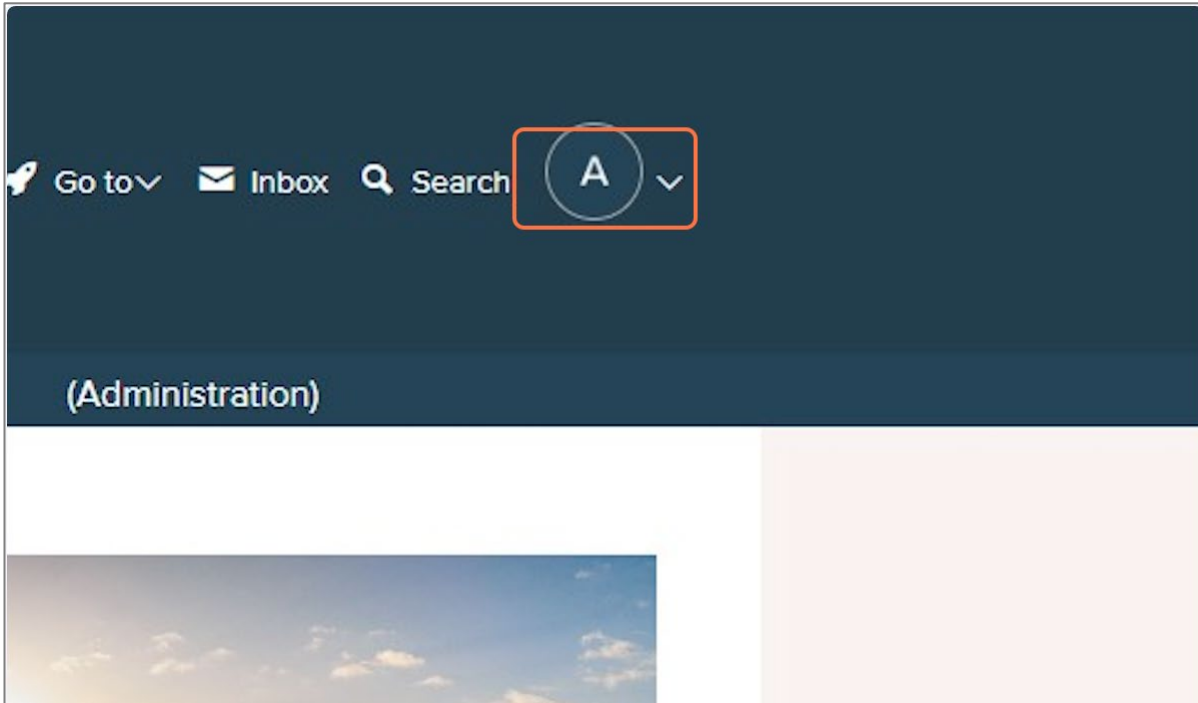


3. In the search function that now appears, search the Challenge for your keyword/s. You can use the 'Advanced' function for more detailed searches, and you can use the 'Sort' and 'Filters' drop downs to sort/filter your search.

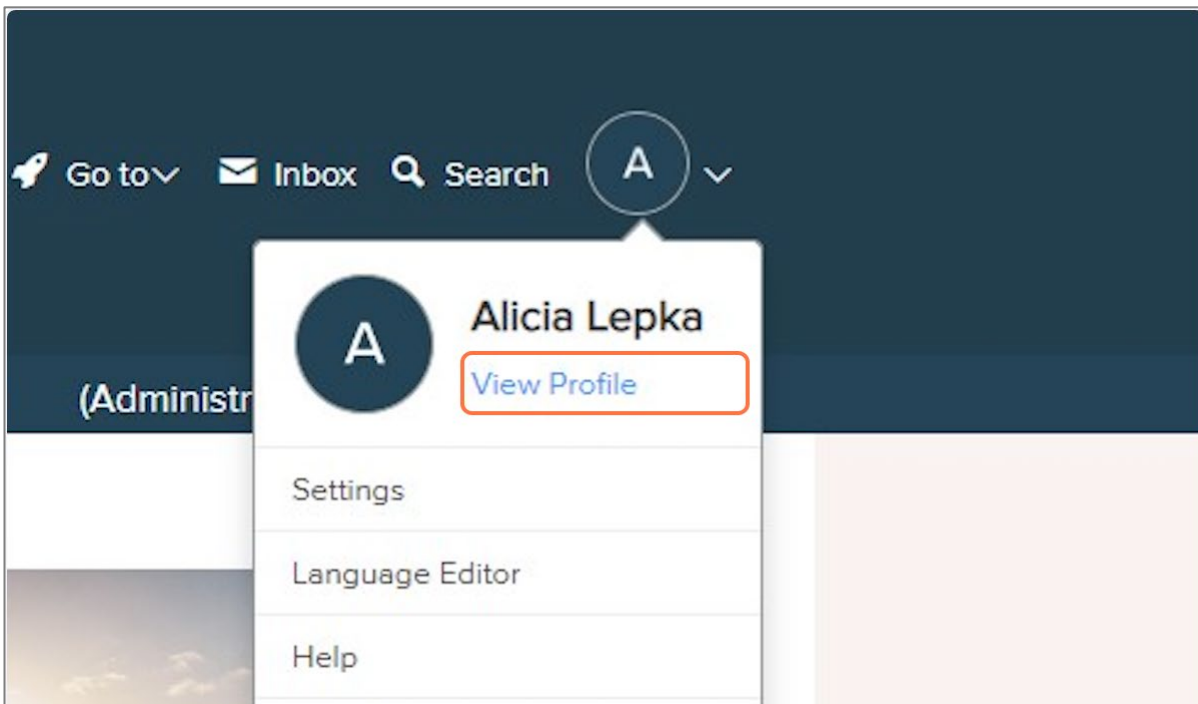


How to add/change/edit your profile picture

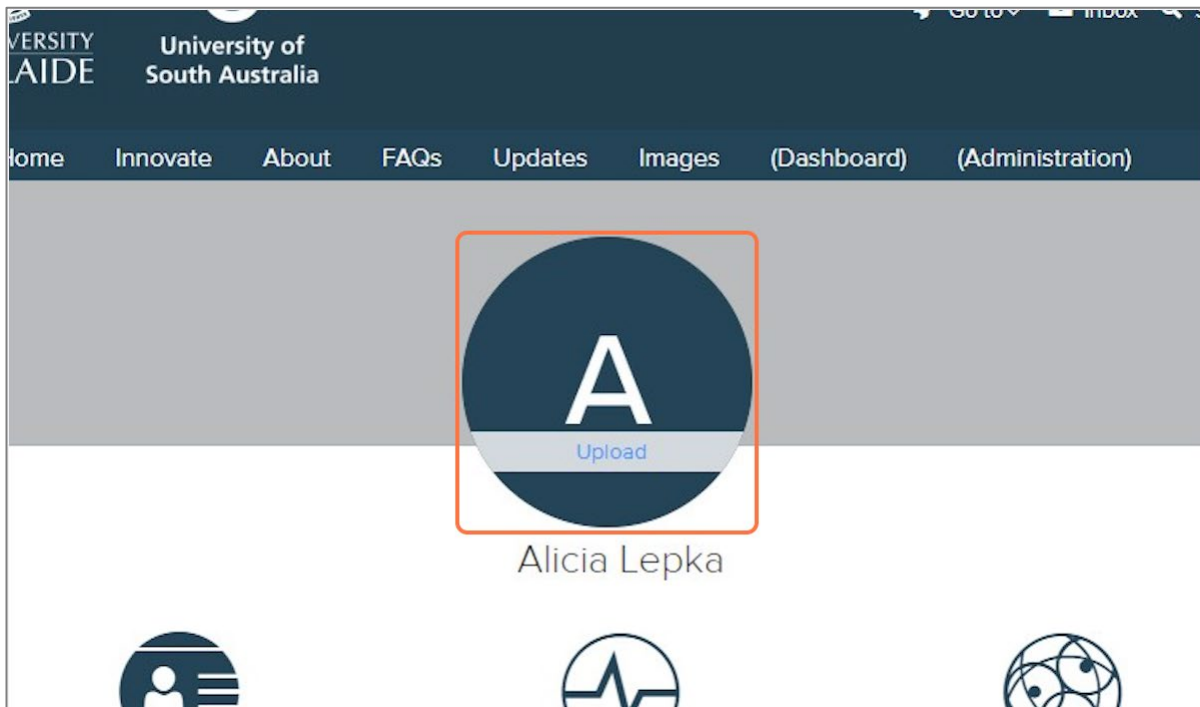
1. On the platform homepage, select the dropdown next to your profile in the top right-hand corner.



2. Click 'View Profile'.

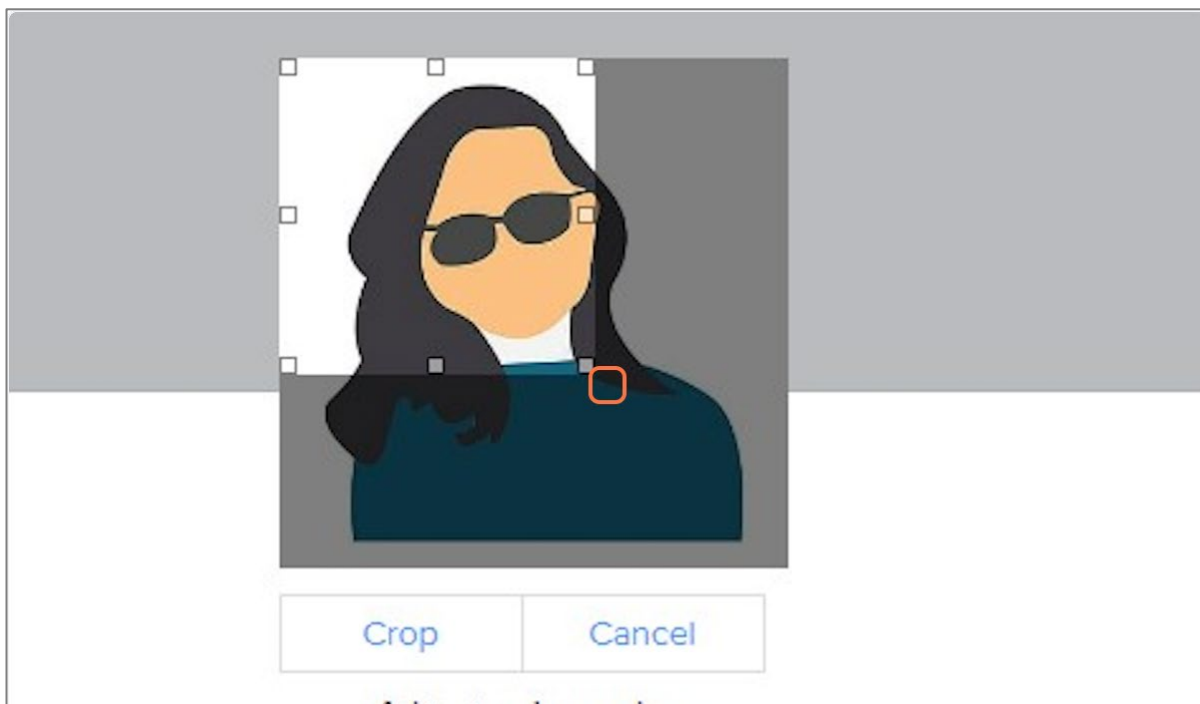


3. Hover over your current profile picture and click 'Upload'.

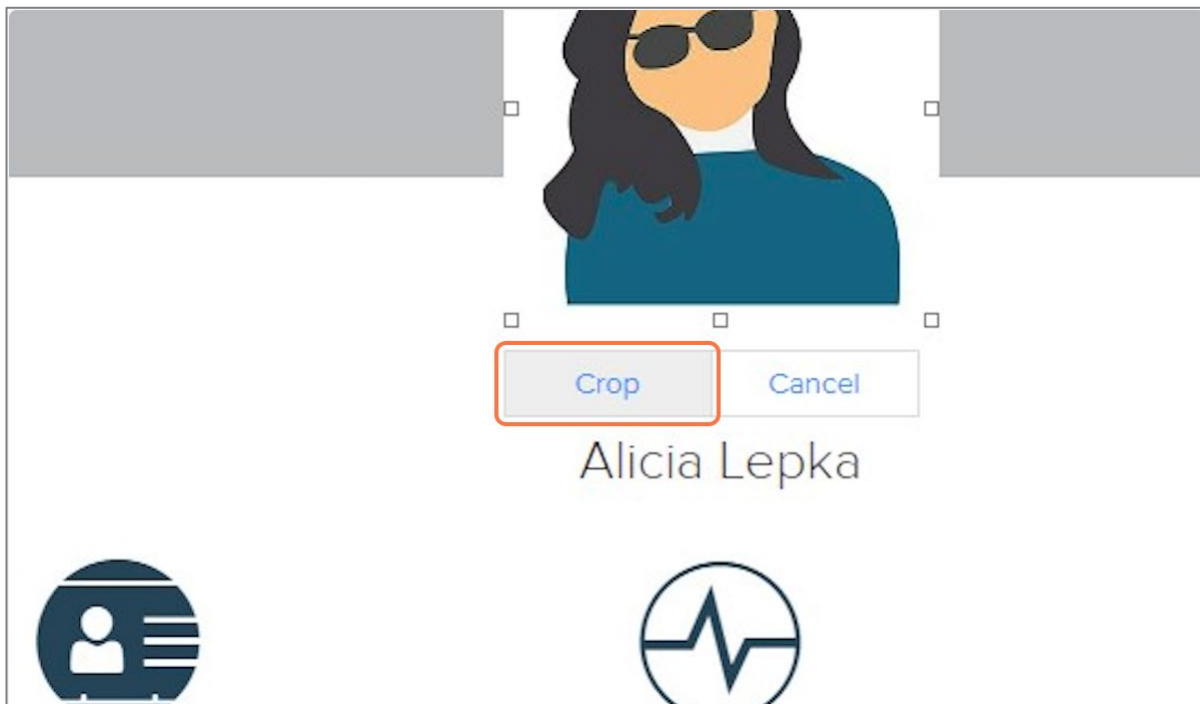


4. Select your image and select 'Open'.

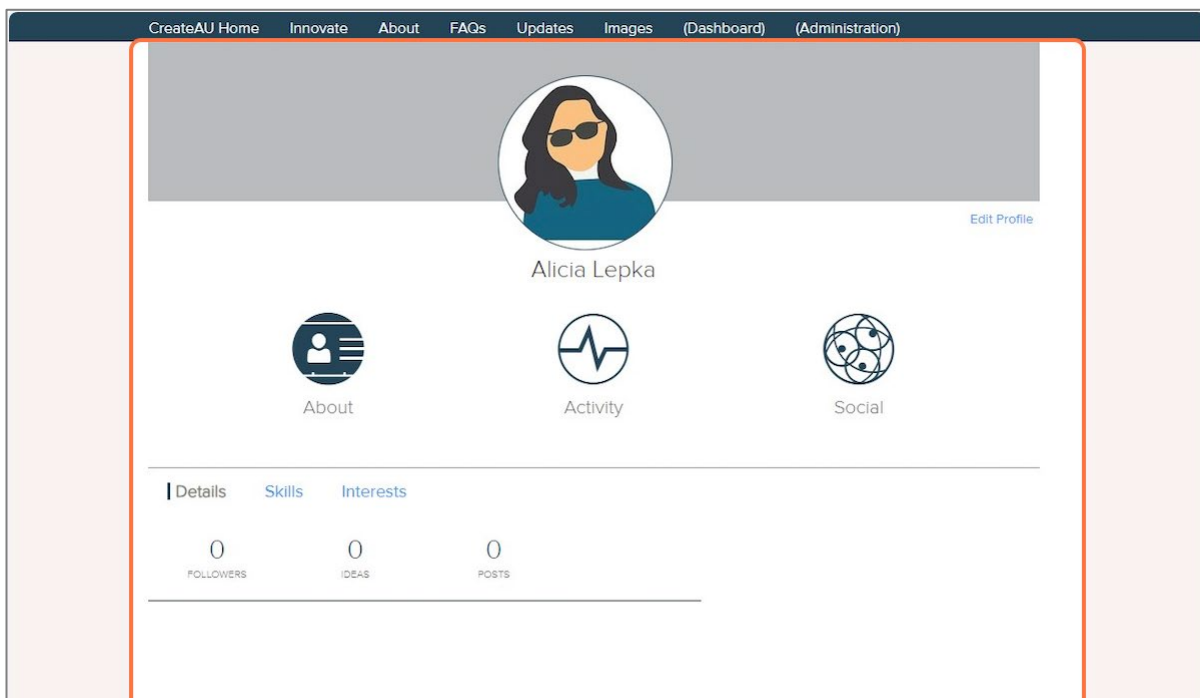
5. Using the corners of the highlighted area, crop your image to your desired size.



6. Select 'Crop'.

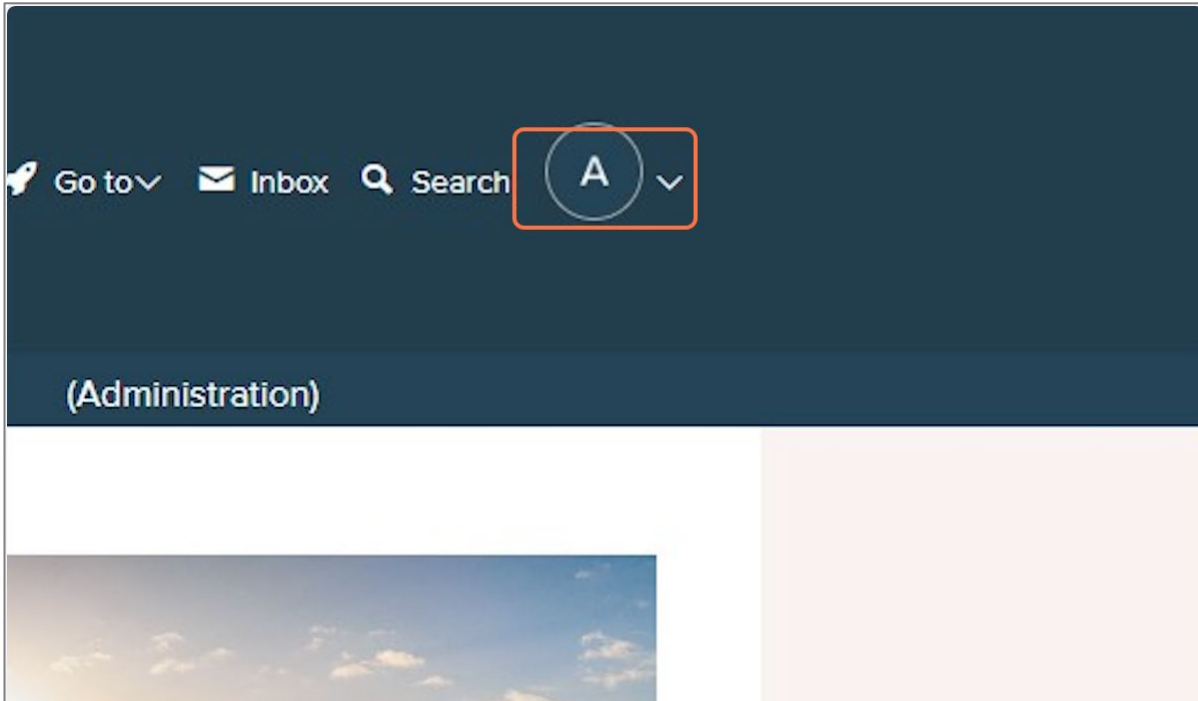


7. Your profile picture should now be updated.

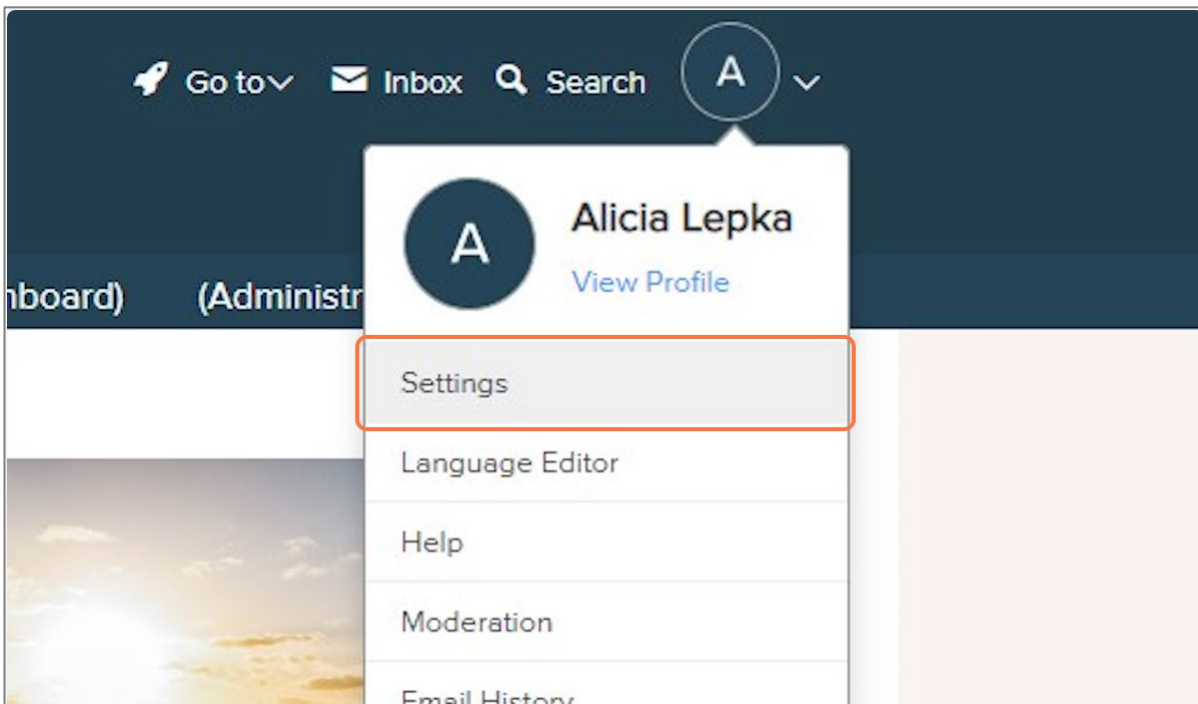


How to change the frequency of your platform notifications

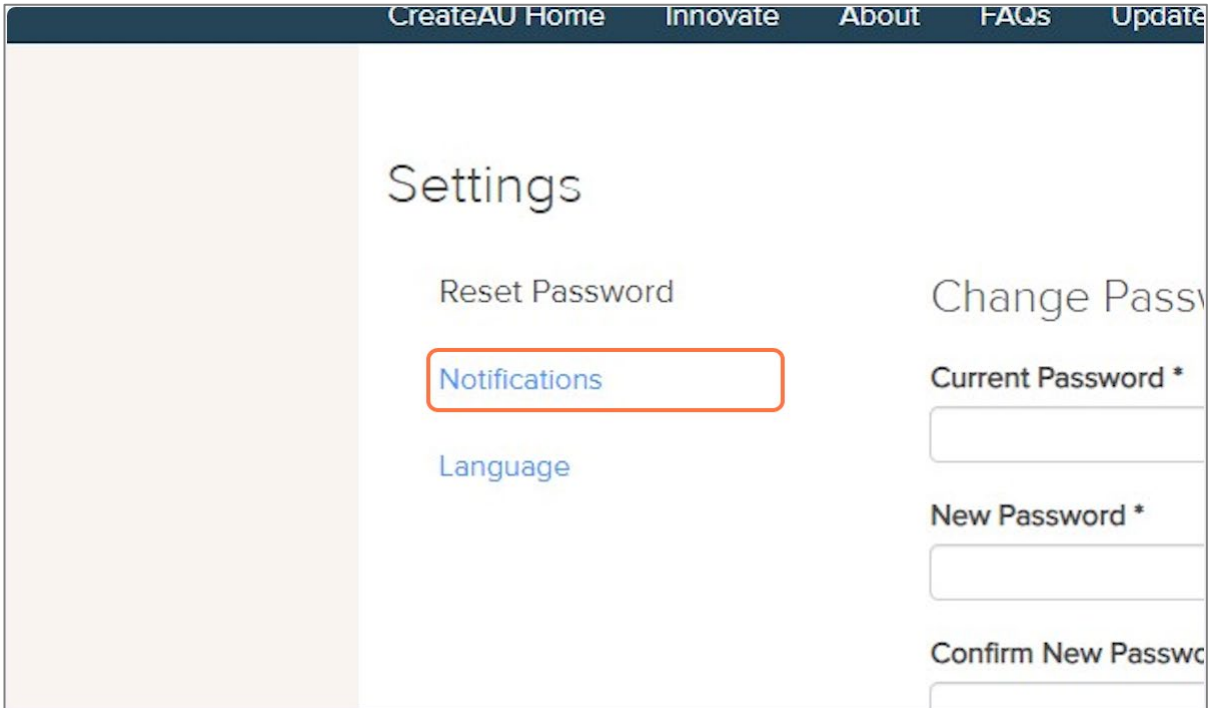
1. On the platform homepage, select the dropdown next to your profile in the top right-hand corner.



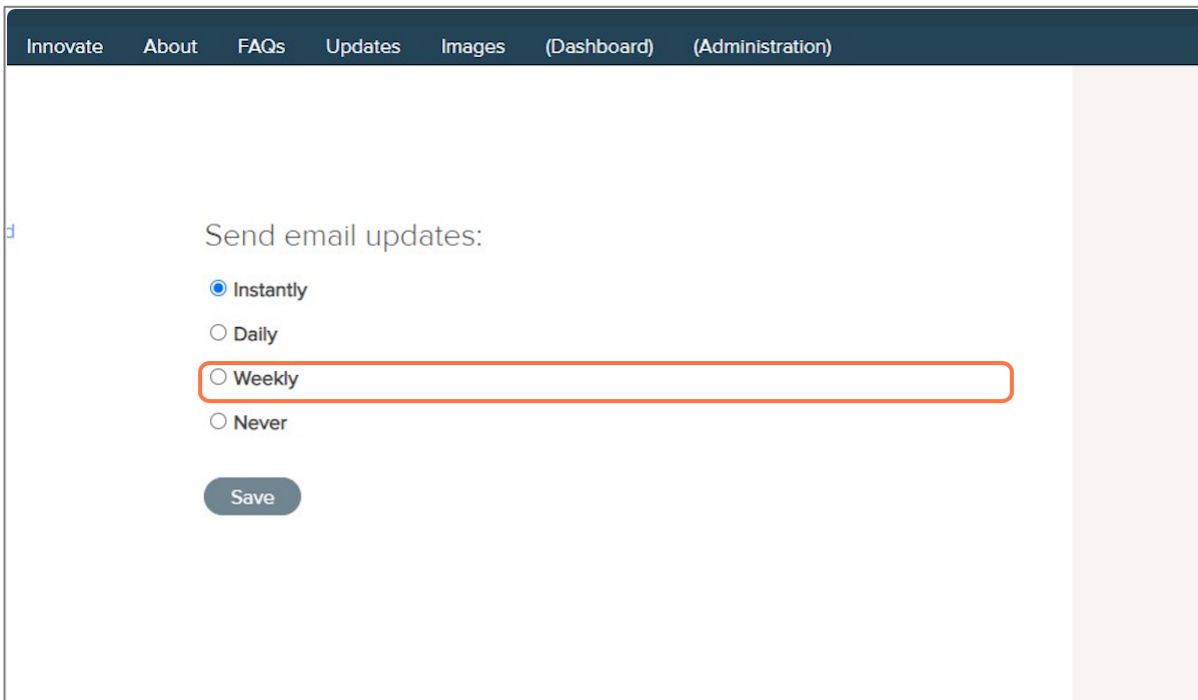
2. Select 'Settings'.



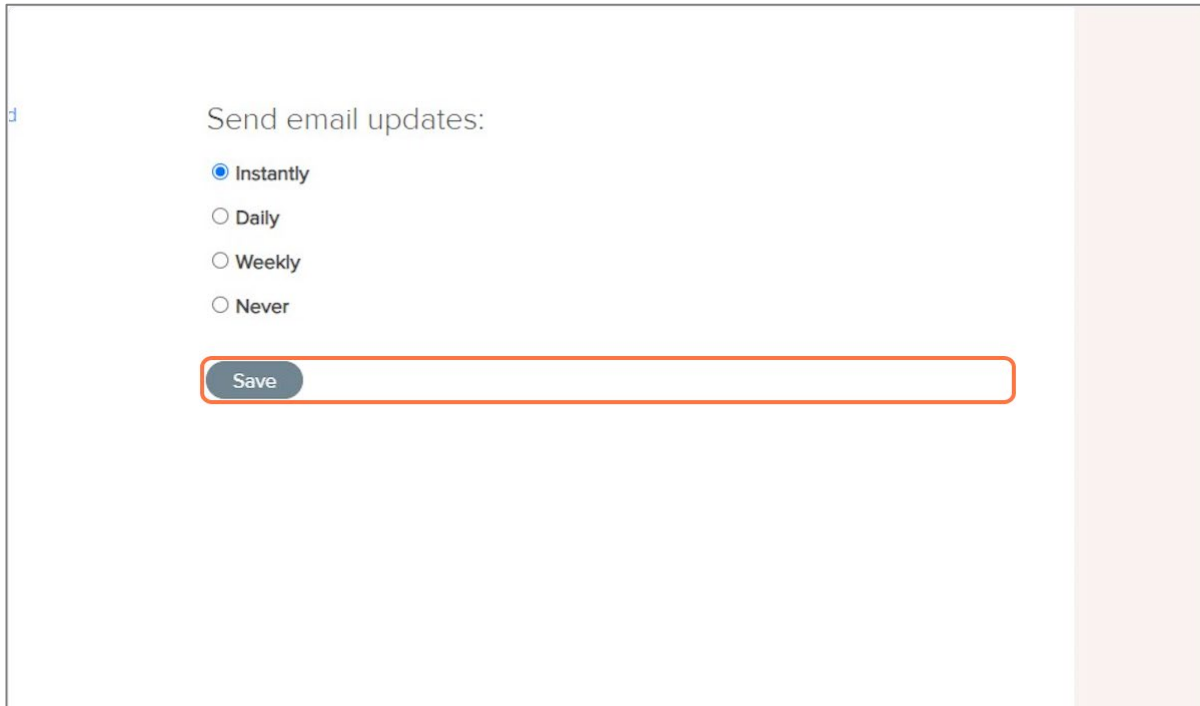
3. Click on 'Notifications' on the left-hand menu.



4. Select your desired notification frequency from the list.



5. Click 'Save'.



The screenshot shows a settings interface with the following elements:

- Section header: "Send email updates:"
- Radio button options:
 - Instantly
 - Daily
 - Weekly
 - Never
- A "Save" button, which is a dark grey rounded rectangle with the word "Save" in white text. This button is highlighted with a red rectangular border.

Supported browsers

For best user experience, the following browsers have been recommended for use:

- Chrome (Windows & macOS) 114.0.5735.198
- Chrome (Android) 114.0.5735.196
- Firefox – 115.0.1
- Edge (Windows & macOS) 114.0.1823.79
- Safari (macOS, iPhone & iPad) 16.5

Please note that Microsoft Internet Explorer is no longer supported.

I forgot my password and now I'm locked out

If you attempted your password three times and are now locked out of your account, please email createAU@unisa.edu.au.

Please note that this inbox is monitored Monday to Friday, 9:00am–5:00pm, on a semi-regular basis. It may take several hours for us to re-activate your account. We appreciate your patience.

reCAPTCHA not appearing/working

If your reCAPTCHA is not appearing or working correctly when you attempt to register or sign-in:

1. Check your Wi-Fi or cellular connection. Restart your device, and then try reCAPTCHA again.
2. Use an updated and supported browser, such as: Chrome, Firefox, Safari, or Chromium Edge.
3. Disable any VPNs or proxy services, as this can affect your connection.

Step-by-step reference: [How to Fix reCAPTCHA Not Working](#)

If you have completed the above steps and your reCAPTCHA is still not working, please email createAU@unisa.edu.au.