



Bluenotes **GLOBAL** 2020  
VIRTUAL EXPERIENCE

# Bluepulse Guide for Bluenotes GLOBAL 2020 Virtual Experience (BNG 2020 VX)



# What is Bluepulse for BNG 2020 VX?

- We know how important it is for our Bluenotes community members to connect, share, and learn, expanding your professional networks, at all Bluenotes conferences. Even though this year will be a Virtual Experience, we want to make sure everyone still has the opportunity to do so.
- Use Bluepulse for BNG 2020 VX to facilitate social networking, experience the event, and learn together. This is your platform to discuss and learn with your colleagues before and during the event.



# To Access Bluepulse From Your Computer

**URL:** Go to [bluenotes.bluepulse.com](https://bluenotes.bluepulse.com)  
(we recommend you bookmark this link)

**USERNAME:** Enter the email address that you received your Bluepulse for BNG 2020 VX invitation at  
(look for the email titled *"Part 1: How to Access Bluepulse for BNG 2020 VX"*)

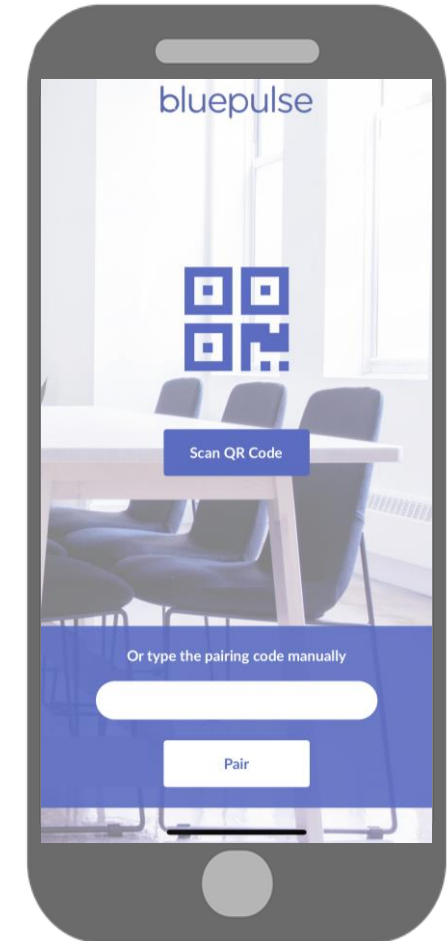
**PASSWORD:** Enter the one-time use password that was emailed to you  
(look for the email titled *"Part 2: How to Access Bluepulse for BNG 2020 VX"*)



## To Access Bluepulse From Your Mobile Device

**If you do not have the Bluepulse app on your mobile device**, you will need to install the app now. You may do so by searching "Bluepulse" in your app store.

**If you already have the Bluepulse app on your mobile device** and are currently using (*i.e.*, paired with) another Bluepulse account, switch the Bluepulse account by logging out of your current Bluepulse and then logging in to BNG 2020 VX Bluepulse. You can pair one Bluepulse account at a time.



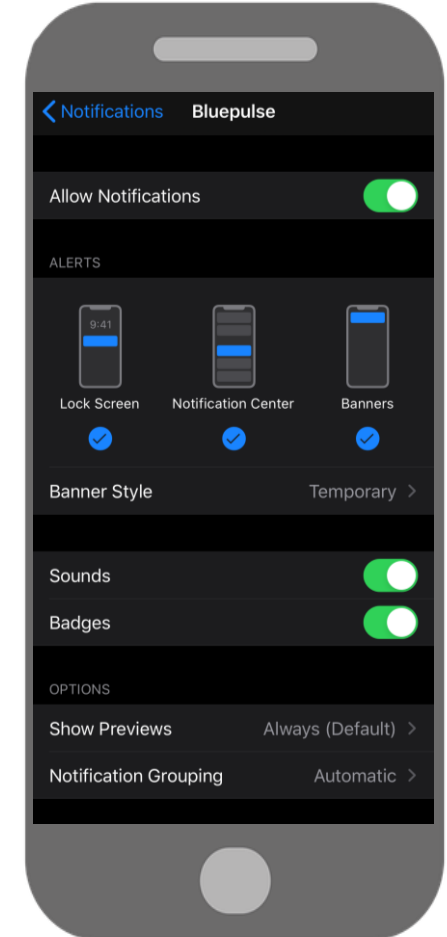


# Notification Settings On Your Mobile Device

## To Start or Stop Receiving Notification Alerts on your Mobile Device:

- Navigate to your mobile device's **Settings** > **Notifications** > **Bluepulse**
- Select your alert preferences

Depending on your mobile device's saved preferences, these settings may be turned on or off by default.





# What's on the Log-in Landing Page?

## 1. To-Do List:

- your list of questions that you'd like to participate by responding

## 2. Main Feed:

- a chronological live list of available questions

The screenshot shows the bluepulse log-in landing page. At the top left is the bluepulse logo. To its right is a user profile section with a profile picture, the text 'Your Username', and 'Welcome!'. Further right is a search bar labeled 'Go to...'. On the far right are icons for 'Give feedback', a notification bell, a gear for settings, a question mark for help, and a power icon for logout.

Below the header, the page is divided into two main columns. The left column contains a user profile card with a placeholder image and the text 'Your Username'. Below this is a 'My to-do list (0)' section, which is highlighted with a red box and an upward-pointing red arrow labeled '1'. The text inside this box says 'Your to-do list is empty'. The right column contains the main feed, which is highlighted with a red box and a downward-pointing red arrow labeled '2'. The feed starts with a post from 'Stacey Martini' titled 'Connect & Share: Learning Sessions | 19 hours ago'. The post text asks: 'What are you looking forward to most at BNG 2020 VX? Once you have answered the question, you may click on the 'discuss' icon below to continue an open dialogue with your fellow Bluenotes community members. Select at least 1 choice and at most 4 choices from the options below.' Below the post text is a section for 'Your Username' with the note 'Your identity will be included with your response.' Underneath are several category buttons: 'Learning Sessions', 'Panels & Debates', 'Networking', and 'Other' (with a 'Specify...' input field).

On the right side of the page, there is a sidebar with a 'Central Pulse' section containing 'Profile settings' and a 'Copyright © 2020 Explorance Inc. All rights reserved. Privacy policy - Sitemap' section.



# What's on the Log-in Landing Page? (continued)

## 1. Central Pulse

- the place where you can go to check out what's being discussed and join discussion
- to view all questions grouped by conference subject, useful if you wish to participate in discussions [\[view slide\]](#)

## 2. Profile Settings

- to change your password, username, profile image [\[view slide\]](#)
- to access mobile pairing [\[view slide\]](#)

## 3. Add to my To-Do List

- to flag a question to your to-do list to complete later

## 4. Give Feedback

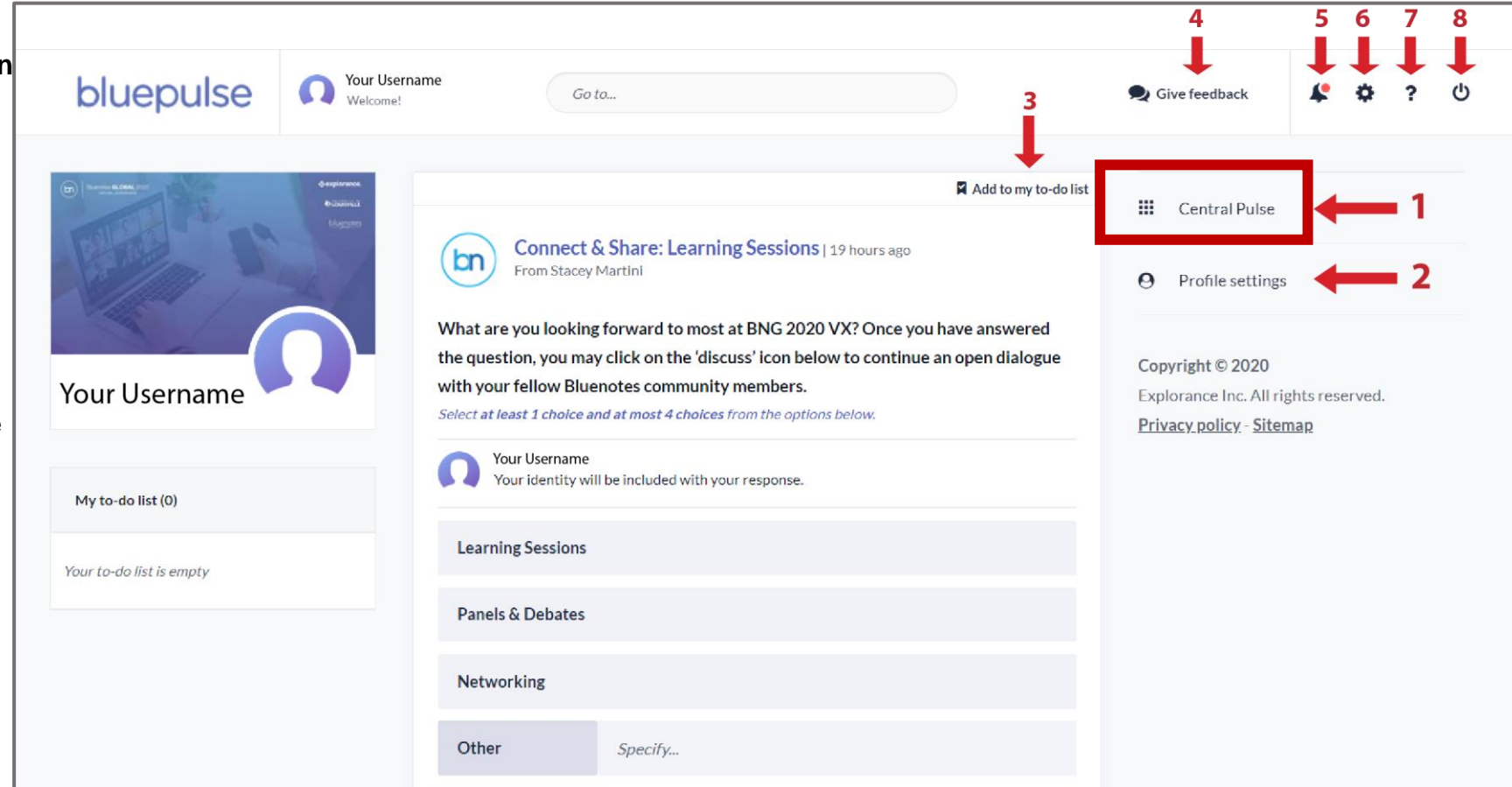
- to ask a question to the subject owner

## 5. Notifications

## 6. Profile Settings

## 7. Bluepulse Help

## 8. Log-out





# Welcome to **CENTRAL PULSE!** This is your main conference hub.

The screenshot shows the 'CENTRAL PULSE' dashboard. At the top, it says 'CENTRAL PULSE' and 'Here's an overview of everything that's happening.' Below this are three navigation buttons: 'Central Pulse' (with a grid icon), 'My reports' (with a line graph icon), and 'Ask a question' (with a speech bubble icon). The main content area features four cards: 'Subjects' (11), 'Shared information' (1), 'Questions' (5), and 'Feedback' (0). A search bar at the bottom is labeled 'Search subjects...'. A red arrow points from the text '# of Subjects that we can join and discuss' to the 'Subjects' card.

Category	Count
Subjects	11
Shared information	1
Questions	5
Feedback	0

# of Subjects  
that we can join  
and discuss





# Welcome to CENTRAL PULSE! (continued)

Click “-” to collapse the subject group

BNG2020 VX Welcome (1) All

**BNG 2020 VX - Welcome!**

Latest Activity  
You have 5 questions Cold

6 Pulse 759 Audience 1 Personal Group Settings View

Click to participate in discussions

Click “+” expand the subject group to see the subjects in this subject group

Conference (10) All

The “Conference” subject group is where you can access all the conference tracks and virtual experience games

- When you click “+” left of “Conference” you will see what’s described in the next slide



# CENTRAL PULSE: Click “+” in a Subject Group to access all Subjects

## 1. Subject Name

- Categorizes your questions based on topic
- There are **10 conference topics** available for you:
  - 3 Community meetups
  - 6 by Conference Track
  - Connect & Share: The Water Cooler (Virtual Experience game place – scavenger hunt, trivia to win)
- Click to join

## 2. Questions

- A chronological live list of available questions, if you wish to respond, discuss, and learn with each other

## 3. To-do's

- A list of any outstanding questions and discussions that you have flagged in your to-do list specific to that conference subject

## 4. View

- To open the subject and view the list of questions and discussions available

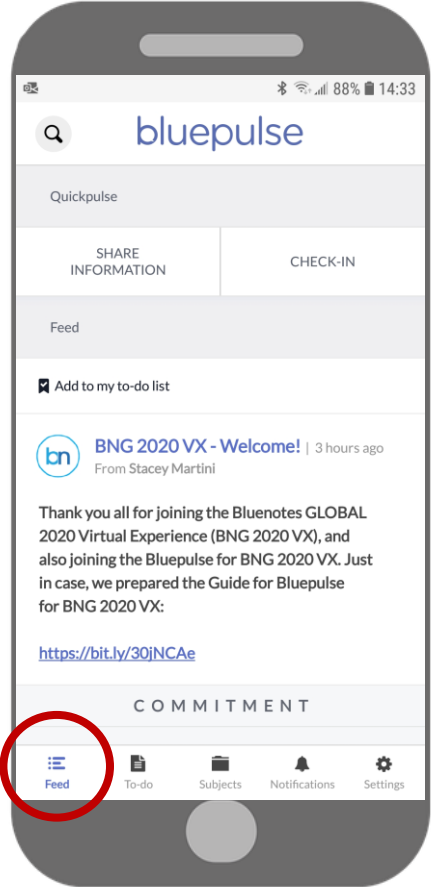
## 5. See more

- To access more subjects that are not displayed on the screen

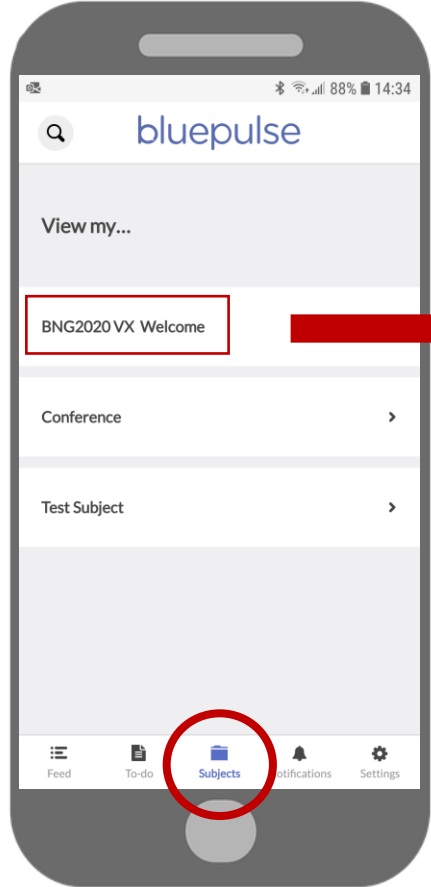
The screenshot shows a desktop view of the Bluepulse interface. At the top, there is a navigation bar with a minus sign icon circled in red, a dropdown menu for 'Conference (10)', and a button labeled 'Click “-” to collapse'. To the right is a filter dropdown set to 'All'. Below this are four subject cards. The first card is 'Community Meetup: Blue Experts Commu...'. The second is 'Community Meetup: Business Schools Co...'. The third is 'Community Meetup: MHS (Medical & Hea...' which is highlighted with a red box and a red arrow labeled '1'. Below this card, the text 'Latest Activity' and 'You have 2 questions' is highlighted with a red arrow labeled '2'. The 'To-do's' section shows '0 To-do's' with a red arrow labeled '3'. The 'View' button is highlighted with a red box and a red arrow labeled '4'. At the bottom, a red arrow labeled '5' points to the 'See more ...' link.



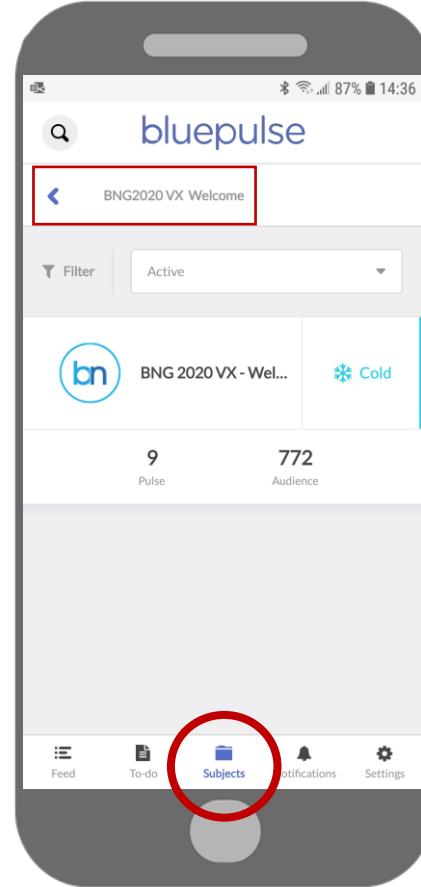
Main Activity Feed



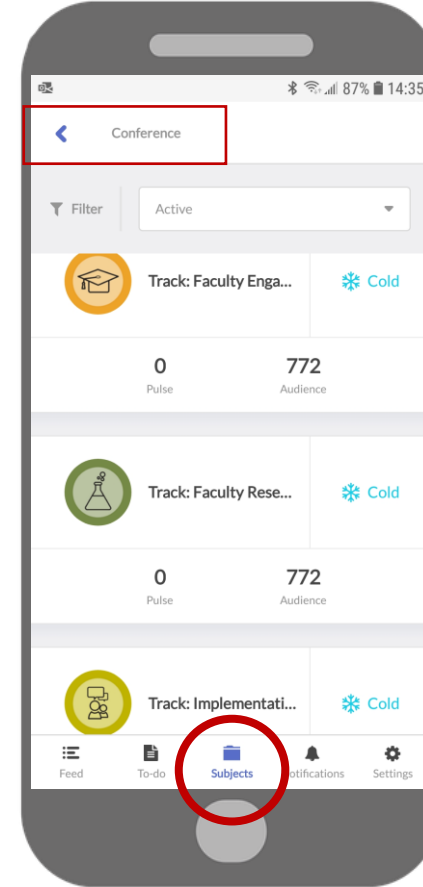
Subject / Central Pulse



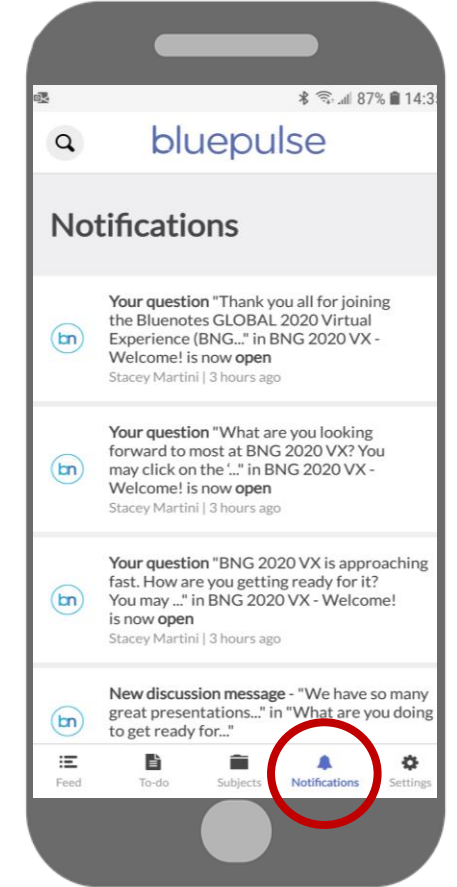
Subject / Central Pulse



Subject / Central Pulse

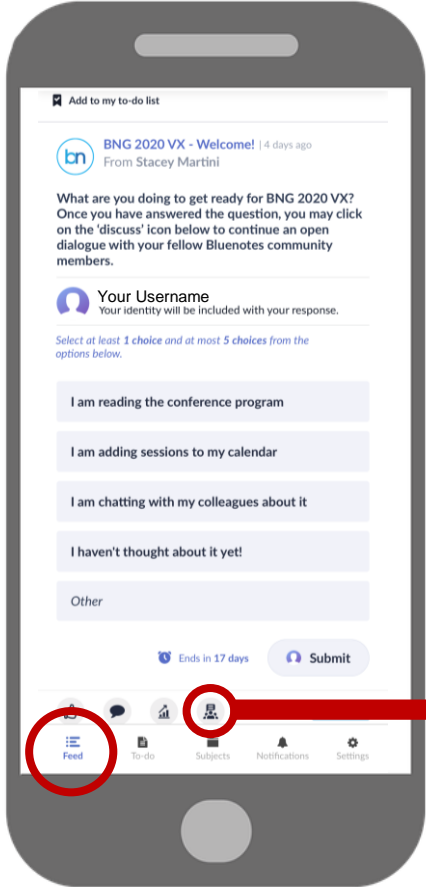


Notifications

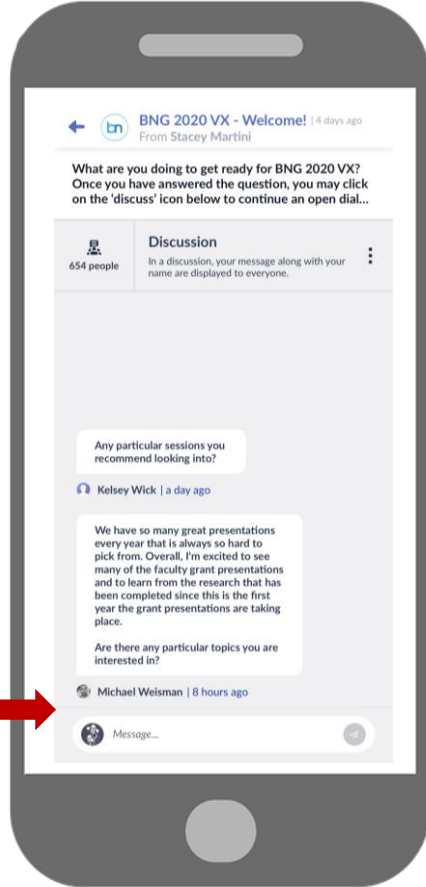




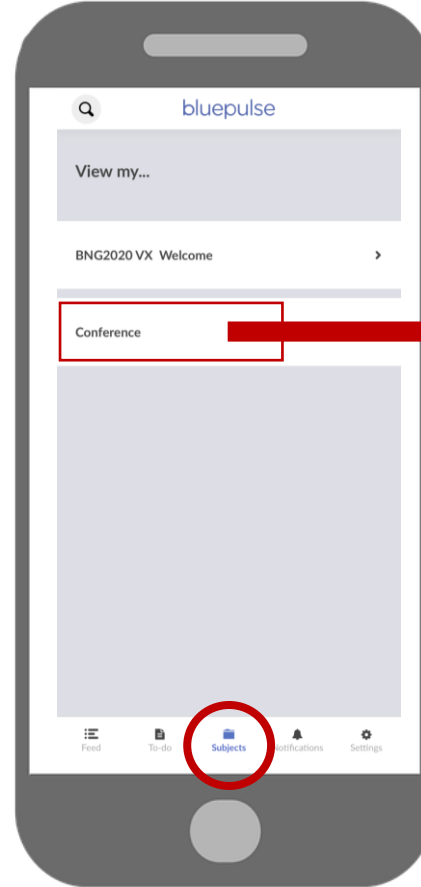
Question



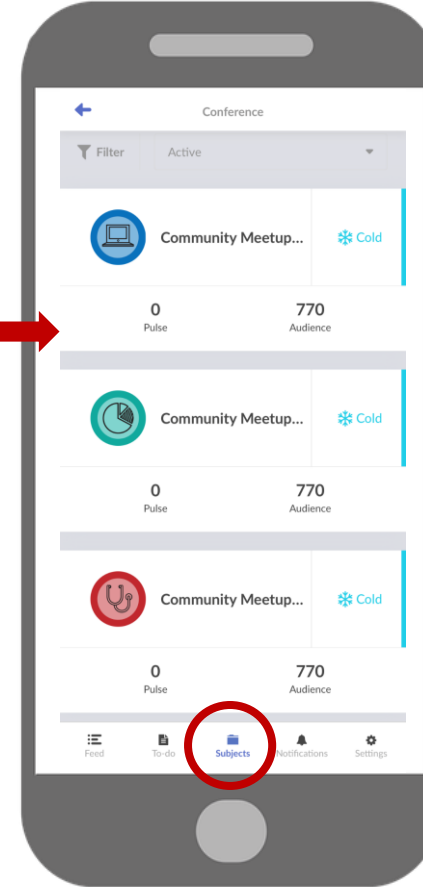
Question Discussion



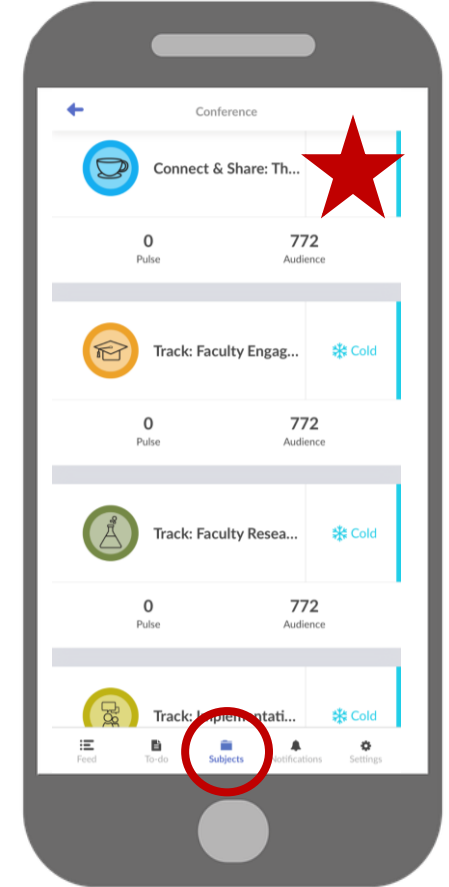
Subject / Central Pulse



Subject / Central Pulse  
> Conference



Subject / Central Pulse  
> Conference



Virtual Experience Games:  Subjects > Conference > Connect & Share: The Water Cooler



# Let's Discuss

The subject owners will post questions to encourage discussions and learning together.

Then, you can participate by responding and joining the discussion.

## 1. Discussion to start or join the conversation:

Beneath each question, the third icon named "Discussion" is available for you to participate in an open dialogue with other BNG 2020 VX attendees to further sharing and learning.

**Connect & Share: Learning Sessions** | 19 hours ago  
From Stacey Martini

What are you looking forward to most at BNG 2020 VX? Once you have answered the question, you may click on the 'discuss' icon below to continue an open dialogue with your fellow Bluenotes community members.

*Select at least 1 choice and at most 4 choices from the options below.*

Your Username  
Your identity will be included with your response.

Learning Sessions

Panels & Debates

Networking

Other Specify...

1

Ends in 20 days Submit

0 Likes Results Discussion Question

**Connect & Share: Learning Sessions** | 12 days ago  
From Stacey Martini

What are you looking forward to most at BNG 2020 VX? Once you have answered the question, you may click on the 'discuss' icon below to continue an open...

Discussion  
In a discussion, your message along with your name are displayed to everyone.

654 people

Looking forward to seeing (virtually) everyone in a couple of weeks! This is a great event that I look forward to every year to connect and learn.

Michael Weisman | a day ago

Message...



# Profile Settings

## 1. Pencil Icon


To edit your profile [[slide 11](#)]


The screenshot displays the Bluepulse desktop interface. At the top, there is a navigation bar with the Bluepulse logo, a user profile section showing 'Your Username' and 'Welcome!', a search bar labeled 'Go to...', and utility icons for 'Give feedback', notifications, settings, help, and power. The main content area is divided into several sections: a profile card on the left with a profile picture and the text 'Your Username' and 'Your Email Address'; a 'My to-do list (0)' section below it; a mobile app download section on the right with a QR code and links to the App Store and Google Play; and a sidebar on the far right with navigation links for 'Central Pulse' and 'Profile settings'. A red arrow labeled '1' points to a pencil icon in the top right corner of the profile card, which is highlighted with a red box.





# Where to Go to Participate in Virtual Games?


- The BNG 2020 VX subject for scavenger hunt and trivia is **“Connect & Share: The Water Cooler” (#1)**

 Community Meetup: MHS (Medical & Hea...


• Latest Activity  Cold  
| You have 0 questions


0 To-do's

 Connect & Share: The Water Cooler 

• Latest Activity  Cold  
| You have 0 questions


0 To-do's

 Track: Faculty Engagement

• Latest Activity  Cold  
| You have 0 questions

0 To-do's

 Track: Faculty Research Findings

• Latest Activity  Cold  
| You have 0 questions

0 To-do's



# Edit Profile

## Change your Password


Enter your one-time use log-in password to personalize your new password (this was emailed to you in an email titled “Part 2: How To Access Bluepulse for BNG 2020 VX”

## Update your Display Name

If you wish to change your name as displayed to your colleagues

## Alternative Email

To change the email address you receive notifications

 Your Username  
Your Email Address

[Reset profile picture](#)

Display name

Alternative email   
All notifications and password reset emails will be sent to this email address.

Current password

New password  ←

Re-enter password

[Cancel](#) [Save my profile](#)





# Mobile Pairing

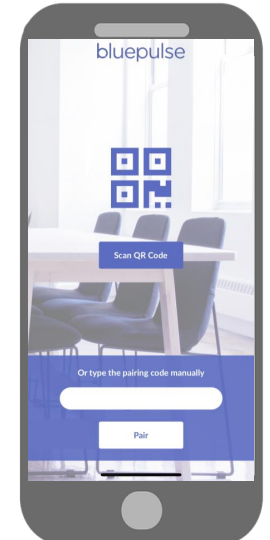
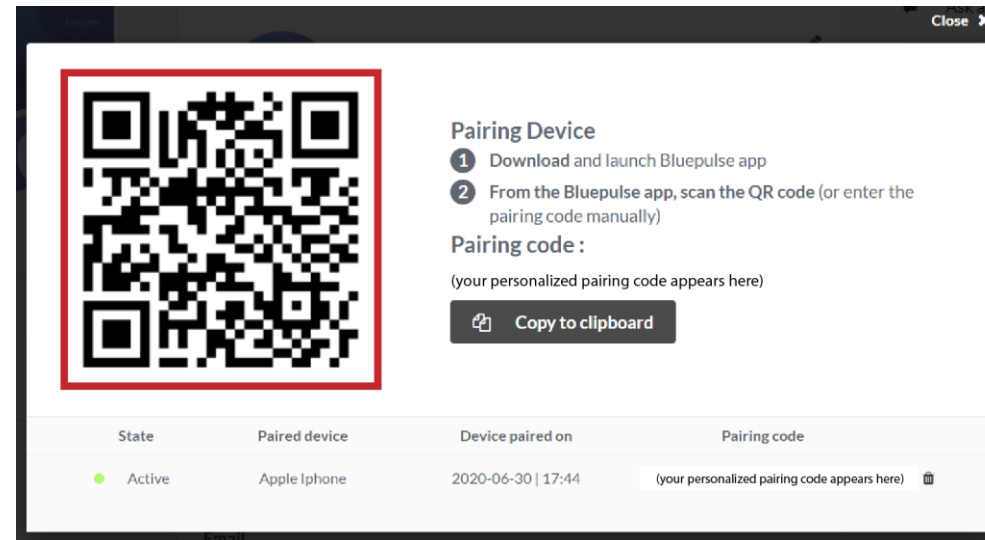
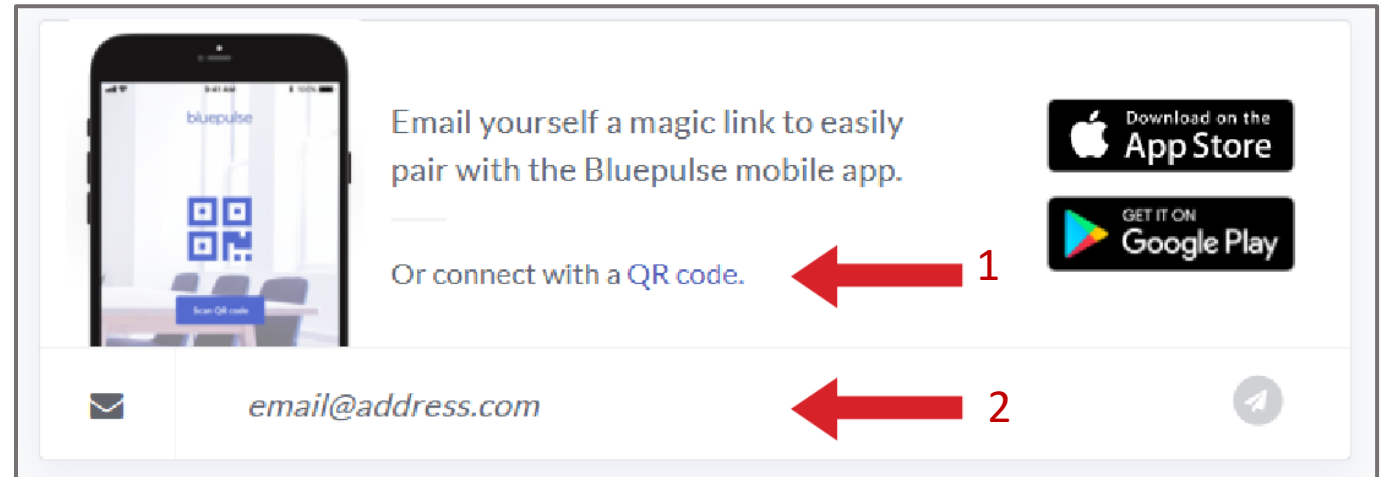
## 1. Connect with a QR Code

- This will display a QR code on your computer screen, which can be scanned by your mobile device's camera when you open the Bluepulse app. The pairing will then complete automatically.

Or

## 2. Email Yourself a Pairing Link

- You will receive an email with a pairing link. This link must be opened from the mobile device you will use for your Bluepulse for BNG 2020 VX account. This link will be valid for 72 hours from the time you request it.





# Bluepulse For Your Institution

For more information on Bluepulse:

- [Bluepulse Online Help](#)
- [explorance.com/products/bluepulse/](https://explorance.com/products/bluepulse/)

Short Videos on Bluepulse

- [Bluepulse for Administrators](#)
- [Bluepulse for Instructors](#)
- [Bluepulse for Students](#)
- [Bluepulse for Campus Services Managers](#)