



This document is to assist course participants who have not yet signed onto Nsite and need help getting to know how to use this tool.

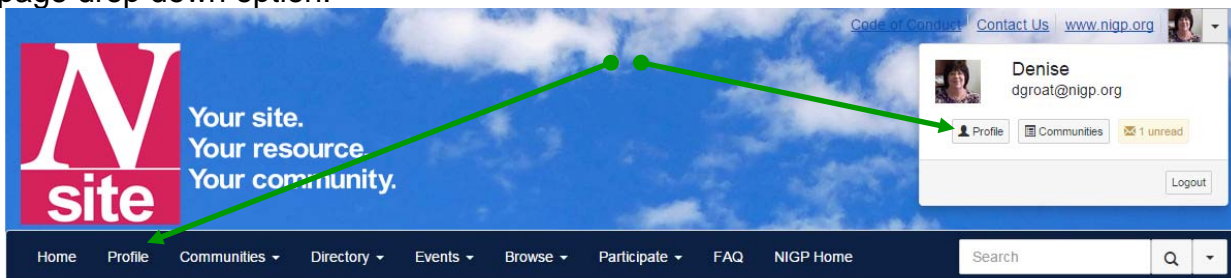
You will receive an email invitation to your Nsite online course discussion community. You must accept the invitation link to join the community and view the discussions.

Get onto Nsite:

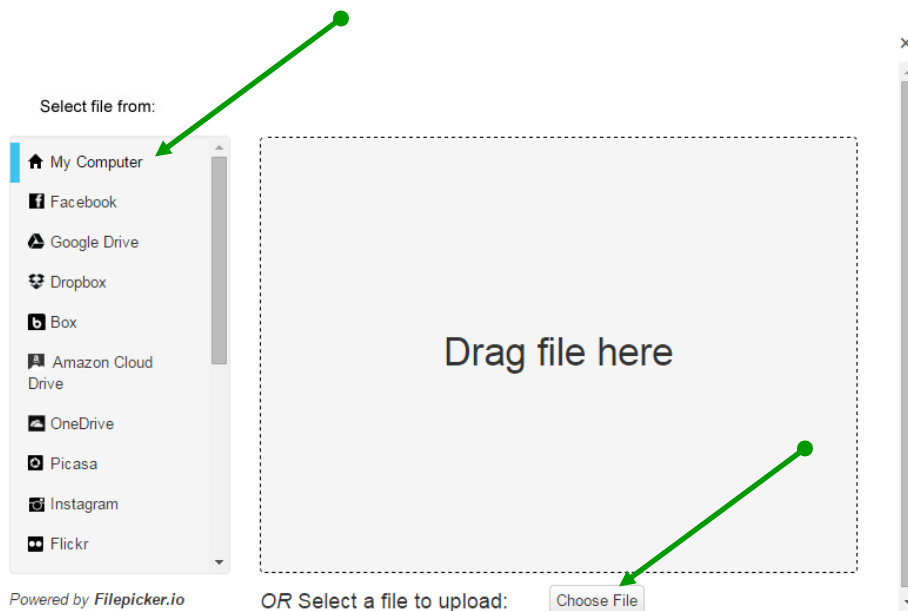
Once you have accepted the initial request to join, you can go to nsite.nigp.org or select the Nsite link located at the top left of course at www.nigp.org/elearning to return to Nsite at any time.


Complete Your Profile

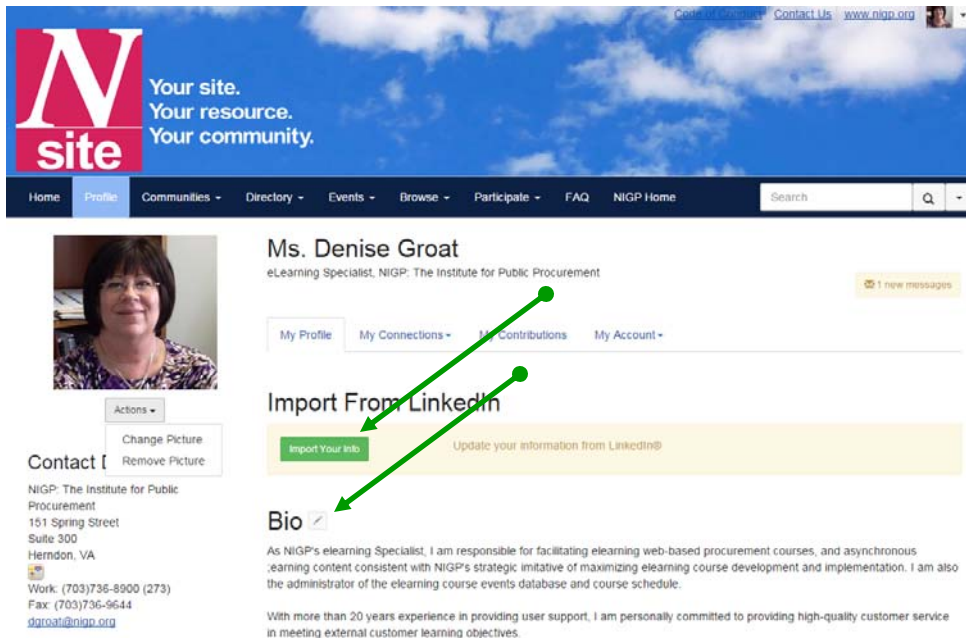
Locate the menu bar at the top. Select **PROFILE** or the **Profile** link in the top right hand corner of the page drop down option.



- Begin by adding your picture (Select the action drop down option **below the vacant picture area Change Picture**. Select the area where the photo is located and choose the file. Center your photo by dragging the clear square around your photo so it fits and select **SAVE**).



- Next, add something about yourself in the BIO section.
- Import from LinkedIn or select the edit icon  to Edit and add the information.




Ms. Denise Groat
eLearning Specialist, NIGP: The Institute for Public Procurement

1 new messages

My Profile My Connections My Contributions My Account

Import From LinkedIn

Import Your Info Update your information from LinkedIn®



Bio 

As NIGP's eLearning Specialist, I am responsible for facilitating eLearning web-based procurement courses, and asynchronous learning content consistent with NIGP's strategic initiative of maximizing eLearning course development and implementation. I am also the administrator of the eLearning course events database and course schedule.

With more than 20 years experience in providing user support, I am personally committed to providing high-quality customer service in meeting external customer learning objectives.

Contact

NIGP: The Institute for Public Procurement
151 Spring Street
Suite 300
Herndon, VA
Work: (703)736-8900 (273)
Fax: (703)736-9644
dgroat@nigp.org


- Complete the Education and Job History sections by using the  next to each section and/or the edit  icon.

Review the pre-loaded contact information that appears under your photo. If a correction is necessary, contact NIGP's customer care if you need to make changes to your job or address.



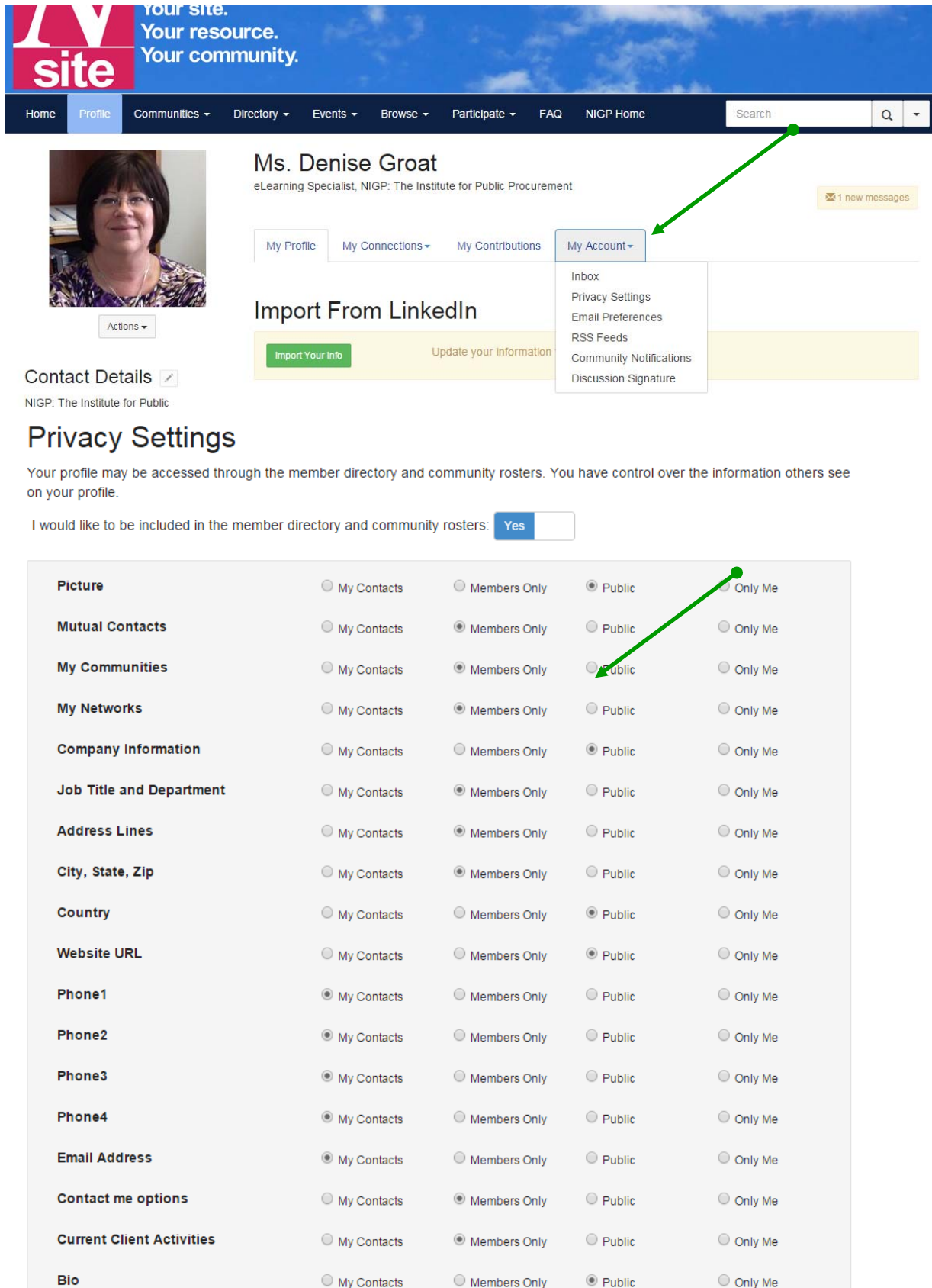
Actions ▾

Contact Details

NIGP: The Institute for Public Procurement
151 Spring Street
Suite 300
Herndon, VA
 Work: (703)736-8900 (273)
Fax: (703)736-9644
dgroat@nigp.org

Customize Your Privacy Settings

Under the **My Account** sub tab on the drop-down menu, select **Privacy Settings**.



site Your site. Your resource. Your community.

Home Profile Communities Directory Events Browse Participate FAQ NIGP Home Search

Ms. Denise Groat
eLearning Specialist, NIGP: The Institute for Public Procurement

1 new messages

My Profile My Connections My Contributions **My Account**

Import From LinkedIn

Import Your Info Update your information

Inbox Privacy Settings Email Preferences RSS Feeds Community Notifications Discussion Signature

Contact Details

NIGP: The Institute for Public

Privacy Settings

Your profile may be accessed through the member directory and community rosters. You have control over the information others see on your profile.

I would like to be included in the member directory and community rosters: ☒ Yes

Picture	<input type="radio"/> My Contacts	<input type="radio"/> Members Only	<input checked="" type="radio"/> Public	<input type="radio"/> Only Me
Mutual Contacts	<input type="radio"/> My Contacts	<input checked="" type="radio"/> Members Only	<input type="radio"/> Public	<input type="radio"/> Only Me
My Communities	<input type="radio"/> My Contacts	<input checked="" type="radio"/> Members Only	<input type="radio"/> Public	<input type="radio"/> Only Me
My Networks	<input type="radio"/> My Contacts	<input checked="" type="radio"/> Members Only	<input type="radio"/> Public	<input type="radio"/> Only Me
Company Information	<input type="radio"/> My Contacts	<input type="radio"/> Members Only	<input checked="" type="radio"/> Public	<input type="radio"/> Only Me
Job Title and Department	<input type="radio"/> My Contacts	<input checked="" type="radio"/> Members Only	<input type="radio"/> Public	<input type="radio"/> Only Me
Address Lines	<input type="radio"/> My Contacts	<input checked="" type="radio"/> Members Only	<input type="radio"/> Public	<input type="radio"/> Only Me
City, State, Zip	<input type="radio"/> My Contacts	<input checked="" type="radio"/> Members Only	<input type="radio"/> Public	<input type="radio"/> Only Me
Country	<input type="radio"/> My Contacts	<input type="radio"/> Members Only	<input checked="" type="radio"/> Public	<input type="radio"/> Only Me
Website URL	<input type="radio"/> My Contacts	<input type="radio"/> Members Only	<input checked="" type="radio"/> Public	<input type="radio"/> Only Me
Phone1	<input checked="" type="radio"/> My Contacts	<input type="radio"/> Members Only	<input type="radio"/> Public	<input type="radio"/> Only Me
Phone2	<input checked="" type="radio"/> My Contacts	<input type="radio"/> Members Only	<input type="radio"/> Public	<input type="radio"/> Only Me
Phone3	<input checked="" type="radio"/> My Contacts	<input type="radio"/> Members Only	<input type="radio"/> Public	<input type="radio"/> Only Me
Phone4	<input checked="" type="radio"/> My Contacts	<input type="radio"/> Members Only	<input type="radio"/> Public	<input type="radio"/> Only Me
Email Address	<input checked="" type="radio"/> My Contacts	<input type="radio"/> Members Only	<input type="radio"/> Public	<input type="radio"/> Only Me
Contact me options	<input type="radio"/> My Contacts	<input checked="" type="radio"/> Members Only	<input type="radio"/> Public	<input type="radio"/> Only Me
Current Client Activities	<input type="radio"/> My Contacts	<input checked="" type="radio"/> Members Only	<input type="radio"/> Public	<input type="radio"/> Only Me
Bio	<input type="radio"/> My Contacts	<input type="radio"/> Members Only	<input checked="" type="radio"/> Public	<input type="radio"/> Only Me


Social Media Sites	<input type="radio"/> My Contacts	<input checked="" type="radio"/> Members Only	<input type="radio"/> Public	<input type="radio"/> Only Me
Twitter Tweets	<input type="radio"/> My Contacts	<input checked="" type="radio"/> Members Only	<input type="radio"/> Public	<input type="radio"/> Only Me
vCard Download	<input type="radio"/> My Contacts	<input checked="" type="radio"/> Members Only	<input type="radio"/> Public	<input type="radio"/> Only Me
Presentation	<input type="radio"/> My Contacts	<input type="radio"/> Members Only	<input checked="" type="radio"/> Public	<input type="radio"/> Only Me

[Save](#)


Here, you will set your contact preferences and control how you appear to others. You will need to select **Members Only** under **My Communities** to be able to participate and collaborate within your online course. After setting your preferences be sure to click **SAVE** at the bottom of the page.

Customize Your Community Notifications

Using the **My Account** drop down menu, select **SUBSCRIPTIONS**.



[Home](#)
[Profile](#)
[Communities ▾](#)
[Directory ▾](#)
[Events ▾](#)
[Browse ▾](#)
[Participate ▾](#)
[FAQ](#)
[NIGP Home](#)



Ms. Denise Groat
 eLearning Specialist, NIGP: The Institute for Public Procurement

[My Profile](#)
[My Connections ▾](#)
[My Contributions](#)

[My Account ▾](#)

[Inbox](#)
[Privacy Settings](#)
[Email Preferences](#)
[RSS Feeds](#)
[Community Notifications](#)
[Discussion Signature](#)

Import From LinkedIn

[Update your information](#)

Contact Details

NIGP: The Institute for Public

Here, you will set your preferences for how you wish to be notified of discussions and other activity in your Nsite communities.

nsite.nigp.org/profile/myaccount/my-settings/

Legal Winter 2015 Small Nsite Community 2 Daily Digest dgroat@nigp.org Edit Email

CPPO Prep Course Winter 2014 Daily Digest dgroat@nigp.org Edit Email

CPPB II Prep Course Summer 2014 Daily Digest dgroat@nigp.org Edit Email

Risk Management Instructor Committee Daily Digest dgroat@nigp.org Edit Email

Knowledge Management Daily Digest dgroat@nigp.org Edit Email

FLM5 No Emails dgroat@nigp.org

CPPO Prep Course Winter 2015 Daily Digest dgroat@nigp.org Edit Email

Strategic Procurement Planning Fall 2014 Real Time Daily Digest No Emails Plain Text dgroat@nigp.org Edit Email

Strategic Procurement Planning Spring 2015 Daily Digest dgroat@nigp.org Edit Email

TTT1 Daily Digest dgroat@nigp.org Edit Email

You can choose to be notified in Real Time, by Daily Digest, in Plain Text format, or you can choose to receive No Email notification at all. Setting your community notification to No Email requires logging in to Nsite to view all your community activity.

My Account ▾

Inbox

Privacy Settings

Email Preferences

RSS Feeds

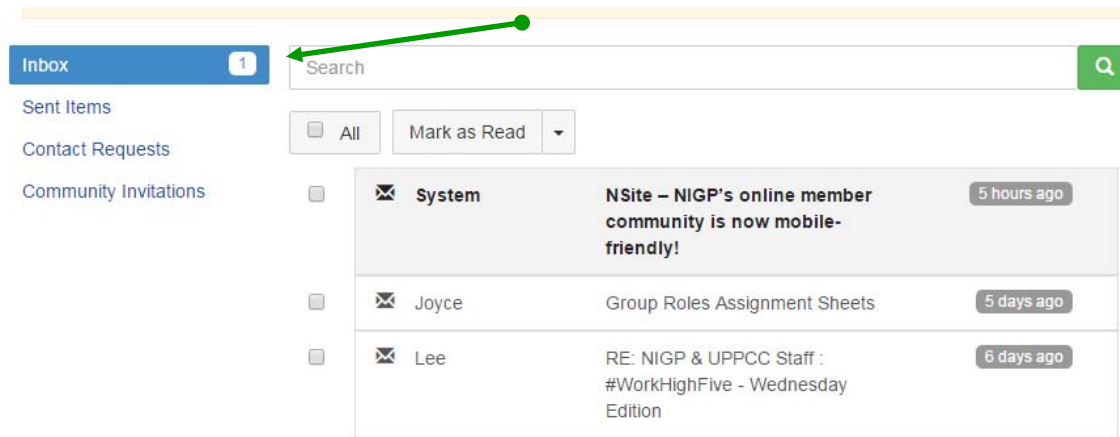
Community Notifications

Discussion Signature

Denise dgroat@nigp.org

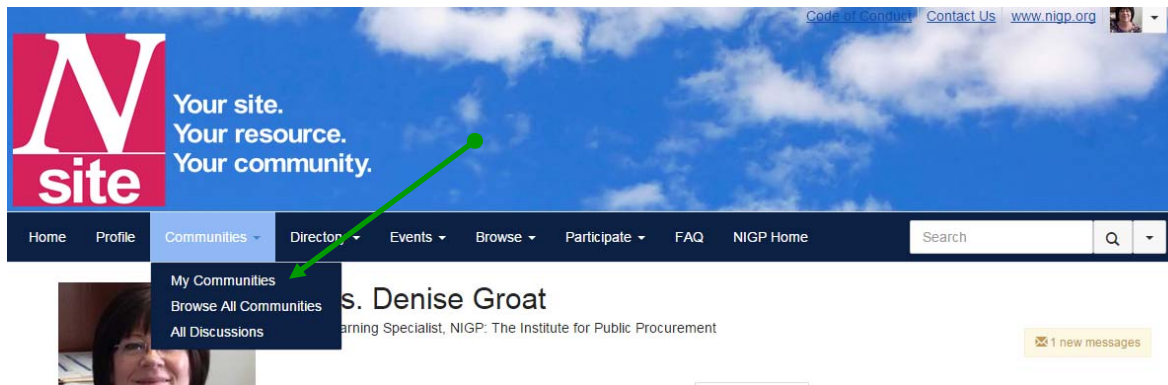
Profile Communities 1 unread Logout

To check if you have any email notifications, select the drop down arrow next to your profile photo or select "My Account" and then select Inbox.



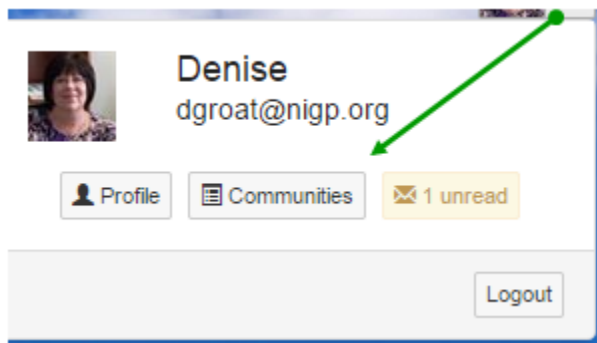
View your Community Group(s)

Participating in Interactive Online Courses means that you will be in at least one group. The main group is the name of the course and the timeframe in which you took the course in (IE Summer 2015). This is the group where you will interact with your instructor, engage in course discussion, and turn in course assignments. Some courses also have alternative groups where group work can be conducted among you and other course participants. To view what groups you are in, select the “Communities” tab then navigate to “My Communities”



Here you will view a list of all the communities to which you belong.

You can also get to your community groups by selecting the Communities link just under your profile.



When you enter your desired course community, you will be placed in the Recent Activity area of the community. Here, you will see the latest discussions, view any announcements, see upcoming events and the most recent documents posted to the community library area.

How to Reply to a Discussion

Select the Discussions sub tab and view any discussions that have already taken place.

CPPB Prep course Winter 2015 [Settings](#)


[Community Home](#) [Discussion 129](#) [Library 12](#) [Blogs 8](#) [Events 8](#) [Members 32](#)

1 to 27 of 27 threads (129 total approved posts) 50 per page [Post New Message](#)

Thread Subject	Replies	Last Post
xx	0	2 months ago by Carol Ann Ivory
Good Class	0	2 months ago by Carol Ann Ivory
Correct Answer on Assessment for Domain 5	5	3 months ago by Denise Groat
Course completion requirements	2	3 months ago by Jenna Johnson
Crossword Puzzle Solution	0	3 months ago by Christina Lochbaum

Introduce yourself in the instructor's introductory thread by selecting **Reply to Discussion** on the right.

1. Introduction 0 Recommend

 [Christina Lochbaum](#)

Posted Jan 23, 2015 1:10 PM

Welcome CPPB Online Prep Participants!

My name is Christy Lochbaum and I will be your NIGP instructor for your upcoming NIGP CPPB Online Prep Course.

I love teaching the prep classes and I am committed to your success. I am very passionate about education and enjoy working with procurement professionals to meet their certification goals. I have worked in government procurement for the past 27 years. During that time I have had my hands in everything from inventory management to planning, scheduling, and tracking major acquisitions for the Ohio Department of Public Safety.

I reside just south of Columbus, Ohio, "Go Bucks!" I have a 28 year old son who is a Software QA Engineer for Apple Inc. in Cupertino, California. I am nearing the finish line on earning my Master's Degree in Business Psychology from Franklin University in Columbus, Ohio. I will be graduating on May 22, 2015. Even though the program has been intense, it is fun to interact and learn with my cohorts.

I am so excited to be part of your preparation in taking the CPPB exam. I know this is a big step in your procurement career. I understand this is a lot of material and I am here to ensure you are comfortable with the BOK before exam day. It is so worth it to receive the letter from the NIGP with your new designation after your name after you have successfully passed the exam.

It is a privilege for me to work with you to review and gain a better understanding of the BOK. I will tell you many times throughout the class

[Reply to Discussion](#)

* This is the preferred method of responding to a post; this keeps all related entries of a discussion thread in one area and is easier to follow.

Do not select **Post A Message** or **Reply to Sender** to respond to an on-going current discussion. Selecting **Post a Message** will initiate a new Discussion Thread and selecting **Reply to Sender** will send the message only to the author via email and does not post on Nsite. There are appropriate times to use these options, but not in response to an ongoing discussion thread.

The Events tab

The Events tab is an important feature of the course. Here, you will find information and due dates of course assignments and activities.

Contract Administration Winter 2015

Community Home Discussion **98** Library **28** Blogs **0** **Events 8** Members **29**

Contract Administration - Complete Pages 1-4 of CAP

Feb 1, 11:59 PM - 11:59 PM (ET)

Contract Administration - Complete Pages. 5-8 of the CAP

Feb 8, 11:59 PM - 11:59 PM (ET)

The Events area also has a search feature if you want to search for specific assignments or events.

By selecting one of the links in Events, you will find more detailed information about the assignment.

If you use Microsoft Outlook, you can add any/all Nsite events to your calendar by selecting the Download to your calendar link at the bottom left of each event.

Contract Administration - Complete Pages 1-4 of CAP

Sunday, February 1, 2015, 11:59 PM - 11:59 PM Eastern Time (US & Canada)

Collaborate with your group to complete this assignment which is stored on the Week 2 page under "Complete".

