

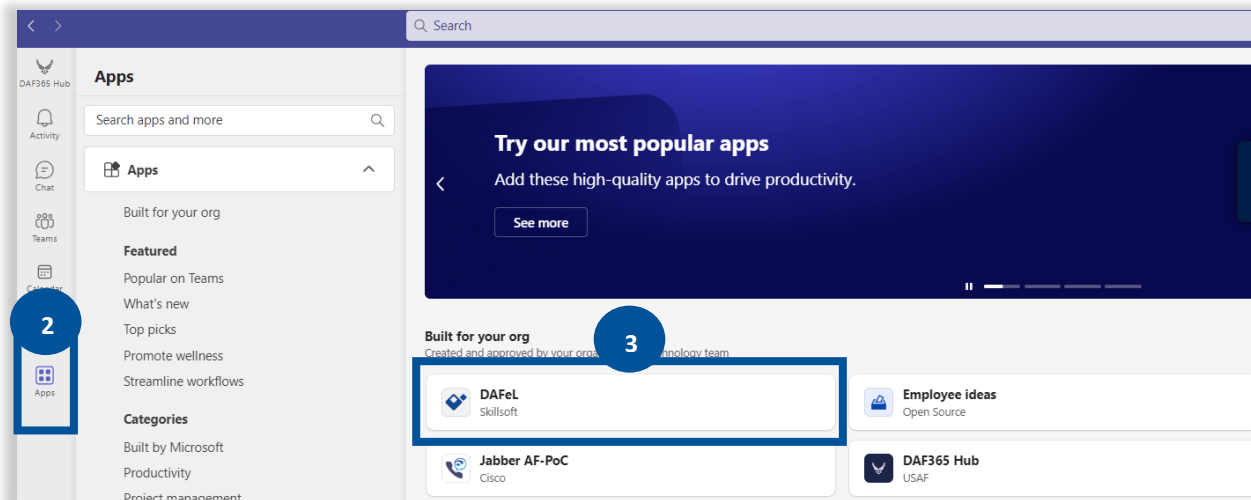
DAFeL for Teams App: Installing, Logging In and Logging Out

Before you can start using the Skillsoft Percipio DAFeL for Teams App to learn in the flow of work, share content, and participate in team-based learning, you must install it and login.

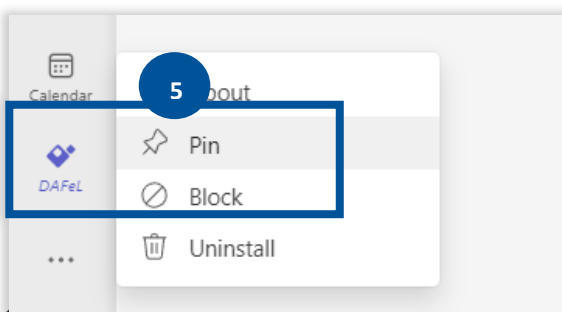
Installing the App

Install the Skillsoft Percipio DAFeL for Teams App and pin it to your task bar for easy access:

1. Launch **Microsoft Teams** on your desktop.
2. If you see the **DAFeL** app in the left panel, simply select it to login. If you do not see the DAFeL app in the left panel, locate and select the **Apps** icon at the bottom. This opens the Microsoft Teams store.
3. Select **DAFeL**.



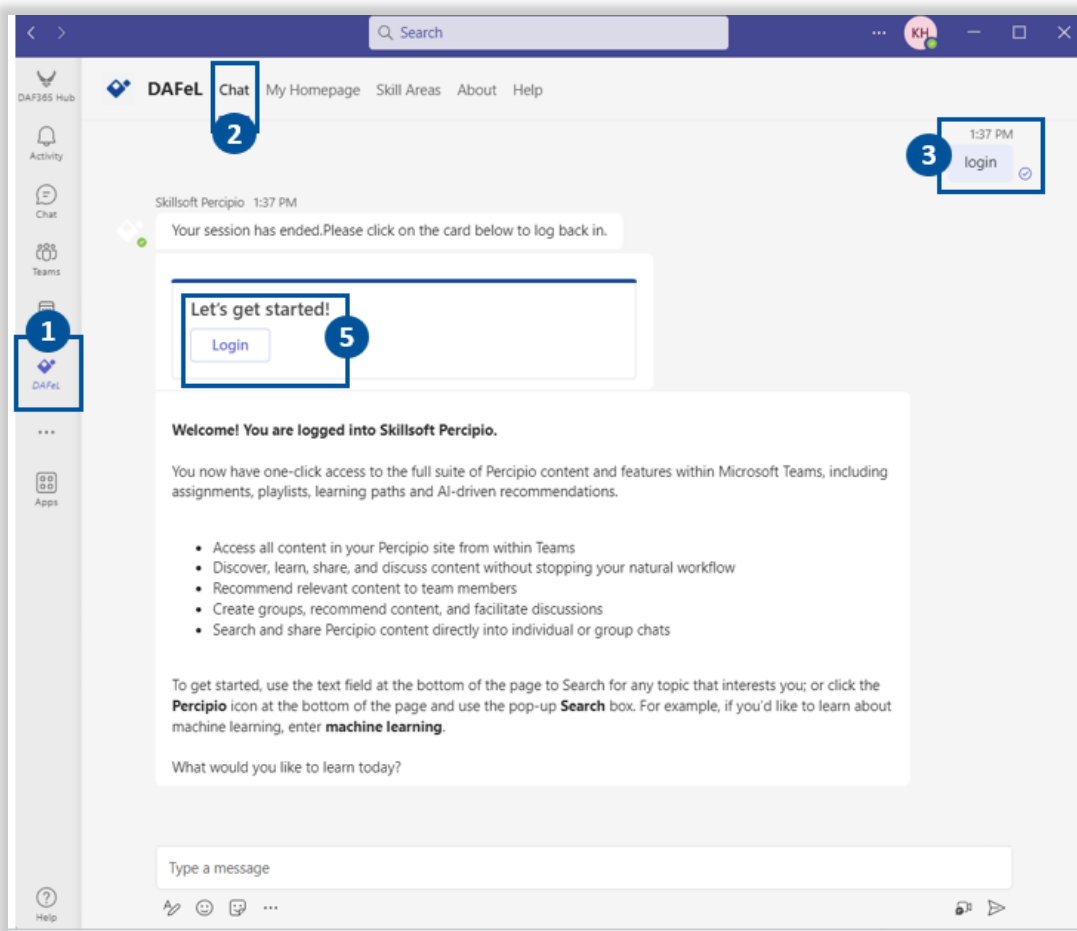
4. Select **Add**. The DAFeL icon displays in the left navigation.
5. Hover over the icon, right click, and select **Pin**. This ensures the DAFeL for Teams app stays accessible from the left navigation bar. Note that you may still need to click the 3 dots to view the DAFeL icon depending on the resolution of your monitor.



Logging In

To log in:

1. From the left nav bar, select **DAFeL**.
2. From across the top, ensure the **Chat** tab is active.
3. Enter **Login** in the box where it says: **Type a message**.
4. If required, enter the DAFel Percipio site URL: **usaf.percipio.com** in the box where it says: **Type a message**. You do not need the **https://**.
5. Select **Login**.



6. Login to DAFel as per usual with:
 - “Corporate credentials”: CAC Login
 - “Percipio credentials”: Username (Official Email Address or DoDID) and Password.
7. You will then see a welcome message in the Chat tab indicating you successfully logged in. You can now start searching for content, sharing content, and participating in group learning situations through Microsoft Teams.

Logging Out

When you are done working for the day, you can choose to log out. To log out:

1. From the left nav bar, select **DAFeL**.
2. From across the top, ensure the **Chat** tab is active.
3. Enter **Logout** in the box where it says: **Type a message**.
4. Click **Click here to logout**. Percipio logs you out and you should receive a message “You have logged out successfully”

Using the DAFeL for Teams App

After logging into the Skillsoft Percipio DAFeL for Teams App, you can start using the app to learn in the flow of work, share content, and participate in team-based learning. Specifically, you can:

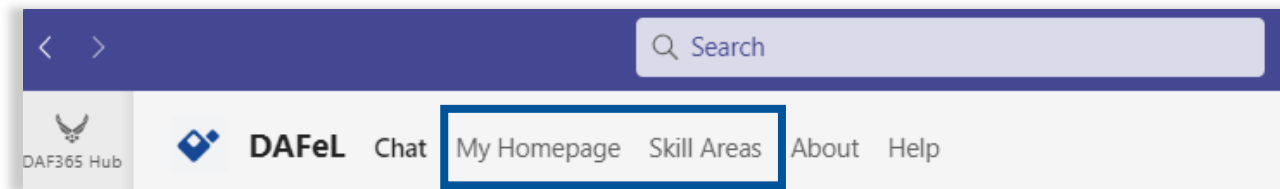
- Access your activity, assignments, playlists, and library.
- Find content to meet your needs.
- Pin the app to the message bar.
- Share content with colleagues.

Note: You have to login from the Chat tab before you can access any other tabs in the app.

Access Your Activity, Assignments, Playlists and Library

Fit learning into the flow of your day.

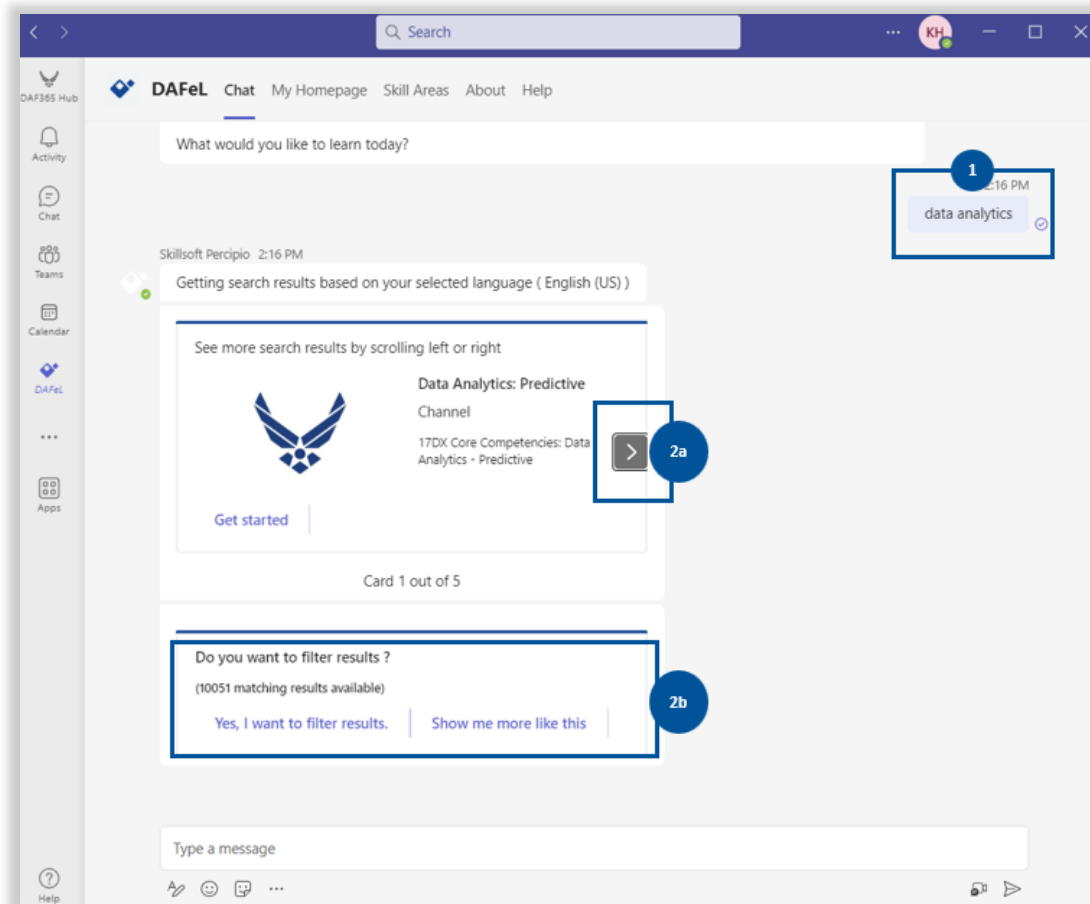
- DAFeL Percipio site is available in the **My Homepage** tab.
- Explore the library by subject in the **Skill Areas** tab.



Find Content to Meet Your Needs

If you are working and need to look something up, you can find content by searching:

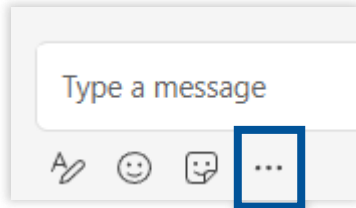
1. From the **Chat** tab of the Percipio app, enter your search criteria in the box where it says **Type a message**.
2. From the search results that display you can:
 - a. Scroll through the top matching results using the left arrow button.
 - b. Click **Yes, I want to filter results** to further refine your results or click **Show me more like this** for additional suggestions.



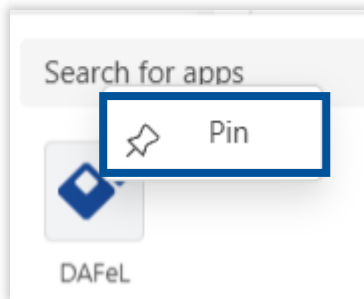
Pin App to the Message Bar

Having the Skillsoft Percipio DAFeL for Teams App pinned in your message bar, allows you to quickly access it when you need it. To pin DAFeL:

1. From the message area, select the three dots.



3. Locate the **DAFeL** icon and right click.
4. Select **Pin**. The **DAFeL** icon displays in the messaging area of MS Teams.



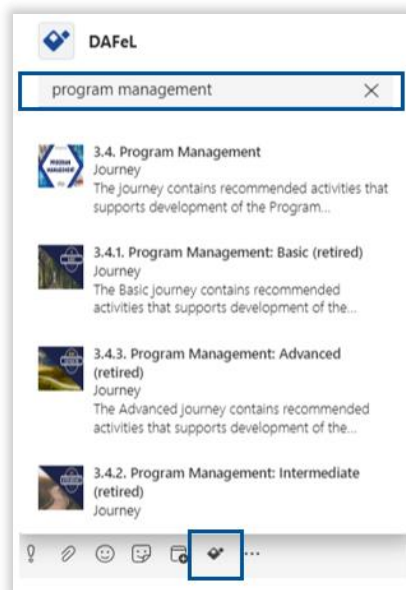
Share Content with Colleagues

There are multiple ways you can share content with your colleagues while using Microsoft Teams. The person you share content with must have a valid DAFeL Percipio account and access to the content you are sharing to be able to open it. They will get an error if they try to access content for which they are not licensed.

LIVE CHAT

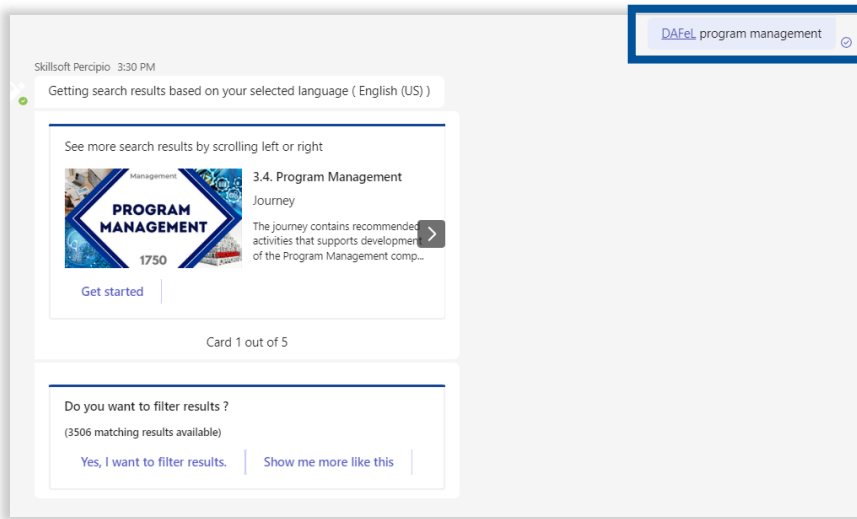
Within a live chat session with colleagues there are two options to share content:

1. Use the Percipio icon in the footer:
 - a. Select the **DAFeL** icon in the footer. If it is not displayed, click the three dots to search for the DAFeL app.
 - b. Enter search criteria.



- c. Select the asset.
- d. Type a personal message and send. Your colleagues see the item within the chat window and can select to access.

2. Use **@DAFeL**:
 - a. Enter **@DAFeL** in the **Type a message** box and **enter**.
 - b. Enter search criteria.

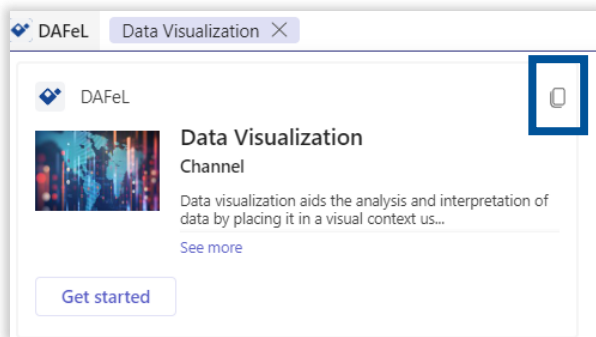


- c. Select the asset.
- d. Type a personal message and send. Your colleagues see the item within the chat window and can select to access.

SEARCH BAR

From the Search bar at the top of MS Teams, you can:

1. Enter **@DAFeL** in the top Search bar and **enter**.
2. Enter search criteria and **enter**.
3. Select the item.
4. Locate the copy icon and select it. The share link is copied to the clipboard.



5. Paste it in another chat window or email to share the item with colleagues.

Foster Team-Based Learning

For people managers who want to promote learning amongst their team or for training managers who are leading specialized programs like new hire or leadership development, you can use Microsoft Teams to facilitate social and collaborative learning.

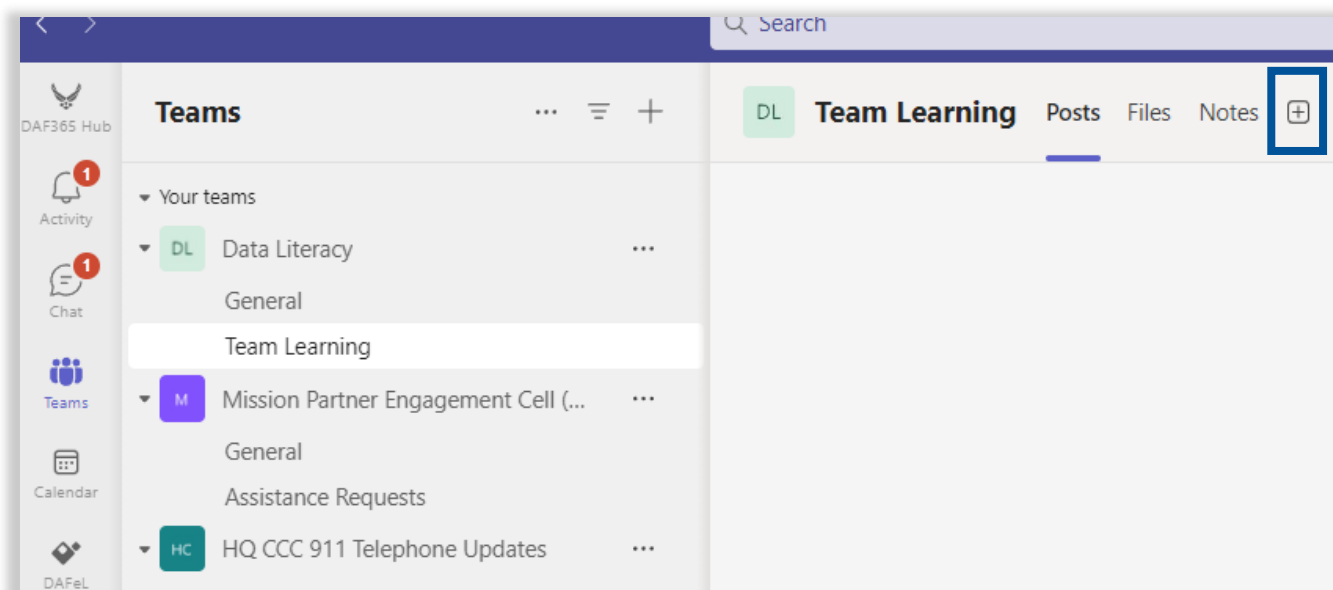
Note: Ensure the DAFeL for Teams App is installed to MS Teams and that you are logged in.

Add a Tab to a MS Teams Channel

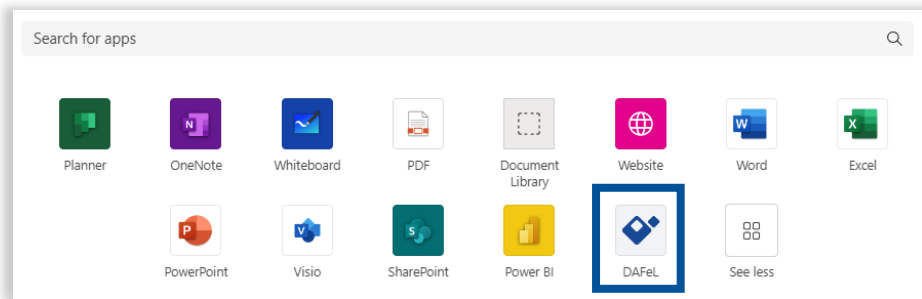
1. Add all the members who want to learn together to a Microsoft Team.
2. Within the team, locate the channel from the left navigation where you want to add your learning tab. You can create a new channel for each learning topic or create one learning channel with multiple tabs for each topic.

Note: For more information for creating and managing teams and channels, please access this course: <https://share.percipio.com/cd/YcVvpvN7h>

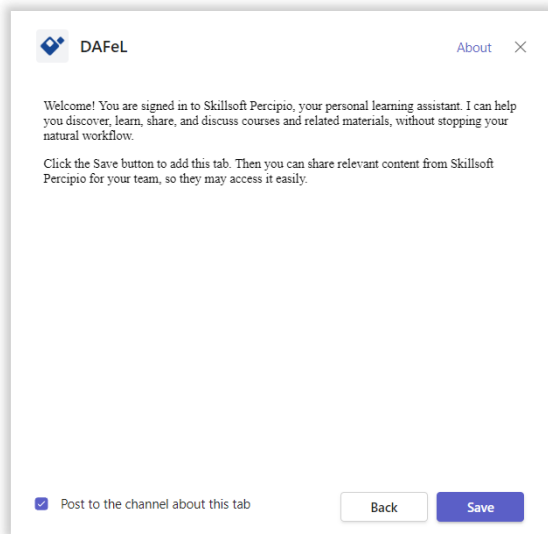
3. Within the channel, select the + in the top row of tabs. You cannot add the Percipio tab to a private channel. For organized learning and discussion, we suggest you add a new Percipio tab for each different learning topic.



4. In the **Add a tab** box that shows, search for **DAFeL**.

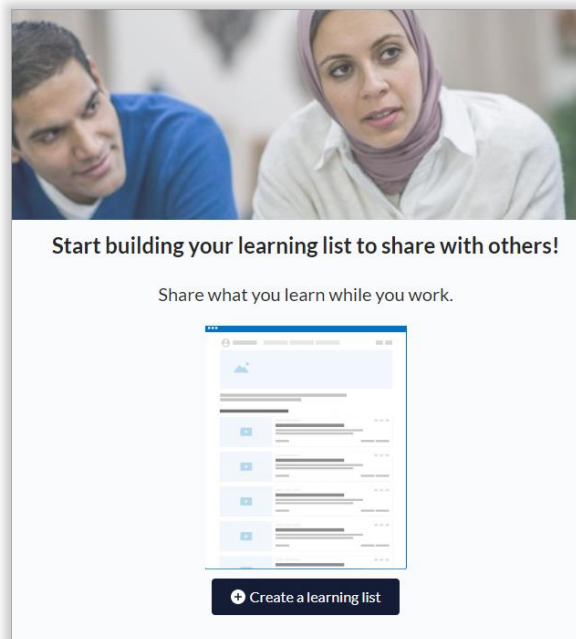



5. Select the icon for **DAFeL**.

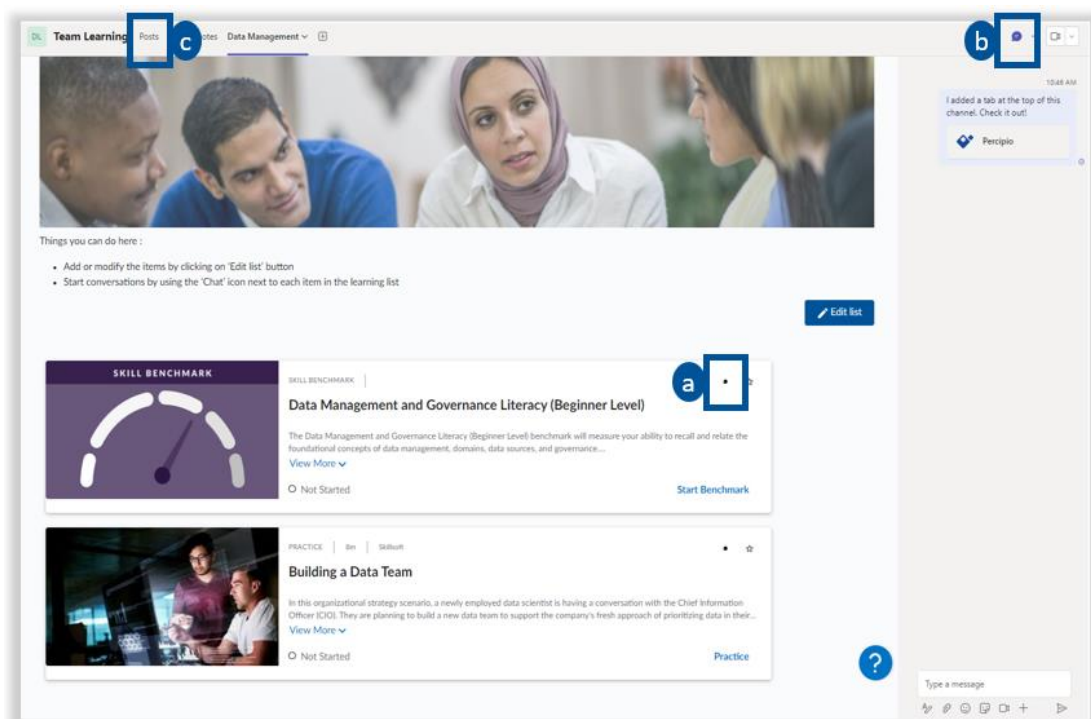


6. Select **Save**. We suggest you rename the Percipio tab to the learning topic by right-clicking on the tab label and selecting **Rename**.

7. Select **Create a learning list**.



8. Search for content you want to share.
 - a. Enter search terms and locate the items.
 - b. Select the  next to each item content to add it to the list.
 - c. Repeat steps a and b until you have found all content you want to add to this list.
9. Select **Add content**.
10. Review your selection. You can use the arrows within each item to reorder your list. If you need to add more content, select **Add Content**.
11. When your list is ready to share, select **Save Changes**.
12. At this point, your team can see the shared list of content items. Encourage your team to collaborate:
 - a. Click on the **chat** icon at the top right of the asset tiles to share learning and discussion.
 - b. The team can also have a discussion from the tab's **chat** icon.
 - c. All chat conversations are visible in the **Posts** tab of the channel.



13. If you need to make changes in the future, select **Edit List** and follow steps 7 through 11. You can repeat steps 2 through 11 to add multiple Percipio tabs that address different topics. If you add multiple Percipio tabs, it is a best practice to rename them according to the topic so users can easily distinguish them. Anyone that is part of the team, can edit the list of items.

Promote Collaboration

With a Percipio tab active and containing content, learners can access the content within each tab, and can discuss learning by selecting the chat icon in the upper right corner of each asset tile.



Suggestions for promoting collaboration:

- Pose questions in the chat about specific content items.
- Encourage team members to each own a content item to lead a discussion.
- Brainstorm ideas around how learners will use something they learned from interacting with the content item.
- Host a video call to discuss the content and how each will apply what they learn.
- Take turns summarizing learnings and post to a file (another tab) for easy review.