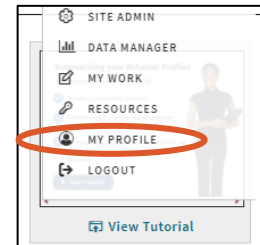


## Think | BIG Online Platform Quick Start Guide ([www.thinkbigonline.org](http://www.thinkbigonline.org))

### STEP 1: Get Your Account

1. Sign onto [Think | BIG \(thinkbigonline.org\)](http://Think | BIG (thinkbigonline.org))
2. Click “Log in” and “Request Access”
3. Provide your email address and click “Request Access”. An email will be sent to you within 5 minutes providing you with a temporary password. Your password can be reset once on the site under “My Profile”



### STEP 2: Check Out the Demonstration Work Area

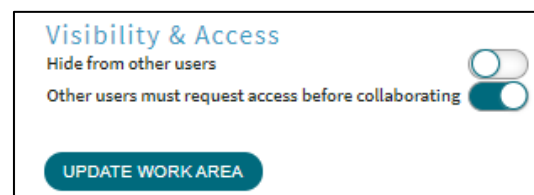
1. If you are new to the site or just want to learn more, check out our fully accessible Demonstration Work Area, by clicking here: [Demonstration Work Area](#)




2. Move through the choices you have to see how things work
3. Print anything from the Demonstration Work Area that you would like

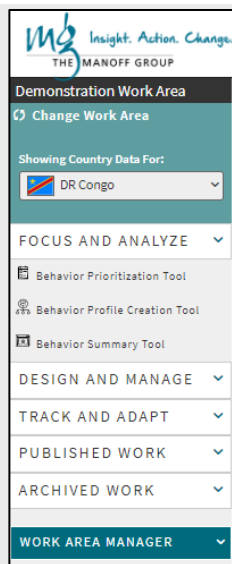
### STEP 3a: Create Your Own Work Area

1. If you were exploring the Demonstration Work Area, select “Change Work Area” to go back to the main Work Area menu
2. Click on “+Create a New Work Area” and complete the form. \*\*Make sure that your folder name HAS NO SPACES. “My\_Work\_Area” or “MyWorkArea” are okay, but not My Work Area
3. Your folder name and Work Area name can be the same, just no spaces in the folder name. Spaces are allowed in the Work Area name.
4. Be sure to complete all three dropdown menus.
5. You can hide your Work Area from others by clicking on the “Hide from Other Users” button. Doing so ensures it will not show up in the list of choices for others to select from in the Work Area main menu.
6. If you want to lock your Work Area so that others must request access, be sure to click on the “Other Users must request access before collaborating”. This can be changed at any time under the Work Area Manager section.
7. Clicking on “Add Work Area” will take you to an access point for all Behavior Integration tools. You can access these tools to create your lists of Priority Behaviors, your Behavior Profiles, your Behavior Summaries, your Dashboards, and enter your custom data if needed.




### STEP 3b: Join an Existing Work Area

1. Click on “Select Work Area”
2. Scroll through the choices, click on the Work Area you are joining
3. If the Work Area you are joining is locked (as shown by a padlock symbol ) , you will need to request access by clicking on the Work Area, then following the instructions. The Administrator of the Work Area will receive an email alerting them to your request and approve or email you if approval cannot be granted.



Once you have created or entered a Work Area, you will find this tool bar on the left side of your screen.



For all following steps, there are additional, detailed tutorials both online and offline that you can access via  and [View Tutorial](#) to use as you use the tools.

### STEP 4: Create Lists for Priority Behaviors

**\*\*You must create a list of priority behaviors to be able to continue with the tools. All of the tools are connected to the list of priority behaviors that you enter here.\*\***

1. Click on “Behavior Prioritization Tool”
2. Click on “Create New.” You can add as many Priority Lists as you would like, by country, by topic, and by project. Each Priority List can contain a single behavior or many behaviors, depending on the topic you are working on
3. Describe your Priority List in the first form that comes up. Remember to choose whether you wish to share this List with others or not. If you do not choose to share it, only you will be able to see it on the full menu of Priority Behaviors List
4. Complete “Link to Country Priorities” on the first tab, adding your goal and other guiding information
5. “Select Priority Behaviors”
6. Once on the “Select Priority Behaviors,” tab you can:
  - a. **Select a behavior for the list** provided, if you already have prioritized and know what behavior(s) you will be working on. Scroll to the bottom of the page and “Save and Continue” after you have selected your behaviors; OR

- b. Click on **“Prioritize Behaviors”** if one of your behaviors falls into the original list of 18 Accelerator Behaviors (you will see the Accelerator Behaviors listed at the bottom of the page ) and follow the provided instructions; OR
  - c. Click on **“Add a Custom Behavior”** and follow the provided instructions. Once you have added a custom behavior, you must click on it to select it for your list. When all needed custom behaviors have been added, scroll to the bottom and click **“Save and Continue”**
7. This will take you to the **“Finalize”** portion and you can review the content of your priority behaviors

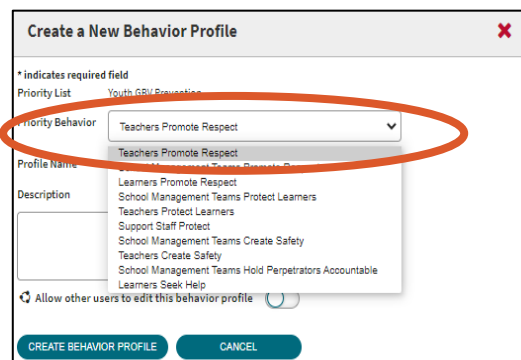
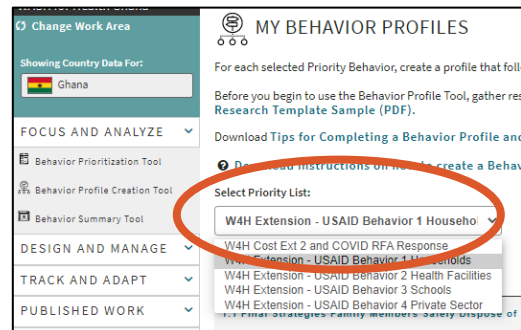
**\*\*Remember: You can move back and forth in the tool at any point at any time and/or come back to make changes as needed.\*\***

8. **“Save and Continue”** to move to **“Behavior Profile Creation Tool”**

## STEP 5: Create a Behavior Profile for Each Behavior on Your Lists of Priority Behaviors

**\*\*Before starting on your Behavior Profiles, be sure that you have your research in hand and ready to use.** If you need a simple way to organize your research to assist you in completing a Behavior Profile, please find a research table template under Resources, Focus and Analyze, and [Sample BIG Research Table](#).

1. Click on **“Behavior Profile Creation Tool”** and select the Priority List you are working with
2. Click on **“Create a New Behavior Profile”** and complete the form. Be sure to select the behavior you are working on where it shows **“Priority Behavior”** and provides a dropdown..
3. Remember to choose whether to share this profile with others. If you choose not to share, no one but you will see it on the list of Behavior Profiles. You can change this at any time by clicking on the pencil at the top of the Behavior Profile screen after the behavior name.
4. Follow the steps from **“1. Review Steps”** to **“7. Finalize”** using the instructions provided. Each step in the process provides PDF information and checklists, so read and follow the instructions in **“yellow”** at the top of each column}. Feel free to skip **“6. Select Potential Indicators”**, if you are not ready to do those. You can always come back later and add indicators as needed.



1. Review Steps	2. Analyze Factors	3. Select Factors	4. Identify Supporting Actors and Strategies	5. Check Pathways	6. Select Potential Indicators	7. Finalize
BEHAVIOR AND TIPS		BEHAVIOR ANALYSIS		SUPPORTING ACTORS AND ACTIONS		STRATEGY
What steps are needed to practice this behavior?		4. IDENTIFY SUPPORTING ACTORS AND STRATEGIES FOR EACH FACTOR (Click on each of the priority factors to identify supporting actors and their actions, and possible program strategies. What are Factors?)		4a. IDENTIFY SUPPORTING ACTORS (Identify supporting actors and the actions they need to take to help the primary actor. What are Supporting Actors?)		4b. IDENTIFY STRATEGIES (Identify strategies that might address this factor and the supporting actor's action, when appropriate. What are Strategies? If Strategy Name (Communication Source)

**REMEMBER:** Everywhere that you see a pencil  you can edit content. Anywhere that you see a trash can , you can delete content. Use caution in deleting as you might be disrupting a pathway that you created.

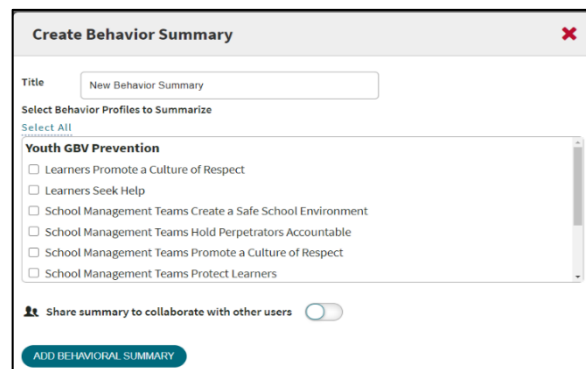
- When you have finished, you can “Save and Exit” or “Print” your Behavior Profile for use as needed. You can also “Share” your Behavior Profile with others so that they can see it and can follow the pathways, but they cannot make changes and do not need to sign in.



## STEP 6: Summarize several Behavior Profiles from any Priority List

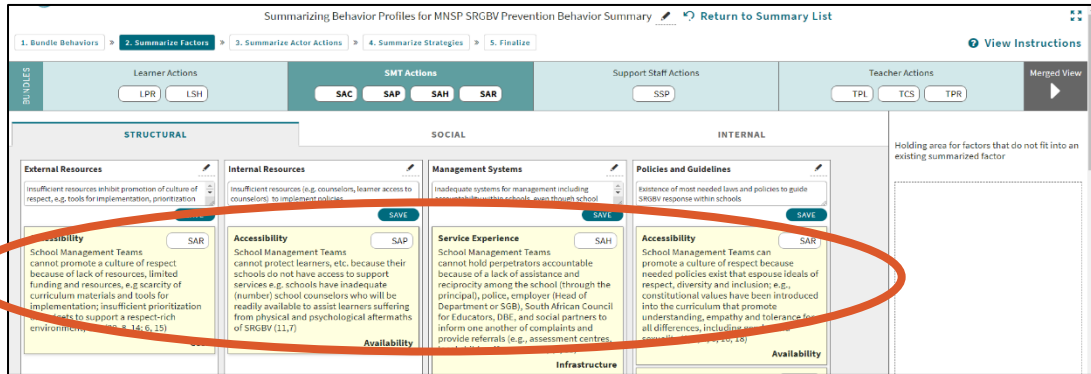
**\*\*TO USE THE BEHAVIOR SUMMARY TOOL, YOU MUST HAVE AT LEAST TWO BEHAVIOR PROFILES. THE SUMMARY TOOL SYNTHESIZES ALL INFORMATION FROM YOUR PROFILES SO THAT YOU CAN SEE THE FULL BEHAVIORAL PICTURE.\*\***


- Click on “Behavior Summary Tool” on the left side tool bar.
- Click on “Create a New Behavior Summary” and follow the directions. Be sure that you select all Behavior Profiles that you wish to summarize together. Profiles can be pulled from ANY Priority Behavior List so that you can look across topics, across projects, across countries, etc.
- Choose whether you will share this Summary with other users. Remember, if you choose not to share it, only you will be able to see it and work on it.
- Follow the instructions provided by the “View Instructions” button in the top right corner. These instructions will allow you to re-start where you leave off, so you can easily stop, apply the information, and restart the instructions when you’re ready to move onto the next task.

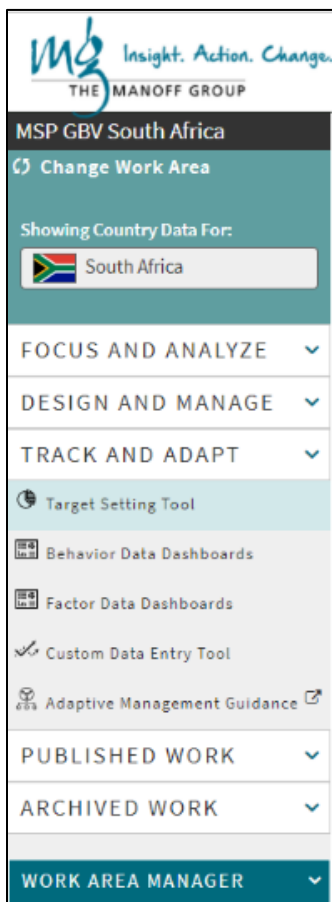
A screenshot of a web application window titled "Create Behavior Summary". The window has a title bar with a close button (X) in the top right corner. Below the title bar, there is a text input field containing "New Behavior Summary". Underneath, there is a section titled "Select Behavior Profiles to Summarize" with a "Select All" link. A list of behavior profiles is shown, each with a checkbox: "Youth GBV Prevention", "Learners Promote a Culture of Respect", "Learners Seek Help", "School Management Teams Create a Safe School Environment", "School Management Teams Hold Perpetrators Accountable", "School Management Teams Promote a Culture of Respect", and "School Management Teams Protect Learners". At the bottom of the list, there is a toggle switch for "Share summary to collaborate with other users" which is currently turned off. A blue button labeled "ADD BEHAVIORAL SUMMARY" is at the bottom of the window.

*\*\*Please note, you cannot change the content of any of the yellow boxes found under each category/sub-category, as this information comes directly from the Behavior Profiles. If you are unhappy with any content in the yellow boxes, you must go back to the appropriate Profile, make changes, and then return to the Summary. Any changes you have made will automatically be updated in the Behavior Summary. \*\**

- Remember to first summarize your information within a bundle, Once you have summarized all of your bundles, merge and summarize across all bundles. Please note, any changes you make to titles and summary statements in “Merge” will automatically be captured and transferred back to the bundles
- Follow the instructions to repeat the same process for Factors, Supporting Actor Actions and Strategies



7. Click “Finalize” at any time to see the status of your Summary
8. Once finished, click on “Finalize” to review the full Behavior Summary. Please note, that pencils  are found on the final page so that you can finetune language as needed
9. Click on “Save and Exit” or “Print/Download” as needed



**You will also find “Design and Manage” and “Track and Adapt” on the left-side toolbar. Please use all the remaining tools as needed, following the instructions provided.**