Connect Module 6: Providing Feedback on a Connection

The CEDS Connect tool allows users to provide feedback on Connections. Connections become more robust when there is dialog around them. Discussion about the appropriate elements, requests for clarification, or other feedback help to spur conversation and insight about data reporting. This tutorial will cover how to provide feedback and comments on a shared Connection.

Providing Feedback (Topic 1)

The first topic we will discuss is how to provide feedback on a Connection.

To begin, log in to the CEDS website and access the Connect tool by selecting *Tools>Connect* from the green menu bar at the top of the screen. Then, under the "Use" column click *FIND Existing Connection* to access the particular Connection you wish to explore. For the purposes of this tutorial we will use the sample Connection we created in Module 2 of this tutorial series. For detailed instructions on searching for and viewing shared Connections, view Connect Module 4: Searching for a Connection and Module 5: Using myConnect.

Dialogue in Connect has two parts: Feedback and comments. Feedback is an initial comment and rating in a thread. Comments are responses within a thread. We will first cover how to provide initial feedback on a Connection.

At the bottom of a shared Connection is a section called *Community Feedback*. If any reviews have previously been submitted on this Connection, you will see a graphic showing the rating from the feedback. To provide your own feedback, click on *Provide Feedback*. When the pop-up box appears, select the stars rating you want to provide for this Connection and then enter any text into the text box. Click *Send*. The feedback is then sent to CEDS staff for review. The review is to ensure no offensive language was used in the feedback. Once the feedback is approved, it will appear in the *Community Feedback* section of the Connection.

View Feedback and Adding Comments (Topic 2)

This section will explain how to view feedback and add comments to existing feedback on a Connection.

To view feedback on a Connection, click *See All Feedback*. A pop-up box will appear displaying all feedback and comments for this Connection. After reading the feedback you can click the thumbs up or thumbs down button to show if you found the feedback helpful or not. If you want to add your own reply to the feedback, click *Add Comment*. If other comments have been added, you can click *Toggle Comments* to view or hide the comments. Just like with feedback, comments are reviewed to ensure no offensive language was used.

To go back to the Connection itself, click *OK* at the bottom of the popup box.

This completes Connect Module 6: Providing Feedback on a Connection. You now understand how to comment, rate, and reply to existing feedback on a shared CEDS Connection. For information on the other dynamic capabilities of the Connect Tool, please view the other Connect tutorials available on the CEDS website.