

# Collaborative Tools

How to use Guide

# Welcome

- Hi all – I hope this tutorial helps in learning how to use collaborative tools.
- If you have any questions regarding how to use collaborative tools please call Marcy or Win and we will gladly help you through it.
- I'd like to encourage everyone that sends out any type of group e-mail to use this system.

# How do I find Collaborative tools?

- You can access Collaborative tools via the portal

**University of California**  
Agriculture and Natural Resources ANR Portal

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**Edit Your Directory Info**  
Chloe Sousa  
mjwed2011@yahoo.com  
[Edit Directory Info](#)

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**Portal Tools**  
[Edit Your Portal](#)  
[Log Out of Portal](#)

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**My Links**  
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[Lynda.com Learning Repository](#)

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**Blogs**  
[ANR Blogs](#)  
[Blogroll](#) [View Blogs](#)

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**Collaborative Tools 3.0**  
[San Joaquin County Master Gardeners](#)  
[SJ MG Community Newsletter Group](#)  
**Create New Group | Access System**

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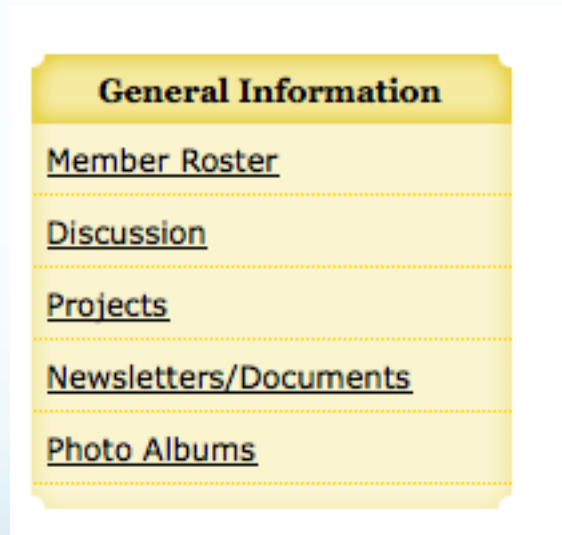
**Master Gardener VMS 2.1**  
[San Joaquin County Master Gardeners](#)

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**Useful Tools**  
[Site Builder 3.0](#)  
[Universal Review System](#)  
[File Vault 2.0](#)  
[Surveys](#)

# How do I find Collaborative tools?

- You can access Collaborative tools via the VMS website under the “General Information Box” by clicking on “Discussion” link



# How do I access Collaborative tools?


- You can also access this site by entering the URL or web address (or bookmarking it)
- <https://ucanr.org/collaborate/>

ANR Collaborative Tools - Collaborative Tools Home Page

https://ucanr.org/collaborate/

Getting Started Latest Headlines USNO Astronomical ... http://www.astrolog... Chinese Zodiac, Chi... Your Chinese Astrol... Apple

gardener VMS 2.0 - Home ANR Collaborative Tools - Coll...

 UNIVERSITY OF CALIFORNIA AGRICULTURE AND NATURAL RESOURCES  
**COLLABORATIVE TOOLS**  
A SIMPLE WAY TO STAY CONNECTED

**HELLO, MARCY HACHMAN**  
[Home](#) | [Profile](#) | [Logout](#) | [Help](#) | [ANR Portal](#)

Group: Main Menu

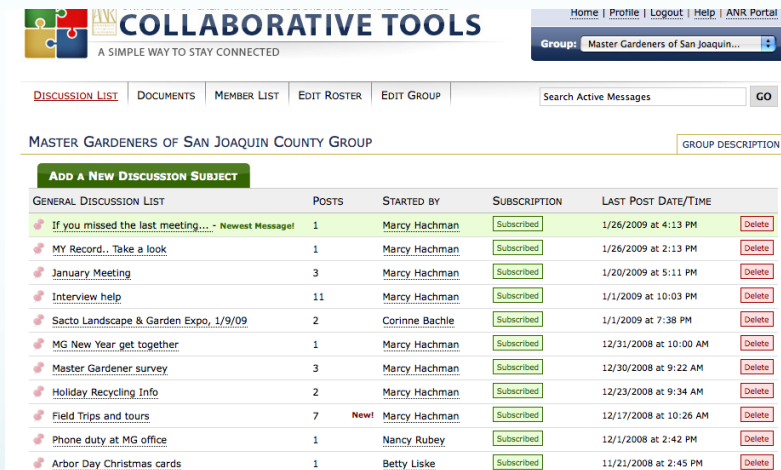
# Once you have accessed the site...

- You can use Collaborative Tools to send a message or idea to the entire group (San Joaquin MGs)
- You can also communicate to just a particular group you belong to (newsletter team)

# How to select group..

You will notice the blue box at the top right of the screen

Drop this box down and pick the group you would like to communicate with



**COLLABORATIVE TOOLS**  
A SIMPLE WAY TO STAY CONNECTED

Home | Profile | Logout | Help | ANR Portal

Group: Master Gardeners of San Joaquin...

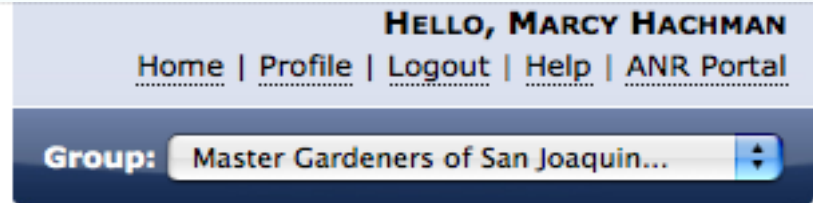
DISCUSSION LIST | DOCUMENTS | MEMBER LIST | EDIT ROSTER | EDIT GROUP

Search Active Messages

MASTER GARDENERS OF SAN JOAQUIN COUNTY GROUP

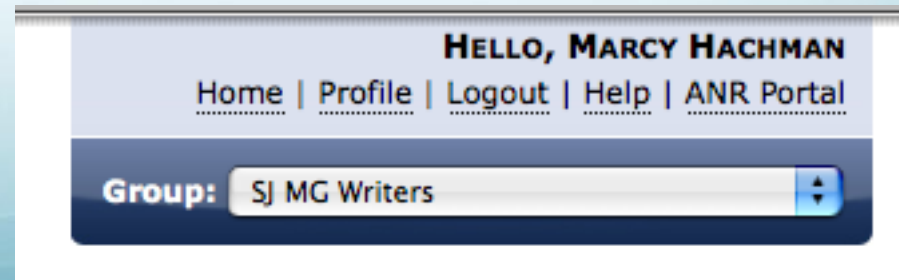
**Add a New Discussion Subject**

GENERAL DISCUSSION LIST	POSTS	STARTED BY	SUBSCRIPTION	LAST POST DATE/TIME	
If you missed the last meeting.... - <b>Newest Message!</b>	1	Marcy Hachman	<input type="button" value="Subscribed"/>	1/26/2009 at 4:13 PM	<input type="button" value="Delete"/>
MY Record... Take a look	1	Marcy Hachman	<input type="button" value="Subscribed"/>	1/26/2009 at 2:13 PM	<input type="button" value="Delete"/>
January Meeting	3	Marcy Hachman	<input type="button" value="Subscribed"/>	1/20/2009 at 5:11 PM	<input type="button" value="Delete"/>
Interview help	11	Marcy Hachman	<input type="button" value="Subscribed"/>	1/1/2009 at 10:03 PM	<input type="button" value="Delete"/>
Sacto Landscape & Garden Expo, 1/9/09	2	Corinne Bachle	<input type="button" value="Subscribed"/>	1/1/2009 at 7:38 PM	<input type="button" value="Delete"/>
MG New Year get together	1	Marcy Hachman	<input type="button" value="Subscribed"/>	12/31/2008 at 10:00 AM	<input type="button" value="Delete"/>
Master Gardener survey	3	Marcy Hachman	<input type="button" value="Subscribed"/>	12/30/2008 at 9:22 AM	<input type="button" value="Delete"/>
Holiday Recycling Info	2	Marcy Hachman	<input type="button" value="Subscribed"/>	12/23/2008 at 9:34 AM	<input type="button" value="Delete"/>
Field Trips and tours	7	<b>New!</b> Marcy Hachman	<input type="button" value="Subscribed"/>	12/17/2008 at 10:26 AM	<input type="button" value="Delete"/>
Phone duty at MG office	1	Nancy Rubey	<input type="button" value="Subscribed"/>	12/1/2008 at 2:42 PM	<input type="button" value="Delete"/>
Arbor Day Christmas cards	1	Betty Liske	<input type="button" value="Subscribed"/>	11/21/2008 at 2:45 PM	<input type="button" value="Delete"/>



**HELLO, MARCY HACHMAN**  
[Home](#) | [Profile](#) | [Logout](#) | [Help](#) | [ANR Portal](#)

Group: Master Gardeners of San Joaquin...



**HELLO, MARCY HACHMAN**  
[Home](#) | [Profile](#) | [Logout](#) | [Help](#) | [ANR Portal](#)

Group: SJ MG Writers

# Once you have selected the group you will see...

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**COLLABORATIVE TOOLS**  
 A SIMPLE WAY TO STAY CONNECTED

HELLO, MARCY HACHMAN  
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Group: Master Gardeners of San Joaquin...

[DISCUSSION LIST](#) | [DOCUMENTS](#) | [MEMBER LIST](#) | [EDIT ROSTER](#) | [EDIT GROUP](#) | Search Active Messages

MASTER GARDENERS OF SAN JOAQUIN COUNTY GROUP

GENERAL DISCUSSION LIST	POSTS	STARTED BY	SUBSCRIPTION	LAST POST DATE/TIME
<a href="#">If you missed the last meeting... - <b>Newest Message!</b></a>	1	<a href="#">Marcy Hachman</a>	<input type="button" value="Subscribed"/>	1/26/2009 at 4:13 PM <input type="button" value="Delete"/>
<a href="#">MY Record.. Take a look</a>	1	<a href="#">Marcy Hachman</a>	<input type="button" value="Subscribed"/>	1/26/2009 at 2:13 PM <input type="button" value="Delete"/>
<a href="#">January Meeting</a>	3	<a href="#">Marcy Hachman</a>	<input type="button" value="Subscribed"/>	1/20/2009 at 5:11 PM <input type="button" value="Delete"/>
<a href="#">Interview help</a>	11	<a href="#">Marcy Hachman</a>	<input type="button" value="Subscribed"/>	1/1/2009 at 10:03 PM <input type="button" value="Delete"/>
<a href="#">Sacto Landscape &amp; Garden Expo, 1/9/09</a>	2	<a href="#">Corinne Bachle</a>	<input type="button" value="Subscribed"/>	1/1/2009 at 7:38 PM <input type="button" value="Delete"/>
<a href="#">MG New Year get together</a>	1	<a href="#">Marcy Hachman</a>	<input type="button" value="Subscribed"/>	12/31/2008 at 10:00 AM <input type="button" value="Delete"/>
<a href="#">Master Gardener survey</a>	3	<a href="#">Marcy Hachman</a>	<input type="button" value="Subscribed"/>	12/30/2008 at 9:22 AM <input type="button" value="Delete"/>
<a href="#">Holiday Recycling Info</a>	2	<a href="#">Marcy Hachman</a>	<input type="button" value="Subscribed"/>	12/23/2008 at 9:34 AM <input type="button" value="Delete"/>
<a href="#">Field Trips and tours</a>	7	<b>New!</b> <a href="#">Marcy Hachman</a>	<input type="button" value="Subscribed"/>	12/17/2008 at 10:26 AM <input type="button" value="Delete"/>
<a href="#">Phone duty at MG office</a>	1	<a href="#">Nancy Rubey</a>	<input type="button" value="Subscribed"/>	12/1/2008 at 2:42 PM <input type="button" value="Delete"/>
<a href="#">Arbor Day Christmas cards</a>	1	<a href="#">Betty Liske</a>	<input type="button" value="Subscribed"/>	11/21/2008 at 2:45 PM <input type="button" value="Delete"/>
<a href="#">garden saves home in Santa Barbara Fire</a>	1	<b>New!</b> <a href="#">Harry Osell</a>	<input type="button" value="Subscribed"/>	11/19/2008 at 10:24 AM <input type="button" value="Delete"/>
<a href="#">MG office trade</a>	2	<b>New!</b> <a href="#">Betty Liske</a>	<input type="button" value="Subscribed"/>	10/2/2008 at 9:36 PM <input type="button" value="Delete"/>
<a href="#">Growing Our Food Event</a>	1	<b>New!</b> <a href="#">Betty Liske</a>	<input type="button" value="Subscribed"/>	9/16/2008 at 11:24 AM <input type="button" value="Delete"/>
<a href="#">Phone duty</a>	1	<b>New!</b> <a href="#">Nancy Rubey</a>	<input type="button" value="Subscribed"/>	9/16/2008 at 10:54 AM <input type="button" value="Delete"/>
<a href="#">Phone duty for Wed Oct 8</a>	1	<b>New!</b> <a href="#">Nancy Rubey</a>	<input type="button" value="Subscribed"/>	9/13/2008 at 8:09 AM <input type="button" value="Delete"/>

# Now you have 2 options

- You can either start a new discussion topic
- OR
- You can add to a discussion topic

# Starting a new discussion topic

- This is good to use if you have a new topic or question that you would like to present. Everyone will receive a message that you have posted a new topic and can post feedback on this discussion board

# Starting a new topic

## ADD A NEW DISCUSSION SUBJECT

### MASTER GARDENERS OF SAN JOAQUIN COUNTY GROUP

#### ADD A NEW DISCUSSION SUBJECT

GENERAL DISCUSSION LIST

POSTS



[If you missed the last meeting... - Newest Message!](#)

1

# Starting a new topic..

- On the main page you will want to click on “Start a new discussion subject” as shown in the prior pictures
- You will then see the following screen

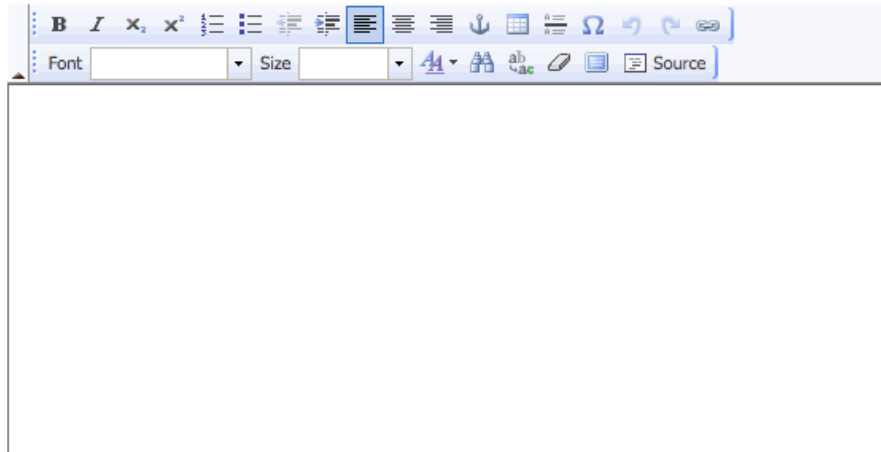
# Starting a new topic
















CREATE NEW DISCUSSION SUBJECT - SJ MG WRITERS

**YOU ARE STARTING A NEW SUBJECT, PLEASE MAKE THE TITLE AS DESCRIPTIVE AS POSSIBLE.**

**SUBJECT: (REQUIRED)**

**MESSAGE: (REQUIRED)**



Font  Size                

**NEW FILE NAME**

**FIND NEW FILE**

**FILES ATTACHED**

No files attached to this message

# Fill in the fields with the information it asks for

**YOU ARE STARTING A NEW SUBJECT, PLEASE MAKE THE TITLE AS DESCRIPTIVE AS POSSIBLE.**

**SUBJECT: (REQUIRED)**

Article for Tracy Press 1-26-09

**MESSAGE: (REQUIRED)**



Hi guys

Heres an article for the Tracy Press. Take a look at it and let me know what you think.. Im open to any ideas and suggestions.

# Adding a file

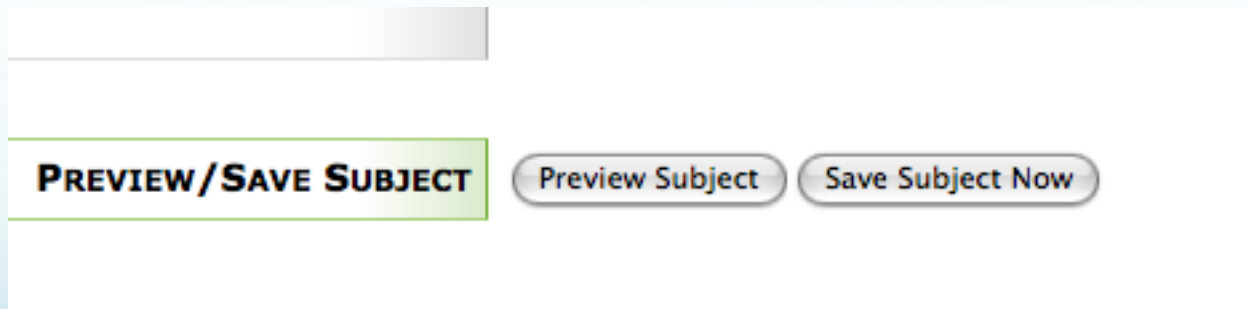
- Fill in the file name or what you want the name of the document to appear as.. It does not have to be what you titled it on your computer
- Click Browse and find the file on your computer. You will need to know where it was saved in order to find it
  - Did you save it to your desktop or your documents folder??
- Once you have selected a file, click “Save file” It will take a moment to load the application.. Patience 😊

If you would like to attach a document with your topic..  
Adding a file (document or a picture)

<b>NEW FILE NAME</b>	Article for tracy 1-26-09
<b>FIND NEW FILE</b>	<input type="text" value="/Users/Marcy2/Desktop/ba"/> <input type="button" value="Browse..."/> <input type="button" value="Save File"/>
<b>FILES ATTACHED</b>	No files attached to this message

# Previewing message

- Once you have filled in all the fields you can preview your message to see what it will look like or you can click Save Subject Now



# Adding to a discussion in CT

- Did you receive an e-mail with a message that one of your fellow MGs posted?
- Do not click reply or reply to all in your e-mail. The rest of the group will not get your message and it will not be posted to collaborative tools
- Instead click on the blue link at the bottom of the message in the rectangle box and reply back in collaborative tools

# Message in your Email

**School and comm - school garden training June 7th! -school garden training June 7th!**

cjuran1@comcast.net

Sent: Thu 5/30/2013 7:26 PM

To: Marceline D Sousa

**From:** Curtis Juran  
**Group:** School and community gardens  
**Subject:** school garden training June 7th!  
**Title:** school garden training June 7th!

**Message Text:**

OK Marcy, sign me up.

Gonna have to change some stuff but this is important to me.

Is the class the same as the mailing address, 3800 Comucopia Way, Ste A?

Curt Juran

Please respond to message in the **Collaborative Tools** system. Responding to this email will not send your message to the other members of the group.

Read message in the **Collaborative Tools** System:

<https://ucanr.edu/collaborate/msgreader.cfm?threadnum=35954&cluster=9030>

- OR -

Respond to message in the **Collaborative Tools** System:

<https://ucanr.edu/collaborate/makemsgform.cfm?threadnum=35954&cluster=9030>


# To add to a discussion

- When you click on the collaborative tools link in your e-mail you will be directed to the specific topic or discussion.
- Click add to this discussion to add your comments

SCHOOL AND COMMUNITY GARDENS DISCUSSION

**ADD TO THIS DISCUSSION**

MARCY SOUSA (HACHMAN) CURT AND CANDY ADDED 6/1/2013 AT 2:18 PM [Delete](#)



Hi Curt and Candy

I will add you to the list and when I call on Monday I'll make sure I get all the details. It will be at the address listed on the flyer. I'll keep you posted :-)

For the rest of you please let me know over this weekend if you are interested in attending so I can call Monday morning to add our group.


Thanks!

Marcy

CANDY SIMBALENKO SCHOOL GARDENING 5/31/2013 AT 4:47 PM [Delete](#)


Yes, I will be able to attend. What is the time and place? I will be there.

ANITA A HERMAN TAKE GOOD NOTES! 5/30/2013 AT 7:56 PM [Delete](#)



I am sorry I have to miss this but hope a class will be offered in another location close to us. Please take great notes because I am excited about this project group.

CURTIS JURAN SCHOOL GARDEN TRAINING JUNE 7TH! 5/30/2013 AT 7:26 PM [Delete](#)



OK Marcy, sign me up.

Gonna have to change some stuff but this is important to me.

Is the class the same as the mailing address, 3800 Cornucopia Way, Ste A?

Curt Juran

# Add to discussion

- Click add to discussion in the green box to the left

SCHOOL AND COMMUNITY GARDENS DISCUSSION

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**ADD TO THIS DISCUSSION**

# Adding to a Discussion

- You will see a box prompting you to fill in fields

The screenshot shows a web application interface for adding a message to a discussion. At the top, there is a logo for the University of California Agriculture and Natural Resources Collaborative Tools, with the tagline "A SIMPLE WAY TO STAY CONNECTED". To the right of the logo, there is a user profile for "HELLO, MARCY SOUSA (HACHMAN)" with links for "Home", "Profile", "Logout", and "Help | ANR Portal". Below the logo, there is a navigation menu with options: "DISCUSSIONS", "DOCUMENTS", "CALENDAR", "TASKS", "MEMBERS", "EDIT ROSTER", and "EDIT GROUP". The current group is "School and community gardens".

The main content area is titled "ADD NEW MESSAGE TO DISCUSSION - SCHOOL AND COMMUNITY GARDENS". It contains a form with the following fields and options:

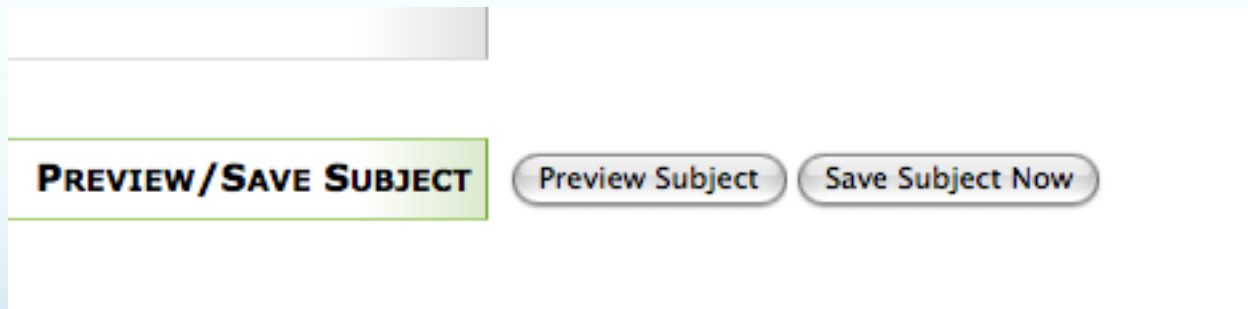
- MESSAGE TITLE: (REQUIRED)**: A text input field.
- MESSAGE: (REQUIRED)**: A rich text editor with a toolbar containing options for bold (B), italic (I), underline (x), strikethrough (x<sup>3</sup>), bulleted list, numbered list, link, unlink, insert image, insert video, insert audio, insert link, and HTML. Below the toolbar is a large text area for the message content.
- NEW FILE NAME**: A text input field.
- FIND NEW FILE**: A text input field with "Browse..." and "Save File" buttons.
- FILES ATTACHED**: A section showing "No files attached to this message".
- PREVIEW/SAVE MESSAGE**: A section with "Preview Message" and "Add Message Now" buttons.

Below the form, there is a section titled "PREVIOUS MESSAGES". The first message is from "MARCY SOUSA (HACHMAN)" with the subject "CURT AND CANDY ADDED" and the date "6/1/2013 AT 2:18 PM". The message content is:

Hi Curt and Candy  
I will add you to the list and when I call on Monday I'll make sure I get all the details. It will be at the address listed on the flyer. I'll keep you posted :-)

# Previewing message

- Once you have filled in all the fields you can preview your message to see what it will look like or you can click Save Subject Now



# Who gets notified??

- When you post a new discussion or add to a discussion in Collaborative tools the system notifies everyone that is a part of that group letting them know something new has been posted.
- The San Joaquin County Master Gardeners Collaborative tools includes everyone in all the classes.
- If you are part of a specific topic group only those members in that topic group will be notified (Not the entire MG group)

# When to use CT

- If your answer (or question) is something that the entire group would benefit from then use CT to reply and add to the discussion.
- Marcy: Please take a look at the attached flyer and give me your feedback so we can send it to print.
  - MG#1: Looks great
  - MG#2: Needs a period after Ave
  - MG#3: Can we make the font a different color?

LINDA J DRIVER

FLYER COMMENTS

7/2/2011 AT 9:43 AM

Delete



Needs period after E on E. Earhart Avenue.

If possible I think it would be better if the ten topics **were** what is in the circle instead of the stuff that is currently there. The prominence of the circle draws attention to it and a reader will assume that what is there is what the flyer is about. The screened words could stay as background, the white lettering should be the ten topics.

SHEILA BEAUCHAMP

WORKSHOP FLYER

7/2/2011 AT 9:12 AM

Delete

Marcie,

To add to Steve's comments about the content of the workshop maybe the titles could be added in the circle instead of the other contents of the circle. Just an idea; otherwise all is good.

Sheila

STEVE M SANGUINETTI

SUSTAINABLE LANDSCAPE FLYER

7/2/2011 AT 8:54 AM

Delete

Very nicely done. That certainly should get peoples attention. I think we should include the ten subjects to be focused upon in the flyer, perhaps on the back.  
Steve

MARCY SOUSA (HACHMAN)

CONFERENCE FLYER - WHAT DO YOU THINK?

7/2/2011 AT 8:23 AM

Delete



Hi all


Here is a first draft of a conference flyer.. what do you think? Please give me your feedback ASAP so if were going to make any changes we can do it this week and I can have them printed and ready to go

Way to go Sharon.. she has lined up 200 go green San Joaquin bags donated to us from Mayaco! Great Job!

Have a great weekend everyone!!

Marcy

**Attached Files**

 [smart gardening](#)

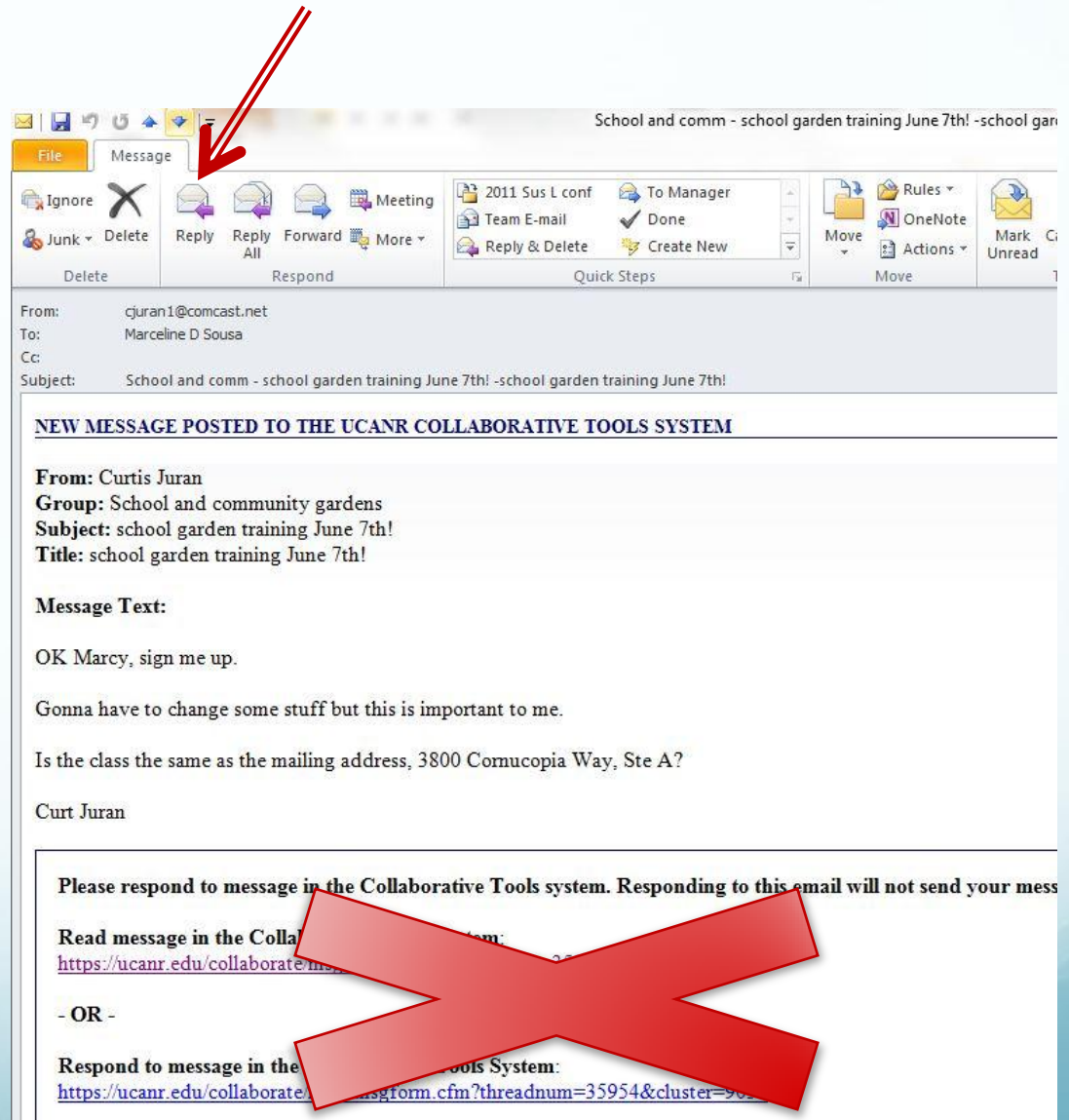
# When not to use CT

- Chatty conversations with a fellow MG
  - MG# 1: I like growing orchids
  - MG #2: So do I! What kind do you have
  - MG #1: I have no idea!
- I specifically ask for replies to be directed back to my work email or a phone call.
  - If you are interested in volunteering, please replay back to me ([mdhachman@ucdavis.edu](mailto:mdhachman@ucdavis.edu) or call my cell 423-2336)
- You have a specific question to me
  - What color shirt did you ask me to wear again?

# When not to use CT

- Marcy: Just a reminder that the next MG meeting will be next June 19<sup>th</sup> at 6 pm. Please sign up on the VMS calendar if you are coming.
  - MG#1: I cant be there
  - MG #2: Ill be late
  - MG#3: I will be there and Im bringing MG #4

- If you want to reply back to the original sender do not click on the blue link in your email but hit “reply” and the email will go directly to the person that initiated the conversation.
- Marcy will reply to Curt



- Thanks and Good Luck!