



# Tech Talk ANR Collaborative Tools

presented by Ralph Thompson, UCCE Master Gardener  
UCCE Master Gardener Program of Riverside County



UNIVERSITY OF CALIFORNIA  
Agriculture and Natural Resources | UC Master Gardener Program

Growing Master Gardeners Initiative – 2022-23 Program Year

Slide 1

## Collaborative Tools and Discussion Groups

- ❖ Collaborative Tools is a UC ANR Communication Services project allowing group members to easily share messages and documents online
- ❖ A “discussion group” is similar to a blog, chat room, or social media group
- ❖ Each Discussion Group is a closed system that only group members can see
- ❖ Group members can see and comment on all posts – there is no private messaging
  - All group members can start a topic and everyone can comment on it
  
- ❖ CTS3 has limited support for Group documents, calendar, and tasks
  - Document file cabinet is more mature
  - Calendar & Tasks are less so



UNIVERSITY OF CALIFORNIA  
Agriculture and Natural Resources | UC Master Gardener Program

Growing Master Gardeners Initiative – 2022-23 Program Year

2

# Accessing Collaborative Tools...

The screenshot shows the ANR Portal interface. On the right side, the 'Collaborative Tools 3.0' menu is highlighted with a red box. Below it, the 'UC Master Gardener Program VMS' link is also highlighted with a red box. A blue arrow points from the 'UC Master Gardener Program VMS' link towards the center of the page.

**Collaborative Tools 3.0**

- 2021-22 Desert Helpline Training Communications Project
- Desert Advisory Board (DAB)
- Desert Helpline
- Home Gardening Class - Desert Membership Initiative
- MG Orchard Team & Alternatives to Citrus Project
- Riverside County
- Speakers Bureau - Riverside
- Create New Group | Access System**

**UC Master Gardener Program VMS**

- Riverside County
- VMS4\_SandboxVMS\_dev VMS
- VMS4\_CaliforniaCN\_dev VMS
- VMS4\_CaliforniaMFP\_dev VMS
- VMS4\_CaliforniaMG\_dev VMS

# Accessing Collaborative Tools...

The screenshot is similar to the one above, but with a yellow callout box overlaid on the 'Collaborative Tools 3.0' menu. The callout box contains the text: 'Click "Create New Group | Access System" to view list of your groups and all groups'. A red arrow points from the callout box to the 'Create New Group | Access System' link.

**Collaborative Tools 3.0**

- 2021-22 Desert Helpline Training Communications Project
- Desert Advisory Board (DAB)
- Desert Helpline
- Home Gardening Class - Desert Membership Initiative
- MG Orchard Team & Alternatives to Citrus Project
- Riverside County
- Speakers Bureau - Riverside
- Create New Group | Access System**

# Group List . . .

**ANR Collaborative Tools** Ralph Thompson

**Welcome**

Collaborative Tools is ANR's source for communicating information, staying in touch with workgroups and keeping current with ongoing projects. If you are new to Collaborative tools, here's some steps to get you started. For more detailed information on how to use Collaborative Tools, visit the Help page.

**Collaborative Tools Groups**

Your Groups ( <a href="#">View Other Groups</a> )	Description
2021-22 Desert HelpLine Training	Training site for 2021-22 Desert Help Line project. Instructors will post ten+ "requests for assistance". Students must choose and satisfactorily respond to four "requests for assistance". Once their four responses have been accepted, students may record 4 volunteer hours.
Communications Project	A central location for all Public Relations, Social Media, Marketing, Newsletter, Photojournalist and Web Site news for UCCE Master Gardener Program of Riverside County.
Desert Helpline	This discussion group is used to store and distribute MG statistical information and monthly narrative reports to members of the DAB
Desert Helpline	This group is used to store all the Desert Helpline queries and responses. It also contains documents that assist the HL Responders in providing research based information to our clients. This is LIVE data
Home Gardening Class - Desert	



# Collaborative Tool Group – Heading Bar

**ANR Collaborative Tools** Ralph Thompson

**MG Orchard Team & Alternatives to Citrus Project**

Discussion List

Discussions Documents Calendar Tasks Members

Group Name

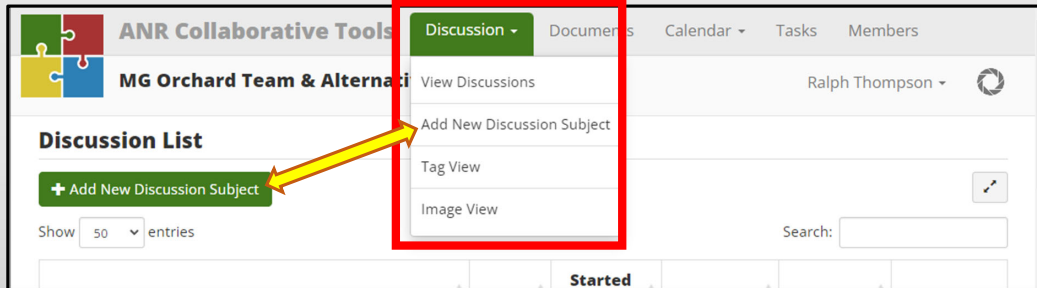
Your Name

Back to ANR Portal

**\*Admin menu will show if you are Group Administrator**



# Discussion - Menu



# Adding a NEW Topic

**You cannot edit a topic once posted.**

**If lengthy, consider composing content elsewhere (e-mail, Word, etc) and pasting**

**Category choices are 'defined', Tags are free-form**

**\* Must press Enter key for a Tag to be recorded**

**\*Category field only appears if Admin has added at least one**

**Alert box** (You are starting a new discussion subject. Please make the title as descriptive as possible)

**Enter your subject** (Subject (Required) field)

**Enter your message** (Message (Required) field)

**Category\*** (Select Category dropdown)

**Tags – useful if consistent** (Tags field)

**Attach Files if needed** (Attach/Edit Files button)

**Click to preview** (Preview Subject button)

**Click to Post** (Save Subject Now button)



# Discussion - List

ANR Collaborative Tools Discussion Documents Calendar Tasks Members

MG Orchard Team & Alternatives to Citrus Project Ralph Thompson

### Discussion List

+ Add New Discussion Subject

Show 50 entries Search:

Discussion Subjects	Posts	Started By	Subscribe	Category	Last Post
April 1st Pruning Instruction is ON. We could use a few%	2	Herb Machleder	Unsubscribe	General	March 25, 2023
VO Need small group of Orchard Team Members for Saturday	1	Herb Machleder	Subscribe	General	March 24, 2023
ISHIHARA CITRUS SOCIETY 02/18/2023	1	Herb Machleder	Subscribe	General	February 12, 2023
seeking arborist referral for SFV	1	Joan Borgman	Subscribe	General	February 12, 2023
seeking arborist referral for SFV	1	Joan Borgman	Subscribe	General	February 12, 2023
Final Pruning Workshop for this Season Ischihara Citrus Orchard	4	Herb Machleder	Subscribe	General	February 10, 2023

Topic Title, # of Posts on a Topic, Topic Category, Latest Topic Update, Subscribe Button

# Discussion – Tag View

ANR Collaborative Tools Discussion Documents Calendar Tasks Members

MG Orchard Team & Alternatives to Citrus Project Ralph Thompson

### Tags

Sort by: **Alphabetically**, Popularity

0 (102)

# Discussion – Image View

ANR Collaborative Tools Discussion Documents Calendar Tasks Members

MG Orchard Team & Alternatives to Citrus Project Ralph Thompson

Image Grid View

View Discussion Documents

Clicking an Image displays the Topic

First Previous 1 Next Last

WEBINAR  
Experts Talk:  
Citrus Psyllid

Presenter: Elizabeth Grafton-Cardwell  
Date: December 5, 2019 from 3 to 4:30 pm

- Asian citrus psyllid (ACP) as a vector of Huanglongbing (HLB)
- Symptoms and distribution of Huanglongbing
- Monitoring methods for Asian citrus psyllid and Huanglongbing and what to do if you think you have them
- How weather and fruit affect Asian citrus psyllid populations
- What are the scientists doing about Huanglongbing?
- What should you as a homeowner be doing if you are in an infested area?

Register for the webinar at <http://bit.ly/webinarACP>

the soil until it is loose. If hardpan exists, break through the layer using an awl or digging bar to

626 GOLDEN STREETS  
UNIVERSITY AND HEALTH  
SAN JOSE • 950-261-2019

# Discussion Topic

ANR Collaborative Tools Discussion Documents Calendar Tasks Members

MG Orchard Team & Alternatives to Citrus Project Ralph Thompson

Back Add to Discussion

Click to Respond

Several more instructors would be helpful March 25, 2023 at 3:33 PM

April 1st MG Training Class

Herb Machleder

April 1st Pruning Instruction is ON. We could use a few%2 March 25, 2023 at 3:29 PM

Thanks guys:  
Looks like we have an excellent core team forming for the April 1st MG Training Course.  
After my survey this morning it seems best that this be a Demonstration of Fruit Tree Pruning, rather than having the Students actually doing any individual work.  
There are about a dozen or so Fruit trees dispersed around the site, and in the

# Responding to a Topic

**You cannot edit a topic once posted.**  
**If lengthy, consider composing content elsewhere (e-mail, Word, etc)**

Enter your title here

Enter your response here

Tags – useful if consistent

Attach Files if needed

Click to review your response

Click to Post your response

# Documents - Documents

**Document Manager**

You can add documents into different groups, or use the file version system which tracks a single file through edits from your group.

- Start New Document Group
- Upload Batch of Files to Document Group
- Start New File Version Group
- View files from discussions

**Document Groups - A to Z**

Group Name	Uploaded	Uploader	Group Functions
<b>Academic, industry, and mainstream articles about ACP-HLB</b>			Create Zip Edit Group + Add Document
California Agricultural Journal	3/20/2019	Sara Harris	Document Info...
<b>Alternatives to Citrus: Tree Care, Tree Removal, Tree Replacement</b>			Create Zip Edit Group + Add Document
Fundamentals of Tree Pruning	3/22/2019	Sara Harris	
LA Schools Fruit Tree Matrix	3/20/2019	Sara Harris	
Planting and Care of Young Trees	3/20/2019	Sara Harris	

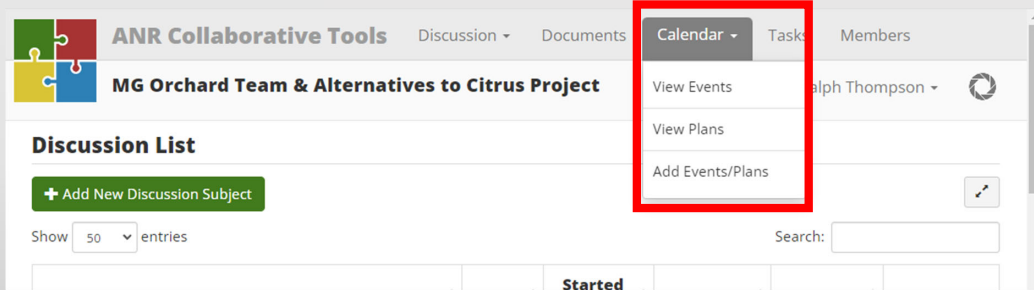
Document Function Links

Document Groups

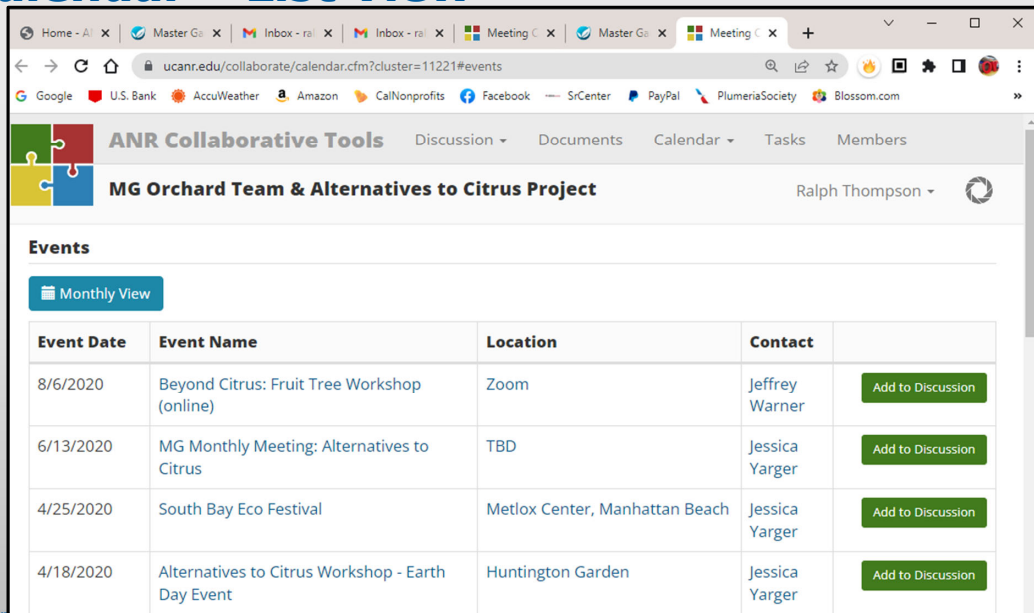
Document Info...

Group Functions

# Calendar - Calendar Menu



# Calendar – List View





# Calendar – Month View

**Calendar Events**

March 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7 <ul style="list-style-type: none"> <li>8:30 AM - 1:30 PM 2020 Arbor Day Celebration</li> </ul>
8	9	10	11	12	13	14 <ul style="list-style-type: none"> <li>9:00 AM - 3:00 PM Los Angeles Environmental Education Fair</li> <li>10:30 AM - 12:00 PM Workshop: Asian Citrus Psyllid/Huanglongbing</li> </ul>
15	16	17	18	19	20	21



# eMail Generated by Discussion Group

HelpLine Training - Q4: Dinner - SCOUT

Ralph Thompson <no-reply@ucanr.edu>

Subject Line

2:06 PM (17 minutes ago)

Who Posted

**NEW MESSAGE POSTED TO THE UCANR COLLABORATIVE TOOLS SYSTEM**

From: Ralph Thompson  
 Group: D20 HelpLine Training  
 Subject: Q4: Dinner  
 Title: SCOUT

What & Who posted

**An email is sent to every member of the group when a subject is started and each time a message is posted**

Message Text:  
 Steak and potatoes

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/posts\\_reader.cfm?threadnum=94837&cluster=11148](https://ucanr.edu/collaborate/posts_reader.cfm?threadnum=94837&cluster=11148) Opens the Topic page

- OR -

Respond to message in the Collaborative Tools System:  
[https://ucanr.edu/collaborate/posts\\_edit.cfm?threadnum=94837&cluster=11148](https://ucanr.edu/collaborate/posts_edit.cfm?threadnum=94837&cluster=11148) Opens the Response page



## Thoughts . . .

- ❖ Group members can see and comment on all posts – remember there is no private messaging
  - All group members can start a topic and everyone can comment on it
- ❖ Collaborative Tools works well when sharing static documents, not really effective for group development
- ❖ I've found Tags to be unreliable
  
- ❖ CTS3 has limited support for Group documents, calendar, and tasks
  - **Document** file cabinet is more mature
  - **Calendar** is very rudimentary
  - **Tasks** could be effective for a structured defined task



## Any topic suggestions for Tech Talk?

*Ralph Thompson*  
*ralph.catcity@gmail.com*

