

Collaborative Tools

Create your own discussion groups in a secure environment with UC and non-UC colleagues.



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Purpose of the Collaborative Tools system

- Allow users to easily stay connected with each other and create discussion groups.
- Provide a completely secure environment that can be accessed by both ANR and non-ANR personnel.
- Help group members stay apprised of project updates via a file version manager.
- Serve as a repository for previous discussions so they may be searched and referenced at a later time.

Signing into the Collaborative Tools system

Before any discussion groups can be created or used, you must sign into the system. Two primary methods for gaining access to Collaborative Tools exist:

- **Through the ANR Portal**

The easiest way for ANR Personnel to access Collaborative Tools is through the ANR Portal. Logging into the ANR Portal gives you one-click access to the various systems in use by the division. To log into Collaborative Tools through the Portal, simply sign into the Portal, find the discussion group you wish to use and the link to it under the Collaborative Tools heading.



If you have never used Collaborative Tools, and you wish to create a discussion group, you will find a Collaborative Tools link in the section of your portal called "Unused Systems". This link will take you into the system where you can create or join a discussion group.

- **Through the Collaborative Tools Sign-in Page**

You must sign-in or create a new account to use Collaborative Tools. Please enter your email address to begin.

If you do not have access to the ANR Portal, you can also access the Collaborative Tools system by going to the sign-in page at <http://collaborate.ucanr.org/>. On this page, you can also create a new discussion group by clicking "Create a new group" at the top left of the page, or you can access any of your groups from the list shown on the page.

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<http://collaborate.ucanr.org/helpmenu.cfm>

The logo for Collaborative Tools Help, featuring a stylized green 'CT' with a yellow pencil tip pointing to the right, followed by the text 'Collaborative TOOLS HELP' in purple and yellow.

Help Menu
Click a Main Menu Item to Reveal Sub-menu Items
Help Home Page
Signing In and Your Profile
Navigating Collaborative Tools
Creating and Managing Groups
Starting, Joining and Managing Discussions
File Manager
More Questions?

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