

Collaboration 101

Leveraging Web 2.0 tools for easy collaboration!

1. Google Tools
 - a. Docs
 - b. Calendar
 - c. Groups
2. Dropbox- file sharing
3. Wiki's- build content together
4. Webinar/Web conference tools
5. Brainstorming tools



Web 2.0 tools can be utilized for several reasons and purposes, such as:

- Social networks
- Web based applications
- Blogs
- Wikis-content creation
- Content managers
- Communication tools

Today, we will focus on collaboration tools.

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Google tools for collaboration



Google offers several tools for web-based collaboration.

<http://www.google.com/options/>

Google Docs

Create, share and collaborate online (documents, presentations, and spreadsheets)

- Web based/ access from anywhere
- You work within the google doc environment which is similar to common word processing programs.
- You can download/save as a Word doc, pdf, rtf, or html
- Easy to use / keeps the group organized
- *note: not for real-time collaboration

Google Calendar

Share a common calendar to keep track of events, meetings, training opportunities, etc.

Google Groups

Use google groups to set up list serves, discussions,

May be accessed via Android or iphone too.



- Dropbox is a **FREE**, web based folder system, where you can access and share your files anywhere*!
- It is like having a web based H drive where you can set up folders to share with anyone you wish to. You can keep some folders personal; share only what you want to share.
- Use Dropbox when you are collaborating on a written paper or presentation. No more emailing multiple versions of files back and forth and getting confused.
- Do you have a big file or a large group of files you need to share with someone at a distance? Make a dropbox folder and share it with them!
- Dropbox is accessible even on a mobile device!
- Dropbox is compatible on both Mac and PC!

Getting Started

1. <https://www.dropbox.com/help> If you go to the main site and then under the HELP tab, you can take a tour of the features of Dropbox and review frequently asked questions.
2. Register a free account and then install Dropbox.
3. Make a folder, put stuff in it, share it

Unlike other programs, Dropbox doesn't have a complicated interface to learn. It's built right into your desktop! Here's how to get started:

Step 1: Drag and drop any file or folder into your Dropbox folder.

Step 2: Once your file/folder is inside your Dropbox folder, the program immediately starts syncing it to our secure servers. Once this has finished, the file's icon is marked with a green check. Your file is now safely backed up online and also accessible from the Dropbox website. (<http://www.getdropbox.com>)

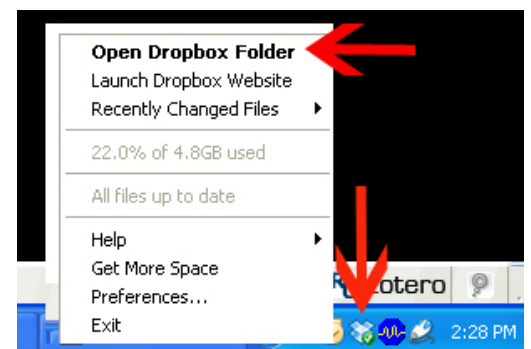
Step 3: Install Dropbox (<http://www.getdropbox.com/install>) on other computers you use, and they'll also receive a copy of the files you've put in your Dropbox.

That's it!

Now that Dropbox is watching your file, any changes you make will sync up instantly and automatically. This gives you the freedom to work on any computer you choose. For more help adding files to Dropbox, see here: <https://www.getdropbox.com/help/90>

Happy Dropboxing!

**As long as you have access to an internet connection you may access your Dropbox.*



Wiki's

Basically a wiki is a web based site that you can build collaboratively and use for a variety of purposes. You can share with the public or keep in within a closed group. Most wiki's offer features such as discussion, creation of (web) pages, share photos and videos.

Watch this video: Wiki's in plain English by Common Craft show
<http://tinyurl.com/3crhcd6>

Probably the most famous wiki that you may have visited once or twice: Wikipedia
(<http://en.wikipedia.org/wiki/Wikipedia:About>)

- Create a wiki on any topic; organize it like a book
- Create a collaborative FAQ (collective knowledge of a group)
- A rich resource on a topic for the public
- Use it as a one stop shop for a project. Build content and organize it-collaboratively

Wiki's are *free*, web 2.0 tools. (note: Some may have advertising with it)
I recommend (in no particular order):

- Zoho wiki <https://www.zoho.com/wiki/>
- Wikispaces: <http://www.wikispaces.com>
- Wetpaint wiki: <http://create.wetpaint.com/wiki>

Get started by registering and creating your free account. Decide what your topic is, and then invite people to join and help build it.

As Nike reminds us: Just do it!



Here is an example of a wiki I made on the topic of accessibility
<http://accessability101.wetpaint.com/>

Adobe Connect

Adobe Connect is not free, but can be a great tool to use for web conferencing. It is completely web-based. If **one** person from the group has it (possibly Lauren- through Regis) then you are all set. You can share a Connect room and use it over and over.

Connect would allow you all to meet 'virtually' in real time. You may utilize webcam but that is not required. You may utilize a microphone, but everyone doesn't have to have one. There is a chat box for communication. Connect allows you to share your desktop with your participants to the possibilities are endless. Share a presentation, look at a document or website together, or demonstrate a program. You can record live sessions for archival so others may access it. It will host and generate a URL for the archives.

Wiggio








<http://wiggio.com/>

Wiggio may be an alternative to Connect but it is a little different. It is free and web based and offers more features for your group.

With Wiggio you can create a group and then have a shared calendar, virtual meeting space (including conference call and chatroom), discussions, messages (via voice, email or text message), create to-do lists, share files, and create polls.

Wiggio is the **easiest** way to communicate and work in groups.

What? | Why? | Who? | How?

-  create a private list-serv and web address for your group
-  host web meetings, conference calls, and chatrooms
-  manage events with a shared calendar
-  upload, create, and manage files in a shared folder
-  create to-do lists and assign tasks
-  send email, text and voice messages
-  poll your group in real time

Brainstorming tools

You might want to brainstorm together *virtually*, using one of these tools. Perhaps you might want to make your first brainstorming practice session to identify your needs and goals as a group to point you in the right direction for utilizing Web 2.0 tools.

The following are **Free, web based** tools where you can build mind maps or brainstorming charts.

Bubbl.us - <https://bubbl.us/>

Mindmeister- <http://www.mindmeister.com/>

Edistorm- (Just like boardroom post-it notes) <http://www.edistorm.com/>



Other resources

Find Web 2.0 tools quickly and easily at GO2WEB20
<http://www.go2web20.net>



<http://www.delicious.com/niksmarks>

The social media, conversation wheel

<http://tinyurl.com/5dw4wg>

