

## **Collaboratory Quick Reference Guide**

### **Getting into the Collaboratory**

1. Go to [www.collaboratory.nunet.net](http://www.collaboratory.nunet.net).
2. Enter username and password into text fields.
3. Click login button.

### **Getting to a Project**

1. Login to the Collaboratory.
2. Click green project button at top of home page.
3. Click the link for the desired project in which you desire.

### **ePortfolio**

1. Click 'e' button on left toolbar.
2. Select a binder in the ePortfolio from the drop down menu at top right.
3. In binder, choose folder you would like to work in by clicking the folder icon \or folder name link

### **Creating a New Document**

1. Once in a folder in the ePortfolio 'My Documents' tab will be the default.
2. Click the blue 'new document' button on the top right to create a new document.
3. A new window will open.
4. Highlight and delete 'New Publication' and type the document title in the text box.
5. To choose a different template than the default, click the template icon.
6. Click template you desire to work with.
7. To choose a different background color than the default, click the color icon.
8. Click the icon color you desire.
9. Click save button.

### **Inserting an Image in the ePortfolio**

1. Click the button 'click here to insert image.'
2. Type media caption in text box.
3. If media has already been uploaded in the Collaboraotry, click link to media button, if not skip to #6 and get media from the Internet or from 'My Pictures.'
4. Choose folder in which the media you desire is located.

5. To select media click on the desired thumbnail image.
6. If getting the media from the Internet, find the desired media.
7. Right click mouse and 'save picture as' to 'My Pictures.'
8. Make sure to title the image appropriately when save window opens and click save.
9. If media is in 'My Pictures' click 'upload media button'
10. Click browse button to browse the computer for the desired image.
11. Go to 'My Documents' folder and then 'My Pictures' folder.
12. Double click on the desired media.
13. Click upload media button.
14. Title picture.
15. Select folder by using drop down box and add 'additional info' to text box.
16. Click save.
17. Type media caption in text box.
18. You may choose to resize image or use the thumbnail image by selecting the check box.
19. Click save.

### **Creating a New Document Version**

1. To add text click icon 'click here to insert text' button.
2. Delete 'new text here!!!' and begin typing in text box.
3. If you are copying and pasting text into text box: right click on text box and paste your copied text.
4. Click save.
5. To edit text, click pencil button.

### **To Share a Document**

1. Click 'change status' button.
2. Choose whether you would like o share by clicking the radial button.
3. Click save.

### **To Preview Your Document**

1. Click 'preview button' to see what others will see.

### **To Create a Poll**

1. Click 'poll' button.
2. Title the question set.
3. From the drop down box menu, choose the answer for the question or click select rating question to change the question type.
4. To have other people see the poll click the 'active' check box.
5. Click 'save question' button when finished creating poll.
6. Click 'preview' to view the poll results.

### **To View Feedback on Your Document**

1. Go to folder in which your document is located.
2. At right side of document title click the post-it note to check feedback, if the button has a red background there is feedback that has not yet been viewed.
3. Click post-it note to view feedback. (You can see feedback that you have already viewed as well).
4. Click the post-it note once the new window opens to view the comment.
5. Click on the link of the mentor to send an email based on the feedback given.
6. Take out a sheet of paper to write down the feedback.
7. Use your notes as a checklist to make your next draft using the feedback.

### **Creating a New Version**

1. In folder click on the document title.
2. Click on pencil next to text.
3. Highlight text to be copied.
4. Right click and select copy.
5. Close the top open window.
6. Click 'new document' button.
7. Delete 'new publication' in text box and title document and add 2.0 or the next version number to the end of the title.
8. Continuing working as if creating a new document.
9. Make sure to add an images, sounds, or polls to the new document.

### **To Read and Give Discussion to Someone Else's Document**

1. Go to folder where document is located.
2. Click 'shared documents' tab.
3. If person has shared their document in that particular folder click the title.
4. Read document.
5. Click 'discussion' button.
6. Click 'new topic' button or reply to someone else's discussion posting.
7. Enter topic in text box.
8. Enter your discussion feedback into message text box.
9. Make sure to be very specific and give constructive feedback.
10. Check box if you would like to make your feedback viewable only to the author of the publication.
11. Click save.

### **To Read and Reply to Discussion Feedback**

1. Go to folder where document is located.
2. Click the number beneath the discussion icon.
3. Click drop down box to read.
4. Click 'reply' button to thread the discussion and respond to someone's feedback.
5. Click 'new topic' button to create a new topic.

### **To Take a Survey**

1. Click Green project button.
2. Select project where the survey is located.
3. Scroll down to resources.
4. Select survey desired by clicking link.
5. Click 'take survey' button in top right corner.
6. Answer questions.
7. Click save.
8. Click view results button to see you answers as well as anyone else who has taken the survey.
9. Choose the table icon to see answer written out.
10. Choose the pie chart or bar graph icons to see answers in these forms.