

Colaboratorio User's Guide

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Presentation

Colaboratorio is a platform developed by RedCLARA to support and encourage the collaboration of scientific and academic groups, initially aimed at users in Latin America.

Thanks to the ELCIRA and MAGIC Projects, the platform has evolved into a cloud service that can be incorporated into the national networks and research and education (RNIE) portals. This is how the service is currently used by the NIRs of Mexico (CUDI), Ecuador (CEDIA), Colombia (Renata) and Costa Rica (CONARE) in Latin America, WACREN in western-central Africa, MYREN in Malaysia and The American University of Beirut (AUB). In addition, it

is in the process of adoption by the networks of Ethiopia (EtherNET) and Morocco (CNRST).

To date it has about 450 communities and more than 10,000 registered users from all over the world who have the possibility to access and be part of the discussions and events of the communities, create and participate in web conferences, transfer heavy files, apply to Funds for projects, meet partners and collaborators for their research or projects and be aware of global events of interest. In addition, it is possible to work and elaborate a document in a collaborative way, perform statistical simulations and store files in the cloud.

Actualidad Académica 1



Teen Pot Use Linked to Illegal Drug Use by Age 21, Study Suggests

2017-06-08 • Source: LiveScience | Teens who regularly or occasionally use marijuana or other illegal drugs or use other substances, a new study suggests, adding weight to the idea that early drug use can lead to more serious drug use later in life.

Menú
desplegable

Comunidades 2

Frecuentes



Podrían interesarle

Bibliotecólogos FFMM
Esta es una comunidad de bibliotecólogos de las Fuerzas militares de Colombia

CTE-UNACH
Grupo de Redes y Telecomunicaciones

Buscar una comunidad

Buscar por palabras...

Todas las comunidades

Mapa de Colaboración

Fondos y socios 3

Oportunidades de becas OEA - UCM

2017-06-01 | La Secretaría General de la Organización de los Estados Americanos (SG/OEA) y la Universidad...

OAS - Rochester Institute of Technology

2017-05-31 | The Organization of American States (OAS), through the Department of Human Development, Education...

Core Infrastructure Fund

2017-05-26 | The Core Infrastructure Fund supports the 'building block' technologies, infrastructures, and...

Noticias 4

Con participación de RedCLARA, foro en Angola discute el desarrollo científico en el país

2017-02-07 | Contando con la presencia de representantes de la RedCLARA, se celebró el foro...

Actividades Recientes 5

Magic-All

Sigue por correo. Saludos Leandro

Agenda Global 6

3rd International Conference on Culture, Languages and Literature (ICCLL 2017)

Inicia: 2017-06-23. Termina: 2017-06-25 |

About Colaboratorio

Colaboratorio is a platform specially developed to support the work of academic and scientific communities. To this end, it offers services that allow communities to share and promote knowledge, organize joint activities and communicate in real time, optimizing time and effort, in an environment with characteristics of privacy and security for its users.

How to use Colaboratorio

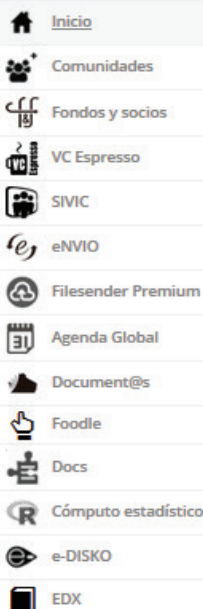
You can join Colaboratorio through the following Suppliers or Identity Federations: RedCLARA, MINGA, COLFIRE, eduGAIN and WACREN. Choose yours and use your credentials (user and password) to start your session. If you are not yet registered, you can register by completing the corresponding form.

From the main page you will have access to different sections:

- **1. Academic News** presents news from specialized media on current academic and scientific topics.
- **2. Communities** contains shortcuts to the user's frequent work communities and also offers suggestions of some that may be of interest according to the areas of interest defined in their profile.
- **3. Funding and Partners** offers information on funding for the development of research and / or academic projects.
- **4. News** displays the latest notices published on the cover of RedCLARA.
- **5. Recent Activities** shows the latest interactions between the members of the communities to which the user belongs.
- **6. Global agenda** includes highlights from around the world.

Powered by content syndication (RSS) with information generated by the national network

Customized according to user's areas of interest



KNOWING Colaboratorio

In the left menu you will find different work and exchange tools to:

- Create and participate in academic / scientific groups (**Communities**)
- Search for a fund alert or a partner / partner (**Funding and Partners**)
- Create and participate in web conferences (**VC Espresso**)
- Book video conference rooms H323 (**SIVIC**)
- Transfer large files (**eNVIO**) / (**File Sender Premium**)
- To know events in the world of the scientific-academic community (**Global Agenda**).
- Access the institutional repository of RedCLARA (**Document @ s**)
- Create a survey to schedule a meeting or event (**Foodle**)
- Generate and collaboratively edit a document in real time (**Docs**)
- Perform simulations and statistics on a high performance infrastructure (**R**)
- Storing information in the cloud (**e-DISKO**)
- Perform Massive Open Courses Online (**EDX**)

María Andrea Jiménez

User Profile

Once you have registered with Colaboratorio and entered the platform, you can customize your profile. Click on the image located on the right side of the top bar to display a menu with the following alternatives:

- **View profile:** Summary of your information, including areas of interest, professional profile (which can be linked to LinkedIn) and a record of your recent activities in Colaboratorio.
- **Notifications:** Notices of activities that might be of interest to you (unread messages, community activities, etc.).
- **Inbox:** Messages sent and received between you and other members of Colaboratorio.
- **My Contacts:** List of people you have added to your network. From here you can also invite others and review sent and pending applications.
- **My Archives:** Access to your photos, videos, web conferences recorded from VC Espresso and the calls to funds marked as of your interest.
- **VC Espresso Personal Link:** Direct URL to your personal web conferencing room.
- **Configuration:** Definition of details of your account, the level of privacy of the activities in Colaboratorio and the notifications that will receive. In Account Details you can, in addition, define the scientific disciplines and sub-disciplines of your interest.



Communities

This is a collaborative environment that allows researchers and academics to develop activities with peers and collaborators. To use it is necessary to be registered and within Colaboratorio.

From the main page of Collaboration there are two ways to access a community:



Comunidades



Fondos y socios

From the Communities option in the left menu where you access the total list of communities.

Comunidades

Frecuentes



From the home page where it has a list of the five communities with which it works frequently. In case of being a new user, this space will appear empty. In addition, possible communities of interest are offered, according to the areas of interest of their profile, the possibility of searching for a specific group and a direct access to the complete list of the communities of Colaboratorio.

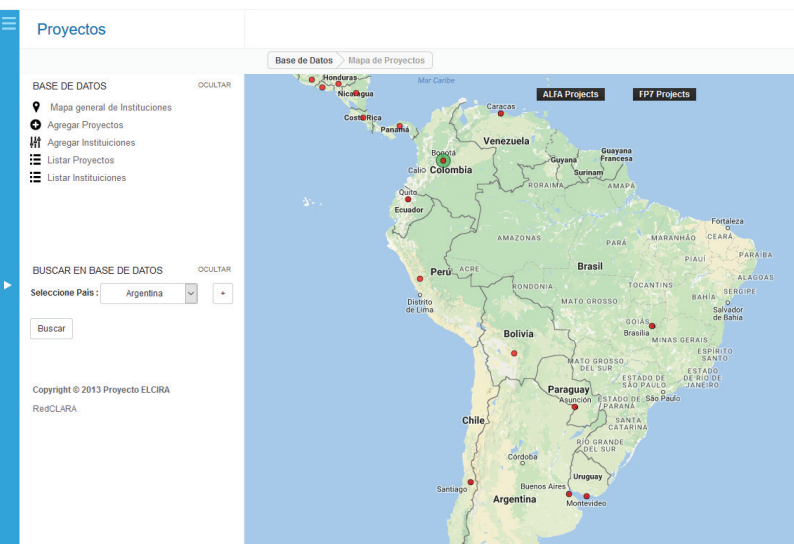
The Communities home page is divided into three areas.

On the left side the side menu is maintained with access to: Home, Communities, Funding and Partners, VC Espresso, SIVIC, eNVIO, Global Agenda, Document @ s, Foodle, Docs, Statistical Computation, e-DISKO, and EDX. On the right side the user finds Global Agenda, with events from around the world.

In the central area there is a menu containing a search engine and access buttons to all the communities hosted in Colaboratorio listed as follows:

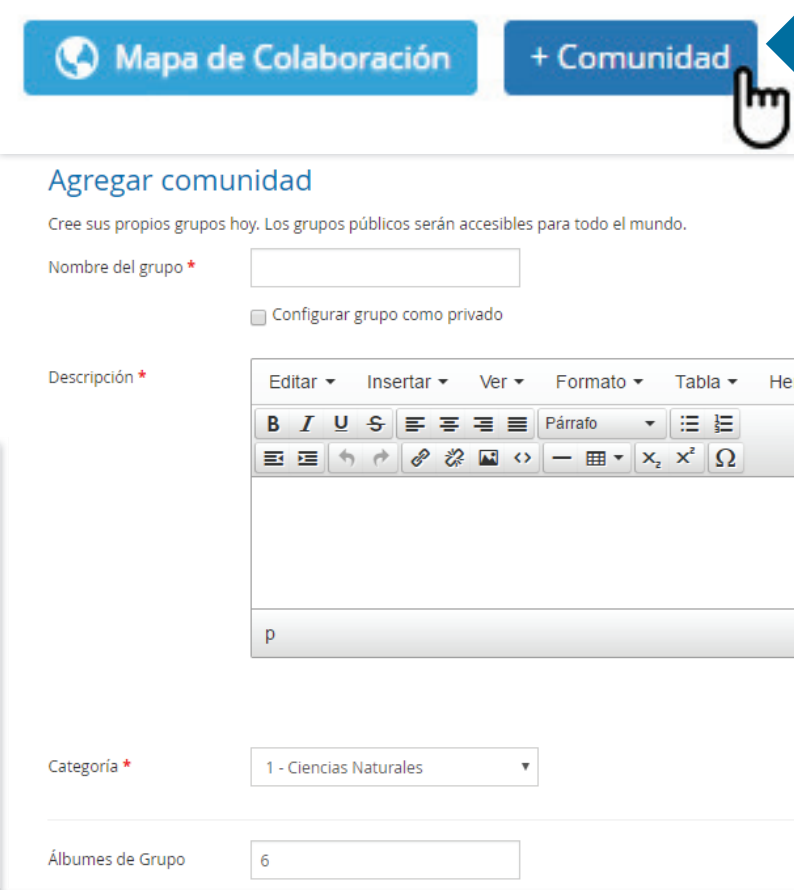
- 1. My Communities:** Those created by the user or of which he is a part.
- 2. A-Z:** All communities available in Colaboratorio listed in alphabetical order.
- 3. Thematic Area:** All Colaboratorio communities classified according to the scientific areas to which they belong.
- 4. Communities of Interest:** Communities filtered according to the scientific categories of interest of the user (defined in their profile).

In addition, in this space the user has access to the **Collaboration Map** (5) and the button for the creation of a new community **+ Community** (6).



Collaboration Map:

This tool presents an interactive space where users can browse a database and find information related to initiatives developed within the framework of the European Commission's programs.



Creating a new community:

- From Communities join + **Community**
- Complete the form:
 - Group name (required)
 - Description (required)
 - Category (required)
 - Group Albums (optional)
 - Group Videos (optional)
 - Group Events (optional)
 - Discussion (optional)
 - Notification settings (optional)

Important data

The name that you choose for the community will be used automatically for creating a mailing list.

It is suggested to assign short names (once the community is created the name can be modified)

Example:

Community Name: ICT Innovation

Mailing list: innovacion_tic@listas.redclara.net

When you click **Create Community** the system will process the request and send a welcome message, inviting you to enter the space and customize it.

In the central page of a community the user can see the members of the community, enter their Wiki and their VC Espresso room.

In addition, as an administrator you can:

- Invite to join peers and colleagues.
- Share quick messages, images and videos.
- Share discussions and warnings.
- Assign management permissions.
- Invite other users to edit / update the available content.

Once the community is created, it will appear in the **My Communities** tab.


Invite members to join a community

To invite your peers and colleagues to be part of a community, click **Invite Contacts**. If your contact is a member of Colaboratorio, select your name from the **My Contacts** option, otherwise use the **Invite by Email** option. Add a short message and select **Send invitations**. You can invite more than one person at a time.

In the **Communities A-Z** option you can find the complete list of active communities in Colaboratorio. If a community is private, the system will give you a warning. You can select **Join Community** and wait for the administrator's response to your request. If the community is public, you can be part of the group immediately.

Wiki

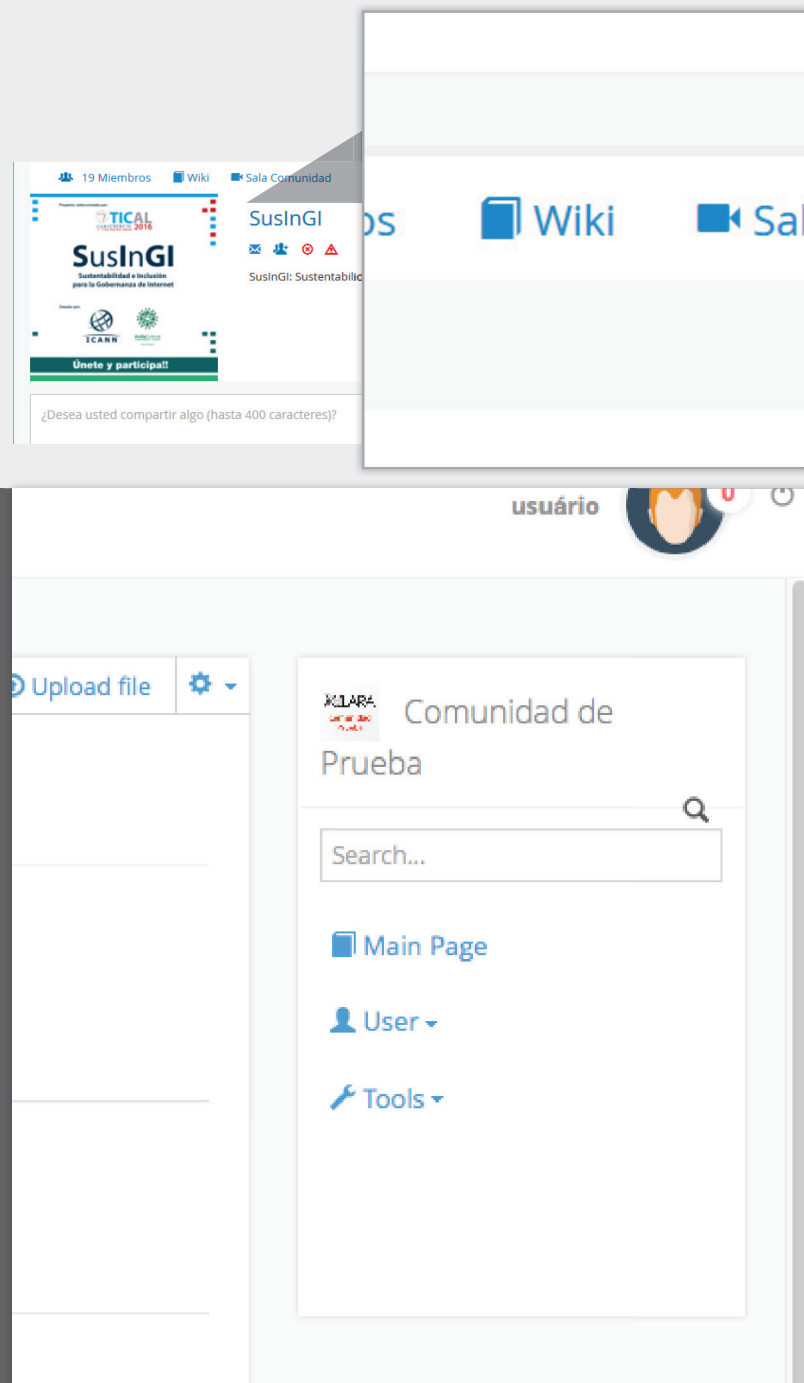
Shared knowledge promoting tool, which makes it easy to generate, edit and store documents in a collaborative way.

To enter the Wiki of a community click on the link in the description bar. When you enter the system for the first time, the display shows general indications of the system. Using the **Edit** tool in the configuration menu , it can be customized.

From the home page of the Wiki it is possible to access all the content that has produced the community and that are visible to the public. The page is organized in three (3) sections. The general menu of Colaboratorio on the left. In the right menu are the commands that will facilitate navigation:

- **Community Icon:** link that allows you to return to the community homepage.
- **Searcher:** allows you to search content in the Wiki using keywords.
- **Home page:** always leads to the Wiki homepage.
- **User:** includes the options of Discussion, Preferences, Lists of Follow-up and Contributions
- **Tools:** gives access to the special pages and you can identify the recent changes that have been made in the Wiki.

On the main page it is possible to display the themes and sections that make up the Wiki, using the **Contents** tab. From here, by clicking on the titles and subtitles of your interest, it is possible to explore the information.



Upload file

Use the form below to upload files. To view or search previously uploaded files, click on the [deletion log](#).

To include a file in a page, use a link in one of the following forms:

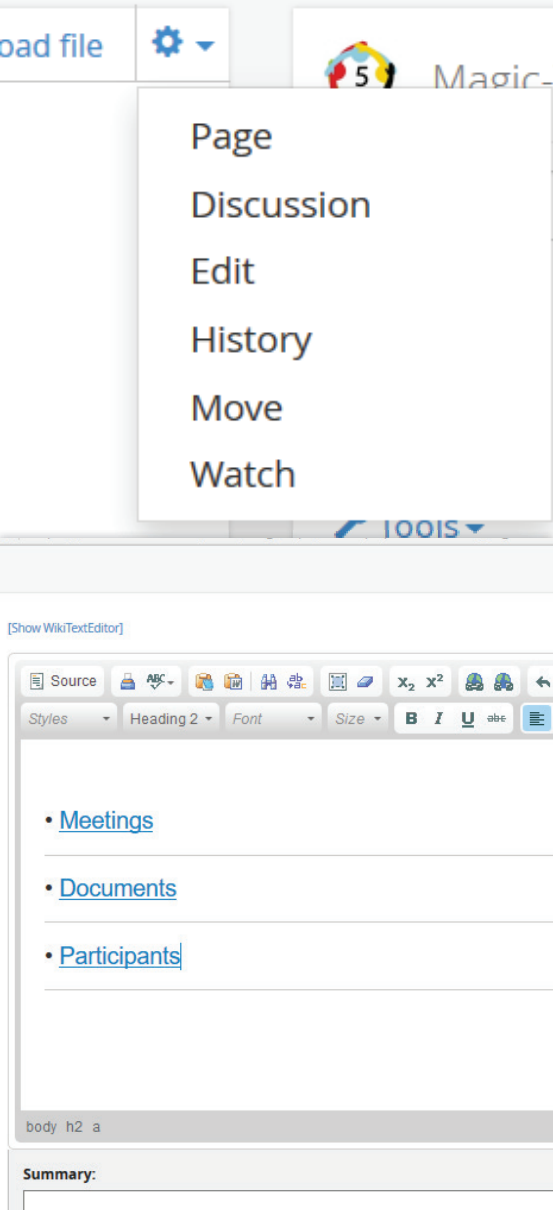
- `[[Archivo:File.jpg]]` to use the full version of the file
- `[[Archivo:File.png|200px|thumb|left|alt text]]` to use a 200px thumbnail of the file on the left side of the page
- `[[Medio:File.ogg]]` for directly linking to the file without displaying it

Source file

Source filename: No se ha seleccionado ningún archivo.
Maximum file size: 50 MB (a file on your computer)
Permitted file types: png, gif, jpg, jpeg, doc, xls, mp3, etc.

File description


Destination filename:
Summary:



Upload a file

With Upload File you can save the material to be included in your contributions in the system; The permitted formats include jpg, doc, pdf, ppt and zip. When the load is finished, press **Save** and your material is ready for use.

How to link a file:



- Load the file from the **Upload** a file option.
- Locate the page where you will include the file.
- In the configuration option  select **Edit**.
- Select the word that will include the link and press the **Link** button in the toolbar.
- The system will open a window. **Type in the Define the Wiki** page for the link target: the **File:** command, the system will display the available files (loaded in Wiki) in the next window. Choose the desired file and click on the **Ok** button.
- **Save** the page and the link will be active.


How to collaborate

You can start or participate in discussions and add information by creating new pages or modifying existing ones.

If you want to create a collaborative document, the content should be created in the pages of the Wiki. That way your peers will be able to intervene and the changes will be reflected directly in the document.

When you share a file, loading it into the system, your peers must download it, edit it and upload it again, creating multiple versions. The option to upload a file is suggested when the content is a query and not a document under construction.

- **Edit available content:** To modify the contents of an existing page, click the **Edit** button in the configuration menu  and select the segment of the main page in which to make a contribution. When finished, click **Save Page**.
- **Create a new page:** To create a page on the Home Page or within an existing one, you need to enter the **Edit** option from the configuration menu . Once there, type the name of the page to be created, select it and use the hyperlink tool in the menu and in the **Wiki page for the link target:** type the same name defined for the page. Press **OK** and then the option **Burn the page**. The link will appear red because the page does not exist yet.

Click on it and see how the page is displayed; The system will include a warning indicating that the content does not exist. From that page you must select the option **Create** that appears in the configuration menu , a page will open where you must add the content that you want to include. When finished, click **Save Page**. The system will store the information in the Wiki and will be available for consultation or editing. The link will change to blue.

Funding and Partners

This tool allows you to identify financing opportunities for the development of research projects, awards and scholarships, as well as to locate and contact potential users interested in working together in their areas of interest.

How to use Funding and Partners

Enter Colaboratorio with the username and password, in the left side menu of click Funds & Partners.

The screenshot shows the Colaboratorio web application interface. On the left is a sidebar menu with options like Inicio, Comunidades, Fondos y socios (highlighted), VC Espresso, SIVIC, eNVIO, Filesender Premium, Agenda Global, Document@s, Foodie, Docs, Cómputo estadístico, e-DISCO, and EDX. The main content area is titled 'Fondos y socios.' and includes a search bar with filters for 'Todos' and 'Fondos', and a search input field. Below this is a 'Convocatorias' section with a 'Sugerir Fondo' button and a dropdown for 'Más reciente' set to '5'. Three funding opportunities are listed: 'Horizon Prize - Materials for Clean Air' (2018-01-23), 'Transition to Exascale Computing' (2017-09-26), and 'Exascale HPC ecosystem development' (2017-09-26). On the right, there are two sidebars: 'Buscan Socios' with a 'Ver más' link, and 'Perfiles Similares' showing profiles for Roxana Lissette and Nicolas Steven, with a 'Ver más' link at the bottom.

The main page presents:

- On the left side, the main menu of Colaboratorio
- On the right side is a dynamic space that displays information about potential partners.
- At the top of the central body is the main menu with a filter to view Partners, Notices or Funds. You will also find the option of **My alerts** where the user can view the information that has been marked with the save icon: calls, possible contacts and announcements of those who look for collaborators for their projects.

Fondos y socios

Socios

Resultado de Socios

The image shows a list of potential partners from the search results. It includes three profiles: Roxana Lissette (Ciencias Médicas y de la Salud, Ciencias de la Salud, De profesion Licenciada en Laboratorio Cinico con Maestria en Docencia U), Nicolas Steven (Ciencias Médicas y de la Salud, Ciencias Sociales, Ciencias de la Salud, Interactivo, amigable y curioso), and Jorge Alberto.

a) Partners: This option displays a list of possible contacts that have been registered in the Colaboratorio and that are related to your area (s) of interest. The user can also filter or organize the information of the possible partners by the most recent, in alphabetical order or by the oldest and define the number of contacts per page you want to view.

From the **Advanced Search** menu it is possible to further delimit a search by means of the options scientific discipline, institution to which it belongs, country of residence and language.

Fondos y socios

Avisos

Resultado de Avisos

No se encontraron resultados

b) Warnings: This section allows the user to review posts made by other members of the platform with interests similar to yours. The user can also filter or organize the information of the ads by Most recent, Older or Alphabetically and define the number of ads or publications per page that you want to view.

From the **Advanced Search** menu the user can further delimit his search through the options keywords, scientific subdisciplines, expiration date and country of residence.

Fondos y socios.

Todos

Búsqueda avanzada

Mis alertas

Convocatorias

Sugerir Fondo

Más reciente

5

Horizon Prize - Materials for Clean Air 2018-01-23

Medicina Clínica - Ciencias de la Salud - Biotecnología Médica

In the European Union, the average life expectancy is estimated to be decreased by 8.6 months, because of exposure to particulate matter resulting from human activities. The inhalation of particulate matter can also lead to adverse effects in the respiratory, cardiovascular, immune, and neural systems. In addition to its effects on the human health, particulate matter can also have adverse effects on climate change and

EUR 1.000.000
-3.000.000



c) Funds: By selecting the filter to display the Funds option, the user can view the list of financing opportunities, scholarships and prizes. This list displays quick information about name, summary, amount and closing date. If the user wants to display the complete information, you must **enter the background by clicking on the title**.

Funds are identified by means of icons representing each type:



For prize funds and nominations



For scholarship funds for research or study



For research and innovation and development project funds.

With the Search for words option, the user can perform a basic search and filter the results with another criterion to continue refining the information obtained. The user may also delimit the results by criteria such as keywords, scientific discipline, currency type, amount, expiration date, country of residence and sponsor.

You can also suggest the publication of a call, sending the corresponding link and a message to the administrator, from the **Suggest Background** button.

Each week, according to the areas of interest defined in each user's profile, the system sends by e-mail the last funds loaded on those areas.

In addition, as part of the updates made to the system, the user can filter directly from the top menu all the funds that apply for a country, a function that has been developed with the CEDIA network to improve the information retrieval and retrieval service. Currently this functionality is available for testing with Ecuador.

VC Espresso

The desktop videoconferencing service, VC Espresso, is an easy-to-use tool, available 24 hours and with access from any computer connected to the Internet. This service allows you to schedule and participate in web conferences with your peers whether they are registered or not in Colaboratorio.



How to Use VC Espresso

Once registered and within Colaboratorio, you can access VC Espresso by clicking on the link that appears in the left side menu.

The main page of the service is organized in three sections. On the left side you can schedule a web conference. The central part allows you to participate in an already created meeting and on the right side you can see all the scheduled activities.

Each user has a personal videoconference

room. You can access it from the top menu **(by clicking on the profile image)** by copying the link that appears in **Your Personal Link** and pasting it in the search engine of your choice. You can invite your colleagues and collaborators to your room by sending them the shortcut link.

In this section you will also find the pin of your room, a 4-digit code that allows you to access the service in the role of moderator.

Agendar una Conferencia Web

Zona horaria-0500 (Hora est. Pacífico, Sudamérica)

Nombre del evento

Descripción

Seleccionar Sala

Sala Personal



Sala de mis comunidades



Seleccionar Horario

Participantes

☐ Público

How to Schedule a Web Conference

Click **Schedule a Web Conference**. You can schedule a videoconference in your personal room or in the living room of one of the communities where you are a member.

- Complete the form:
- Name of the event
- Description
- Attach file / Attach image
- Select room
- Select time
- Participants

You can create a public event or a restricted event available only to the people you invite using the **+Add** option; The system will send the people you add a notification by mail.

The conferences you schedule and those you are invited to appear will appear in Scheduled Video Conferencing and Videoconferencing in my communities.

Participar de una Conferencia Web

Su Enlace Personal

Pin to personal room:

Únase a una conferencia web



Reunion

Comunicaciones



Chat

Todos Opciones

Welcome to **Carmen Gloria Labbé!**

You can join this meeting via skype call user oficina-redclara, ext. 40101
To join the audio bridge click the headset icon (upper-left hand corner). Use a headset to avoid causing background noise for others.

Participate in a web conference

To enter a videoconference room, click on the appropriate link from Scheduled Videoconferences. Enter your name when the system requires it. If you are the moderator of the session, slide the bar with this option and enter the pin.

Once inside the room, activate your video and audio with the icons Share your Camera and Share your Microphone located in the upper left side of the screen.

You can adopt two roles: **Participant or Moderator**.

As a participant you can control your audio and video, define the language and layout of the screen; You also have access to chat and note-taking during the meeting.

As a moderator or presenter, you can handle the permissions of all participants throughout the meeting.

From the window that shows connected users, you can perform actions such as:

- Take or give up the role of presenter
- Disable a participant's camera
- Mute the microphones in the room

Also as a presenter, using the **Upload Document** button for the presentation, you can share a file (pdf, ppt or jpg) and have control over the management of the whiteboard.

You can conduct on-the-spot surveys between the participants and show the results.


To save the meeting, click **Start recording**. In order for the video to be stored in the system, it is necessary to stop the recording by selecting this same button and closing the session by clicking **Exit**. The meeting log will be available in **My Web Conferences (path: User Menu> My Files> My Videos / My Web Conferences)**. From here you can download the file or share it with your contacts inside and outside Colaboratorio, sending them the direct link.


Agendar una VideoConferencia

Zona horaria GMT-0500 (Hora est. Pacífico, Sudamérica)

Nombre del evento

Descripción

 Adjuntar archivo

 Adjuntar imagen

Institución

Seleccionar Sala

Seleccionar Categoría

Ciencias Naturales

Seleccionar Horario

Ver disponibilidad

☐ Grabar

☐ Transmitir

Participantes

Puntos

☐ Público

How to use SIVIC

Once registered and within Colaboratorio, you can access SIVIC by clicking on the available link in the left side menu.

Complete the form below by specifying:

- Name of the event
- Description
- Institution
- Select room
- Select Category
- Select time
- Participants

It is also possible to include a file or an image in the reservation and specify the number of rooms that will participate in the activity. To end the process click Reserve Now. The system will send you an email with the general information of the activity including the connection data that can be shared with your colleagues invited to participate.

All those events that are created will be listed in the Scheduled Videoconferences section.

SIVIC

Service implemented in collaboration with Latin American national networks that integrate multipoint videoconferencing units to maximize the interaction of the research community and regional development.

SIVIC allows to organize videoconferences in different countries, allowing all participants to reserve their own videoconference rooms in the region. It integrates the Latin American RNIE multipoint videoconferencing units (MCUs) to offer a regional videoconference service, with maximum availability of virtual rooms to manage meetings and online activities, with the participation of multiple actors located in Latin America and the Caribbean. rest of the world.

Directorio de Salas

[+ Registrar Sala Nueva](#)

Buscar sala

Buscar por palabras...



Videoconferencias agendadas



Evaluación de trabajos - C... por Tania Altami... 2017-06-28 10:00



Control de procesos Gerenc... por Tania Altami... 2017-06-30 09:00

Enviar archivo

Invitaciones

Mis archivos

Créditos



Para

Múltiples direcciones de correo separadas por ',' o ';

De

usuario.ula@gmail.com

Asunto

Asunto

Mensaje

Fecha de
expiración

04/07/2017

Seleccione el
archivo

Seleccionar archivo

Ningún archivo seleccionado

☐ Acepto la Política y Condiciones de servicio [Mostrar/Ocultar]

Instrucciones

- ✓ Escriba las direcciones de destino
- ✓ Seleccione la fecha de expiración
- ✓ Busque y seleccione el archivo
- ✓ Pulse en "Enviar"



eNVIO/Filesender Premium



Inicio



Comunidades



Fondos y socios



VC Espresso



SIVIC



eNVIO



Filesender Premium

[Beta]



Agenda Global



Document@S



Foodle



eNVIO



Filesender Premium

[Beta]

Both services allow the transfer of large files. You can upload documents, images, presentations, videos and more, and share them easily and safely with your colleagues or collaborators.

How to use them

Once registered and within Colaboratorio, you can access eNVIO and Filesender Premium by clicking on the links that appear in the left side menu.

eNVIO

Servicio de transferencia de archivos pesados

Enviar archivo

Invitaciones

Mis archivos

Para

Múltiples direcciones de correo separadas

De

usuario.ula@gmail.com

Asunto

Asunto

Mensaje

Fecha de
expiración

04/07/2017

Seleccione el
archivo

Seleccionar archivo

Ningún archivo seleccionado

☐ Acepto la Política y Condiciones de servicio [Most]



eNVIO




Servicio de transferencia de archivos pesados

Enviar archivo

Invitaciones

Mis archivos

Mis Archivos

| | Para | De |
|--|-------------------------------------|-------------------|
|   | tania.altamirano-lopez@redclara.net | usuario.ula@gmail |
|   | tania.altamirano-lopez@redclara.net | usuario.ula@gmail |
|   | tania.altamirano-lopez@redclara.net | usuario.ula@gmail |
|   | tania.altamirano-lopez@redclara.net | usuario.ula@gmail |



Using eNVIO you should:

Complete the fields **To** (recipient's email), Subject and Message. The **From** field will be automatically completed with your email.

Select the file you want to send by clicking **Browse**.

Once uploaded, your file will be stored for 20 days, but if you want to extend or shorten the deadline, you can modify the date. After this deadline the system will automatically delete your file.

The available space for shipping is 10GB and the system allows loading files with extensions doc, xls, pdf, docx, odt, xlsx, mov, rar and zip. If you have more than one file or have a document with another extension, you need to compress them and send them in zip or rar format.

To make the delivery effective, it is obligatory to accept the terms and conditions of the service. Once the data is complete, press **Send** and wait while the loading process is in progress.

In **My Files**, you can view the details of the shipment and you will be able to perform actions such as forwarding, adding new recipient or downloading files uploaded to the cloud.

The people with whom you share the information will receive by e-mail a URL that will take you to the page where your file is hosted. In order for the recipients to access it, they must click on the link included in the option **Download link**.

The system will download the information, and store it on the recipient's computer from where you can use it.

If you use Filesender Premium you can upload your files using the **Select files** option or by dragging them from a folder on your computer and depositing them in the Drag and drop your files here space.

Complete the **To** field with recipients email or select one of the mailing lists where you are subscribed. Include a subject and description (optional) and define the date until the file(s) will be available. In addition you can define:

- receive a link instead of sending it to a recipient,
- receive a notification once the file(s)
- receive a notice that it has expired
- be included as recipient

It is also possible to make advanced settings that include statistics and copies of all notifications. Once the fields have been filled, press **Send**.

Global Agenda

Tool that allows and facilitates the scheduling and management of events.

How to use Global Agenda

Once registered and within Colaboratorio, you can access the service by clicking on the link that appears in the left side menu.

The main page of the service displays a list of scientific categories with the number of events in each of them. Below is a list of activities ordered chronologically from the nearest to the furthest in the month.

If you click on any of the categories, the complete list of events will be displayed and you will be able to access the specific information of each one, including dates, timetables, panelists and registration if there is one.

Categorías principales

Welcome to Indico. The Indico tool allows you to
In order to start browsing, please select one of the

Ciencias Naturales

Ingeniería y Tecnología

Ciencias Médicas y de la salud

Ciencias Agrícolas

Ciencias Sociales

Humanidades

Document@s

How to use Document@s

Once registered and within Colaboratorio, you can access **Document@s** by clicking on the link that appears in the left side menu.

On the main page the user will find the latest publications that have been loaded in the repository and which can be accessed by clicking on the title.

In the right menu the user will find the different collections with which the repository counts identified with the following icons:

Document@s is an institutional repository or database that allows users to access RedCLARA's documentation and institutional publications such as newsletters, strategic plan, meeting minutes and the papers that are presented at the TICAL Conference.



Strategic documents



Institutional documents



Technical documents



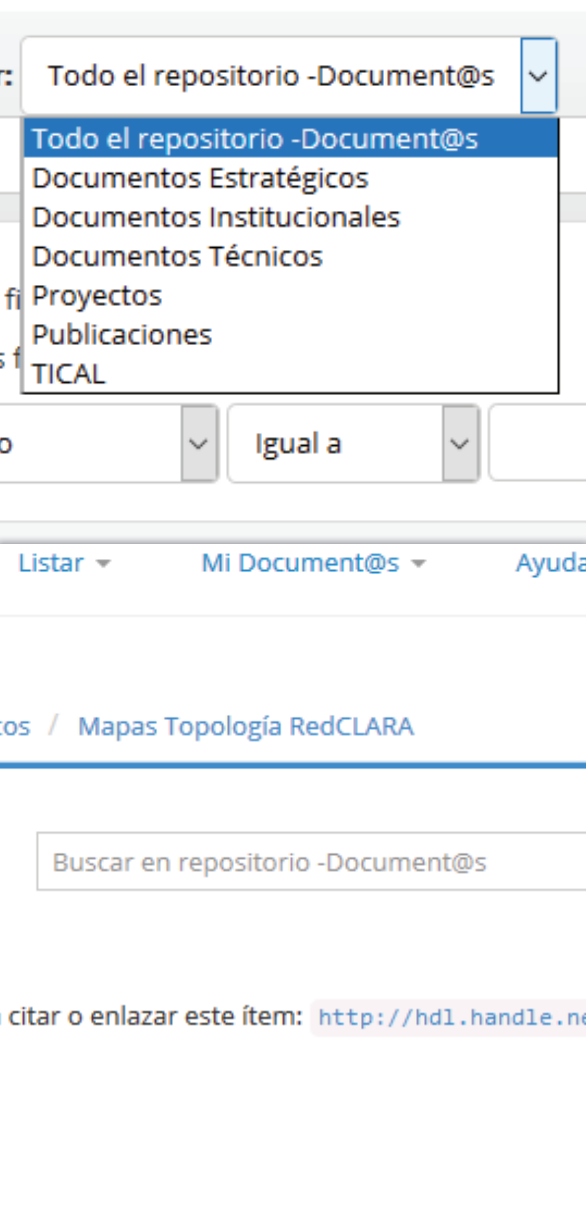
Projects



Publications and



TICAL documents



Upon entering any of these collections, you will access the sub-collections and series that compose them where you can consult the corresponding documents, organized in chronological order according to their date of publication in the repository.

In the top menu of the main page you will find the basic search box where you can search for documents by means of a keyword or by listing the collections to navigate them, there is also the advanced search option by title, author, type Of document or date of publication.



When the user enters a document, they will find the title, author, type of document, date of publication, keywords or descriptors, usage license information and a previous image of the document.

Welcome to Foodle

Foodle is a service for simple surveys or polls and for scheduling meetings.

 [Create a new Foodle](#)

The New Foodle

Welcome to a brand new implementation of Foodle! We kindly ask you to report any issues you might have concerning this new edition as soon as possible, in order to help us get rid of bugs.


- [Please let us know what you think.](#)
- [Report bugs or feature requests](#)

Upcoming

Cuándo nos vemos?

Cuándo nos vemos?

Latest responses:

 [Tania Altamirano López](#) 5 weeks ago

Foodle

This tool facilitates the scheduling of meetings and meetings between academics and researchers around the world.

How to use Foodle

Once registered and within Colaboratorio, you can access the service by clicking on the link that appears in the left side menu.

The central panel will allow you to

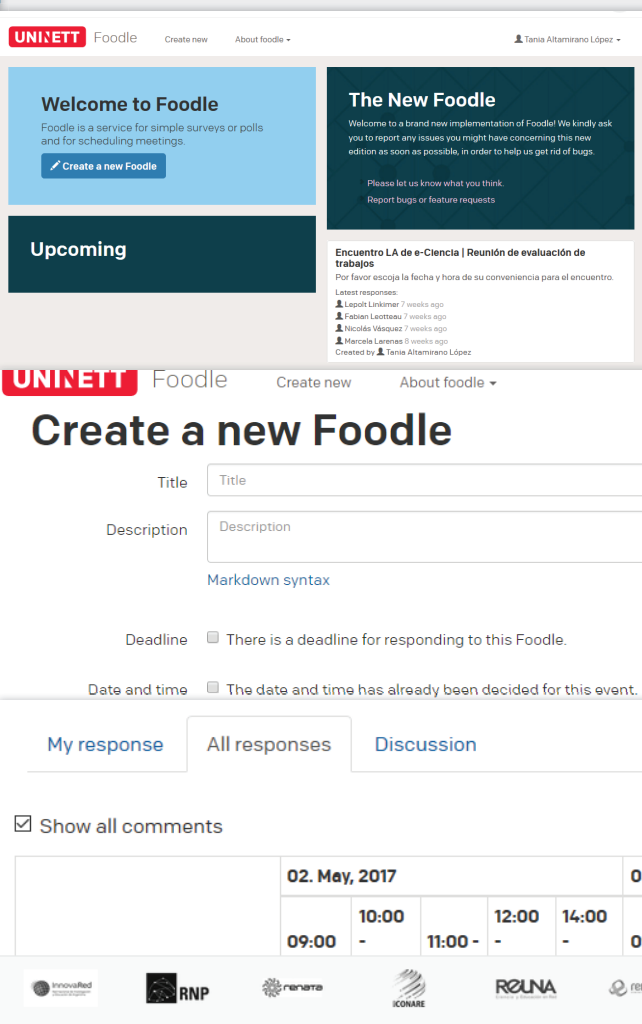
- *Create a new survey*
- *Learn more about the service or*
- *Review available surveys created by you or in which you have been invited to participate.*

Choose **Create a New Foodle** to open a new survey. Fill in the form fields with the title, the description, the deadline to respond, the date of the meeting and the location. In addition, you must suggest dates and times to carry out your activity.

Once completed the fields press **Create Foodle**, the system will give you a link with which you can invite your partners and colleagues to define the best date and time for your meeting.

To review the answers, you must enter the service again, open the survey and press **All responses**. There the system will give you information of those who have responded and the options with more preference. Once everyone has voted, choose the final option for your activity and share it with your colleagues.

If you want to retrieve information, **modify**, **duplicate** or **delete** a survey created by you must click on the title and use the options that are displayed on the upper right side.



UNINETT Foodle Create new About foodle ▾ Tania Altamirano López ▾

Welcome to Foodle

Foodle is a service for simple surveys or polls and for scheduling meetings.

[Create a new Foodle](#)

The New Foodle





Welcome to a brand new implementation of Foodle! We kindly ask you to report any issues you might have concerning this new edition as soon as possible, in order to help us get rid of bugs.


Please let us know what you think.
Report bugs or feature requests

Upcoming

Encuentro LA de e-Ciencia | Reunión de evaluación de trabajos
Por favor escija la fecha y hora de su conveniencia para el encuentro.

Latest responses:

-  Lepoit Linkemer 7 weeks ago
-  Fabien Leonteu 7 weeks ago
-  Nicolás Vazquez 7 weeks ago
-  Mercedes Lereña 8 weeks ago

Created by  Tania Altamirano López

Create a new Foodle

Title

Description

[Markdown syntax](#)







Deadline ☐ There is a deadline for responding to this Foodle.


Date and time ☐ The date and time has already been decided for this event.


[My response](#) [All responses](#) [Discussion](#)

☒ Show all comments

| | | | |
|---------------|-------|-------|-------|
| 02. May, 2017 | | 03 | |
| 09:00 | 10:00 | 11:00 | 12:00 |
| - | - | - | - |
| 09 | 09 | 09 | 09 |

 [Export ▾](#)

 [Edit](#)

 [Duplicate](#)

 [Delete](#)

Servicio de edición colaborativa en tiempo real

Docs es un servicio de edición colaborativa en tiempo real. Está construido sobre el software base Etherpad.

Usted puede crear tantos pads (documentos colaborativos) como quiera e invitar a colaborar a sus socios enviándoles el URL del pad.



Crear un nuevo pad



Crear un pad instantáneo



Administrar su pad



RENATER
CONNECTEUR DE SAVOIRS

Réseau National de télécommunications pour la Technologie l'Enseignement et la Recherche.



Recursos

Guía de usuario

Preguntas frecuentes

Contáctenos

 23-25, rue Daviel - 75013 PARIS

 Opiniones

Docs

How to use Docs

Once registered and within Colaboratorio, you can access the service by clicking on the links that appears in the left side menu.


On the main page, the service offers three options:


Create a new pad (or document):


This option allows you to specify the title of the document and define the invitation form for your contacts: choosing one of your communities or sending e-mail invitations to specific users. You can include up to 15 emails using the **+Add** option.


If the name you choose is already in use the system will notify you and you will have to enter a new one.


When you create a document, the system will send you a warning message that includes the title, the access link and the administration link from which all those who receive the link can access the document.


 Foodle

 Docs

 Cómputo estadístico

 r un nuevo pad

 Crear un pad instantáneo

 Administrar su pad

Crear un nuevo pad

Nombre del pad (El nombre del pad debe tener entre 3 y 50 caracteres.)

☐ Asociar este pad a un grupo de Sympa

☐ Enviar invitación por correo electrónico

Cancelar Crear

Crear un nuevo pad

Nombre del pad (El nombre del pad debe tener entre 3 y 50 caracteres.)

☒ Asociar este pad a un grupo de Sympa

☐ Enviar invitación por correo electrónico

Sus grupos de Sympa

Cancelar Crear

20

Colaboratorio | User Guide



Crear un pad instantáneo



Administrar su pad

Create an instant pad

Clicking this button creates a document immediately, with a random name and no members included. Once created it is possible to edit, delete, export or download the contents of this document.

Manage your pad

From this option it is possible to see the list of all the created documents and access to the management options of the documents and their contents (including the title and the members that work in it).

When editing a document the system will show the active users and will associate a different color for the contributions of each one. When you close the link the changes will be saved automatically.

Statistical computation - R

The statistical computer system R, is a program used for the realization of simulations and statistics that require a high performance infrastructure.

Opción principal?

Seleccione opción

Archivo de R?

Examinar...

No se han seleccionado archivos.

Ejemplo?

Ver ejemplo

Ocultar ejemplo

Enviar

How to use R

Once registered and within Colaboratorio, you can access the service by clicking on the links that appears in the left side menu.

On the main page, the service offers three alternatives:

- **Main option:** where it is necessary to choose between System command line or Selections the cluster.
- **File of R:** where the option to upload a file from the user's local files is given.
- **Example:** it offers the possibility of having a guide that the user can download and modify for the entry of the information to the system.

After completing the form fields, click **Send**. The system will notify you that the task has been entered.



Filesender Premium



Agenda Global



Document@s



Foodle



Docs



Cómputo estadístico





e-DISKO





EDX

Nuevo

 File upload

 Nueva carpeta

 New annotation

 New link

Nuevo

 Todos los archivos


 Compartido contigo

 Compartido con otros

 Compartido por medio d...

 Imágenes

 Archivos eliminados

 Send your Feedback

How to use e-DISKO

Once registered and within Colaboratorio, you can access the service by clicking on the link that appears in the left side menu.

Once inside the service this will allow you to:

- Upload a new document
- Check all the files hosted in the service
- Review the files that have been shared with you
- View the files you have shared with others
- Access shared files via a link
- View your uploaded images
- Review deleted files
- Send your comments to the developers of the service

To load a new document you must click the **New** button, from where you can:

- Upload a file
- Create a folder
- Include an annotation
- Upload a link

To upload a new file select **File Upload** and select the file to upload. The system will notify you while processing the information and will notify you when it has been correctly charged.

From the home screen you can see all the loaded documents listed by title and with information about the file type, size and last modification date. Also, if you pass the pointer over one of them, the **Rename**, **Download**, **Share** and **Delete** options will appear. When you share a file you can select a specific user or one of their working communities and define the permissions on the document (**download**, **edit**).



Nombre ^

Tipo

Tamaño

Modificado



AFBS.jpg

Archivo

53 kB

hace 6 minutos



Brai....png

Archivo

177 kB

hace 7 minutos



can...


Renombrar

Archivo

126 kB

hace 4 minutos



coral.png 



Archivo

149 kB

hace segundos



You are not enrolled in any courses yet.

Explore courses

Public Username *

Cecilia

Will be shown in any discussions or forums you participate in

☐ I agree to the [Honor Code](#) *

Update my CLARA EDX Account

How to use EDX

Once inside Colaboratorio, you can access the system of massive courses by clicking on the link that appears in the left side menu.

When you click on the tool for the first time you must activate your account by entering its name and clicking **Update my CLARA EDX Account**. Once you validate your user you will see a screen with the list of your courses, in case you have not taken one you can see those that are available following the link **Explore courses**.

How to enroll in a course

Once inside the screen with the available course list, you can click on one of them to see more information, such as the class number and start date. If you want to join one of them click on **Enroll IN**.


How to enter a course

Once enrolled in a course, the access link will be listed on the main page of the service, from where you can access by clicking **View Course**.

When you open the course page you can go to the tab of your interest:

- **Course:** Where available resources are presented (videos, presentations, files and texts).
- **Discussion:** Where you will have access to discussion forums and you can create new topics, reply to comments, vote for discussions and answers, report misuse of the system and others.
- **Wiki:** Where you can create collaborative content. Only the people enrolled in the course will be able to read and write information in that space.
- **Progress:** Where you can keep track of the progress you have made in the course.

Cómo salir de un curso

To withdraw from a course, go to your home page click on the configuration button  where you will find the **Unenroll** option.



View Course

Unenroll

COLABORATORIO

A platform developed by RedCLARA to support and promote collaboration of scientific and academic groups around the world.