



WHAT IS COLLABORATIVE TOOLS?

The Collaborative Tools is a tool developed by UC ANR's Communication Services and Information Technology (CSIT) team to allow groups within ANR to both communicate and collaborate. Once you are enrolled in a Collaborative Tools workgroup you will receive email notification when another member of the group adds to the discussion forum.

HOW DO I GET ACCESS?

As a new coordinator, you'll need to [contact the statewide office](#) for assistance in gaining access. In order to gain access, you'll need to not only have an ucanr.edu email account assigned but also have been added to the staff directory by your County Director or other local unit managers.

WHAT IS MY ROLE AS A MEMBER OF THE MASTER GARDENER COORDINATORS COLLABORATIVE TOOLS GROUP?

The Master Gardener Coordinators Collaborative tools group is an excellent place to solicit ideas, share your own resources, and pick the brains of people who have the same job you do! A few etiquette items to keep in mind:

- Please keep the conversation respectful
- Collaborative Tools has a search function! This is a great way to find possible answers to your questions prior to starting a new thread. The topic may have been discussed at length recently
- You will receive email notification of new discussion posts, but in order to reply in the forum (and so everyone will benefit) you'll need to log in to Collaborative Tools and reply to the thread there
- Please create a new discussion thread if you want to bring up a new topic, likewise if you are responding to an already established discussion make sure to click into that specific topic to reply
- Collaborative Tools also has a Documents page where you can upload resources to share with the group. Make sure that the documents you upload have descriptive titles and that they are placed under an appropriate Document group (you may have to create a new document group)

ADDITIONAL RESOURCES

- [Collaborative Tools Help Page](#)