

Collaborase instructions

Purpose

The purpose of this paper is to introduce Collaborase, which is an online collaborative platform. Registration instructions, a simple how-to guide and links are all outlined below.

Introduction

Collaborase was developed by a group of experts with years of experience in stakeholder consultation, consensus-based processes, capacity building and knowledge management. It was formed to solve the challenges associated with complex collaboration initiatives. Here is a short 1 minute video explaining the main features of the platform: [<http://vimeo.com/83549086>]



Collaborase is a secure website and is fully accessible across multiple operating systems and platforms, i.e. Mac / Windows, tablets and smartphones (iOS / Android / etc.). If your organisation's firewall blocks Collaborase.com, try asking your IT representative to unblock it, or alternatively, you can access the website from your smartphone or personal computer. There is no fee or corporate membership required for you to access the Collaborase website and review / comment on our documents.

CDSB's use of Collaborase

We use Collaborate to circulate, review and comment on draft texts, as part of public consultations. Each document is referred to as a "Product" within Collaborase and has a specific hyperlink.

Registration

1. Click on the link provided
2. If you have a social media account, you can use this to login to Collaborase (see figure 1). This option conveniently uses your existing details to skip registration for the Collaborase website. You can also set up an account using your email.

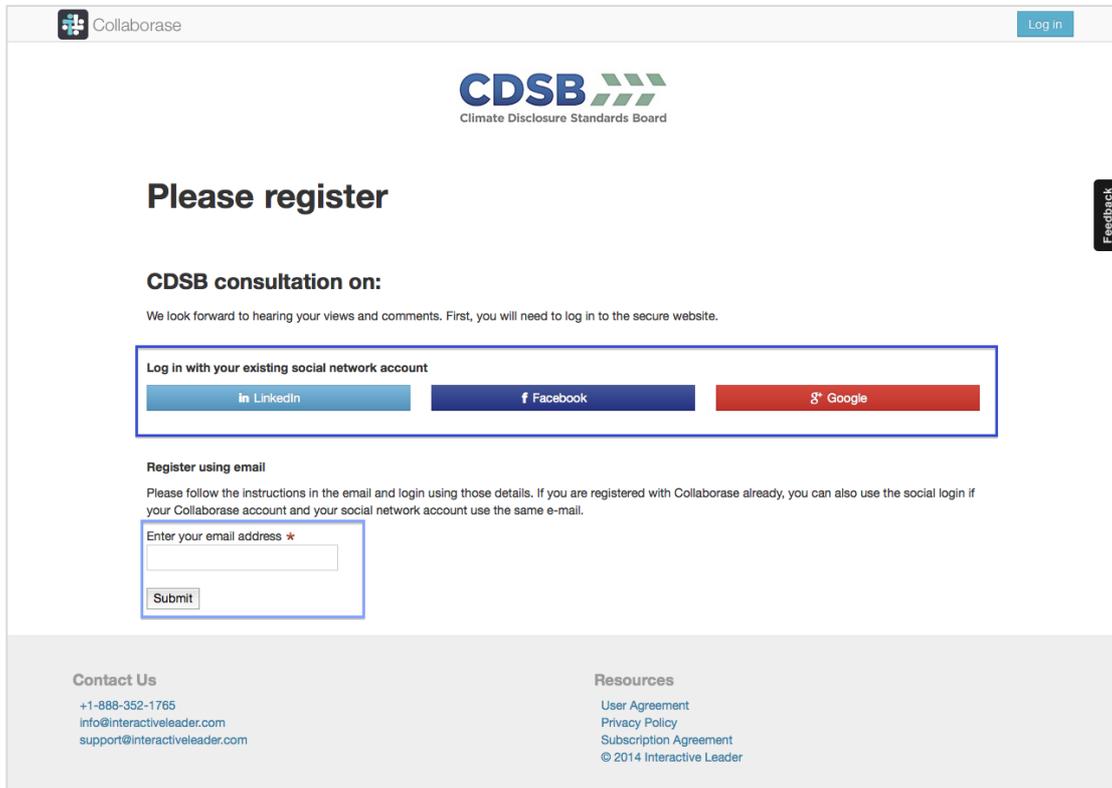


Figure 1 - Login & registration page

3. Once logged in, you are directed to the main document page, where you will see the text displayed in the main panel (see figure 2 over).

Navigation

- There are three tabs at the top left of the window; Content, Resources and Comments (see top blue box highlighted in figure 2 below):
 - The Content tab displays the main body of text;
 - The Resources tab displays any documents or other resources we have uploaded for your information (none at present);
 - The Comments tab displays the comments made to date in a tabular format.

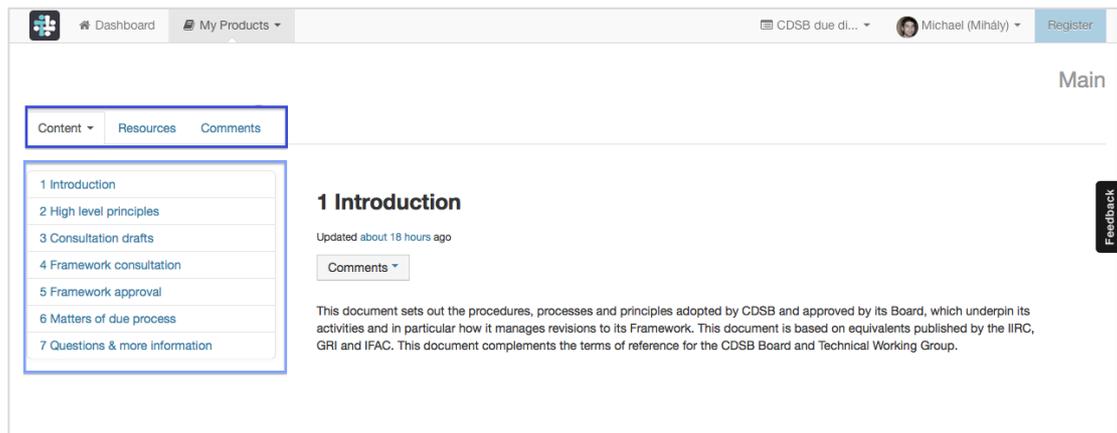


Figure 2 - Main page

- The left panel lists the document headings to navigate through the text (see blue box highlighted in figure 2 above).
- The text is split up into subsections to make it easier to review and comment, just scroll down the page to review all the text.

Comments

7. To comment:

- Click on the Comments button and select "Add Reviewer Comment" (see figure 3 below);
- You can refer to a specific passage of text for your comment by selecting it and then clicking "Get Selection";
- You can add your comment in the first text box;
- You can add a proposal or suggest new text in the second box;
- When finished select "Publish".

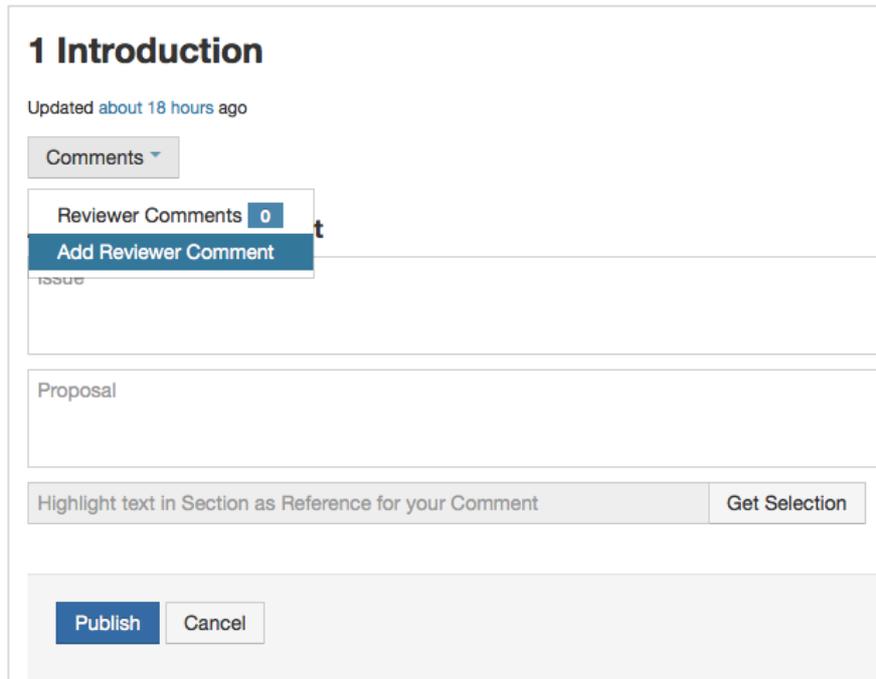


Figure 3 - To comment

8. To respond to another comment by:

- Clicking "Reply" and entering your comment (see figure 4 below);
- Voting thumbs up / thumbs down.

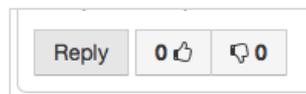


Figure 4 - Responding to another comment

9. To browse through submitted comments, click on the Comments tab at the top left of the page (see figure 2).

10. In some documents there may be a Main / Rationale tab displayed to the right of each subsection (see figure 5 below). Some subsections may have additional background information / justification / rationale in this tab for your information and review.

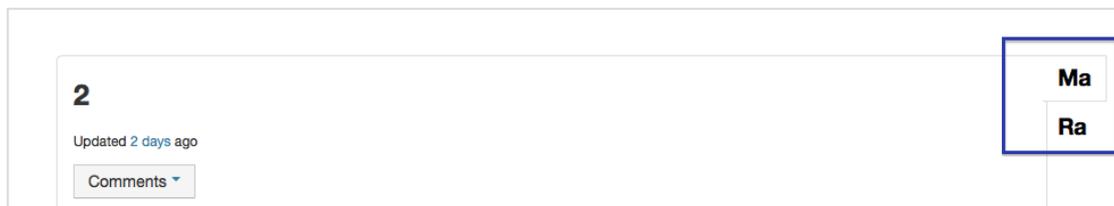


Figure 5 - Main and rationale tabs

11. To complete a survey, click the "Survey" button (where relevant) and follow the questions. Click "Submit Answers" to finish the survey (see figure 5 below).



Figure 6 - Survey

12. If you wish to save your review / comments, logout and return again at a later point. When you have completed your review / comments, simply logout.