

## European Union's FP7 Programme DG Connect

Directorate C: Excellence in Science  
Unit C1: e-Infrastructure



## Deliverable D6.7

# Training videos for new services of the EU-LA Portal



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# Periodical Progress Report

## ELCIRA Deliverable: D6.7- Training videos for new services of the EU-LA Portal

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**Abstract:** In this deliverable we report the new series of video tutorials of the most important services of the Portal that promotes the cooperation among researchers and research groups between Europe and Latin America. Four video tutorials are presented: VCExpresso, eNVIO (Large Files Transfer), Wiki and the Colaboratorio Portal.



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For more information on ELCIRA, its partners and contributors please see <http://elcira.redclara.net> (this website will be available in October 1<sup>st</sup> 2012).

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## DELIVERABLE ROUTE

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## TABLE OF CONTENTS

COPYRIGHT NOTICE.....	2
DELIVERABLE ROUTE.....	3
1.- Introduction.....	5
2.- Collaborative Tools for everyday work.....	5
3.- Video tutorials for online user support.....	7
3.1 VC Espresso.....	7
3.2 eNvio.....	7
3.3 Wiki collaborative tool.....	8
3.4 Colaboratorio.....	8
4.- Appendix: Scripts for the Video tutorials.....	9
4.1 VCEspresso Script: English Version.....	9
4.2 VCEspresso Script: SPANISH VERSION.....	11
4.3 ENVIO Script: English Version.....	13
4.4 ENVIO Script: SPANISH Version.....	14
4.5 WIKI Script: English Version.....	16
4.6 WIKI Script: SPANISH Version.....	18
4.7 COLABORATORIO Script: ENGLISH Version.....	20
4.8 COLABORATORIO Script: SPANISH Version.....	22



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## 1.- INTRODUCTION

To promote and showcase the collaborative tools developed for the academic and research community from Latin America and Europe, RedCLARA has produced a set of video tutorials of the main services produced/enhanced in the ELCIRA Project: Wiki for the Academic Communities, VCEspresso's webconference, eNVIO large files transfer and, Colaboratorio virtual Portal.

Since the production of the set of video tutorials in 2013, the use of the tools has incremented but also, the video material has been so useful to promote the services between the Latin American community and even to make them known by members of other NREN communities as the Caribbean Knowledge and Learning Network, CKLN and the UbuntuNet Alliance, at Eastern and Southern Africa.

The findings and the lessons learned from this first experience and also, the fact that the main collaborative services offered by RedCLARA have been renewed, allowed us to produce new video material who seeks to capture the attention and convince the public about the great value of these tools, as well as to teach them how to manage these services available in the Collaborative Portal.

In this way, we report and present in this deliverable the eight newly released video tutorials that are been sharing through RedCLARA network channels, the ELCIRA Portal and among the NREN communities.

## 2.- COLLABORATIVE TOOLS FOR EVERYDAY WORK

The members of RedCLARA as well as the members of European and others NRENs connected to RedCLARA by the federation network, are allowed to use the services available at the Collaborative Portal. To do so, the user has to identify itself as a member of a registered institution of one of the partner NRENs or other RedCLARA's partner Organization . Once this step done, the user will be free to navigate and use the tools, the services and the information at their disposal. This website is available anytime and can be reached by the user no matter where he/she is.

Figure 1 shows the Colaboratorio Portal and their facilities and services while figure 2 shows the login website.



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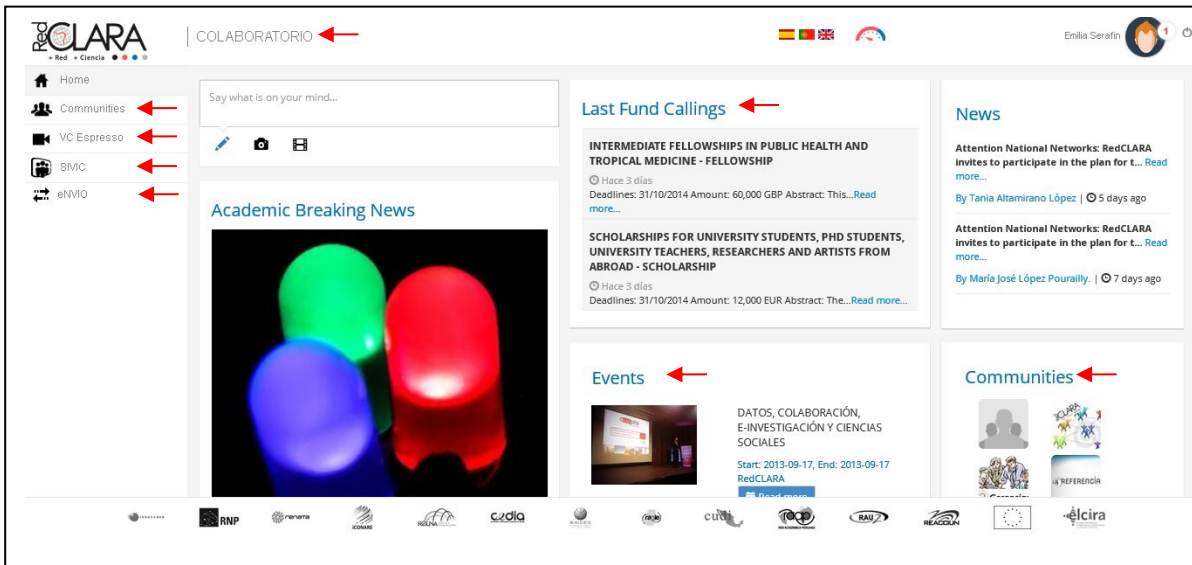


Figure 1. The Colaboratorio Portal contains all services provided to researchers and research communities. Among these facilities, those that support collaboration has been highlighted.



Figure 2. To access to the Colaboratorio Portal, go to <http://colaboratorio.redclara.net> and log in. If the user is not yet registered, fill the form that will be shown by clicking the “register” button (highlighted on green).



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### 3.- VIDEO TUTORIALS FOR ONLINE USER SUPPORT

The tutorials produced for this new video training series have been written on Spanish and English version. The services and tools shown in this material concern the updated version of the following tools and services:

- 3.1 VCEspresso (Webconference service)
- 3.2 eNVIO (Large files transfer)
- 3.3 Wiki (Wiki for academic and research communities)
- 3.4 Colaboratorio (Portal for research and academic collaboration)

#### 3.1 VC ESPRESSO

VC Espresso is a desktop videoconference system designed to schedule and perform web conferences from personal computers. The service allows to take notes, share experiences and record the meeting at the same time that the user interacts with their partners.

The system supports a realtime connection of 20 points and it runs in the advanced network as well as the commodity Internet one. Also, the system allows the participation on the meeting of invited users who are not registered at the Portal, giving some flexibility to the portal users to manage their videoconference at their convenience.

The script of VCEspresso training video is attached to this document (see the Appendix below) and the English version video tutorial is available at

[http://dev1.redclara.net/joomla4\\_new/joomla4/videocomunidades/videos/351/BrFW4HgY2Mt.mp4](http://dev1.redclara.net/joomla4_new/joomla4/videocomunidades/videos/351/BrFW4HgY2Mt.mp4)

*\*Spanish version:*

[http://dev1.redclara.net/joomla4\\_new/joomla4/videocomunidades/videos/351/3Mws1ut6nE8.mp4](http://dev1.redclara.net/joomla4_new/joomla4/videocomunidades/videos/351/3Mws1ut6nE8.mp4)

#### 3.2 ENVIO

This service allows to transfer files up to 10 GB to one or several colleagues. With this service, the user can upload in the academic cloud documents, images, presentations, videos and other kind of information and share it with their collaborators and colleagues in a safe and easy way. The files are kept for 20 days in RedCLARA servers and then they are deleted.

The tutorial illustrating how to use this service can be found at

[http://dev1.redclara.net/joomla4\\_new/joomla4/videocomunidades/videos/351/v3SCithcrHn.mp4](http://dev1.redclara.net/joomla4_new/joomla4/videocomunidades/videos/351/v3SCithcrHn.mp4)

*\*Spanish version:*

[http://dev1.redclara.net/joomla4\\_new/joomla4/videocomunidades/videos/351/dY1EdcXx9BC.mp4](http://dev1.redclara.net/joomla4_new/joomla4/videocomunidades/videos/351/dY1EdcXx9BC.mp4)

The script for the making of these videos are presented in the Appendix below.



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### 3.3 WIKI COLLABORATIVE TOOL

RedCLARA wiki tool is available for all the communities registered at the Colaboratorio portal. This Wiki seeks to help the community and their researchers to produce a collective knowledge and to disseminate it through a website. Even though the tutorial video shows the basic and most important futures to start up a wiki page, the Wiki RedCLARA's academic communities is a powerful tool ally of the collective intelligence and collective knowledge production.

To watch the Wiki tutorial video go to [http://dev1.redclara.net/joomla4\\_new/joomla4/videocomunidades/videos/351/ByPwIDVxTxx.mp4](http://dev1.redclara.net/joomla4_new/joomla4/videocomunidades/videos/351/ByPwIDVxTxx.mp4). To read its script please see the Appendix below.

*\*Spanish version:*

[http://dev1.redclara.net/joomla4\\_new/joomla4/videocomunidades/videos/351/2DDYqLjSLGp.mp4](http://dev1.redclara.net/joomla4_new/joomla4/videocomunidades/videos/351/2DDYqLjSLGp.mp4)

### 3.4 COLABORATORIO

The former RedCLARA's Communities Portal has been redesigned and as a result RedCLARA launches the Colaboratorio Portal. This updated version conserves the older website goal of being a meeting point for colleagues to promote scientific and academic collaboration in Latin America and Europe.

On the Colaboratorio, users will find different kind of information, tools and services that have been purposely selected and pointed to enhance and encourage the collaborative work. As example, in this virtual space the researchers will be able to receive alerts related to financing resources for the development of research and academic projects, as well as receive notifications of meetings with partners and colleagues.

Also, the Colaboratorio hosts the VCEspresso, eNVIO and Wiki tools, as well as it is the main host of the RedCLARA's academic and research communities.

To see what the services are about and how can it be used, go to the link [http://dev1.redclara.net/joomla4\\_new/joomla4/videocomunidades/videos/351/XJbm4TKPk4M.mp4](http://dev1.redclara.net/joomla4_new/joomla4/videocomunidades/videos/351/XJbm4TKPk4M.mp4) To consult the video tutorial script, please consult the Appendix below.

*\*Spanish version:*

[http://dev1.redclara.net/joomla4\\_new/joomla4/videocomunidades/videos/351/ziAVpBYcFyb.mp4](http://dev1.redclara.net/joomla4_new/joomla4/videocomunidades/videos/351/ziAVpBYcFyb.mp4)



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## 4.- APPENDIX: SCRIPTS FOR THE VIDEO TUTORIALS

### 4.1 VCESPRESSO SCRIPT: ENGLISH VERSION

RedCLARA, more Network, more science...

---

In this video we are going to explain the use of the online videoconference service, VCEspresso. It is a user-friendly tool which can be accessed from any computer.

It is available 24 hours a day, and 365 days a year, and it allows any user to participate in its virtual rooms

With a few clicks you will be able to schedule and initiate your own web-conference whenever you want.

Let's see how to do it.

---

Login to the collaborative site of RedCLARA and click the button VCEspresso to access the tool. Once there, you will have the possibility to schedule and participate in a web-conference.

Each user has a personal room. In order to access it, you only need to copy the link that is shown in the central column and share it with the people you want to invite to the web conference.

In the window 'Schedule a web-conference', the system will allow you to program a video-conference in your own room or in one of your communities rooms as well.

Fill in the fields that are shown in the form, select the timetable and date and then invite your colleagues.

You can also set your video-conference as 'open for everybody'

The conferences you scheduled and also those in which you are invited, will be shown in the column 'Scheduled video-conferences'.

In order to access to one of these rooms, click the link of the conference you want to participate.

---

Once inside the VCEspresso's room you will need to turn on your camera and headphones.

To enable the video, click the button 'share camera' and allow the system to transmit your signal.

A screen will be shown for you to check the video quality. You will only need to click the 'start sharing'



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button and you will become visible for all the participants.

In order to activate your headphones, click on the configuration button. Check it if needed and then click on the button 'connect audio'.

Now, you are ready to join the meeting.

---

Let's take a quick tour through the main tools of the VCEspresso's room.

With a 'participant' role, you will be able to control your audio and video settings as well as select the language and control the screen layout. You will also have access to the chat and have the possibility to take notes during the meeting.

With a 'moderator' or with a 'host' role you will have more privileges than a regular user. You will also be able to operate the permissions of all participants along the meeting.

You will find a users window, next to the names. There you will be able to:

- 1) Assign or remove the host role from another user.
- 2) Disable a participant's camera.
- 3) Mute the microphones of the room.

---

As a host you can also share your screen and have entire control over the interface.

In order to activate this section you need to click the button 'upload file for the presentation'

In the window that will pop-up, select the file you want to share and click the 'upload' button.

Remember that the system only allows to upload files with JPG, PDF and PPT extensions.

Once the uploading process is finished, the document will be shown on your screen. Using the help of the tool-bar you will be able to guide the participants during your presentation.

---

Finally, with the VCEspresso tool, you will have the possibility to record the meetings. You only need to press the button denoted by a red dot and the recording will be started.

In order to store your video in the system it is necessary to stop the recording process by clicking the same red button and close the session by clicking 'exit'.

The recording of the meeting will be located in 'My documents' / ' My web conferences'.



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There, you will be able to download the file and share it with your partners inside or outside the collaborative site.

---

Now, after this brief tour you are ready to enjoy your video-conferences and the VCEspresso service.

---

This is the tool 'VCEspresso' by RedCLARA, an easy, useful and quick support for everyday collaborative work.

---

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## 4.2 VCESPRESSO SCRIPT: SPANISH VERSION

RedCLARA, más red, más ciencia...

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En este video presentaremos la utilización del servicio de Conferencias Web VCEspresso. Una herramienta muy fácil de usar y accesible desde cualquier computador.

(VCEspresso) está disponible las 24 horas de los 365 días del año y acepta en sus salas virtuales la participación de cualquier usuario.

Con unos cuantos clic Usted podrá programar e iniciar su propia Conferencia Web en el momento que desee.

¡Veamos cómo hacerlo!

---

Ingresa a la página del Colaboratorio de RED CLARA y acceda a la herramienta de VC Espresso.

En esta página tiene la posibilidad de agendar y participar en una conferencia web.

Cada usuario cuenta con una sala personal. Para acceder a ella sólo debe copiar el enlace que aparece en el bloque central y compartirlo con las personas con las que desea reunirse.

En "agendar una conferencia web" el sistema le permite programar una videoconferencia en su propia sala o en la sala de alguna de sus comunidades.

Llene los campos que le pide el formulario, elija la fecha y hora, e invite a sus colegas. También puede marcar su videoconferencia como "abierta a todo el público".

Las conferencias que Usted programe y aquellas a las que esté invitado aparecen listadas en el bloque "Videoconferencias agendadas" y "videoconferencias de mis comunidades".



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Para ingresar a una de estas salas, presione el enlace de la conferencia en la que quiera participar.

---

Una vez dentro de la sala VCEspresso, lo primero que debe hacer es activar su cámara y sus audífonos.

Para el video, oprima el botón “compartir cámara” y autorice al sistema para transmitir su señal.

En la pantalla de prueba que se mostrará, dé clic en el botón «Empezar a compartir » y su video será visible para todos los participantes.

Para activar sus audífonos, oprima el botón de configuración.

Haga las pruebas necesarias y de clic en el botón “conectar audio”.

Ahora está listo para iniciar o unirse a la reunión.

---

Demos un rápido recorrido por las principales herramientas de la sala VCEspresso.

Con el rol de "participante", Usted puede controlar su audio y su video, definir el idioma y la disposición de la pantalla. También tiene acceso al chat y a la toma de notas durante la reunión.

En el rol de moderador o presentador Usted tiene mayores privilegios que un usuario regular y puede manejar los permisos de todos los participantes a lo largo de la reunión.

En la ventana de usuarios, junto a los nombres, podrá realizar acciones como:

(1) Asignar y retirar el rol de presentador a otro usuario.

(2) Deshabilitar la cámara de un participante.

(3) y silenciar los micrófonos de la sala.

---

También como presentador, Usted puede compartir su pantalla y tener el control sobre el manejo de la pizarra.

Para activar esta sección debe oprimir el botón “cargar documento para la presentación”.

En la ventana que se abrirá, seleccione el archivo que desea compartir y dé clic en "Cargar". Recuerde que el sistema solo admite archivos con extensiones JPG, PDF y PPT.



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Cuando termine la carga, el documento aparecerá en la zona de la pizarra y con ayuda de la barra de herramientas Usted podrá guiar a los participantes durante su presentación.

---

Finalmente, con VCEspresso puede grabar la reunión. Solo basta dar un clic en el botón con el círculo rojo y la videoconferencia comenzará a grabarse.

Para que su video quede almacenado en el sistema, es necesario detener la grabación oprimiendo este mismo botón y cerrar la sesión dando clic en “salir”.

El registro de la reunión estará disponible en “Mis documentos”/ “Mis Conferencias web”.

Desde aquí, usted podrá descargar el archivo y compartirlo con sus socios dentro y fuera del COLABORATORIO.

---

Ahora sí, con este breve recorrido, Usted ya puede disfrutar de su videoconferencia y del servicio VCEspresso.

---

Esta es la herramienta « VCEspresso » de RedCLARA, un apoyo útil, fácil y rápido para el trabajo colaborativo de todos los días.

---

Un servicio de RedCLARA producido por el Proyecto ELCIRA.

### 4.3 ENVIO SCRIPT: ENGLISH VERSION

RedCLARA, more Network, more science...

---

In this tutorial we are going to explain how to use the tool ‘eNVIO’.

A practical and useful support for everyday work.

By using this service by RedCLARA, you will be able to share digital files up to 10 GB.

While saving time and effort, you will be able to store your information in the cloud and share it with your collaborators or colleagues in a safe and easy way.

Let’s see how to do it...

---

Once inside the tool ‘eNVIO’ a window will be shown up. There, you will need to fill in the fields related to the recipient’s e-mail address, subject and message.

In order to choose the file you want to send, you only have to click the button ‘Browse’.



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The field 'From' will be filled automatically. The system will take the e-mail address associated to your account as the sender of the message.

The storage expiration date will be 20 days from the day that you upload the files but if you want to keep the files for a shorter period of time, you can modify the date.

Remember you have up to 10 GB of free space available and the system allows you to upload files with zip, rar, and doc extensions among others.

To send the files successfully it is necessary to accept the terms and conditions of the service.

Once it is done, click the button 'Send' and wait until the uploading process is finished.

---

By clicking the button 'My files' you will be able to visualize the sending details. You will also have the possibility to resend files, add new recipients or download the files uploaded to the cloud.

The people you have shared the file with will receive an e-mail with an URL that will lead them to the page where the information is located.

The recipients will be able to access the file simply by clicking the button 'Download'

Remember, the information will be available for the period of time established by you at the uploading moment. This period of time will never be superior to 20 days. After that time, the system will delete your files automatically.

The system will download the information and will store it in the recipient's computer. Once there, the person will be able to decompress the file, visualize it or print it if they wish to.

---

This is the tool 'eNVIO' by RedCLARA, an easy, useful and quick support for every day work.

---

A RedCLARA's service produced by ELCIRAS Project

#### 4.4 ENVIO SCRIPT: SPANISH VERSION

RedCLARA, más red, más ciencia...

---

En este tutorial explicaremos el uso de la herramienta eNVIO.

Un apoyo muy útil y práctico, para el trabajo de todos los días.



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Utilizando este servicio, usted puede compartir archivos digitales que pesen hasta 10 GB.

Además de ahorrar tiempo y esfuerzo, usted podrá almacenar su información en la nube, y compartirla con sus colaboradores o colegas de una manera fácil y segura.

Veamos cómo hacerlo...

---

Una vez dentro de la herramienta «eNVIO» aparecerá una pantalla en la que deberá llenar los campos correspondientes al correo electrónico del destinatario, el asunto y el mensaje.

Para seleccionar el archivo que desea enviar, deberá dar clic en el botón « examinar».

El campo «De», se completará automáticamente ya que el sistema tomará como remitente el correo electrónico asociado a su cuenta.

A partir del día en que se sube el archivo, el tiempo de expiración de almacenamiento es de 20 días, pero si desea conservarlo durante un menor tiempo puede modificar la fecha.

Recuerde que tiene hasta 10GB como espacio libre, y que el sistema le permite cargar archivos con extensiones zip, rar, doc entre otras.

Para hacer efectivo el envío, es obligatorio aceptar los términos y condiciones del servicio.

Cuando esté listo, oprima el botón « enviar » y espere mientras se hace efectivo el proceso de carga.

---

En “mis archivos”, podrá visualizar los detalles del envío y tendrá la posibilidad de realizar acciones como reenviar, añadir nuevo destinatario o descargar los archivos subidos a la nube.

A las personas con quienes ha compartido la información, les llegará a su correo electrónico una URL que los llevará a la página dónde se encuentra alojado su archivo.

Para que los destinatarios puedan acceder a él, deberán oprimir el botón « comenzar la descarga » y esperar un momento.

Después de la fecha de expiración el sistema eliminará su archivo de manera automática.

El sistema descargará la información, y la almacenará en el computador del destinatario. Dónde podrá descomprimirla, visualizarla o imprimirla si lo desea.

---

Esta es la herramienta «eNVIO» de RedCLARA, un apoyo útil, fácil y rápido para el trabajo colaborativo de todos los días.



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#### 4.5 WIKI SCRIPT: ENGLISH VERSION

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---

In this tutorial we are going to explain how to use the tool WIKI available for RedClara's academic communities.

This tool provides support in sharing knowledge sharing and is available for all the users registered in the collaborative portal.

Let's see how to use it!

--

Login to the COLABORATORIO of RedClara.

Once inside, select "communities" from the services menu and choose the academic community in which you want to collaborate.

In the description bar you will find the link to enter to the WIKI.

Click on it and a new window will be displayed on the screen.

--

This page shows the WIKI's public view.

Here, you can find all the contents that have been produced by the community and that are visible to everybody.

The right menu presents shortcuts that will ease the navigation and the use of the site.

The 'home page' link helps you to return to the WIKI's front page at anytime.

In the "user" option, the 'monitoring list' will allow you to verify the changes made to the pages and sections followed by you.

The 'tools' button will allow you to access to specific pages and also to the last changes that has been made in the WIKI.

Finally, in the browser, you can enter keywords to search contents of interest on the site.

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In the central panel, the 'contents' button displays the WIKI's topic lists and its sections.

On this box, by clicking on the titles and subtitles of your interest, you will be able to explore every segment and to display the information in detail.

---

By clicking on the "Upload" button, you will be able to store the material that you will attach to your contributions.

Keep in mind that the system supports many file extensions such as JPG, PDF, PPT and ZIP.

Once the uploading process is complete, press the 'save' button and your file will be ready to be shared.

---

Taking an active part in the WIKI is very easy!

You will be able to start or participate in discussions as well as share information by creating new pages or modifying the existing ones.

In order to do so, click on the 'edit' button in the 'configuration' menu and select the section of the main page in which you want to make your contribution.

Set a title for your section and write the topic you want to develop.

Select the suggested topic and create an URL with the assigned name. This is a very important step as this will allow you to enable a new page.

Save, display the 'contents' menu and select the topic you are working on.

When the 'empty page' message is shown, go to the 'configuration' menu and select the option "page". Now, add the information you want to share.

To insert a graphic in your text, select the "image" button and choose one of the files uploaded previously. Click on "OK" and then the image will be shown in the page.

In order to attach a file, press the 'link' button and type the name of the material you want to share. In the list that will be shown, select the document of interest and click 'ok'. The document's link will be automatically included.

Once the edition is finished, click on the 'save page' button.

---

The system will store the information in the WIKI and your contribution will be visible in the main page.



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With your contribution you have enriched the work of the community.

---

This is the tool WIKI of RedClara, an easy, useful and quick support for everyday collaborative work.

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## WIKI SCRIPT: SPANISH VERSION

RedCLARA, más red, más ciencia...

---

En este tutorial explicaremos el funcionamiento de la Wiki en las comunidades de RedCLARA.

Esta herramienta, está a disposición de todos los usuarios registrados en el Colaboratorio y es una herramienta promotora del conocimiento compartido.

Veamos cómo usarla.

---

Ingrese a la página del Colaboratorio de RED CLARA.

Una vez dentro, vaya a la sección « Comunidades » y seleccione la comunidad en la que desea colaborar.

En la barra de descripción, encontrará el enlace de ingreso a la Wiki.

Dé clic y una nueva ventana se abrirá en la pantalla.

---

En esta página, se muestra la información pública de la WIKI.

Aquí, se encuentran todos los contenidos que ha producido la comunidad y que son visibles para todo el público.

En el menú de la derecha encontrará los comandos que le facilitarán la navegación.

El botón "Página principal" siempre lo llevará a la página de inicio de la Wiki.

A través de las "listas de seguimiento", dentro del menú de "Usuarios" usted podrá verificar los cambios que se han hecho en las páginas o secciones a las que se haya anotado.

Con el botón "Herramientas", podrá acceder a las páginas especiales y también podrá identificar los cambios recientes que se hayan hecho en la wiki.



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Finalmente, el buscador le permitirá ingresar palabras claves para encontrar contenido dentro del sitio.

---

En el panel central, podrá desplegar los temas y secciones que integran la Wiki, utilizando la pestaña "Contenidos".

Desde aquí, dando clic en los títulos y subtítulos de su interés, podrá explorar cada segmento y visualizar detalladamente la información.

Dando clic en el botón "Subir archivo", Usted podrá alojar el material que incluirá en sus contribuciones.

Recuerde que el sistema admite muchos formatos entre los que se encuentran jpg, doc, pdf, ppt y zip.

Cuando la carga haya finalizado, oprima Guardar y su material quedará listo para ser usado.

---

Ser parte activa de la Wiki, es muy fácil !

Usted podrá iniciar o participar en discusiones, además de agregar información creando nuevas páginas o modificando las existentes.

Para hacerlo, de clic en el botón "editar" del menú configuración y seleccione el segmento de la página principal en el cual realizará su aporte.

Defina un título para su sección y escriba el tema que desarrollará.

Seleccione el tema propuesto y cree una URL con el nombre que le asignó. Este paso es muy importante, pues esto le permitirá habilitar una nueva página.

Grabe, despliegue el menú "Contenidos" y dé clic en el tema que está editando.

Cuando aparezca el mensaje de Página Vacía, vaya al menú de "Configuración" y seleccione la opción "Página". Ahora sí, incluya la información que desea compartir.

Para adjuntar un archivo, oprima el botón "Enlace" y escriba el nombre del material que desea compartir. En la lista que aparecerá, seleccione el documento de su interés y de clic en "OK". El enlace del material quedará automáticamente incluido. Una vez finalizada la edición, de clic en "Grabar Página".

---

El sistema almacenará la información en la Wiki y su contribución quedará visible en la página principal.



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Con su aporte habrá enriquecido el trabajo en comunidad.

---

Esta es la herramienta Wiki de RedCLARA, un apoyo útil, fácil y rápido para el trabajo colaborativo de todos los días.

---

Un servicio de RedCLARA producido por el Proyecto ELCIRA

#### 4.6 COLABORATORIO SCRIPT: ENGLISH VERSION

RedCLARA, more Network, more science...

---

In this video we are going to present the COLABORATORIO of RedClara, a website that has been created as a meeting point for colleagues to promote scientific and academic collaboration.

On this portal you will be able to use all the tools and services implemented to support the collaborative work. Those services are available to all the institutions members of the national networks connected to RedClara.

Let's see how to do it!

---

To begin, you will need to log into the collaborative-site of RedClara. If you are not registered yet, click on the 'Log-in' button and fill in the form that will be shown.

Once inside, you will enter the home page of the COLLABORATIVE portal. There, you will be able to access to all of the sections in which the portal is divided.

---

In the central panel you will have the possibility to consult news, events and articles of scientific dissemination.

In the 'Current Academic Affairs' section, you will find articles written by specialized and renowned media that will keep you informed about the different scientific and academic issues.

In the 'Alerts' section, you will be able to receive alerts related to founding opportunities for the development of research and academic projects, as well as receive notifications of meetings with partners and colleagues.

In the main menu you will find different toolbars that will allow you to...

Create and participate in web-conferences

Book multipoint rooms for H323 conferences



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Share large files.

---

Besides you will be able to join the RedClara communities section, a place that promotes interaction and collaborative work.

Each community is integrated by people with common interests and related to specific issues, going from social to applied sciences.

You can consult the communities associated with the collaborative portal just by typing key-words or using the lists presented by the system.

---

Once inside the selected community, you will be able to learn about the work that is being carried out by the community, and also get to know the members who are part of it, as well as the addressed issues.

If the chosen community is a private one, you will need to join it by clicking the icon denoted by the sign '+'.

When being part of a community, you will have access to the information shared by every member of the group as well as be notified about the activities in real time.

Being a member will give you the opportunity to take advantage of the knowledge and the collaborative work of the community.

Moreover, you will be able to have direct communication with your colleagues, enhancing in this way your network of contacts and professional partners.

---

In the upper tool-bar, you will be able to enter your profile and control your activity in the collaborative portal.

In the menu that is shown when clicking on your profile picture, you will find the functions related to your user's account.

There, you will find all the notifications related to the activities of your community, and you will have access to your inbox as well.

Moreover, this menu gives you a quickly access to your contacts list as well as to the files and recordings of your web-conferences stored in the collaborative portal.

By using the 'Configuration' tool, you will have the possibility to control the privacy and the functions of your account as well as keep your personal information updated.

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Keep in mind that your profile will be visited by the users of the COLLABORATIVE portal in order to get some information about you.

The more information you share, the bigger will be the possibilities for you to receive invitations for networking.

Note that the system will filter the invitations and suggestions you receive according to your professional information and the fields of your interest.

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This is the COLLABORATIVE portal by RedClara, an easy, useful and quick support for everyday collaborative work.

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A RedCLARA's service produced by ELCIRAS Project

#### 4.7 COLABORATORIO SCRIPT: SPANISH VERSION

RedCLARA, más red, más ciencia...

---

En este video presentaremos el COLABORATORIO de RedCLARA, un sitio web desarrollado específicamente para el encuentro entre pares y el fomento de la colaboración científico-académica.

En este portal Usted podrá hacer uso de las herramientas y los servicios que apoyan el trabajo colaborativo y que RedCLARA ofrece de a todos sus miembros.

¡Veamos cómo hacerlo!

---

Para empezar, debe iniciar su sesión en la página del Colaboratorio de RED CLARA.

Si aún no está inscrito en el portal, de clic en "Regístrese" y complete el formulario que aparecerá.

---

Al ingresar, el sistema lo recibirá en la página principal del COLABORATORIO.

Desde aquí Usted podrá acceder a las distintas secciones en las que se divide el portal.

En el panel central podrá consultar noticias, eventos y publicaciones de divulgación científica.

En la sección de "Actualidad académica" encontrará artículos de medios reconocidos y especializados, con los cuales podrá mantenerse informado sobre diferentes temas académicos y científicos.



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En la sección de “Alertas”, podrá conocer y recibir avisos de fondos de financiamiento para la realización de proyectos de investigación y de academia, así como ir al encuentro de socios y colaboradores.

En el menú principal, Usted encontrará diferentes herramientas de trabajo e intercambio con las que podrá:

Crear y participar en conferencias web.  
Reservar salas multipunto para conferencias H.323.  
y Transferir archivos de gran tamaño.

---

También, desde aquí, podrá ingresar a la sección de comunidades de RedCLARA.  
Un espacio donde se destaca la discusión e interacción y el trabajo colaborativo.

Cada comunidad está integrada por personas con intereses comunes en temas específicos, que van desde las ciencias humanas hasta las ciencias exactas.

Podrá consultar las comunidades asociadas al Colaboratorio, ingresando palabras claves o utilizando las listas predefinidas por el sistema.

---

Al ingresar a la comunidad seleccionada, Usted podrá consultar la descripción sobre el trabajo que realiza, los miembros que la componen y las temáticas que aborda.

En caso de que la comunidad elegida sea privada, deberá unirse a ella dando clic en el ícono con el signo “+”.

Al ser parte de una comunidad, Usted tendrá acceso a la información que comparta cada miembro del grupo y será notificado sobre las actividades que vayan aconteciendo. Ser miembro le permitirá beneficiarse del conocimiento y el trabajo colaborativo de la comunidad.

Además podrá tener comunicación directa con pares y colegas, fortaleciendo así, su red de contactos y de socios profesionales.

---

En la barra superior, usted podrá ingresar a su perfil y gestionar su actividad en el Colaboratorio.

En el menú que se despliega al dar clic en su foto, encontrará las funciones asociadas a su cuenta de usuario.

Aquí, encontrará notificaciones sobre la actividad de sus comunidades y tendrá acceso a su bandeja de entrada.

También desde aquí, Usted podrá acceder rápidamente a su lista de contactos y a los archivos y grabaciones de sus conferencias web que vaya almacenando en el Colaboratorio.



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Con la función "configuración" Usted podrá administrar la privacidad y las funciones de su cuenta además de editar o mantener al día la información personal que aparece en su perfil.

---

Recuerde que su perfil es la página que visitan los usuarios del Colaboratorio para conocer sobre Usted.

Entre más información comparta mayores serán las posibilidades de recibir propuestas e invitaciones para trabajar en red.

No olvide que el sistema filtrará los avisos y las recomendaciones que envía, basados en la información sobre su experiencia profesional y áreas de interés.

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Este es el portal "Colaboratorio" de RedCLARA, un apoyo útil, fácil y rápido para el trabajo colaborativo de todos los días.

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