

## University of Michigan CTools

An online collaborative environment for the Clinical Practice Council Committee of the UM Department of Emergency Medicine

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## What is CTools?

- CTools is an advanced web-based course and collaboration environment. It is a set of tools designed to help instructors, researchers and students create course websites and project websites.
- Using a web browser, users choose from the many tools in CTools and combine them to create a site that meets their needs. To use CTools, no knowledge of HTML is necessary.

## What is CTools?

- For coursework, CTools provides features to supplement and enhance teaching and learning, such as:
- Integrated class schedule in My Workspace
  - Private student-instructor DropBox
  - Real-time Chat for registered students
  - Email notification for Announcements and Resources

## What is Ctools?

- For collaboration, CTools provides tools to help organize communication and collaborative work on campus and around the world, such as:
  - Easy access for non-UM participants
  - Permissions control within tools
  - Multiple file upload in Resources
  - Folders in folders to any level

## What is Ctools?

- CTools is the University of Michigan's implementation of the Sakai CLE (Collaboration and Learning Environment).
- Sakai was and continues to be developed in an open-source project with other members of the Sakai Foundation.
- The Sakai Foundation is made up of over 100 schools, institutions, and commercial affiliates.

## What is Ctools?

- For more information about Sakai, visit [sakaiproject.org](http://sakaiproject.org). CTools has evolved from the earlier applications CTNG (CourseTools Next Generation), UM.WorkTools, and the original UM.CourseTools.

## What you will need...

- A computer PC or laptop
  - Internet access
- A compatible web browser
- Only the following web-browsers will work:

Microsoft  
Internet Explorer



Netscape

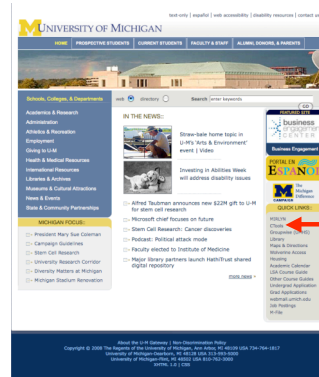


Mozilla Firefox



## U of M home page

www.umich.edu



Click here on  
"Tools"  
to  
login to Ctools

www.ctools.umich.edu the CTools home page

Click on "Features" for descriptive information regarding functionality of CTools various features.

or...

Click on this icon to proceed to login to your CTools account.

## UM Authenticated Logon

UNIVERSITY OF MICHIGAN WEBLOGIN

1. Enter username/unique name.
2. KERBEROS password.

AUTHENTICATION REQUIRED:

You are connecting to a U-M website that requires authentication. Please enter your Login ID (username or Friend ID) and password to continue.

Need a Login ID?  
If you don't have a Login ID, you can [create one now](#).

Log In ID:  username  
Password:  kerberos

3. Click here when done

By using this service you agree to adhere to [U-M computing policies and guidelines](#).

U-M Gateway | Copyright © 2007 The Regents of the University of Michigan, Ann Arbor, MI 48109 USA 734-764-1817  
University of Michigan-Ann Arbor, MI 48106 USA 313-953-5000  
University of Michigan-Flint, MI 48803 USA 810-762-3000

You will be asked to login. This is the same password as Wolverine access AKA: Where you view your paycheck/benefits

## Ctools "myworkspace" home

General announcements and tips on C-tools are found in this area.

This is the first half of "myworkspace" home second half follows

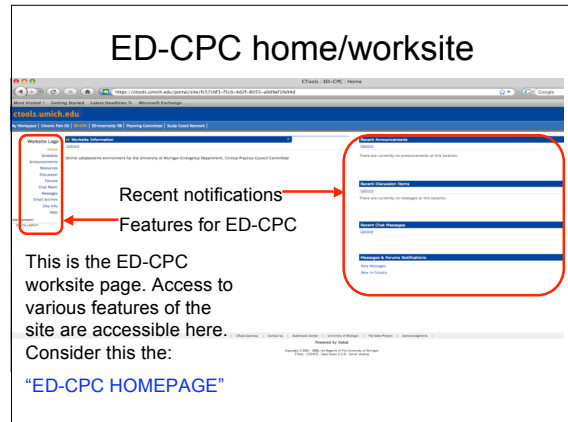
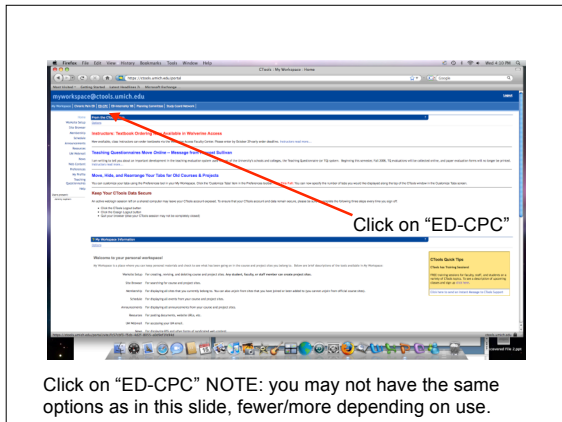
## C-tools "myworkspace" home

This area describes functions of various features on Ctools

Information and links to web browsers compatible with Ctools r/t operating system. Downloads available for FREE!!!

Links to training  
Instant Message tech support

Second half of page presented on previous slide.

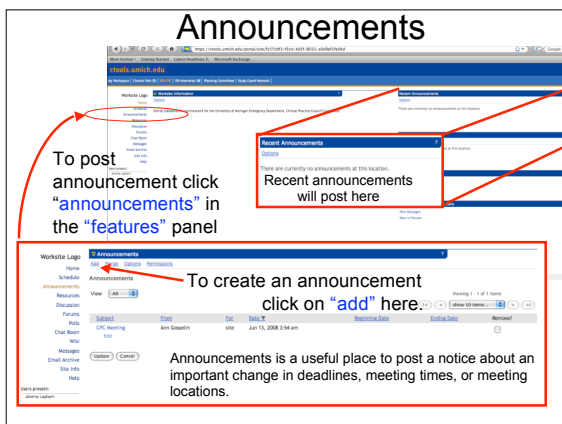


## Announcements

- Announcements are used to inform site participants of current items of interest.
- Announcements can have multiple attachments such as documents or URLs.
- Site owners and instructors can choose to have an announcement automatically emailed to all of the site participants by using the High Priority setting, or to not have the announcement emailed by choosing No Notification.

## Announcements

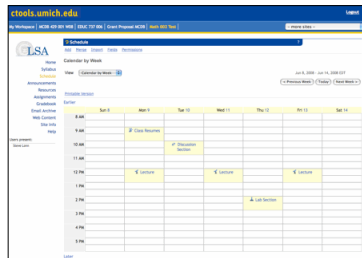
- You can draft and save an announcement before you send it out to site participants. Your drafts will be shown with a red "Draft" marker in your list of announcements.
- Announcements from all sites you are a member of are displayed in My Workspace.



## Schedule

- The Schedule tool allows instructors or site organizers to post items in a calendar format. Students can set up a Schedule in their Workspace. The calendar has day, week, month, year, and a flat list view.
- Any Schedule item can have multiple attachments.
- All Schedules on sites you have access to are merged in the My Workspace Schedule. You can also selectively merge Schedules from sites you have access to using the Merge feature from the site you want to add other Schedules to.
- You can print an Adobe PDF file of any view of a Schedule by clicking the "Printable Version" button while in the desired view.

## Schedule



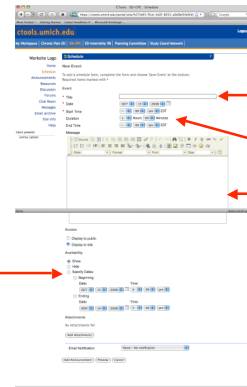
Research, group and department projects often use the Schedule to post group deadlines

Above: A week view of events for a site. To see the full description for an event, you can click on the event title.

## Schedule

This is what the tool to post to the schedule looks like.

Variables for how and when you would like your message posted.



Title of event here

Date info

Type details of the event here..

(Similar to Microsoft Word)

## Resources

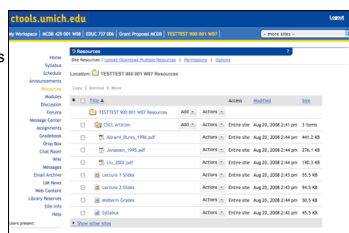
- Resources is the most commonly-used tool in CTools.
- In Resources, you can make many kinds of material available online.
  - There are four types of resources:
    - documents that you upload from your computer
      - word processing documents
      - spreadsheets, slide presentations
      - plain text, etc. links to other websites
      - html documents
    - simple text documents you create right in the Resources tool.

## Resources

- Site participants may also create Citation lists of books, articles, and other scholarly works.
- Users can either create these lists manually, search the University Library for titles, or search Google Scholar.
- Using the Permissions feature, site owners can control which types of users can post, delete, and read documents in specific folders.

## Resources

Resources can include links to websites as well as other kinds of documents, like Adobe PDF files. Some also post presentations or slides used in lectures.



Using Permissions, a large collaboration site can use one folder in Resources as a space to archive important documents, and allow only certain site participants to modify those documents.

## Discussion

The CTools Discussion tool allows for structured conversations that are organized in categories.

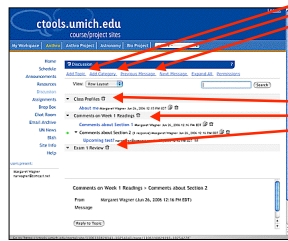


Site participants can post replies to a topic only ("flat discussion") or to other replies (threaded discussion).

The site owner can also choose whether or not to allow site participants to post their own discussion topics.

## Discussion

Many collaboration sites allow any site participant to start a discussion topic, which facilitates a more collegial discussion environment.



Functions for posting topics and categories

Categories of discussion

## Forums

- Forums is a communication tool that instructors or site owners can use to create an unlimited number of discussion forums for their course or project site.
- Asynchronous discussion provides an opportunity for your site participants to engage site resources and each other
- Allows for the free expression of convergent and divergent ideas. Interactions can be assigned a point value and sent to the Gradebook.

## Forums

- Some classes use categories such as "Homework Questions" and "Exam Review" to structure their Forums feature. Others create categories for course concepts.
- An instructor can assign students to respond to course readings and grade that participation within Forums and link the grade to the Gradebook



Above: Forums with included topics. The total number of messages and unread messages is displayed for each topic.

## Chat Room

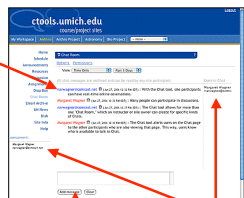
- Chat is designed for real-time, unstructured conversations with users who are signed on to the site at the same time.
- By default, Chat messages are saved and are visible to all users so that all site participants can benefit from clarifying conversations and questions and answers.
- The Chat tool allows for more than one "Chat Room," which an instructor or site owner can create for specific kinds of Chats. These additional chat rooms can be created using the Options feature.

## Chat Room

- A blue icon is displayed in the "Users present" list next to users' names who are viewing the Chat tool.
- This way, other site participants know who is available to converse in Chat.

### EXAMPLE:

Dispersed collaboration groups can use Chat as a space to have conversations across distances or catch up with conversations they may have missed.



Type/Chat message here to engage/respond to participants.

Users Present

## Messages

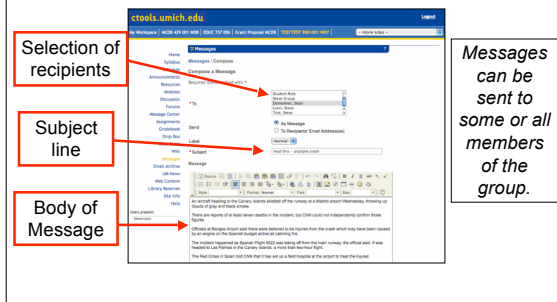
- The Messages tool allows site participants to communicate using internal site mail.
- Individuals and groups can send private messages to each other within the Messages tool or to the recipients' email address(es).



### EXAMPLE

One collaboration group member can send a short message about the project to another group member without sending a message to the entire group.

## Messages



## Wiki

- A Wiki is a kind of collaborative website in which multiple users can add and change the content.
- The CTools Wiki Tool gives users the ability to create a Wiki that is dedicated to a particular course or project site. Members of that site can monitor, update and edit the content of the wiki.
- The CTools Wiki Tool also allows users to add images, link wiki pages to other documents, and view the change history of the wiki. The website owner can control what permissions the members have, including access, reading, writing, editing, etc.

## Wiki

- An moderator may set up a wiki for a course as a place where the participants can contribute documents and images. The students can also add comments to the wiki.



The wiki screen can include images and text from the course or project site's Resources or from an external site

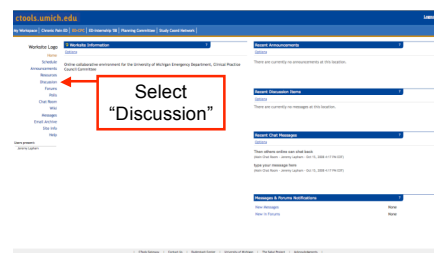
## Other Features (optional)

- CTools is used in a wide variety of courses and projects.
- Even the same features are often used in different ways to meet a course teaching goal or group collaboration style.
- Assignments
- Drop Box
- Email Archive
- Gradebook
- iTunes U
- Library Help
- Library Reserves
- Modules
- News
- Podcasts
- Polls
- Syllabus
- Test Center
- Web Content
- Worksite setup

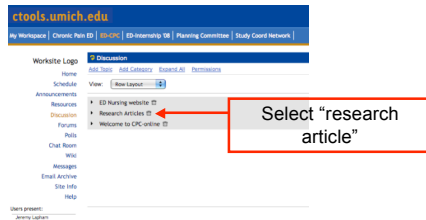
## Your Assignment

- Log on to Ctools
- Go to "Discussion" session.
- Find section "Research Articles"
- Open "Oct 15, 2008 CPC article > Waiting room video"
- Download and Read the Article
- Post a response to the article.
- Post a response to a colleagues response.
- Post another article in the future.

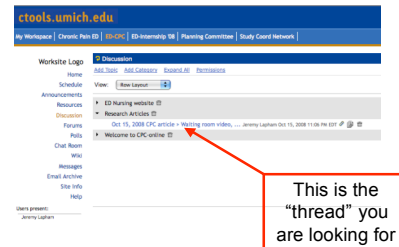
## Assignment Step 1



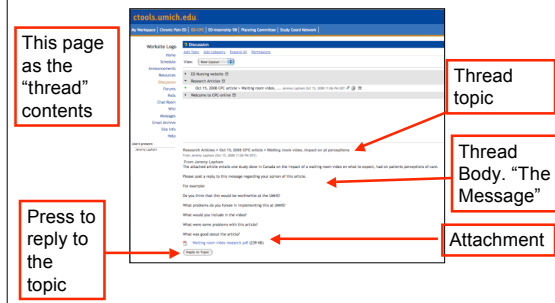
## Assignment Step 2



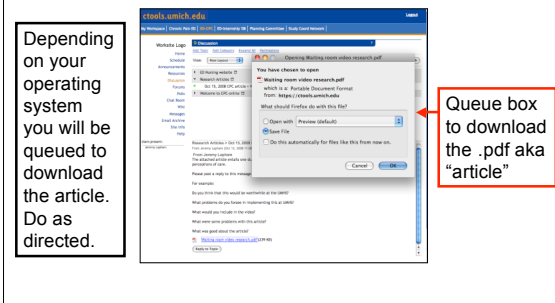
## Assignment Step 3



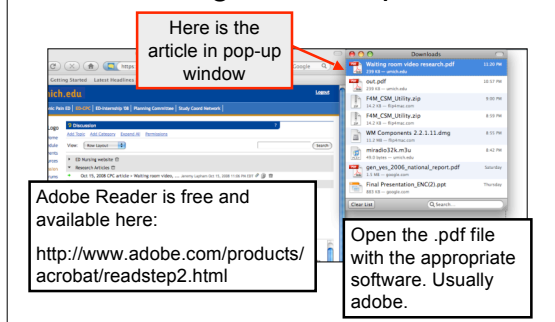
## Assignment Step 4



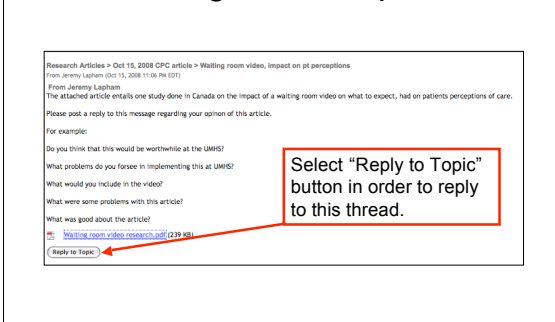
## Assignment Step 5



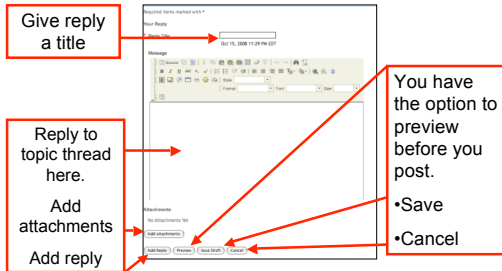
## Assignment step 6



## Assignment step 7



## Assignment Step 8



Give reply a title

Reply to topic thread here.

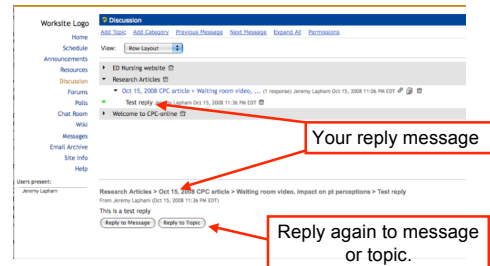
Add attachments

Add reply

You have the option to preview before you post.

- Save
- Cancel

## Assignment Step 9 Congratulations you did it!



Your reply message

Reply again to message or topic.

## Questions?

Contact information:  
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