Tools for connecting & collaborating in NUS

Kenneth Pinto, Educational Technologist
Centre for Instructional Technology (CIT)
Wiki.nus
Blog.nus
Microsoft Teams
Zoom
nBox
Wiki.nus

Easily editable web pages for team collaboration
Wiki.nus introduction

- Collaboration
- Easily editable website that has versioning (even for attachments)
- Permissions can be assigned
- Can be private/public
Wiki.nus uses

• Documentation / How-tos
• Project management
Wiki.nus power features*

- Add, assign and view tasks

Action items

- @Alana Grant to decide on name of project space
- @Cassie Owens to finish creating the new project space by 10 Mar 2018
- @Emma McRae to investigate venues for offsite and prepare costings for at least three different options by 31 Mar 2018
- @Harvey Jennings distribute agenda for offsite 04 Apr 2018
Wiki.nus power features*

- Add, assign and view tasks

<table>
<thead>
<tr>
<th>Description</th>
<th>Due date</th>
<th>Task appears on</th>
</tr>
</thead>
<tbody>
<tr>
<td>@Cassie Schedule a follow up meeting on 30 Jan 2018</td>
<td>30 Jan 2018</td>
<td>2018-01-17 Meeting notes</td>
</tr>
<tr>
<td>@Cassie Owens to finish creating the new project space by 10 Mar 2018</td>
<td>10 Mar 2018</td>
<td>2018-03-09 Meeting notes</td>
</tr>
<tr>
<td>@Cassie Owens to investigate how other teams are solving this problem</td>
<td></td>
<td>Where should we store our files?</td>
</tr>
<tr>
<td>Prepare talk about new campaign - @Cassie Owens</td>
<td></td>
<td>My to do list</td>
</tr>
<tr>
<td>Organise venue for offsite @Cassie Owens</td>
<td></td>
<td>2018-01-17 Meeting notes</td>
</tr>
</tbody>
</table>
Wiki.nus power features*

- Task report macro

<table>
<thead>
<tr>
<th>Description</th>
<th>Due date</th>
<th>Assignee</th>
<th>Task appears on</th>
</tr>
</thead>
<tbody>
<tr>
<td>@Cassie Owens to finish creating the new project</td>
<td>17 Jan 2018</td>
<td>Cassie Owens</td>
<td>Project plan</td>
</tr>
<tr>
<td>space by 17 Jan 2018</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>@Cassie Schedule a follow up meeting on 30 Jan</td>
<td>30 Jan 2018</td>
<td>Cassie Owens</td>
<td>2018-01-17 Meeting</td>
</tr>
<tr>
<td>2018</td>
<td></td>
<td></td>
<td>notes</td>
</tr>
<tr>
<td>@Harvey Jennings distribute agenda for offsite</td>
<td>08 Feb 2018</td>
<td>Harvey Jennings</td>
<td>Project plan</td>
</tr>
<tr>
<td>08 Feb 2018</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Wiki.nus power features*

- Templates & blueprints
Wiki.nus power features*

• Status & project management dashboard
Wiki.nus power features*

- Roadmap planner
- Bars
- Lanes
- Markers
- Timeline
Wiki.nus examples

• CIT wiki
• NUS Living Lab
Wiki.nus advantages

• Easy to start using, with powerful features to grow into.
Wiki.nus disadvantages

• Mainly for NUS staff and students.

• Limited look-and-feel customisation.
Get started with Wiki.nus

- https://wiki.nus.edu.sg/
- Log in with NUSNET ID and password.
Blog.nus

Communicate with the wider world about your research
Blog.nus introduction

• Communication

• Easy-to-update website

• Posts (time-sensitive) and pages (informational)
Blog.nus uses

- Information about your research
- Communicating about research
Blog.nus examples

• Computational Combustion & Energy Group

• Leopard Cat
Welcome to The Computational Combustion and Energy Group at National University of Singapore! Full PhD scholarships and post-doctoral research fellow positions are available. Please join us!
The leopard cat is second on the list of “endangered animals killed on the road” in Peninsular Malaysia in the first nine months of 2017. Fourteen leopard cats succumbed during that period according to the Ministry of Natural Resources and Environment in a statement that was reported by Channel News Asia.
Blog.nus advantages

• A simple way to administer and update a collaboration website.

• Hundreds of templates.
Blog.nus disadvantages

- Users mainly NUS staff and students (anyone can read, if you make the blog public).
Get started with Blog.nus

- https://blog.nus.edu.sg/
- To create an account and start a blog, click Sign up here
- Blog.nus account is not connected to NUSNET account
Microsoft Teams

Communicate via chat and collaborate with various tools in diverse teams
Microsoft Teams introduction

• Communication & collaboration
• Chat with connected Microsoft tools
• Teams > Channels > Chat & Tools
Microsoft Teams uses

• Communicate with context
Kenneth Gerard Pinto 25/09 11:45
Thanks for adding.

Wanyun 26/09 14:54
Vascular Plants Wiki Video.mp4

Wanyun 27/09 15:43
sharing2.png

Meeting ended: 1 min 23 sec
Recording: meeting
Recorded by: Wanyun

Wee Ying Qin has made Wanyun a team owner.
Wee Ying Qin has added Chan Yu Hao to the team.

Start a new conversation. Type @ to mention someone.
Microsoft Teams advantages

- You can add non-NUS staff
- Multi-platform
Microsoft Teams disadvantages

- Can be overkill if you just want simple chat
- Added external users are searchable by name/email address
- Not for confidential material
Get started with Microsoft Teams

- Go to https://teams.microsoft.com/ and log in with your NUSNET ID. (You will be redirected to NUS login.)

- Download the apps for your OS.
Zoom
Web conferencing
Zoom introduction

• Online meetings with audio and video
• Share desktop or presentations
• Live collaboration
• Webinars
Zoom advantages

- You can use Zoom with anyone, unlike Skype for Business, which is NUS-focused
- Multi-platform
Zoom disadvantages

• Works more like scheduling meetings than picking up the phone
Get started with Zoom

• Email citbox7@nus.edu.sg for a Zoom account
The bottom line

<table>
<thead>
<tr>
<th>SKYPE FOR BUSINESS</th>
<th>MICROSOFT TEAMS</th>
<th>ZOOM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone calls, with extras</td>
<td>Chat, with extras</td>
<td>Online meetings, with extras</td>
</tr>
<tr>
<td>Calls/chat within NUS</td>
<td>Chat/calls with NUS &amp; non-NUS colleagues</td>
<td>Online meetings with NUS &amp; non-NUS colleagues</td>
</tr>
</tbody>
</table>
nBox

File storage and sharing
https://nusit.nus.edu.sg/services/online_storage/nbox/
NUS IT service, not CIT

There was a lot of interest about nBox at the RCIO Town Halls, so I thought it’s best to mention this.
nBox introduction

- Online file storage - a Dropbox-like service - for NUS staff only
nBox uses

- Store and share files
- Personal folder: 1TB
- Maximum single-file size: 40GB
- File versioning: 10 (or is it 15) versions
- File restore: up to 30 days
- Team folder: 20GB (contact NUS IT if you need a larger quota)
nBox advantages

- Hosted on campus
- Can store confidential info (?)
  - By implication because: Login protected by 2FA, and why provide an alternative to Dropbox that does not solve
  - FAQ does not say anything about this. Best to confirm with NUS IT.
nBox disadvantages

• Mainly for NUS staff (but you can provide public download links)
Get started with nBox

- Instructions for the various operating systems here:
  https://nusit.nus.edu.sg/services/online_storage/nbox/
Questions

citpkg@nus.edu.sg