

Browser Based Collaboration Services

Browser based collaboration services used on Campus

This list is incomplete and is based on Paul Davis' understandings. It has not been broadly vetted. Please add comments and corrections.

#	Type	Service	Description	Best For	Notes
1	Web site	Confluence.cornell.edu	Quick web page builder with strong templating and content pipelining capability	<ul style="list-style-type: none"> General purpose tool (blogs, document sharing, task management, websites, email archive, forms, etc.) Project, team, service, or department restricted or public websites Templated content where a summary is needed Sharing documents or collaboratively developing documents 	<p>It's strength is that it is so general purpose. Other than its Wiki feature, it's not the best at any of its other major features.</p> <p>Recommended</p>
2	Doc mgmt	cornell.box.com	Document storage and management on the web and synced to your computer	<ul style="list-style-type: none"> Sharing documents with others on and off campus Sharing documents with other computers you use Simple document workflows (e.g.: having students upload web content and getting it approved) Backing up critical files (using Box Sync) 	Recommended
3	Doc mgmt	File Share	Document storage and management	<ul style="list-style-type: none"> Storing large numbers of documents in a structured way Sharing documents with people in your department Much better than storing files only on your computer Secure document storage 	Not browser based
4	Doc mgmt	docs.google.com	Office documents on the web. Multiple people can edit them at the same time	<ul style="list-style-type: none"> Document that multiple people need to edit or comment on at the same time Very simple forms with data stored in spreadsheet 	Recommended for multiple concurrent authors or reviewers, but not formally supported by Cornell for staff and faculty.
5	Doc mgmt	Sharepoint	Work group website, document repository, workflow engine, etc.	<ul style="list-style-type: none"> Similar to Confluence Allows building of applications (not easily) 	Doesn't deal with large numbers of documents well. Requires IT staff to set up and administer access, sites, etc. Works best in a Windows/Microsoft only environment.
6	Doc mgmt	TeamForge	Developer tool that has document management, issue management, wiki, release management, version control, etc.	<ul style="list-style-type: none"> General purpose developer tool 	Primarily a developer tool, but was used heavily before Confluence to allow sharing and commenting on documents. Very few non-developer users now. Not recommended.
7	Forms	cornell.qualtrics.edu	Survey tool. Simple or complex forms.	<ul style="list-style-type: none"> Forms Simple Workflow Surveys 	<p>RAIS has developed simple workflows based on emailing completed forms. Each approver receives a copy of the completed form and replies to the service administrator with their assessment (approve or not)</p> <p>Recommended</p>
8	Email	outlook.cornell.edu shared account	Shared email and calendar account that can be used by multiple people	<ul style="list-style-type: none"> Email archive Office or service email address 	<p>Avoid using personal email addresses as the definitive address for a service or office.</p> <p>Recommended</p>

9	Notes	Evernote.com	Note gathering that syncs to all devices and shares	<ul style="list-style-type: none"> ◦ Capturing notes, especially website clippings, and sharing them with a limited workgroup ◦ Searching through huge volumes of notes ◦ Excellent document or whiteboard photos 	Great for capturing whiteboard photos to post to confluence, or email. Not formally supported by Cornell.
10	Notes	OneNote	Note taker with ability to share on the web	<ul style="list-style-type: none"> ◦ Meeting notes shared via email ◦ ??? (I don't have much experience with OneNote) 	
11	Web site	blogs.cornell.edu	Word Press Blog site specific to Cornell	<ul style="list-style-type: none"> ◦ Blogs ◦ Simple public website (e.g.: Research group web site) 	Best for less than ~100 pages with relatively few contributors... unless it's a blog, or blog like site. IWS can be hired for a small fee to set up a site for research groups.
12	Web site	Drupal	Web Content Management System	<ul style="list-style-type: none"> ◦ Department or college websites where pictures and stories may be used in different sections. Can support very complex sites 	Drupal is growing in popularity on campus for large complex sites. Best to hire a specialist to set up. Recommended
13	Web site	Common Spot	Web Content Management System	<ul style="list-style-type: none"> ◦ Department or college websites where pictures and stories may be used in different sections. Can support very complex sites 	CommonSpot was the most common web CMS for large sites on campus, but is being overtaken by Drupal. Not recommended.