










## CoolHub.IMSA: Communication and Productivity Tools

Projects in CoolHub employ the following set of social media and communication tools and to achieve collaborative results.

	<b>Announcements</b>	Users post Information that every project member should see. Supports text only. Alerts send notices to members' email.
	<b>Blogs</b>	Users post Information that has a short shelf life but can be tagged and searched. Supports text, html, images, flash, embedded video and RSS.
	<b>Chat</b>	Also known as Instant Messaging, members communicate in real-time using text. Supports text only.
	<b>Document Library</b>	Users create folders and upload documents for all Project members to access. Supports a wide variety of formats from text-based to video.
	<b>Shared Calendar</b>	Any Project member may post events and set reminders. Reminders are emailed to Project members. Calendars are time zone adaptive.
	<b>Forums</b>	Also known as Message Boards, members post information intended for discussion. Discussions are based on topical threads arranged into categories. Supports text, html, images and RSS. Provides User stats.
	<b>Image Gallery</b>	Users create folders and upload images for all Project members to access. Supports a wide variety of formats and includes thumbnails and slideshows.
	<b>Video Conferencing</b>	CoolHub uses <b>Elluminate</b> for video conferencing with a license for up to 25 simultaneous participating sites, including six simultaneous audio-video feeds, application sharing, shared whiteboard, document sharing and archived sessions.
	<b>Wiki</b>	Users post information that potentially has a long shelf life. Multiple users can edit and view history of changes. Supports text, html, images, flash, embedded video and RSS.

Other royalty-free, third party tools that are available include:

<b>Google Docs</b>	Simultaneous collaboration on shared documents, spreadsheets, presentations and forms.
<b>Mindomo</b>	The basic package allows participants to build concept maps, organize ideas and project tasks, plan and track projects, manage tasks and priorities, define goals and objectives and chat while working on tasks.
<b>XMind</b>	Concept mapping tool for creating, sharing and managing collaborative work
<b>Mind42</b>	Multiple users create mind maps, keep track of ideas alone or with colleagues.
<b>Dabbleboard</b>	Whiteboard drawing application that can be used collaboratively for drawings, diagramming or flow charts.
<b>Wallwisher</b>	Multiple users post sticky notes to a wall. Good for brainstorming and categorizing.