

Goal/Task/Need/Scenario	Topic	How a workspace helps	Learn More Page	Example Page URL	Template example
A place to store files that are organized	File Storage	Accepts files of all types and sizes. The uploaded version is preserved unless the file is purposely updated.	File Storage and Exchange		
A place to share files with my collaborators	File Sharing	Uploaded files can easily be downloaded by collaborators after embedding on a page	File Storage and Exchange		
My group needs to take notes on our regular group meetings to set agendas, track goals, action items, and record for future reporting	Meeting Recordings	A workspace can provide a common place to set the agenda, recording happenings of the meeting, and preserve this information for future project planning and reporting	Record Regular Meeting Notes		
	Project Planning		General Project Planning		
	Project Reporting		Project Reporting		
Sometimes when I share files with colleagues through email or shared folders, it becomes a hassle to find the correct email string and context for each shared file. It would be helpful to have a place to upload materials and share information with its associated context.	Embedded files alongside ideas	A workspace allows the participants to easily upload files and then embed them within a workspace alongside some context information. This organization provides a structure that anyone in the group can follow and easily access the files you may be referring to. Others can also upload and embed relevant files that may fit the topic of discussion.	Embedded Files Alongside Ideas		
We are planning a workshop and intend to have breakout groups that work on different topics and then share with the overall group. We would like a space for participants to record their discussions digitally so they can revisit them the next day and even after the end of the workshop. Our working group is utilizing a number of web-based resources within the SERC website as well as some external sites. We would like to share these resources with each other in a central location.	Small group facilitation	A workspace can capture the discussion by a group in real time and can be updated with saved changes at any point. A workspace can also be pre-populated with some context to provide structure to a discussion group, encourage a common format among the groups, and provide some goals to keep participants focused.	Facilitating Team and Small Group Work	Facilitate Brainstorming and Discussion	
	Linking to Digital Resources	The web-based platform allows the user to easily embed links to material within their own website or outside.	Linking to Digital Resources		
Need to plan a workshop	Workshop Planning		Workshop Planning Process	Workshop Planning Process	
Need to plan a webinar	Webinar Planning		Workshop Planning Process		
My collaborators and I are planning the next steps for drafting a manuscript related to our work. We have exchanged information in the past via email, but it becomes cumbersome to sort through all the emails and attached documents.	Manuscript drafting and planning	A workspace is a secure space where you and your collaborators can exchange information that is only viewable by your group. The workspace is then available for people to exchange ideas and plan the manuscript with the benefit of easily uploading citations, figures, etc.	Presentation and Publication Recording and Drafting		
	Presentation planning and drafting		Presentation and Publication Recording and Drafting		
	Evaluation planning and recording		Evaluation Planning and Recording		
	Housing Private information for participants	A workspace can only be accessed by participants within the group. Therefore, a workspace provides a secure and controlled environment for participants to share information and materials to your select participants.	Housing Private Information for Participants		
	General Project Management		Project Management		
	General Collaborative Work		Collaborative Work		