

Collaboration Tools

In order to help students work together more effectively, especially if your assignment requires them to meet or do work outside of class, it is helpful for you to learn about collaboration tools to recommend to them. Consider the following resources as examples.

Trello

Trello is a collaboration tool that organizes your projects into boards. In one glance, its boards can indicate what task is being worked on, who is working on which step, and where that task is in the overall process. Trello is a whiteboard filled with lists of sticky notes, where each note is a task for you and your team. Each sticky note allows you to include photos, documents, and attachments from other data sources (e.g., Bitbucket or Salesforce). You can also comment and collaborate with your teammates in each sticky note. You can take the whiteboard anywhere you go on your smartphone and access it from any computer through the web.

Source: <https://trello.com/>

Google Docs

Google Docs brings your documents to life with smart editing and styling tools that help you easily format text. Choose from hundreds of fonts and add links, images, and drawings. Click “Share” and let anyone—friends, classmates, coworkers, family—view, make suggestions that you can accept or reject, or edit your document directly. When someone is editing your document, you can see that person’s cursor as changes are made. Chat with others directly inside any document, or add a comment with their email address and they will receive a notification.

Source: <https://www.google.com/docs/about/>

Slack

Teamwork in Slack happens in channels. A channel is a single place for messaging, tools, and files. On Slack, you can share channels; communicate via voice or video calls with a screen-sharing feature; and drag and drop PDFs, images, videos, and other files for easy sharing.

Source: <https://slack.com>

Skype

Skype is software that enables conversations through free video and voice calls either one-to-one or in groups; instant messaging; and file sharing on your mobile phone, computer, or tablet.

Source: <https://www.skype.com/en/about/>