Digital Communication and Collaboration Tools Chart

Digital communication and collaboration tools each have their own unique features and communication purposes. When choosing a tool, consider the opportunities that each type of digital communication can bring to the educational setting, and how it supports the curriculum most effectively.

Written Communication

Digital Tool	Description	Potential Use	Tool Example
Online Discussion Board	A platform for online, text-based discussions.	Students can post and reply to messages without the constraints of time or location. Teacher moderation encourages reflection and deeper thinking.	• Collaborize Classroom • TodaysMeet • Scribblar
Blog	A personal Web site on which the author records opinions and adds new material regularly.	Students can post reflections, questions, or evidence of their learning. Peers can read and comment on other students' blogs.	• Edublogs • Weebly • Kidblog
Class Web Site	A page that is viewable from any computing device with an Internet connection.	Students can communicate about what they are learning in the classroom by posting their writing or other work they have created.	• Weebly • TeacherWeb • Shutterfly
E-book	An electronic book that is shared online. An e-book may contain multimedia components, such as photos, video, and audio.	Students can use an e-book to bring their stories to life with audio and video. They can also create an e-book to demonstrate their learning through text and photos.	• SimpleBooklet

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Education

Oral Communication

Digital Tool	Description	Potential Use	Tool Example
Podcast/ Videocast	A recorded video or sound file that is compressed and delivered over the Internet.	Students can demonstrate learning and communicate through recorded audio and video files that can be shared with anyone online.	• YouTube EDU • Audacity
Video Conferencing	Synchronous conferencing that uses software to capture and stream live video and audio over the Internet.	Students can meet virtually with anyone, anywhere. They can use video conferencing to build global awareness and cross-cultural communication skills.	• Google Hangout • Skype in the Classroom
Cellular Phone **Smartphone (Mobile Phone)**	A smartphone is a cellular phone that is able to perform many of the functions of a computer, having an operating system that is capable of running applications. Some applications can run offline, while others require an Internet connection. A cellular phone may have built-in features that do not require Internet connectivity, such as photo and video recording.	Students can use their phones to take pictures that tell a story. They can record audio narration to share their stories with other students in the class.	• Shadow Puppet

Parent Communication and Collaboration

Digital Tool	Description	Potential Use	Tool Example
Class Web Site	A page that is viewable from any computing device with an Internet connection.	A teacher can demonstrate what students are doing in class and post evidence of learning.	• Weebly • TeacherWeb
Photo-Sharing Site	A Web site that stores and displays image files uploaded by the user.	Teachers can post photos of classroom activities to inform parents about what their child is learning.	• Shutterfly • Flickr • Animoto
Blog	A personal Web site on which the author records opinions and adds new material regularly.	Teachers can post regular updates for parents about what their child is learning and include links to Web sites for additional skills practice at home.	• Edublogs • Kidblog
Online Calendar	A calendar that is maintained and shared online.	Teachers can communicate important dates and information through a shared calendar that parents can view online.	• Google Calendar
Email	Text-based communication that is sent through an Internet connection.	Teachers can use email to communicate with parents and students outside of class. Email is also useful for communicating with experts or mentors.	• Gmail • Outlook

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Student Collaboration

Digital Tool	Description	Potential Use	Tool Example
Social Network	A Web site where user profiles are linked and shared.	Students can use a social network to post photos, videos, and communicate through text. They can use a social network for collaboration outside of the classroom walls.	• Edmodo • Facebook
Microblog	A networking tool that allows users to send and receive frequent published updates, typically of 140 characters or less.	Students can use a microblog to quickly communicate outside of class and provide updates on group projects.	• Twitter
Social Bookmark	A method of networking in which students save and share links to Internet content that they believe may be of interest to others.	Students working in a group can use social bookmarking to collaborate and share Internet resources. Teachers can use annotation tools to highlight Web page information for students.	• Diigo • Delicious • Pinterest
Graphic Organizer	A tool for creating shapes and connectors to illustrate complex concepts and systems.	Students can review academic content by diagraming and showing relationships among concepts. They can also use a graphic organizer for planning with flow charts.	• Bubbl.us • Coggle • Creately
Cloud Storage	A Web site, which stores files, such as documents and media, so that they can be accessed from any connected device.	Cloud storage makes it easy for students to share documents with each other and their teachers. It also enables them to easily work on tasks on multiple devices.	• Google Drive • Microsoft SkyDrive
Wiki	A wiki is a Web site where students can add, edit, or delete it's content using a Web browser.	Students can collaborate on a wiki to share their learning on any topic.	• Wikispaces • Zoho Wiki
Multimedia Presentation	A presentation allows students to share their learning in a visual format.	Students can create a presentation on any topic. It can be used for sharing research, opinions, and even creative writing.	• Google Presentations • Vcasmo
Collaborative Document	A collaborative writing tool supports students as they contribute, share, review, and revise work together.	Any conventional writing assignment, such as an essay or a report, can be written collaboratively with positive results.	• Mixedink • Google Drive
Collaborative Project Site	A site where teachers can join an ongoing collaborative project or create their own.	Students can collaborate with students in other schools, cities, or countries on a project that a teacher has designed specifically to take advantage of the geographic locations of the students.	• ePals • Center for Interactive Learning and Collaboration
Note-taking	A downloadable app or web app where students can take notes, draft blogs, make lists, or keep a journal.	Students can take notes, write drafts of documents, and keep lists about projects or assignments.	• Simplenote

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