School of Nursing Collaboration Tools

**TOOLBOX**

- **VoiceThread**
- **Zoom**
- **Office 365 Applications**
  - Microsoft Teams
  - Microsoft Planner
  - Microsoft Yammer
  - Microsoft Stream
  - Microsoft Forms
- **Blackboard Group Tools**
  - File Exchange
  - Blog
  - Discussion Board
  - Journal
  - Tasks
  - Wiki
  - Email

**USAGE GUIDE**

**Face-to-face meetings and chat/file-share**

- **Zoom**
- **Microsoft Teams**

**Chat/file-share/planning coordination**

- **Microsoft Teams**
- **Microsoft Planner**
- **Microsoft Yammer**
- **Microsoft Forms**
- **Blackboard File Exchange**
- **Blackboard Discussion Board**
- **Blackboard Tasks**
- **Blackboard Email**

**Creating and submitting video/audio**

- **Microsoft Stream**
- **PowerPoint**
- **VoiceThread**
- **Zoom**

**Creating and submitting text or html-based deliverables**

- **Wiki, website, case study, quiz questions etc.**

- **Microsoft Forms**
- **Blackboard Blog**
- **Blackboard Journal**
- **Blackboard Wiki**
- **PowerPoint**
- **Blackboard Blog**
- **Blackboard Journal**

**COMPARISON GUIDE**

**PROS**

- Web-based + Blackboard Integration
- Automatic captioning on all new uploads (as of January 2020)
- Shareable individually, to faculty-only, or course-wide
- Allows uploading of images, audio, video, text documents, and PowerPoint files
- Variety of commenting options - text, audio, or video
- Ability to easily reorder and add slides/content

**CONS**

- Difficult for faculty to grade with rubric
- Slide-by-slide creation results in a weird flow for faculty review
- Group setup can be difficult to maintain semester-to-semester
- No easy or single-screen review of peer-to-peer activity
- Limited edit capabilities once content is uploaded
- No automated group grading capability

- Choice of web-based or application for desktop and mobile
- Can record locally to computer
- Record different screen views - active speaker, gallery view, and shared screen
- Features: Screenshare, Whiteboard, File Share, Archivable Chat, Breakout Rooms, Polling

- Quality dependent on individual internet speeds/user machines
- No deep Blackboard Integration
- Difficult/impossible for students to grade with rubric, depending on setup
- No captioning or transcript provided