Demystifying digital communication and collaboration tools

Recommendations for working remotely, productively.

Collaboration/ Communication tool	What it's for, and when to use it
Adobe Connect Virtual Classroom	**Adobe Connect provides support for synchronous learning and teaching activities between educators and students.** It is the best tool for delivering large scale webinar style teaching with video and audio. Sessions can be recorded for later playback. Connect is accessible directly from Moodle and handles student enrolments automatically. Connect features document and screen sharing, whiteboards, breakout rooms, polls and Q&A support. For more information please see the Staff eLearning Hub.
Kaltura Capture Desktop and presentation capture	**Kaltura is a desktop and presentation capture tool designed specifically to work with the Kaltura media server.** You can capture your desktop or PowerPoint presentation directly from your computer and upload it into Kaltura for embedding into you course. For maximum effect, consider breaking your lecture presentations into 5 minute topics which provide easily digestible bite-sized information chunks for your students. For more information please see the Staff eLearning Hub.
Teams Microsoft Teams occasionally referred to as 'MS Teams'	**Teams is part of the Microsoft Office 365 suite and is designed for team collaboration, file sharing, online chat and audio phone calls** As we more towards online delivery, Teams can be used as an alternative to Adobe Connect. Commencing Monday 23 March, three Getting Started with Microsoft Teams online training sessions will be offered each day. Microsoft Teams can be used to run classes and lectures remotely as an alternative to Adobe Connect. Commencing Monday 30 March, three Microsoft Teams Q&A and Troubleshooting online training sessions will be offered each day. Visit the ITS training page to view training session recordings or request additional information and/or training for supported systems. To help you get familiar with Microsoft Teams, staff are encouraged to review: Getting started with Microsoft Teams

Recommendations

- If you familiar with the learning environment of **Adobe Connect** and **Kaltura** for online delivery to students, continue to use these tools until you become familiar with the newer tools.
- All staff are encouraged to attend the scheduled **Teams** training sessions.

Need help?

Though we're in a very good position with regards to our ICT (Information and Communications Technology) infrastructure, we are expecting unprecedented load on it. This will see some strain being placed on systems and support structures.

ITS have increased the number of Service Desk staff to ensure you receive prompt assistance.

Should you have any questions or require assistance contact the ITS Service Desk directly on 1800 333 864 or online at https://servicedesk.federation.edu.au.

Other resources

- ITS have also established a portal which will provide you with all the guidance and instructions to assist in working from home. The 'working from home' portal can be accessed here.

- You can also download the Working from home - information guide (pdf, 116kb) for tips on how to set up your home work space and good habits to ensure you're working from home effectively.

- To view available virtual professional development sessions, visit the Training and development web page.