



Advancing communication and collaboration online

An online tutorial for staff

In this tutorial, you'll examine some of the tools available for advancing communication and collaboration online. You'll use tools to set up more advanced online activities, and become familiar with some new terms. This tutorial will look at some of the specific tools available to manage Discussion and Chat groups while developing social presence for yourself and your students.

- Create, assign and selectively release topics for group discussion.
- Manage membership of Discussion and Chat groups (from their creation to disbanding).
- Manage rooms and participation in Chat and/or Whiteboard activities.
- Know how to keep records/logs of Chat/Whiteboard activities.
- Manage messages (sort, move, mark as read etc.) with the Discussions tool.
- Compile and archive records of online discussions.

Structure and format

The tutorial is available online and is part of the module [Advancing communication and collaboration online](#).

After you register you will have ongoing access to the module/tutorial and a sample course. You can access these resources at any time and undertake learning at your own pace.

The tutorial takes you through a realistic scenario. It guides you through the steps for each task as you go.

How long does it take?

The module takes approximately 40 minutes to complete

Learning requirements

Prerequisites

You will need to have basic competence in using a computer and a web-browser.

Participant requirements

You will need a computer with network/Internet access and you must be a current university staff member to access the learning management system.

How to register

Access the registration website at [Teaching & Learning Online](#) and register in the module titled [Advancing communication and collaboration online](#).

If you would prefer to do this tutorial within a face-to-face program, please see [Teaching Online Essentials](#).

Further enquiries

Contact CALT – call x3504, or email: training@calt.utas.edu.au

