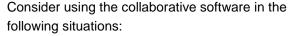
Remote Working Resources

Online Discussion and Collaboration

Below are several platforms that are generally available to all faculty, staff, and student employees through institutional licensing or as free services. We highly recommend checking with your department first to see if any of the tools below are available for your use.





- Hold a collaborative work session in which everyone shares information and ideas
- · Push information out to large or small groups while accepting questions from attendees
- Facilitate an info session with multiple presenters in one or multiple locations
- Create a virtual co-location environment through chat and document sharing
- Create training or developmental videos and share with colleagues
- Have a group discussion about a book or LinkedIn Learning video

Best Practices

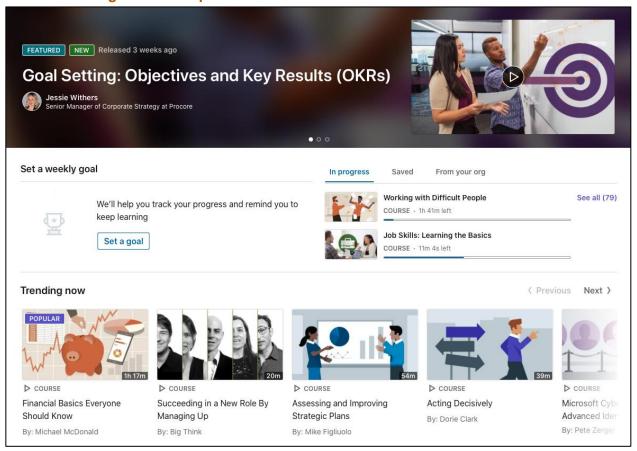
To ensure success with online collaboration and discussion, here are some helpful tips:

- Provide an overview of the platform that is being utilized
- Designate a facilitator or moderator
- Set clear expectations for individual contributions



Use	Platform	Guides
Video conferencing platforms for	Zoom Meeting	Getting started with Zoom
interactive and collaborative		Meeting
discussions.		• Zoom meeting vs. Zoom
		webinar comparison
	Microsoft Teams Meeting	Getting started with Teams
	Adobe Connect	Using Adobe Connect
	Skype for Business	Using Skype for Business
	Webex	Using Webex
Chat platforms for collaborative	Microsoft Teams Chat	Getting started with Teams
discussions including document		
sharing.		
	Slack	Getting started with Slack
For view-only presentation with	Zoom Webinar	Getting started with Zoom
little or no feedback from	*there may be an additional cost	<u>Webinar</u>
attendees.	in using this feature	Zoom meeting vs. Zoom
		webinar comparison
Tools for document	Microsoft Teams	Getting started with Teams
collaboration		
	Google Docs	Using Google Docs
	UT Box	Getting started with Box

Online Learning and Development Activities



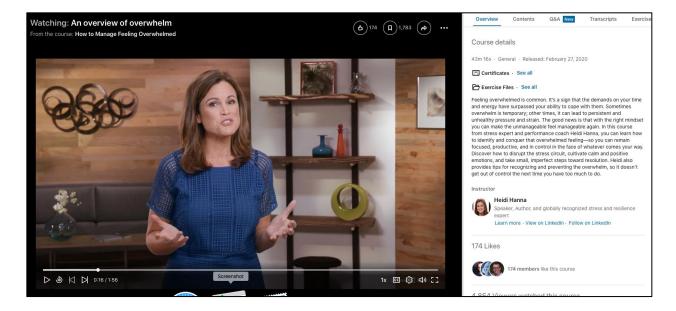
Below are resources that are available to faculty, staff, and student employees to help continue their professional development through online learning.

As we plan for enhanced workplace environments, remember that it is always important to make time for learning and development. Some faculty and staff may find that new arrangements provide them with more time for development, and our online resources are a great solution.

<u>LinkedIn Learning</u> - an on-demand library of high-quality instructional videos covering a vast range of software, business and creative skills. With more than 5,000 courses taught by industry experts—and more added every week—LinkedIn Learning is designed for all levels of learners, is available in seven languages, and is accessible whenever you are ready to learn.

Consider using LinkedIn Learning for the following situations:

- If you are looking for resources for your own career development
- · You need specific skills-based training
- You want to arrange a group learning activity with your team
- As a supervisor you are looking for developmental resources for your direct reports



Getting Started

- Watch the How to Use LinkedIn Learning course
- Read the How to Use LinkedIn Learning guide

Content:

- Users can curate specific courses/videos and share with their team, watch <u>create a collection</u>.
- Faculty can also utilize courses/videos to support <u>flipped learning</u> or <u>blending learning</u> modalities.

To indicate completion of coursework from these resources on your UTLearn transcripts, read the <u>Adding External Learning</u> guide.

Support

LinkedIn Learning	Email <u>UTLD@austin.utexas.edu</u>	
UTSystem Skillport	Email systemwidesupport@utsystem.edu	
UTLearn	Email help@austin.utexas.edu	
	Call (512) 475-9400	
Zoom	Email help@austin.utexas.edu	
Microsoft Teams		
Adobe Connect		
All other platforms and tools	Contact your departmental technical support	