



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.

Consider using the collaborative software in the following situations:

- 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 interactive and collaborative discussions.	Zoom Meeting	<ul style="list-style-type: none"> • Getting started with Zoom Meeting • Zoom meeting vs. Zoom webinar comparison
	Microsoft Teams Meeting	<ul style="list-style-type: none"> • Getting started with Teams
	Adobe Connect	<ul style="list-style-type: none"> • Using Adobe Connect
	Skype for Business	<ul style="list-style-type: none"> • Using Skype for Business
	Webex	<ul style="list-style-type: none"> • Using Webex
Chat platforms for collaborative discussions including document sharing.	Microsoft Teams Chat	<ul style="list-style-type: none"> • Getting started with Teams
	Slack	<ul style="list-style-type: none"> • Getting started with Slack
For view-only presentation with little or no feedback from attendees.	Zoom Webinar *there may be an additional cost in using this feature	<ul style="list-style-type: none"> • Getting started with Zoom Webinar • Zoom meeting vs. Zoom webinar comparison
Tools for document collaboration	Microsoft Teams	<ul style="list-style-type: none"> • Getting started with Teams
	Google Docs	<ul style="list-style-type: none"> • Using Google Docs
	UT Box	<ul style="list-style-type: none"> • Getting started with Box

Online Learning and Development Activities

The screenshot shows a LinkedIn Learning course interface. At the top, it features a video player for the course 'Goal Setting: Objectives and Key Results (OKRs)' by Jessie Withers, Senior Manager of Corporate Strategy at Procore. The video is marked as 'FEATURED' and 'NEW', and was released 3 weeks ago. Below the video player, there are tabs for 'In progress', 'Saved', and 'From your org'. A section titled 'Set a weekly goal' includes a progress tracker and a 'Set a goal' button. Below this, there are two course cards: 'Working with Difficult People' (1h 41m left) and 'Job Skills: Learning the Basics' (11m 4s left). A 'Trending now' section follows, displaying five course cards with their respective titles, authors, and durations: 'Financial Basics Everyone Should Know' (1h 17m) by Michael McDonald; 'Succeeding in a New Role By Managing Up' (20m) by Big Think; 'Assessing and Improving Strategic Plans' (54m) by Mike Figliuolo; 'Acting Decisively' (39m) by Dorie Clark; and 'Microsoft Cybersecurity Advanced Identity and Access Management' by Pete Zerger.

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.

[LinkedIn Learning](#) - 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

Watching: An overview of overwhelm
From the course: How to Manage Feeling Overwhelmed

Course details
43m 16s · General · Released: February 27, 2020

Certificates · See all
Exercise Files · See all

Feeling overwhelmed is common. It's a sign that the demands on your time and energy have surpassed your ability to cope with them. Sometimes overwhelm is temporary; other times, it can lead to persistent and unhealthy pressure and strain. The good news is that with the right mindset you can make the unmanageable feel manageable again. In this course from stress expert and performance coach Heidi Hanna, you can learn how to identify and conquer that overwhelmed feeling—so you can remain focused, productive, and in control in the face of whatever comes your way. Discover how to disrupt the stress circuit, cultivate calm and positive emotions, and take small, imperfect steps toward resolution. Heidi also provides tips for recognizing and preventing the overwhelm, so it doesn't get out of control the next time you have too much to do.

Instructor
Heidi Hanna
Speaker, Author, and globally recognized stress and resilience expert
Learn more · View on LinkedIn · Follow on LinkedIn

174 Likes
174 members like this course

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 [create a collection](#).
- Faculty can also utilize courses/videos to support [flipped learning](#) or [blending learning](#) modalities.

To indicate completion of coursework from these resources on your UTLearn transcripts, read the [Adding External Learning](#) guide.

Support

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