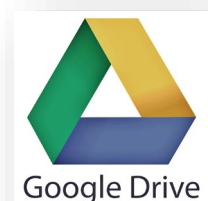


AskOtago | Uia Ōtākou

How to use your devices to help collaborate

TRAINING MODULE – STUDENT BOOKLET

TRAINING MODULE OVERVIEW	
PURPOSE	To show you efficient ways to study in groups using your devices
OUTCOME	You will be able to choose and use a group collaboration tool that will be useful to you.
OWNER	Student IT Contact us... Phone: 034795170 Facebook page and chat: www.facebook.com/uostudentit Web: www.otago.ac.nz/studentit
REVISION	31/01/2020



How to use tech to help collaborate

Here is a selection of tools that can help you collaborate with your study group.

Communication

Slack is a collaborative software tool that helps you share and organize your ideas and files among your peers. It's basically a no-nonsense, easy to use communication tool for committed groups such as long-term study group (year-long/semester-long projects).

Advantages	Limitations
<ul style="list-style-type: none">• Works cross platform.• Great for sharing code with Git integration.• Anyone with an email, can sign up to this service.• Has Google Drive integration for file sharing.	<ul style="list-style-type: none">• Free version only archives up to a certain point.• Need to make good decisions about channels.

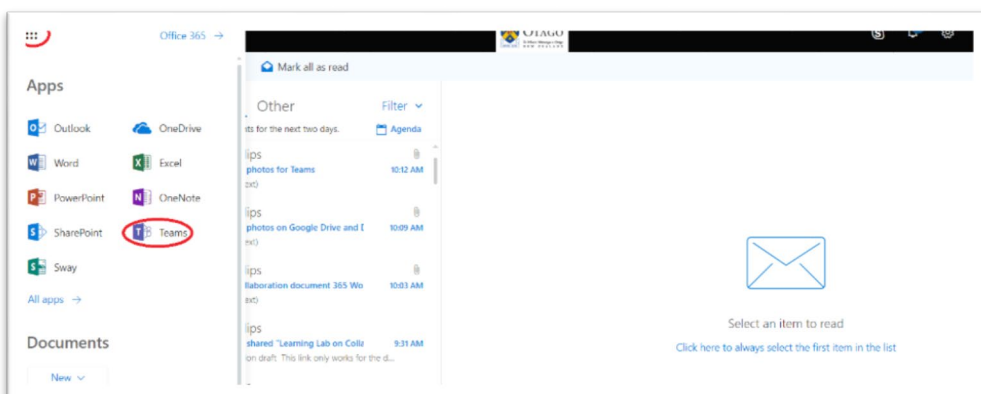
Website: <https://slack.com>

Desktop app: <https://www.microsoft.com/en-au/store/p/slack/9wzdnrcdk3wp>

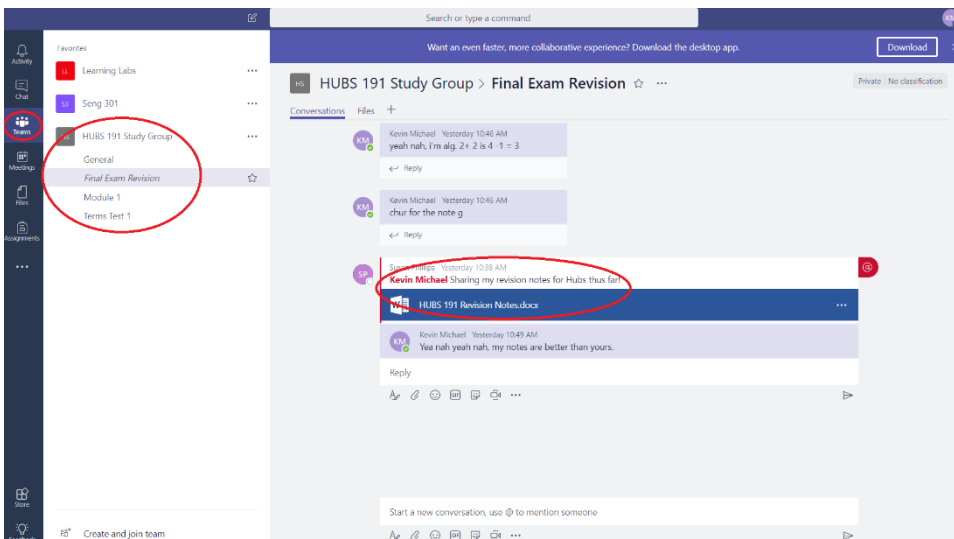
Microsoft Teams is another collaborative tool that sits in the Microsoft ecosystem, similar to Google Classroom. Users can create study groups and specific channels, add files, have chats, share ideas etc. Sharing is possible both with whole 'team' or to specific individuals. The main advantage of **Teams** is its seamless integration of **Office 365, OneDrive** and other Microsoft products.

Access it through Office 365 student account (student webmail).

1. Log in to student webmail.
2. Click on the tiles icon on the left-hand corner of the screen and then click on the Teams icon.



3. This should take you to the general layout of **Teams**.



4. Clicking on the **Teams** tab on the left-hand side should reveal all the **projects/papers** or **channels** you are a part of such as HUBS 191 Study Group.
5. Inside the channel, you can then start conversations, **share files** and **reply** to members of your team.

• Advantages	• Limitations
<ul style="list-style-type: none"> • Integrated with other Office 365 • It separates social life from your studies. In-line replies • Only way to share Google Doc would be by shareable link in a post (no link attachment option) 	<ul style="list-style-type: none"> • Another platform. Only available to current students/ those with personal 365 subscription

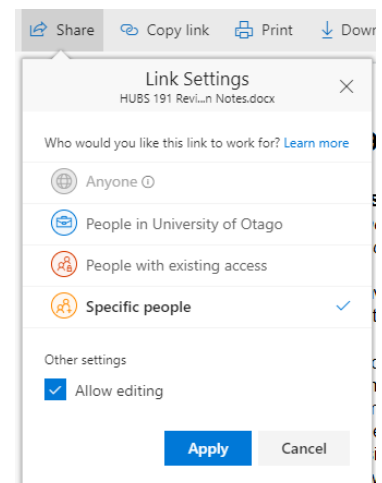
Microsoft Office 365

Is a collection of Microsoft apps aimed at productivity and collaboration. The most relevant applications for us are Word Online, Excel Online, PowerPoint Online. These online apps are very similar to their desktop counterparts, but they offer the added feature of being able to support multiple users simultaneously (multiple people can edit and view the same doc).

Advantages	Limitations
-------------------	--------------------

- | | |
|--|---|
| <ul style="list-style-type: none"> • Bring the feature rich formatting options of the desktop apps to the cloud. • Automatically saves files as you work. • Allows multiple users to edit the same document simultaneously. | <ul style="list-style-type: none"> • 365 docs have a certain amount of delay when compared to Google Docs when multiple people are working simultaneously • Reliant on a good internet connection. • Lacks features compared to the desktop and google alternatives. |
|--|---|

Note: Be careful with sharing permissions! Be sure to set sharing permissions with only specific people or people with existing access. Otherwise anyone within or even outside the university can access and edit your document. **(SITA please show the student how to share the document with others).**

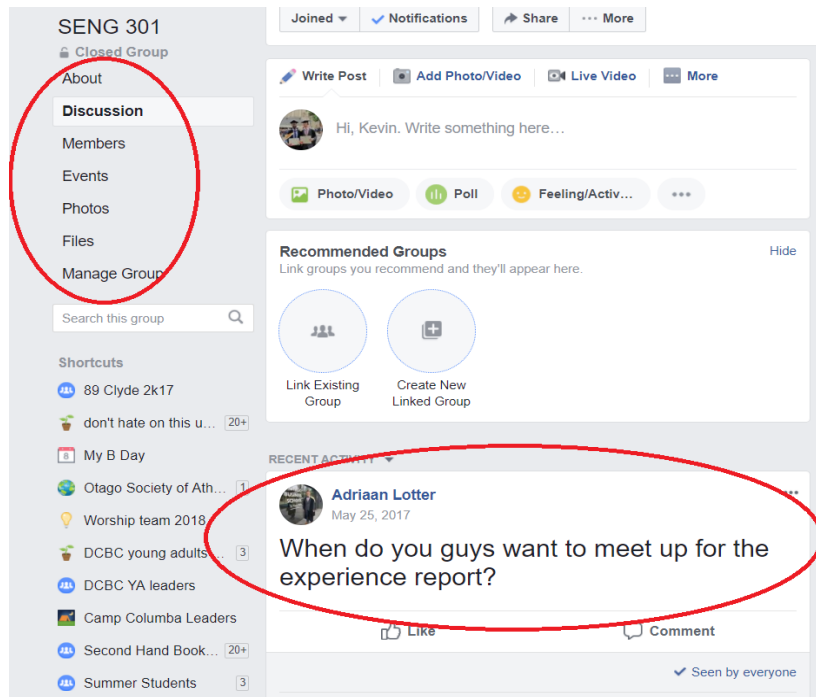


Facebook – This has historically been the most used communication tool when it comes to group study and collaboration.

Make a secret group for an assignment/project that you are working on together (or revision) over just creating a group chat. While group chats are convenient they are also notorious for losing important files. Dedicated Groups provide a clear record of important notices (such as deadlines or meeting times) and file uploads.

Also, if they find their News Feed to be a distraction suggest using the “News Feed Eradicator” chrome add on.

Link: <https://chrome.google.com/webstore/detail/news-feed-eradicator-for/fjcldmjmjhkklehbacihaiopjklihlgg?hl=en>



Pros and cons of using Facebook as a study tool.

Pro – Very convenient and most people check it regularly.

Con – Very little separation between work/study and personal life.

Sharing

Google Drive is another easy to use cloud storage option, freely available to anyone with a Gmail account.

1. Recommended: Put some time in to setting it up logically in order to keep track of files. Good, disciplined use of folders and file naming is an important study (and life) habit.
2. Consider how you want the document to be used—is everyone going to edit the same document and/or save documents in the same folder? Should there be a master copy locked down? Do you want people to contribute in sections? As with folders, consider how you should set up the document to delineate roles, responsibilities within your study group for completing or contributing to the shared document(s).
3. Share the document (directly or by getting a shareable link) and adjust the sharing settings (Can Edit, Can View, Can Comment).

Useful Features of Google Drive and Google Docs:

4. **Control +F**: the universal command for finding a word in a document, web page etc.
5. **Version history**: See changes made to document over time by those with editing permissions. Access through the File menu – Version history—See version history (Note: you can also name different versions here too)
6. **Explore feature** – and citations: A direct connection to Google search within Google Docs. It can even insert citations (formatted!) into a Google doc. Access through Tools—Explore.

Advantages	Limitations
<ul style="list-style-type: none">• With a stable internet connection, Google Drive/Docs provides an accurate and reliable record of work done.• Intuitive file system.	<ul style="list-style-type: none">• Less formatting options than Word• Auto save turned off without internet connection (the solution is to install a Chrome extension)

Dropbox (source: <https://www.cloudwards.net/review/dropbox/>)

Dropbox is an easy to use cloud storage platform that can help increase your file storage outside of your computer and external storage drives. Dropbox provides 2GB of free storage to use as you see fit.

Advantages	Limitations
<ul style="list-style-type: none">• Seamless integration with Office 365• Best cloud storage option for Linux based computers• Can sync storage to as many devices as you want• Integration with Dropbox paper (a google docs alternative)	<ul style="list-style-type: none">• Costs about \$14/month to get 1TB storage and full access to features

Revision

Kahoot

Kahoot is a student response and engagement tool that allows students, tutors and lecturers to run multiple choice answers quizzes in real time. Quiz hosts can easily create quizzes on their device and get the participants to view questions and answer them on their own personal devices. Participants can access the quiz via the URL (<https://kahoot.it>) or the mobile app on both Android and iOS platforms.

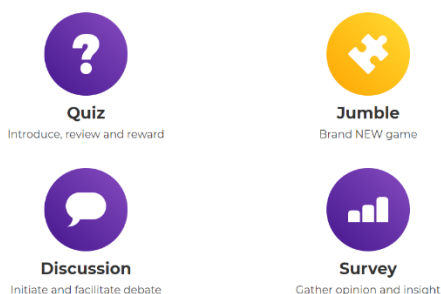
We've seen a lot of success in it being used to as a study group tool for revision.

Advantages	Limitations
<ul style="list-style-type: none">• Has mobile, desktop, iOS and web apps so works across all platforms• Store your own quizzes and share them with others• Easy to use and setup• Can be a good tool for sparking discussion in a group study context (discussing answers)	<ul style="list-style-type: none">• The answers can only be true or false, yes or no, or multiple choice• Not as good for studying essays and other qualitative study (where there is no clear cut answer)

Types of Kahoots:

1. Quiz - A traditional multi choice question quiz.
2. Jumble – A new game where the participants need to place answers in the correct order.
3. Discussion – Used for facilitating team discussions and revising essay-based questions.
4. Survey – A tool for gathering group opinion and making decisions.

Create a new kahoot



For instructions on how to setup a Kahoot: <https://goo.gl/dRcGBY>

Anki

Anki is a digital tool for creating flashcards and is free to download from: <https://apps.ankiweb.net/>. It makes it easy to study on the go, and some students find it a great way to deal with papers that require a large amount of factual content to be learned. You can easily share decks between members of your study group.

For effective revision, Anki provides an extensive user manual including short videos, demonstrating the best ways to set up cards, decks etc.

<https://apps.ankiweb.net/docs/manual.html>

Advantages	Limitations
<ul style="list-style-type: none">• Works across all platforms (windows, Android, iOS and Mac)• Can share decks between your friends/ study group• Can set the parameters of how many Anki cards to do per day, per deck (and change these)• Can have the account linked across multiple devices - e.g. on your tablet/ laptop (easier to create cards here) and on your phone for quick revision	<ul style="list-style-type: none">• Difficult to set up well• Sync can be slow• Be careful what you use it for -- great for rote learning, but it is divorced from big picture