

COLLABORATION TOOLS

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APPEAR.IN

What is it used for? *Video conferencing.*

Pros	Cons
<ul style="list-style-type: none">• Simple• No need to sign-up, but you have the option to “claim your own space” for more customizable options• Start video call by sharing a link	<ul style="list-style-type: none">• Not many setting options (maybe too simple)• Other apps available that can do the same and more• Share screens is only available after downloading an extension

PADLET

What is it? *It's a virtual bulletin board, where users can collaborate thoughts, pictures, video, etc.*

Pros	Cons
<ul style="list-style-type: none">● Intuitive, engaging, and flexible● Uploads files as large as 250MB● Can be used with Google account● Controls over privacy settings, potential to moderate posts	<ul style="list-style-type: none">● 30 day free trial● Must sign in to see new posts

GOOGLE DRIVE

What is it? *It's cloud storage with multiple tools that can be worked on by multiple parties*

Pros	Cons
<ul style="list-style-type: none">• Has a free word processor, presentation creator, and group editing feature• Free webstorage is given to everyone with Google email account• Able for fast real time edits with your group	<ul style="list-style-type: none">• University controlled accounts don't always play nice with personal accounts• Can be overwhelming for a new user

SLACK

What is it? *It's a productivity focused messenger*

Pros	Cons
<ul style="list-style-type: none">● Helps remote teams work together and share data through a messenger● Fast file sharing● One can have multiple different groups that belong on the one app.	<ul style="list-style-type: none">● Can be a distraction● Difficult for non tech savvy users● Image upload is slow● Moving from one group message to another can be hard to navigate.

GROUP ME

What is it? *It's a mobile messaging app that can allow group text messaging*

Pros	Cons
<ul style="list-style-type: none">• Allows for text communication throughout the world without charges for communicating from different countries.• Messages amongst multiple individuals can be sent and read at a quicker speed• It can be very interactive amongst a big group of people.	<ul style="list-style-type: none">• Having all the different types of groups can be overwhelming and hard to navigate in between.• There is a 160 character limit which might not be enough.• Doesn't work best exclusively, but combined with other forms such as email and google drive.

DROP BOX

What is it? *It's a file hosting service that offers icloud storage, sharing files, and client software*

Pros	Cons
<ul style="list-style-type: none">● It allows easy access and sharing of files● You can access a previous version of a certain file through the history tab.● Easy synchronization with other files once it's been uploaded.● Your files are always constantly available and in the same place	<ul style="list-style-type: none">● The only way to get in contact with customer support is through email, which can be slow communication.● Lack of specific tabs can make location of a file hard to access● In order to collaborate, you can make notes to a file, but cannot edit in real time.