2.3 I can describe the roles, IT tools and facilities needed for collaborative tasks and communication media

For studies, Adobe connect is a much better option than other applications, as it’s easy to share study documents and download safely. It’s also good as the teacher has control of the mic and can chose who to give the mic rights, to do the talking, and even take over and present in a different chat room. The recording feature is extremely helpful, to look back on the session, in case anything was missed or just needed to be looked through again. Its very helpful that even after the live meeting/study session, it was possible to download files left by the tutor.

In Microsoft teams, the features for collaborations are more suited for working teams. Integration of Microsoft 365 is a great feature allowing teams to use outlook, word, SharePoint and other Microsoft apps. It features everything teams require for collaboration work. Tabs in Microsoft teams allows businesses to display rich web content. A typical team would have a project manager.

The roles in a collaborative teams would typically consist of a facilitator, recorder/reporter, data manager, timekeeper, participants.

Text

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