2.2 I can describe what outcomes are needed from collaborative working and whether or not archiving is required

On a course I am undertaking we use Adobe Connect to attend tutorials online. The tutor teaches via a live video stream and uses the share option which acts as a virtual white board to present documents to us to help enhance our learning. In addition files are uploaded to a file section by the tutor that the participants are then able to download to use as resources for their learning. The students are able to interact with the teacher and each other by writing comments via a chat section of the software application and can ask questions or give input on a topic.

The tutor is designated as the host which gives them full control over the meeting. This means that they can present via virtual streaming, share documents, upload files and start and end the meeting. If they wish they can give the same functionality to additional presenters of their choice. Students are classed as participants. Participants can comment via the chat option but are unable to present, share or start and end the meeting unless authorised too. The Tutor records the meeting and then distributes to all via email so that students can refer back to the tutorial as required to assist with their learning.