

Tools for Twenty-First-Century Learning Teams: Planning Guide

All kinds of organizations are beginning to recognize that the transaction costs of collaboration are getting smaller every day as new digital tools become available. Effective decision makers, however, understand that individual tools are tailored for specific tasks. Pairing the right tool with the right task is the first step toward ensuring that digital collaboration reduces frustration in your building. To begin your exploration of the potential in digital collaboration, select the collaborative tasks in the chart that your team is working to master. Then, use the matrices found on pages 137–143 to explore services available for supporting the desired work of learning teams and collaborative teachers.

Collaborative Task	Collaborative Behavior	Tool Suggestions
<input type="checkbox"/> Our team wants to share websites with one another easily.	Information Management	Social Bookmarking Tools (page 143)
<input type="checkbox"/> Our team wants to be able to read and annotate online articles about our subject area or instructional practices together.	Information Management	Social Bookmarking Tools (page 143)
<input type="checkbox"/> Our team wants to easily follow updates to websites related to our content area.	Information Management	Content Aggregation Tools (page 142)
<input type="checkbox"/> Our team wants to be able to share quick messages and resources with one another.	Communication	Instant Messaging Tools (pages 139–140)
<input type="checkbox"/> Our team wants to be able to see resources shared by teachers from around the globe.	Communication	Instant Messaging Tools (pages 139–140)
<input type="checkbox"/> Our team wants to be able to have ongoing discussions with one another about teaching and learning.	Communication	Asynchronous Discussion Tools (pages 137–138)
<input type="checkbox"/> Our team wants to be able to have ongoing conversations with other teachers who teach similar subjects and grade levels in different states and countries.	Communication	Asynchronous Discussion Tools (pages 137–138)
<input type="checkbox"/> Our team wants to be able to easily follow all of the updates to the digital conversations in which we participate.	Information Management	Content Aggregation Tools (page 142)
<input type="checkbox"/> Our team wants to be able to bring instructional experts into our team meetings.	Communication	Video Conferencing Tools (pages 138–139)

<input type="checkbox"/> Our team wants to create shared documents and lesson plans with one another.	Creation	Shared Document Creation Tools (pages 140–141)
<input type="checkbox"/> Our team wants to create digital warehouses of shared materials.	Creation and Communication	Asynchronous Discussion Tools (pages 137–138) Wiki Tools (page 141)
<input type="checkbox"/> Our team wants to create a website of resources for parents and students.	Creation	Wiki Tools (page 141)