

Key: 😊 Well suited 😐 Partly suited 😞 Not suited	Simple Use How easily can the tool be used?	What Do You Want to Achieve Pedagogically?		
		Information Transfer Is the tool suitable for passing on information from you to your students?	Communication & Interaction Can it be used for communication & interaction between you and among students?	Creating Content Together Can you create content together with your students?
Moodle Files	😊 Just like an email appendix	😊 Yes, only lecturers will upload content	→ look at other Moodle activities	→ look at other Moodle activities
Moodle Page	😊 Simple. Use the text editor to create and format text and add images or videos.	😊 Yes, only lecturers create these pages. Here you can share general information, set up work and reading assignments, integrate (teaching) videos and much more.	→ look at other Moodle activities	→ look at other Moodle activities
Moodle Forum	😊 Simple. Title and description are sufficient. Can be used in a variety of ways.	😊 Yes. Message forum and e-mail notification of students. For example, you can also post discussion assignments and integrate or link files (PDF, video, images).	😊 Yes. Enables discussions in plenary and in small groups on specific topics.	😊 Yes, students can work together, discuss and also exchange files via the upload function.
MyStudy	😊 Already used by all lecturers for the overall course administration.	😐 Well suited for providing literature, not suitable for information in other media formats such as video and audio.	😐 Forum function available. Furthermore, there is the possibility to form groups. If the forum is used more frequently and in combination with other activities and media, Moodle is more suitable.	😞 not possible
PowerPoint Slides with Accompanying Audio	😊 Simple, an audio is recorded in addition to the slides.	😊 Well suited to present content (audio-)visually asynchronously.	😐 not possible	😐 not possible
Audio/ Video Screencast, myVideo	😐 Requires interaction with authoring tools (e.g. Audacity, Camtasia, Screencastomatic)	😊 Very well suited to present content audio(-visually) and asynchronously.	😐 not possible	😐 not possible
Zoom (Web Conference)	😐 Requires the installation of the service.	😊 Yes, online lectures and seminars are possible.	😊 Yes, audio-visual communication is possible.	😊 Yes, students can work together, create content and discuss.
Zoom Whiteboard	😐 Requires the installation of the service.	😐 Yes and no, content can be conveyed, but more suited to collating information.	😊 Yes, communication is possible participation is possible via link.	😊 Yes, students can collaborate, create content, and discuss in breakout rooms.
MS 365 Whiteboard	😐 Requires the installation of the service.	😐 Yes and no, content can be conveyed, but more suited to collating information.	😊 Yes, communication is possible participation is possible via link.	😊 Yes, students can collaborate, create content.
Collaboard	😐 Requires registration in the Academic Cloud.	😊 Yes, the whiteboard can be prepared in advance, enriched with different materials.	😊 Yes, communication is possible, participation is possible by sharing links (also for third parties).	😊 Yes, students can collaborate, brainstorm, use different elements, e.g. sticky notes, shapes and colors.
Cryptpad (Rich Text)	😊 Very easy to use, simple text editor. Complete formatting options. Shared via link, exportable.	😐 Yes and no, content can be conveyed, but it is more suitable for collating information.	😐 Everyone can write, but also delete everything. Time of entries not recognizable. Will be deleted after 90 days of inactivity.	😊 Very good for simple content creation such as brainstorming and for documentation of group work.
Cryptpad (Table)	😊 Complete formatting options. Shared via link, exportable.	😐 Yes and no, content can be conveyed, but it is more suitable for collating information.	😐 Everyone can write, but also delete everything. Time of entries not recognizable. Will be deleted after 90 days of inactivity.	😊 Very good for collecting data, overviews, plans and documenting group work.
Moodle Wiki	😐 Requires interaction with the principle concept of a Wiki and Wiki syntax.	😊 Yes, a wiki can be used as an information page, for example. Editing can be restricted to specific user groups.	😐 Suitable for discussion of created texts through own discussion pages. For general discussions better use forums.	😊 Yes, participants can work cooperatively, create content and discuss.

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TeachingWiki	😊 Requires interaction with the principle concept of a Wiki and Wiki syntax.	😊 Yes, a wiki can be used as an information page, for example. Editing can be restricted to specific user groups.	😊 Suitable for discussion of created texts through own discussion pages. For general discussions better use forums.	😊 Yes, participants can work cooperatively, create content and discuss.
MyPortfolio	😊 Requires knowledge of portfolio work and an own portfolio concept.	😊 Possibly, but you should use Moodle for this instead (very well suited for students to provide content).	😊 Exchange files, videos, blog entries via comment function. Additional forum available.	😊 Very well suited for students to present their own work (blogs, file upload). Comment function also available.
Moodle Chat	😊 Simple. Create an activity, communicate and get started.	😊 Yes and no, suitable in the form of group consultations. An alternative is a web conference or, in the case of one-to-one meetings, a telephone call.	😊 Yes. Enables discussions in small groups and questions/consultation hours. Teacher must set up a virtual room, no further registration necessary.	😊 Yes. Students can work and discuss together.
Rocket.Chat	😊 Simple. Create chat room, communicate and get started. Can only be used via VPN client.	😊 Yes and no, suitable in the form of group consultations. An alternative is a web conference or, in the case of one-to-one meetings, a telephone call.	😊 Yes. Enables discussions in small groups and questions/consultation hours. Can be used independently of a lecturer, but individual activation required.	😊 Yes. Students can work and discuss together.
Tweedback/Particify	😊 Simple. Create a link, communicate and get started.	😊 Yes and no, information can be integrated in the form of links.	😊 Yes. Enables discussion, statements can be voted for. Additional chat and quiz function available.	😞 not suited
Academic Cloud	😊 After the setup very easy by drag & drop.	😊 You can provide files of different types. Well suited for large files.	😞 not suited	😊 Files can be exchanged while no form of communication is possible.
How to use the Tool Guide? <ul style="list-style-type: none"> You have hardly used any digital tools so far and you still lack an overview of the tools? Use the above overview to select a suitable tool. You already know which tool you want to use? In each line you will find strengths and weaknesses. You know what you want to achieve? Choose a column and check which tool supports you best. Combine several tools if applicable. 		You can find further support on the Leuphana Internet: <ul style="list-style-type: none"> Portal https://www.leuphana.de/en/teaching/service-and-support/digital-platforms-and-tools.html <u>Moodle demo course</u> (Self-enrollment with your myStudy account): <u>Support and Tools</u> for teaching in general https://www.leuphana.de/en/teaching/service-and-support.html or directly contact the Leuphana Teaching Service via digi-support@leuphana.de 		

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Inspired by: Tool Guide of FernUni Hagen https://wiki.fernuni-hagen.de/lehrepraktisch/images-lehrepraktisch/c/ce/FernUni_ToolGuide_LA3.pdf



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