# Choosing the best tool in LEO

**What you want to achieve (pedagogy)**

**Ease of use**

How easy can this be set up by you?

**Information Transfer**

Is it a tool for disseminating information from you to your students?

**Assess learning**

Will this tool allow you to assess your students’ learning?

**Communication & interaction**

Can it be used for communication & interaction among participants (you & your students)?

**Co-create content**

Can you & your students collaborate & create content together?

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**Add file:**

Upload a file (PDF)

- Easy to upload but requires some effort to manage if you need to make changes.
- Yes, Only teachers can upload files to a unit. So definitely a push tool.
- Maybe. Use to give a task. Collect student files through Forum, Assignment etc.
- No, It’s a distribution tool. No option for interaction or communication.
- Maybe. Use to give a task. Collect student files through Forum, Assignment etc.
- None. This is not a learning activity, but information transfer.

**Add Folder:**

Upload a group of files

- Easy to upload but requires some effort to manage if you need to make changes.
- Easy, only teachers can upload files to a unit. So definitely a push tool.
- May be. Use to give a task. Collect student files through Forum, Assignment etc.
- No, It’s a distribution tool. No option for interaction or communication.
- Maybe. Use to give a task. Collect student files through Forum, Assignment etc.
- None. This is not a learning activity, but information transfer.

**Add Page:**

Create a webpage in LEO

- Easy, just create the page using the HTML editor, adding multimedia if needed.
- Yes, Only teachers can create the page. So definitely a push tool.
- Maybe. Use to give a task. Collect student files through Forum, Assignment etc.
- No, It’s a distribution tool. No option for interaction or communication.
- Maybe. Use to give a task. Collect student files through Forum, Assignment etc.
- None. This is not a learning activity, but information transfer.

**Add Content:**

Create a series content package

- Easy, just create a set of pages, using the editor. Embed multimedia if required.
- A way to present information to students via 1 link. Easy to update. Share across units.
- May be. Use to give a task. Collect student files through Forum, Assignment etc.
- No, It’s a distribution tool. No option for interaction or communication.
- Maybe. Use to give a task. Collect student files through Forum, Assignment etc.
- None. This is not a learning activity, but information transfer.

**Add URL:**

Link to web page

- Easy, find the web address (aka url – the bit that starts with http://). Copy it, paste it.
- Very easy way of directing student to information outside of LEO.
- Not directly. Option is to link to external activities.
- Maybe. You can link to external collaborative sites.
- May be. You can link to external collaborative sites.
- 6/6 Can do all of the above, depending on where

**Wiki:**

Use enable collaborative page creation

- Tricky. Decide on individual & group settings. Can be hard to manage. Get some training.
- Yes, Use as information site. Allow editing only by teachers or by any participant,
- Wiki is versatile & allows this, e.g. Design formative assessment activity
- Not suited for discussions. Use brainstorming, planning, collaborative writing
- Yes, Students can collaborate & create content.
- 5/6 Apply, Analyse, Evaluate, Create

**Glossary:**

Use for learning activities that gather resources or present info

- Default settings are good. Try to set so the author’s name is shown.
- Use glossary to define terms or present info. Better yet, let the students add to it.
- Glossary is versatile & allows this. But you need to design the right learning activity
- Not suited for discussions. Students can read other entries & comment or rate.
- Although original author can edit an entry, class can collect reviews, resources, etc.
- 5/6 Apply, Analyse, Evaluate, Create

**Database:**

Allow students to collect, share & search created artefacts

- Tricky to set up. Know what you want before you build. Get some training.
- Can be used for teacher to present info, but better to let the students add to it.
- Database is versatile & allows this. But you need to design the right learning activity.
- Not suited for discussions. Students can read other entries & comment.
- Students can share info & files in searchable way. Create joint collections.
- 5/6 Apply, Analyse, Evaluate, Create

**Survey:**

Use to gather data from students about teaching of the source

- Tricky. Choose from 3 types to access.
- No. Only allows one way communication from student to teacher.
- No. Only allows one way communication from student to teacher.
- No this is an individual activity not a group activity.
- 2/6 Indirectly helps student analyse and evaluate the learning

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*Be creative with discussions - Forums*

It doesn’t always have to be an in-depth class discussion. Other activity ideas: class debate, team discussions, report weekly project findings, role play and feedback, gather resources and reviews, assessment support, Helpline, rotated student-led discussions, weekly magazine,...

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<table>
<thead>
<tr>
<th>What you want to achieve (pedagogy)</th>
<th>Feedback</th>
<th>Choice</th>
<th>Quiz</th>
<th>Lesson</th>
<th>Assignment</th>
<th>Workshop</th>
<th>Chat</th>
<th>Forum</th>
<th>Integrated Tool</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ease of use</td>
<td>Easy but time and then add questions.</td>
<td>Easy. Define the options and whether you want to limit numbers per choice or not</td>
<td>Tricky &amp; takes time. Set up quiz, then questions. Consider your categories.</td>
<td>It can be tricky to set up, make sure you plan the lesson first. Worth the effort.</td>
<td>Easy. Choose from 4 types. Both online &amp; offline assignments are possible.</td>
<td>Tricky and takes planning &amp; time. 4 stages to follow for setting it up.</td>
<td>Easy to set up, requires some effort to manage.</td>
<td>Easy. Forum has usable default settings. A name &amp; description is enough.</td>
<td>Easy to use, Integrated with LEO.</td>
</tr>
<tr>
<td>Information Transfer</td>
<td>No. The Feedback tool is not a distribution channel</td>
<td>No. The choice is best assessing and querying the student on a topic.</td>
<td>The quiz is aimed at assessment, not as distribution channel. Tip: use as self-diagnostic.</td>
<td>Great to present information in branched, guided way. Implement adaptive learning.</td>
<td>No. However can include contextual content for the assignment.</td>
<td>No. However can include contextual content for the assignment.</td>
<td>Use for invited speakers. High speed message volume. Risk of non-interaction.</td>
<td>Share resources as links or files. High message volume? Risk of losing info.</td>
<td>It depends on the tool. Yes, Echo360 and ePortfolio.</td>
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<td>Assess learning</td>
<td>Yes, Use to have students self-assess their understanding before and after</td>
<td>Use choice to quickly test understanding like multi-choice questions.</td>
<td>Quiz can be timed &amp; secure. Has essay, mc, true/false, matching &amp; other questions.</td>
<td>Yes, allows grading. Use as branched quiz, scenario, case study, role play.</td>
<td>Yes. Set due dates &amp; maximum grades. Collect assignments and provide feedback.</td>
<td>No. Better to use another tool for this.</td>
<td>Use for invited speakers. High speed message volume. Risk of non-interaction.</td>
<td>Forum is versatile &amp; allows this, e.g design a formative assessment activity.</td>
<td>It depends on the tool, Turnitin used for educational use.</td>
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<td>Communication &amp; interaction</td>
<td>No, Only allows one way communication from student to teacher.</td>
<td>No, Tip: Use the forum or chat instead.</td>
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<td>No this is an individual activity, not a group activity.</td>
<td>No, Only allows very limited interaction between teacher &amp; student.</td>
<td>No, Tip: Use forums or wikis instead.</td>
<td>Chat is versatile. Can use in formative assessment activities.</td>
<td>Yes. Hold debates, small group review sessions and hold drop-in session for Q&amp;A.</td>
<td>It depends on the tool, Yes, ePortfolio, Turnitin GradeMark.</td>
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<td>Co-create content</td>
<td>No, this is an individual activity, not a group activity</td>
<td>No, Tip: Use forums or wikis instead.</td>
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<td>No this is an individual activity, not a group activity.</td>
<td>No. Currently it does not allow group assignments. Use forum or wiki.</td>
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<td>Yes. Students can collaborate &amp; explore topics, discuss them &amp; write together.</td>
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<td>It depends on the tool, ePortfolio students can collaborate &amp; share info.</td>
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<td>Bloom's</td>
<td>6/6 Can do all 6 but this requires you to be creative in your approach</td>
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<td>5/6 Understand, Apply, Analyse, Evaluate, Create</td>
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<td>6/6 Can do all 6 but this requires you to be creative in your assessment</td>
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