Communication & Classroom Management Tools

Zoom / Google Meet

1. About the tool

Zoom and Google Meet are virtual meeting platforms designed to facilitate real-time communication between individuals and groups across different locations. These tools are primarily used for webinars, online classes, and collaborative team meetings. With features such as screen sharing, breakout rooms, live chat, and recording options, they provide dynamic ways to engage participants, making them ideal for remote education and interactive training environments.

2. How Can You Use It?

Zoom offers a free version with a 40-minute time limit for group meetings and paid plans for longer sessions and advanced features. Google Meet is free for anyone with a Google account and offers extended capabilities through Google Workspace subscriptions. Both platforms are accessible via web browsers and mobile apps, though Zoom may require more system resources and performs best with a strong internet connection.

3. Conditions of use / Limitations

Users can host live sessions, deliver presentations, organize breakout discussions, conduct interviews, or facilitate online learning experiences. Educators can share their screens to explain concepts visually, participants can engage via chat or polls, and sessions can be recorded for future reference.

Trello / Slack

1. About the tool

Trello is a visual project management tool that allows users to organize tasks into boards, lists, and cards. It's great for planning workflows, tracking progress, and collaborating in teams. Slack, on the other hand, is a messaging platform designed to streamline communication across teams by organizing conversations into channels. Both tools support integration with other applications and promote productivity in both remote and in-person teams.

2. How Can You Use It?

With Trello, users can visually organize project steps, assign responsibilities, set deadlines, and collaborate with others in real-time. Slack enables quick communication through themed channels, private messages, file sharing, and integration with tools like Google Drive and Trello, making it ideal for managing group tasks and updates.

3. Conditions of use / Limitations

Both Trello and Slack offer free plans, with premium versions providing additional features like unlimited integrations, enhanced storage, and analytics. Trello's free version limits the number of Power-Ups (integrations) per board, while Slack's free plan limits searchable message history and file storage. Both are accessible via web, desktop, and mobile applications.

Google Classroom

1. About the tool

Google Classroom is a free online learning management system (LMS) developed by Google to help educators create, manage, and organize assignments and communication with students. Its main purpose is to streamline the educational process by providing a centralized platform for sharing materials, grading, and providing feedback. Google Classroom helps users by enabling efficient collaboration between teachers and students in both in-person and remote learning environments.

2. How Can You Use It?

Teachers can create and distribute assignments, communicate with students, grade submissions, and organize class materials. Students can submit work, interact with peers, and receive feedback from their instructors. Google Classroom also integrates with other Google tools like Docs, Drive, and Meet for a seamless learning experience.

3. Conditions of use / Limitations

Google Classroom is free for all users with a Google account, though schools or organizations can also use it with Google Workspace for Education. The free version has most of the core features, but Google Workspace for Education adds additional administrative tools and enhanced integration options. While Google Classroom is user-friendly, it lacks advanced features found in more comprehensive LMS platforms, such as detailed reporting or extensive customization options.

Microsoft Teams

1. About the tool

Microsoft Teams is a collaboration and communication platform designed for teams to work together efficiently. Its main purpose is to facilitate chat, video conferencing, file sharing, and project management in one unified workspace. Microsoft Teams helps users by streamlining communication and collaboration in remote and in-person team environments.

2. How Can You Use It?

Users can communicate via chat, conduct video meetings, share files, and collaborate on documents in real-time. Teams also integrates with other Microsoft 365 apps, allowing users to manage projects, organize tasks, and stay connected within one platform.

3. Conditions of use / Limitations

Microsoft Teams offers both free and paid plans, with premium features available through Microsoft 365 subscriptions. The free version limits storage and some features like meeting recording, advanced administration, and security controls. The interface can be complex for new users, and advanced features such as meeting transcriptions and custom branding are only available in paid plans.