

Contents

Keying into the Concept: About Electronic Collaboration... I

What is Electronic Collaboration?	1
Why Participate? The Power of Electronic Collaboration	3
About This Guide.....	4

Ways to Collaborate: Activities and Environments..... 7

Discussion Groups	7
Data Collection, Organization, and Sharing	10
Sharing Documents	11
Synchronous Communication	12
Online Courses or Workshops.....	15

It's Your Turn: Designing and Implementing a Collaborative Environment 17

Planning an Environment: Components of Successful Collaborations....	17
Implementing the Project.....	24
How to Be a Skillful Moderator.....	33

High-Tech Tool Talk: Choosing a Technology 39

Tools for Discussion Groups	40
Tools for Data Collection and Organization.....	48
Tools for Sharing Documents	50
Tools for Synchronous Communication	52
Tools for Online Courses	55

On Your Own: Resources for Electronic Collaboration..... 57

Collaborative Web Sites	57
Publications.....	61
About the Northeast and Islands Regional Educational Laboratory at Brown University	65
About the National School Network.....	66
About TEECH - Teacher Enhancement Electronic Community Hall....	67

Index 69