Collaborative Learning Environment Tools

- **Home:** This button takes you to the CIG homepage. Homepages can contain a list of recent announcements, recent discussion items, and selected resources.

- **Schedule:** Viewable in a calendar or list format, the schedule can contain class session dates, deadlines, web assignments dates, special events, cancellations, and other items of interest.

- **Announcements:** CIG Coordinators may create announcements to reach out to others in the CIG with news items, questions, or comments.

- **Resources:** This function allows you to post documents, electronic files, or URLs for all members of a particular common interest group.

- **Discussion:** Use the discussion function to participate in asynchronous conversations by topic or category within a common interest group.

- **Assignments:** CIG coordinators can assign several kinds of work using this tool. Users can submit assignments electronically for grading and comments.

- **Drop Box:** CIG coordinators use this tool to create private drop boxes for each user’s work.

- **Chat Room:** Use chat for real-time online discussion with other common interest group participants who are also logged into the workspace. Chat is faster and more convenient than waiting for information to post in the discussion area.

- **Email Archive:** This is a repository for email sent to the CIG email address.

- **News:** In the news section, you can read topical news from online news sources.

- **Help:** Answers to common questions about some Collaborative Learning Environment (but not ePortfolio) tools.