There are a number of collaboration tools that you can use to stay connected to colleagues, clients, and students while working remotely. Below is a list of UBC IT recommended collaboration tools to get you started:

### Tools for Teaching and Learning
Visit [https://keepteaching.ubc.ca](https://keepteaching.ubc.ca) for more information

<table>
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<th>Tools</th>
<th>What it’s Used For</th>
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| **Collaborate Ultra (for Canvas)** | • Delivering online courses on the Canvas platform  
• Hosting office hours and meetings in Canvas  
• Sessions can have a maximum of 6 participants using video at the same time and up to 250 participants in one session | • Contact collaborate.support@ubc.ca for questions  
• Visit [https://lthub.ubc.ca/guides/web-conferencing/](https://lthub.ubc.ca/guides/web-conferencing/) for more information |
| **Zoom**                     | • Delivering online courses  
• Hosting office hours  
• Hosting larger meetings via audio and video conference calls for groups up to 300 people  
• Delivering webinars for up to 500 or up to 1000 participants | • Contact UBC IT AV Help Desk av.helpdesk@ubc.ca to create an UBC account. Note: Faculty members will need to provide additional information in their request. Visit [https://keepteaching.ubc.ca/lectures/](https://keepteaching.ubc.ca/lectures/) for details.  
• Visit [www.it.ubc.ca/telecommute](http://www.it.ubc.ca/telecommute) for more information |

### Other ways to communicate with students:

**On Canvas:**
» Create discussions on Canvas Discussion Boards  
» Create an announcement  
» Send messages

**On Faculty Service Centre:**
» Send emails to your students