



| Tool   | Pros   | Cons   |
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| <p><b>Discussion Board</b></p> <p><i>Online message board</i></p>            | <ul style="list-style-type: none"> <li>Promote reflective inquiry</li> <li>Help to establish virtual communities</li> <li>Allow students to freely express their thoughts on common topic at their own pace</li> <li>Every voice heard</li> <li>Extra time to think</li> </ul>   | <ul style="list-style-type: none"> <li>Poorly designed prompts can cause off topic posts or non substantive posts</li> <li>Grading based on number count instead of quality prose</li> <li>Students resent discussion board if the prompts are weak and discussion is superficial in nature</li> </ul> |
| <p><b>Journal</b></p> <p><i>Individual communication with instructor</i></p> | <ul style="list-style-type: none"> <li>Private correspondence between student and instructor</li> <li>Promote reflective inquiry and self reflection</li> <li>Builds rapport between student and instructor</li> <li>Encourages students to take personal risks</li> </ul>   | <ul style="list-style-type: none"> <li>Some students don't want to be that transparent</li> <li>Requires response from instructor</li> </ul>   |
| <p><b>Test</b></p> <p><i>Multiple choice tests</i></p>                       | <ul style="list-style-type: none"> <li>Autoscore</li> <li>Question pools allow for many randomized questions</li> <li>Mitigate cheating with controls in LMS and robust test bank</li> </ul>   | <ul style="list-style-type: none"> <li>Often written at Remember level of Bloom's Taxonomy</li> <li>More tempting to cheat on high stakes tests as well as tests that are worth larger portion of students' grades bank</li> </ul>   |
| <p><b>Survey</b></p> <p><i>Data collection instrument</i></p>                | <ul style="list-style-type: none"> <li>Anonymous</li> <li>Means of data collection</li> <li>Easy to create and deploy</li> <li>Open-ended responses</li> <li>On the fly feedback</li> </ul>  | <ul style="list-style-type: none"> <li>May be seen as optional</li> </ul>  |
| <p><b>Group Projects</b></p> <p><i>Collaborative work</i></p>                | <ul style="list-style-type: none"> <li>Mimics real world of work</li> <li>Puts personal spin on impersonal task</li> <li>Promotes collaboration among students</li> <li>Rich end product due to group effort</li> <li>Well-written projects combination of group and individual elements</li> <li>Reduces instructor grading workload</li> </ul> | <ul style="list-style-type: none"> <li>Unequal distribution of work often</li> <li>Some team members may not contribute</li> <li>If instructors don't use LMS tool, difficult to track student progress</li> </ul>   |
| <p><b>Written work</b></p> <p><i>Essays, papers, etc.</i></p>                | <ul style="list-style-type: none"> <li>Allows students to improve writing skills</li> <li>Promotes reflective discourse</li> </ul>   | <ul style="list-style-type: none"> <li>Time consuming to grade</li> <li>Poor writing skills can overshadow quality of content</li> </ul>   |