

# KD Module 4: Organisation and Administration

## Unit 4: ICT as a Collaboration Tool



### Objectives:

In-service teachers use the network to support student collaboration within and beyond the classroom (UNESCO ICT-CFT, KD.4.f).



### Duration:

Total of 4 notional hours – 1 hour tutorial and 3 hours computer practical session.



### A] Tutorial (1 hour)

#### Notes to Facilitator

The purpose of this tutorial is to provide an overview of the benefits of collaboration and some of the ICT collaboration tools that are available to teachers to facilitate collaboration. This tutorial should focus specifically on tools that can be used to help student collaboration within and beyond the classroom. The introductory passage below has been provided as a guide to set the scene and should be adapted as necessary. The tutor will need to make available two resources for the participants to review. These can be made available in printed format or displayed on an overhead monitor. These documents are: 21<sup>st</sup> Century Skills – Collaboration (<http://www.innovativeteachertoolkit.com/documents/skills/collaboration.pdf>) and Collaboration Tools (<http://www.aect.org/publications/whitepapers/2010/ELI3020.pdf>).

#### Introduction

##### What is Collaboration?

According to Wikipedia, collaboration is “a recursive process where two or more people...work together toward an intersection of common goals...by sharing knowledge, learning, and building consensus.”<sup>1</sup>

Working with others is an important part of the learning process, particularly within classrooms, networks and communities of practice. It is the interaction between learners and between teachers aiming to develop new understanding that is at the heart of collaborative practice. More than simply working with others, collaboration emphasises activities where each participant comes away with new knowledge and understanding due to their interaction with others. Sharing, contributing to, reflecting

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<sup>1</sup> <http://en.wikipedia.org/wiki/Collaboration>

on and listening are all important parts of this process, with the outcome being a shared development of understanding.<sup>2</sup>

Collaboration tools are those that enable remote collaboration. **But what role can computers play in supporting collaborative activities?**

**Activity:**

1. In groups of 2 to 3, read the following documents:
  - [21<sup>st</sup> Century Skills: Collaboration](#) (Microsoft Partners in Learning)
  - [Collaboration Tools](#) (Lomas, Burke, Page)
2. Discuss the skills and benefits that can be facilitated through effective collaboration and write these down. Also pay attention to the section in each reading on the challenges or problems associated with these technology tools.
3. Next, compile your own definitions of the terms “Synchronous” and “Asynchronous” collaboration and provide some examples of each. (Keep these definitions safe as you will be using them in the Computer Practical session).
4. Share your ideas with the entire class in a tutor-led discussion.



## **B] Computer Practical (3 hours)**

### **Notes to Facilitator**

The purpose of this session is to allow participants the opportunity to experience first hand some of the collaboration tools available. Participants will require access to an Internet-connected computer and will be required to collaborate in groups to complete that activities proposed. The facilitator should introduce the topic and then allow participants the opportunity to work collaboratively through the activity. Participants should be encouraged to seek support from their peers to the greatest extent possible but the facilitator should be on hand to provide additional support as required. Computers should have Dropbox ([www.dropbox.com](http://www.dropbox.com)) and Skype ([www.skype.com](http://www.skype.com)) already installed and participants will require e-mail addresses so as to facilitate collaboration via an e-mail invite.

Please note that this activity is a recommended **Portfolio Task** and the final presentation file should be submitted for evaluation. In this activity you will need to work in groups of 2 to 3. We will be investigating four collaborative tools you might be unfamiliar with. Should you need help in understanding them we encourage you to use the following set of resources that have been provided as a starting point to assist you:



**Portfolio Task**

1. Twiddla:
  - Step by Step Handout on Twiddla: [http://nursingedtech.pbworks.com/f/Step\\_by\\_Step\\_Handout\\_on\\_Twiddla.pdf](http://nursingedtech.pbworks.com/f/Step_by_Step_Handout_on_Twiddla.pdf)
  - Twiddla Video: <http://www.underthenminutes.com/?p=49>

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<sup>2</sup> <http://www.innovativeteachertoolkit.com/documents/skills/collaboration.pdf>

- Make an Interactive Meeting with Twiddla: <http://www.youtube.com/watch?v=dLjunm-0GO4>
2. Crocodoc
    - Crocodoc Video: <http://www.youtube.com/watch?v=Pbo-YxyA-3I>
    - Crocodoc: Share & Mark Up Document Drafts  
Online: <http://www.makeuseof.com/dir/crocodoc-mark-up-document/>
    - Crocodoc – Share, Review, Collaborate on Documents  
Online: <http://www.ilovefreeware.com/09/webware/crocodoc-share-review-collaborate-documents-online-free.html>
  3. Skype
    - How to Use Skype: A Video  
Tutorial: <http://www.youtube.com/watch?v=evvHXRtKA8o&feature=related>
    - Skype Support: <https://support.skype.com/en/category/PROD/>
  4. Dropbox
    - How to use Dropbox: <http://www.businessinsider.com/how-to-use-dropbox-2011-2>
    - How to use Dropbox: video: <http://www.youtube.com/watch?v=8DBDs8nFZD8>

### Activity

1. Visit Twiddla and create an account as a group (<http://www.twiddla.com>). Using Twiddla, create a mind map relating to one of the collaborative tools that you have researched. Next, invite two other groups to join your Twiddla page and provide input and comment on the topic you have covered. You will be required to do the same when invited to provide commentary on another group's mind map. Once you have finished, create a snapshot and save a version of the mind map.
2. In your groups, capture the definitions of Synchronous and Asynchronous collaborative tools that you discussed in the tutorial into a MS Word document and upload to Crocodoc (<http://crocodoc.com/>). Share the document with two other groups and invite them to provide input and comment on your document. You will be required to do the same when invited to provide commentary on another group's document.
3. Create an individual Skype account (<http://www.skype.com>). Choose one member of the group to search for and then invite the fellow members of the group to join in a group conversation. Initiate a debate on some of the shortfalls/disadvantages of using collaborative tools in a learning environment.
4. Now that you have a better understanding of each of the tools, discuss how each of the ICT tools might be implemented to aid collaboration between students. Suggest contexts for use between students both inside and outside the classroom. In your groups complete table 1 below using the computers at your disposal and create a presentation that can be marked and include screen shots as evidence of your collaboration in each of the tools. (Screen capture = Alt-Prt Sc)
5. Upload the file into the designated Dropbox folder that has been created by the facilitator for this purpose.
6. Preparations

Table 1

Collaboration Tool	URL	Purpose of Tool (Describe how each supports collaboration)	Classification (Synchronous or Asynchronous)
Twiddla	<a href="http://www.twiddla.com">http://www.twiddla.com</a>		
Describe a scenario in your subject/area where you think such a tool could add value to the collaboration process:			
Crocodoc	<a href="http://crocodoc.com/">http://crocodoc.com/</a>		
Describe a scenario in your subject/area where you think such a tool could add value to the collaboration process:			
Skype	<a href="http://www.skype.com">http://www.skype.com</a>		
Describe a scenario in your subject/area where you think such a tool could add value to the collaboration process:			
Dropbox	<a href="http://www.dropbox.com/">http://www.dropbox.com/</a>		
Describe a scenario in your subject/area where you think such a tool could add value to the collaboration process:			



## Resources Used in this Lesson Unit

Microsoft Partners in Learning. (n.d.). *21<sup>st</sup> Century Skills: Collaboration*. Available online at <http://www.innovativeteachertoolkit.com/documents/skills/collaboration.pdf>. Accessed 31/08/11 (© All rights reserved. Free to access online).

Cyprien Lomas, Michael Burke, Carie L Page. (2008). *Collaboration Tools* (Educause Learning Initiative). Available online at <http://www.aect.org/publications/whitepapers/2010/ELI3020.pdf> Accessed 31/08/11 (CC: BY NC ND).

*Web2.0 Cool Tools for Schools*. (2011). *Collaborative Documents*. Available online at <http://cooltoolsforschools.wikispaces.com/Collaborative+Tools>. Accessed 31/08/11 (CC: BY NC SA).

Gube, J. (2008). *15 Free Tools for Web-based Collaboration*. Available online at Six Revisions <http://sixrevisions.com/tools/15-free-tools-for-web-based-collaboration/>. (© All rights reserved. Free to use online).