

# ONLINE COLLABORATION

## Desirable Features (DRAFT)

-if pupils are working in the area of online collaboration these are some of the characteristics they may demonstrate...

### Level 3: Typically pupils may...

- Understand the basic principles of 'Netiquette' (Exchange)
- Understand an online prompt or posting (Exchange)
- Understanding that a VLE/Learning platform etc. can be used for communicating information e.g. making announcements (Exchange)

### Level 4: Typically pupils may...

- Log on to a VLE (Exchange)
- Navigate through a VLE / Course and access materials (Exchange)
- Post a response (Exchange)
- Understanding that communication through a VLE is a two way process and there is a need for participants to check for responses (Exchange)
- Track changes, make modifications to collaborative documents e.g. amend a wiki, contribute to a Google document etc. (Exchange)
- Understand that there are synchronous and asynchronous forms of communication eg, instant messaging / chat | Email / forums (Exchange)

### Level 5: Typically pupils may...

- Communicate with teacher and other participants in a discussion forum (Exchange)
- Show sensitivity to cultural differences and use of language (Exchange)
- Make timely responses – understanding the need for regular log on (Exchange)
- Post responses and attachments (Exchange)
- Initiate new threads e.g. in a discussion forum (Exchange)
- Use key features of collaborative software such as sharing materials and resources (Exchange)

### Level 6: Typically pupils may...

- Demonstrate evidence of planning for online participation (Exchange)
- Work on a collaborative project with shared outcomes (Exchange)
- Provide peer support through asking questions, seeking clarification, providing constructive feedback to each other (Exchange)
- Post quality responses and attachments of a more reflective nature (Exchange)
- Use a range of collaborative features e.g. Digital Drop Box, File Exchange etc (Exchange)
- Contribute constructively in a collaborative learning community (Exchange)

### Level 7: Typically pupils may...

- Demonstrate they are active members of a community of learners through populating some of the content for access by other participants (Exchange)
- Post quality responses of a more reflective and evaluative nature (Exchange)
- Adopt a role / manage a task / project to achieve a shared outcome e.g. may take on the role of time keeper, chair or reporter to aid an online discussion (Exchange)
- Encourage participation e.g. motivate reluctant participants to log on more frequently, provide occasional reminders, and ask questions to draw others in (Exchange)
- Demonstrate commitment showing clear evidence of collaboration (Exchange)