



















# Communication and Collaboration: Collaborating Online

<p><b>National Curriculum</b>          Understand computer networks including the Internet; how they can provide multiple services, such as the World Wide Web; and the opportunities they offer for communication and collaboration.</p> <p>Use technology safely, respectfully and responsibly; recognise acceptable/unacceptable behaviour; identify a range of ways to report concerns about content and contact.</p> <p>Select, use and combine a variety of software (including Internet services) on a range of digital devices to design and create a range of programs, systems and content that accomplish given goals, including collecting, analysing, evaluating and presenting data and information.</p> <p><b>Aim</b>          To know how to work collaboratively using online software.</p>		<p><b>Lesson Duration</b>          It is estimated that this lesson will take approximately 60 minutes.</p> <div style="text-align: right;">  </div>
<p><b>Success Criteria</b>          I can collaborate on a document online with others.          I can consider the positives and negatives of collaborating online.          I can demonstrate how to collaborate with others online respectfully and appropriately.</p>	<p><b>Key Vocabulary</b>          Collaborate, cloud storage service, document, edit, share.</p>	
<p><b>Resources</b>  <a href="#">Lesson Pack</a></p> <p>PC devices, such as laptops, Chromebooks and/or tablets          Large sheets of paper          Pens or pencils          Highlighters</p>	<p><b>Preparation</b>          _____ - one per child</p> <p><a href="#">Collaborating Online Lesson Presentation</a> (Google version) - as required  <a href="#">Collaborating Online Lesson Presentation</a> (Microsoft version) - as required</p> <p>We advise you to choose the presentation that fits with the operating system you are using.</p> <p>Differentiated <a href="#">Collaborating Online Planning Activity Sheet</a> - one per child</p> <p>Access to <a href="#">Google Drive</a> - as required          Access to <a href="#">Microsoft OneDrive</a> - as required</p>	

**Prior Learning:** Children should be confident and efficient in logging into their school accounts. Earlier in the unit, children should have been introduced to the many different forms of online communication. It would be beneficial if children were familiar with copying and pasting images, previously explored in \_\_\_\_\_ as they may wish to insert images into their online posters.

**Learning Sequence:**

	<p><b>Remember It:</b> Using the <a href="#">Knowledge Organiser</a>, ask the children to look through it and highlight the key vocabulary they now know and understand. Compare <a href="#">Knowledge Organisers</a> with a partner and discuss key vocabulary they are still unfamiliar with.</p>	
	<p><b>What Is Collaboration?:</b> Ask the children to think about what is meant by the term collaboration. Children could discuss with a partner and then share their ideas. Using the <a href="#">Lesson Presentation</a>, discuss what collaboration is. Can the children share examples of when they have collaborated?</p> <p>Can the children suggest what positive collaboration might look like?</p>	
	<p><b>Collaboration Challenge:</b> Put children into small groups. Each group will need a large sheet of paper and pens or pencils to write with. Using the <a href="#">Lesson Presentation</a>, discuss the task. It is recommended that children should be given a short amount of time to complete this task. You may wish to use the <a href="#">Classroom Timer</a> here.</p> <p>Using the <a href="#">Lesson Presentation</a>, discuss how the children found the challenge, using the questions to prompt the discussion.</p>	
	<p><b>How Can We Collaborate Online?:</b> Using the <a href="#">Lesson Presentation</a>, briefly explain what online collaboration is and that the children will be exploring online collaboration in this lesson. Ask the children to think about the problems that occurred when completing the Collaboration Challenge and how these problems might be solved.</p>	

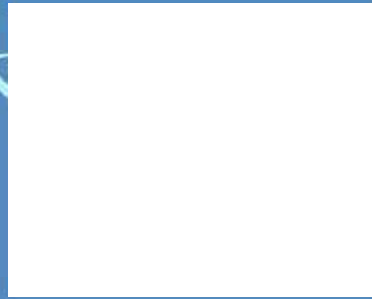
	<p><b>Using Google Drive/Using Microsoft OneDrive:</b> Use the <a href="#">Lesson Presentation</a> to demonstrate to the children how to access the cloud storage service they will be using and demonstrate the tools and features of the software when collaborating online.</p> <p>The <a href="#">Lesson Presentation</a> explores opening a new document, sharing the document with others and the tools available for online collaboration. It might be useful to share a document with another adult or child during this demonstration so children can see what it would look like with more than one editor.</p>	
	<p><b>Collaborating Online:</b> The children will need to work in the same groups as earlier for this task. One child should be nominated as the project leader. The child in this role will create the new document and share the document with the other members of their group. This is to ensure all members of the group are collaborating on the same document. Using the differentiated <a href="#">Collaborating Online Planning Activity Sheet</a>, the children should plan the task and collaborate online to create their information poster.</p> <div style="display: flex; justify-content: space-around;"> <div data-bbox="215 492 574 772">  <p>Children will work within their group to plan their poster, deciding what section each person will complete. Alongside the planning, there will be two tasks the children must complete when collaborating on the group document.</p> </div> <div data-bbox="614 492 973 772">  <p>Children will work within their group to plan their poster, deciding what section each person will complete. Alongside the planning, there will be three tasks the children must complete when collaborating on the group document.</p> </div> <div data-bbox="1005 492 1372 772">  <p>Children will work within their group to plan their poster, deciding what section each person will complete. Alongside the planning, there will be four tasks the children must complete when collaborating on the group document.</p> </div> </div> <p>Using the <a href="#">Lesson Presentation</a>, discuss how they found the task of collaborating online in comparison to the earlier challenge, using the questions to prompt the discussion.</p>	
	<p><b>Positives and Negatives:</b> Using the <a href="#">Lesson Presentation</a>, discuss the positives of collaborating online and the possible negatives. Discussions may be around the fact that we rely more and more on digital devices for work purposes; the increase of people who do their jobs from home; the increase in communication online; saving time by working on a project at the same time as others.</p>	

**Exploreit**

**Collaborateit:** Similar to the task in the lesson, using the [Collaborating Online Planning Activity Sheet](#), children can work in pairs or groups to collaborate on another project of their choice, such as a presentation or information poster about a topic they have studied or are studying in school.

**Ruleit:** Using what they have learnt about collaborating online, ask the children to create a 'Golden Rules' poster about how to work collaboratively online with others respectfully and appropriately. The children could work in pairs or groups and complete this task both online and collaboratively.

**Assessment Notes:**



# Computing

## Communication and Collaboration

# Collaborating Online

Google Version



# Question Marks

**This is Quizby.  
He is a question mark who  
loves to ask questions.**



When you see a question mark icon like this in the **Lesson Presentation**, it can be clicked on to reveal one of Quizby's questions.



The questions that appear next to these question marks will help you to think about the key learning throughout the lesson.

## **Aim**

- To know how to work collaboratively using online software.

## **Success Criteria**

- I can collaborate on a document online with others.
- I can consider the positives and negatives of collaborating online.
- I can demonstrate how to collaborate with others online respectfully and appropriately.

## Remember It

Have a look at your **Knowledge Organiser** and revisit what you have learnt in this unit so far.

Highlight the key vocabulary you are confident you understand.

Compare your **Knowledge Organiser** with a partner and discuss key vocabulary you are still unfamiliar with.



# What Is Collaboration?

What do you think **collaboration** means? Discuss with your partner.

**Collaboration** is working with others to create something together.

Can you think of a time when you have collaborated with others?

What might you need to think about in order to collaborate positively with others?

Do you think there any negatives when collaborating with others?

X What do you think positive collaboration looks like?





# Collaboration Challenge

You are going to be working in small groups to complete the **Collaboration Challenge**. You are going to create an information poster titled 'All About Our School'. But, there are some rules you must follow.

- You must **all** write on your poster at the **exact same time**.
- You must try to make your poster **your best work**.
- You must use the **same coloured** pen or pencil.



# Collaboration Challenge

## How did you do?

Now that you have had a chance to collaborate with your group on your 'All About Our School' information poster, think about these questions:

What was it like to all work on your poster together at the exact same time?

What difficulties did you come across?

Do you feel like everyone worked well together?

Do you think your poster is representative of your best work?

Would someone else be able to recognise the part of the poster that you worked on?

What might you do differently next time?



## How Can We Collaborate Online?

Online collaboration means we can work together on a task on a digital platform. The tools available in online collaboration software enable us to collaborate effectively and efficiently.

Some of the negatives that you might have when collaborating with others could be solved by working together online.



What problems were faced in the **Collaboration Challenge** that might be overcome when collaborating online?

# Using Google Drive



What is Google Drive?



Google Drive is an online cloud storage service which allows users to save documents online rather than saving locally to a device. By using an online cloud storage service, we can work collaboratively with others on documents and save them to the cloud. These documents can be accessed by anyone who has access to the document and an Internet connection. The document is saved automatically, so there is no risk of losing your work or forgetting to save it!

There are many different online cloud storage services available, including Microsoft OneDrive and Dropbox.

# Using Google Drive

Today, you will be using your Google Account to collaborate online with your team. Your teacher will demonstrate how to do this.

Google Account

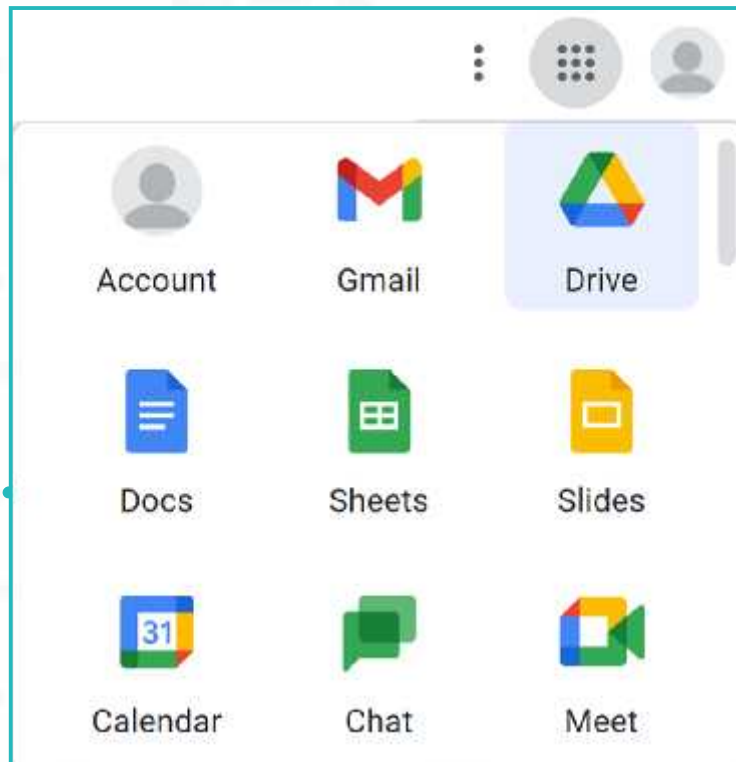
Once you have logged into your Google Account, you will need to navigate to Google Drive. This is the online cloud storage service offered by Google.

 Drive



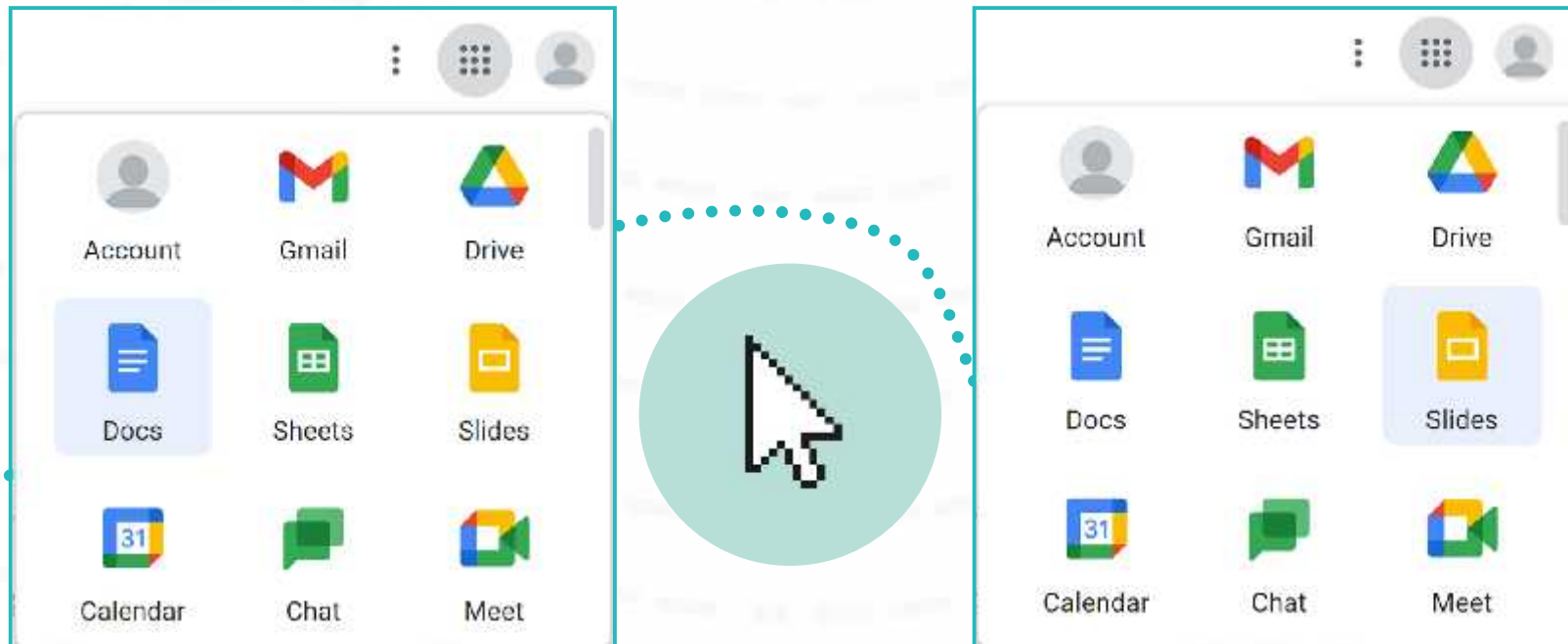
# Using Google Drive

To access Google Drive from your Google Account:



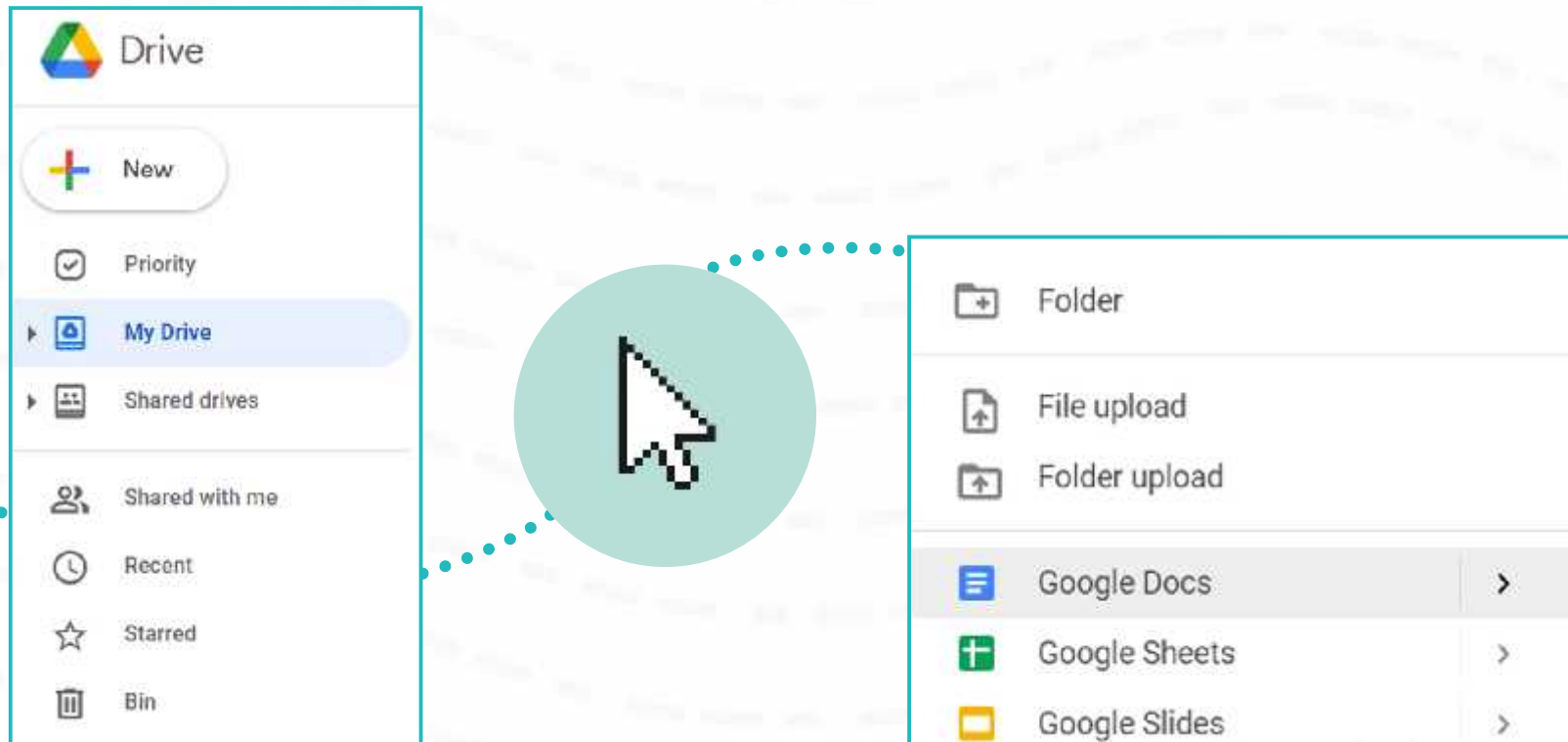
# Using Google Drive

There are two ways to open a new document from your Google Account. You can open a Google Docs or a Google Slides from here:



# Using Google Drive

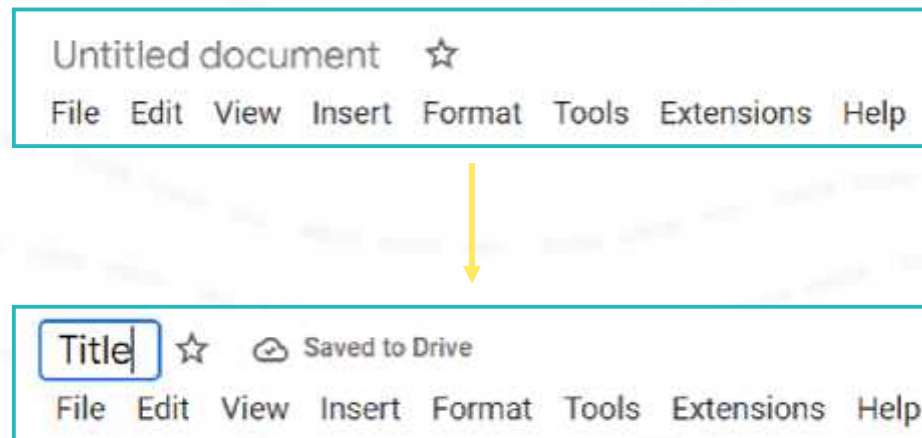
Or you can open a new document from within Google Drive.





# Using Google Drive

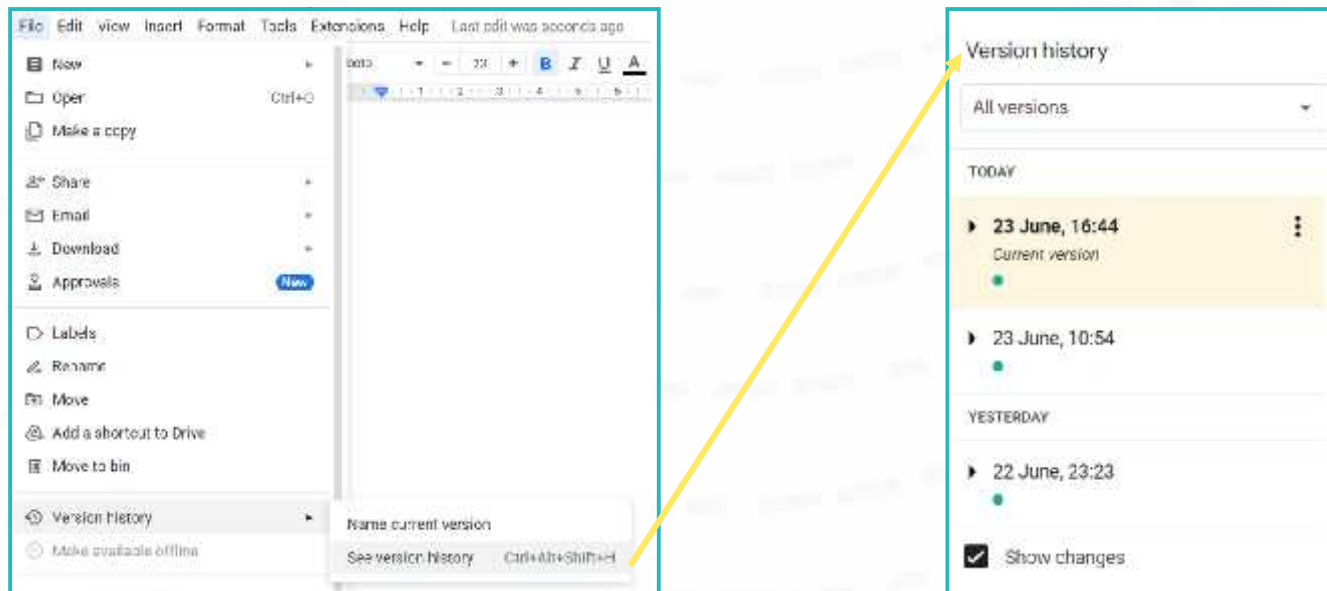
Once you have opened a new document, you can name your document in the top-left corner.



As you type, you will see the title is saved automatically.

# Using Google Drive

While you are working on your document, Google Drive will automatically save everything you type and edit. Versions of your document are saved so you can access previous versions of the document if you need to.

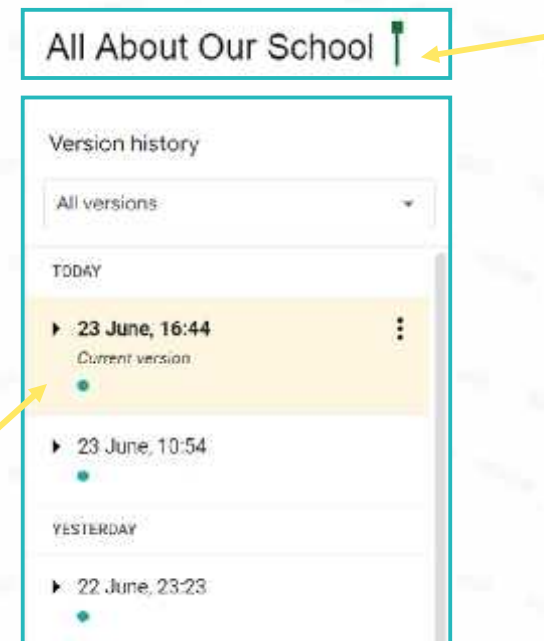


Can you think of when this feature might be useful?

# Using Google Drive

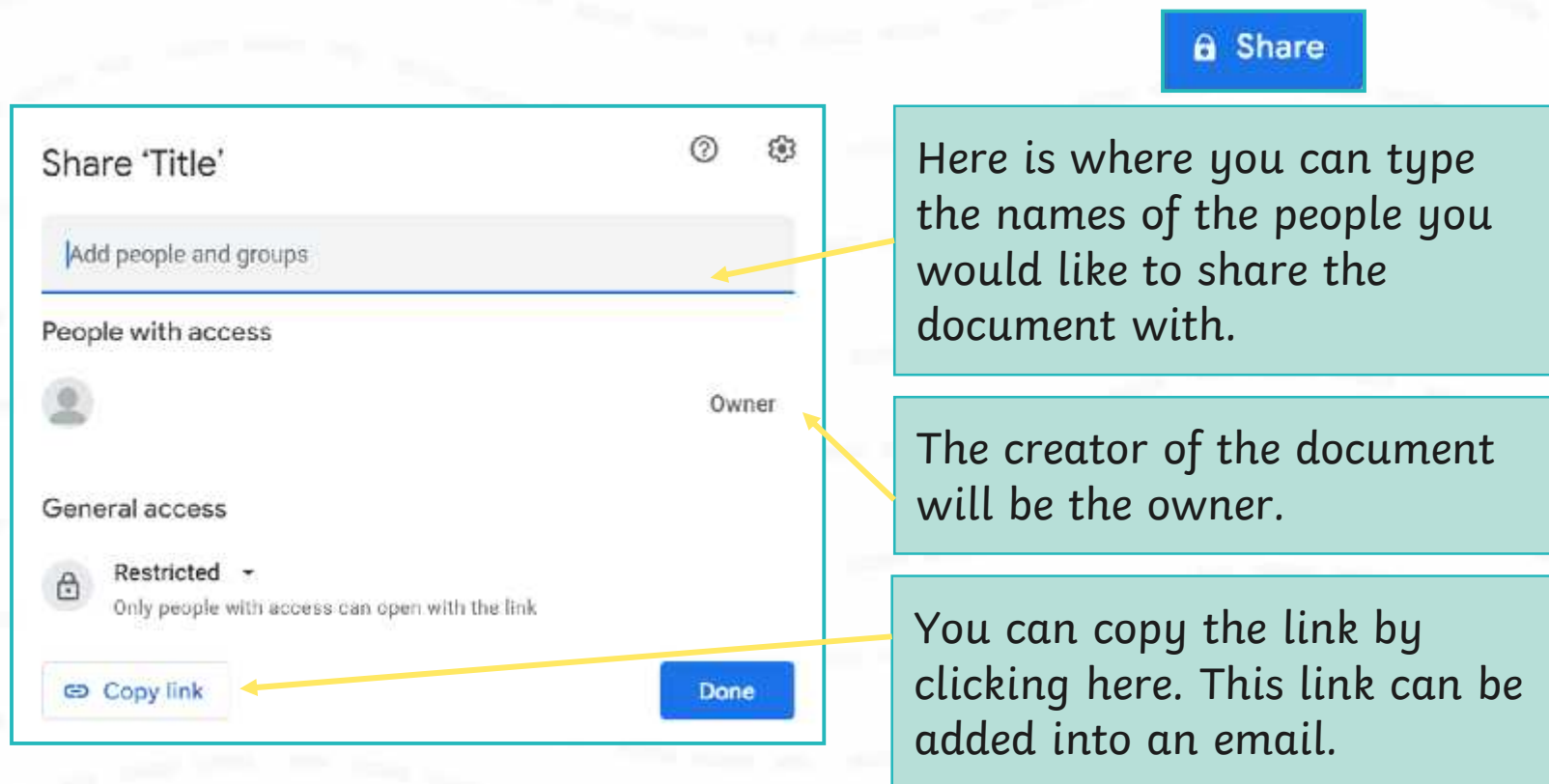
You will notice that when multiple people are collaborating online on a document, their names will appear at the top of the screen and on the section of the document they are currently working on. Their cursor will be assigned a different colour so you can identify where they are on the document. If you hover over the cursor, their name will appear.

When looking at the version history, if you select **Show changes**, the changes will be coloured and underlined. Each collaborator's name will appear next to a coloured dot and the sections on the document that they worked on will be highlighted in the corresponding colour.



# Using Google Drive

You can share a document using the **Share** button. This is useful when you are sharing your document with someone to collaborate on it with you.



The screenshot shows the Google Drive sharing interface. At the top right is a blue button with a lock icon and the text "Share". Below it is a white panel titled "Share 'Title'" with a question mark and gear icon. Inside the panel, there is a text input field with the placeholder "Add people and groups". Below this is a section titled "People with access" showing a single user icon and the label "Owner". Underneath is the "General access" section, which includes a lock icon, the word "Restricted" with a dropdown arrow, and the text "Only people with access can open with the link". At the bottom of the panel are two buttons: "Copy link" and "Done". Three yellow arrows point from callout boxes to the "Add people and groups" field, the "Owner" label, and the "Copy link" button.

Share

Share 'Title'

Add people and groups

People with access

Owner

General access

Restricted

Only people with access can open with the link

Copy link

Done

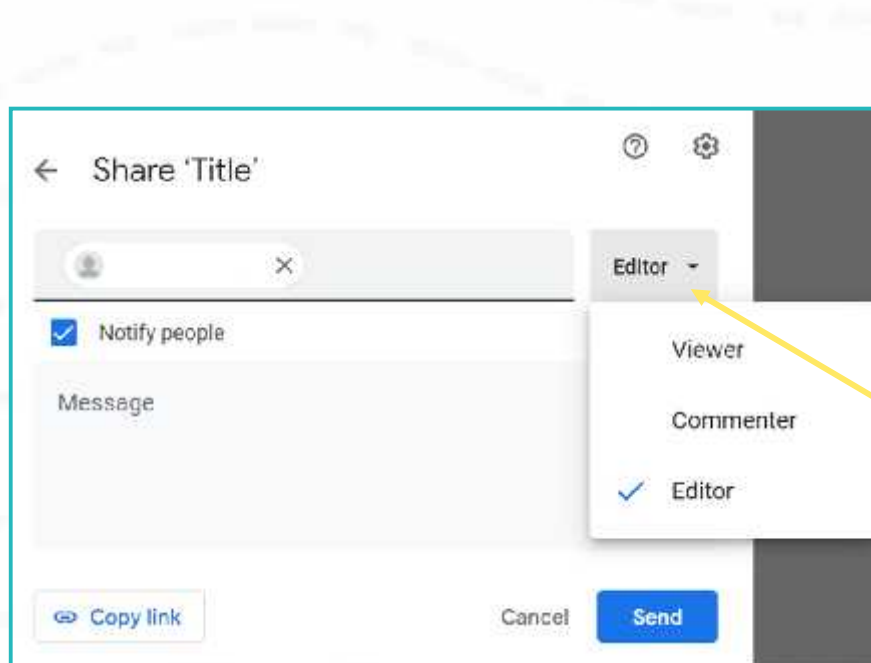
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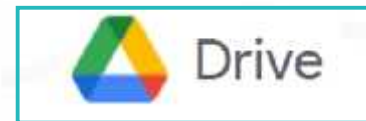
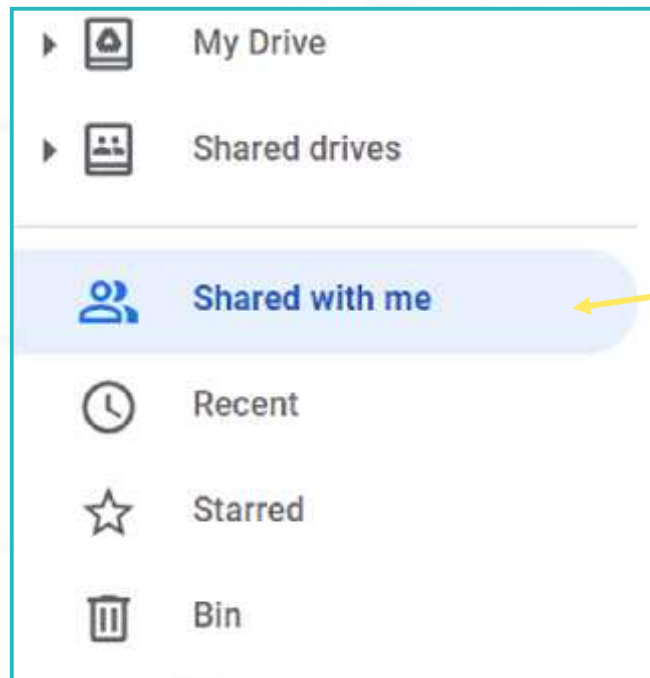


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## Collaborating Online

You will be working in the same groups you worked in earlier for the **Collaboration Challenge**.

You will be collaborating online to create your 'All About Our School' poster. One person will be the project leader.

If you are the project leader, you must open a new document, title it 'All About Our School' and share the document with your group members.

Can you remember how?

Then, using the **Collaborating Online Planning Activity Sheet**, you must all work together to plan and create your poster.



# Collaborating Online

## How did you do?

Now that you have had a chance to **collaborate online** with your group on your 'All About Our School' information poster, think about these questions:



What was it like to all work on your poster together and the exact same time online?

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How would someone else be able to recognise the part of the poster that you worked on?



## Positives and Negatives

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Think about your experience in comparison to the **Collaboration Challenge** at the beginning of the lesson.

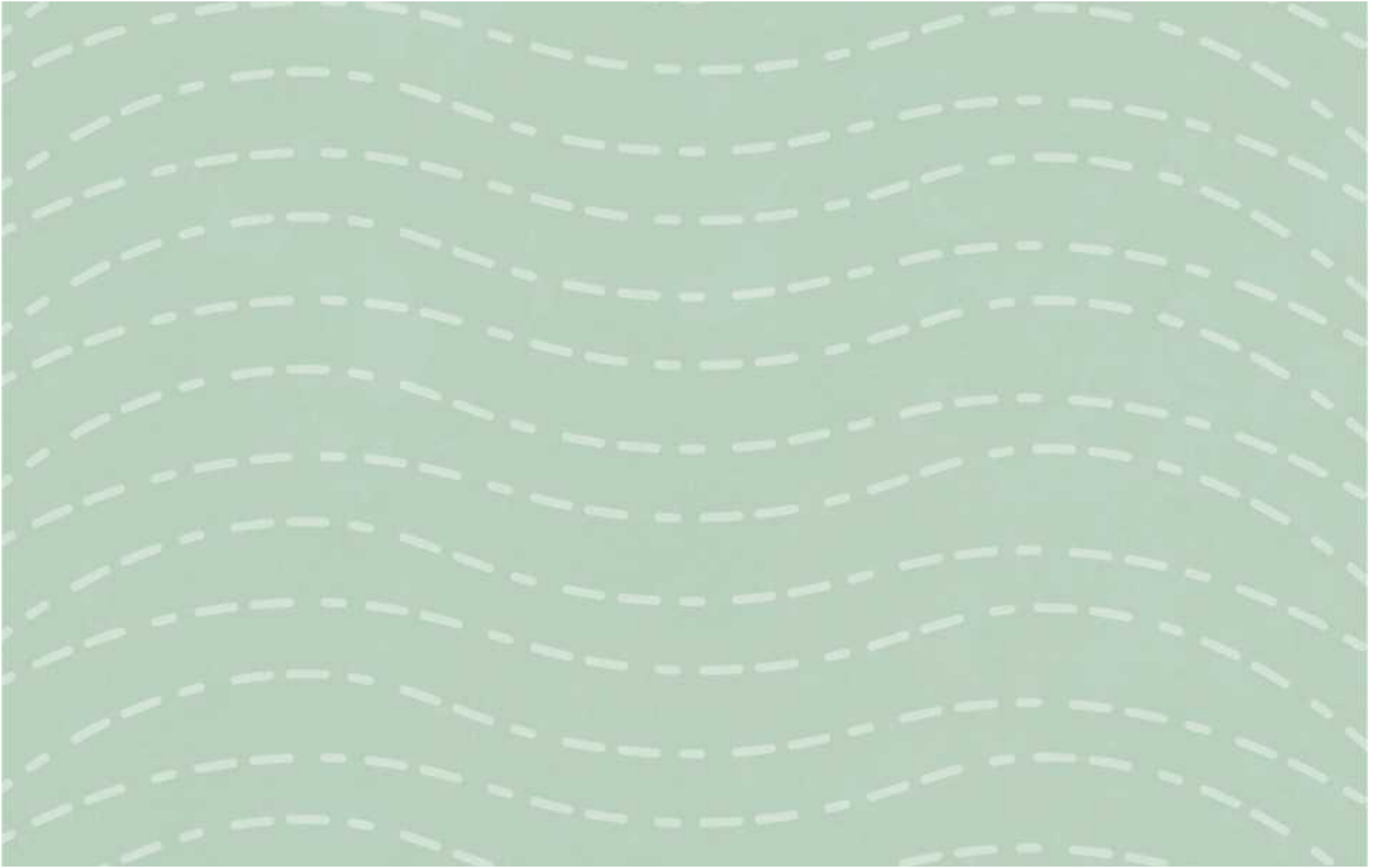


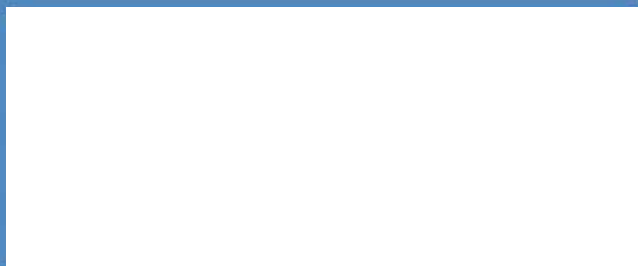
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# Using Microsoft OneDrive



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# Using Microsoft OneDrive

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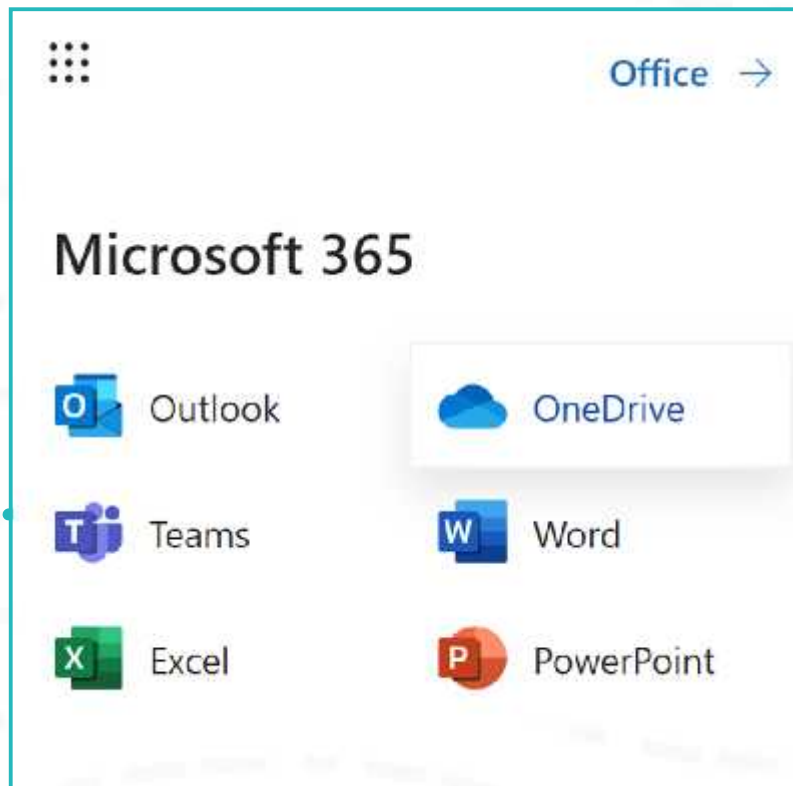


Once you have logged into your Microsoft Account, you will need to navigate to OneDrive. This is the online cloud storage service offered by Microsoft.



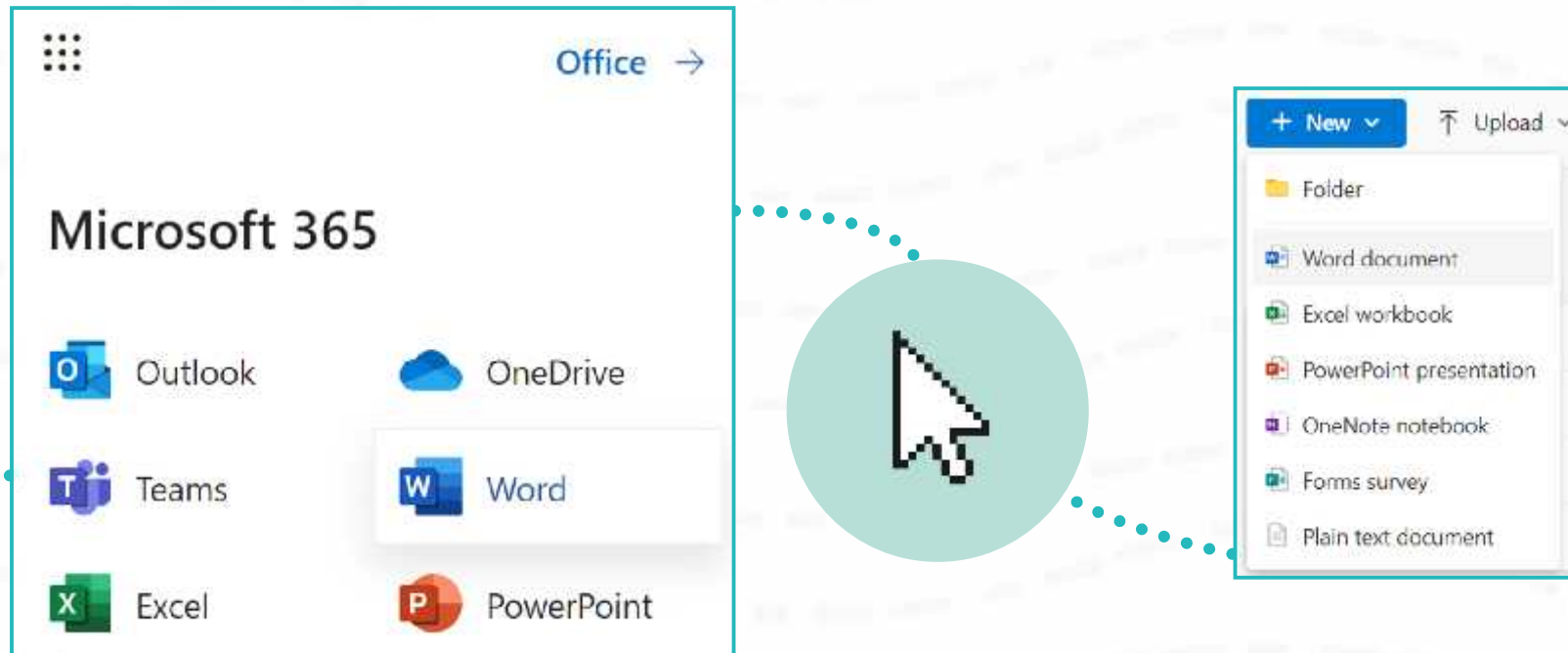
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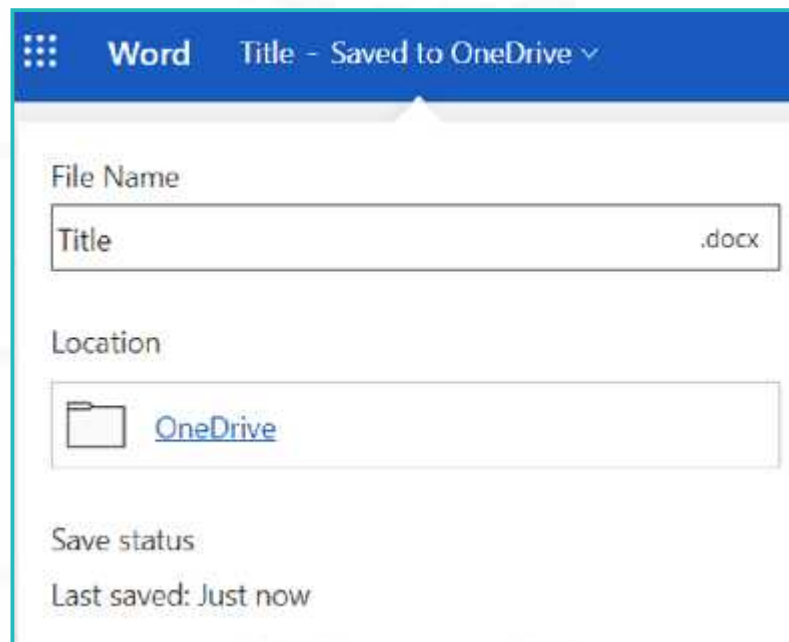
You can open a new Word document or a new PowerPoint presentation document two different ways.





# Using Microsoft OneDrive

Once you have opened a new document, you can name your document in the top-left corner.



Once you have named your document, the title is saved automatically.

# Using Microsoft OneDrive

While you are working on your document, OneDrive will automatically save everything you type and edit. Versions of your document are saved so you can access or restore previous versions of the document if you need to.

The screenshot displays the Microsoft Word interface. On the left, the 'File' menu is open, showing options like 'Close', 'Home', 'New', 'Open', 'Info', 'Save as', 'Export', 'Print', 'Share', and 'About'. The 'Info' tab is selected, showing options for 'Open in Desktop App', 'Protect Document', and 'Version History'. A yellow arrow points from the 'Version History' option in the 'Info' tab to the 'Version History' pane on the right. The 'Version History' pane shows a list of versions with a 'Show Changes' toggle set to 'On'. The list includes two versions: 'Monday, 14:10' (Current Version) and 'Monday, 13:11', both by 'Twinkl Teacher'. Below the list are two buttons: 'Save a Copy' and 'Restore'.

Can you think of when this feature might be useful?

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All About Our School

All About Our School

When looking at the version history, each collaborator's name will appear next to a coloured dot to show which version they worked on. If you select **Show Changes**, the changes will be coloured and underlined.

All About Our School

## Version History

Show Changes

> Monday, 14:10

Current Version

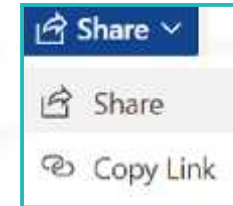
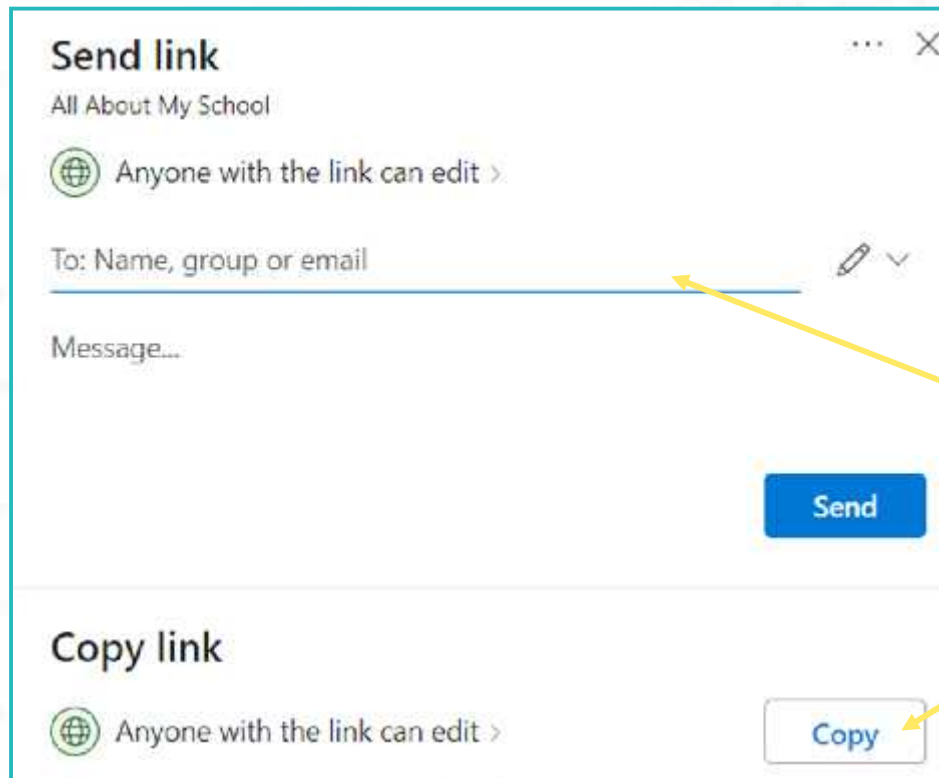
■ Twinkl Teacher

> Monday, 13:41

■ Twinkl Teacher

# Using Microsoft OneDrive

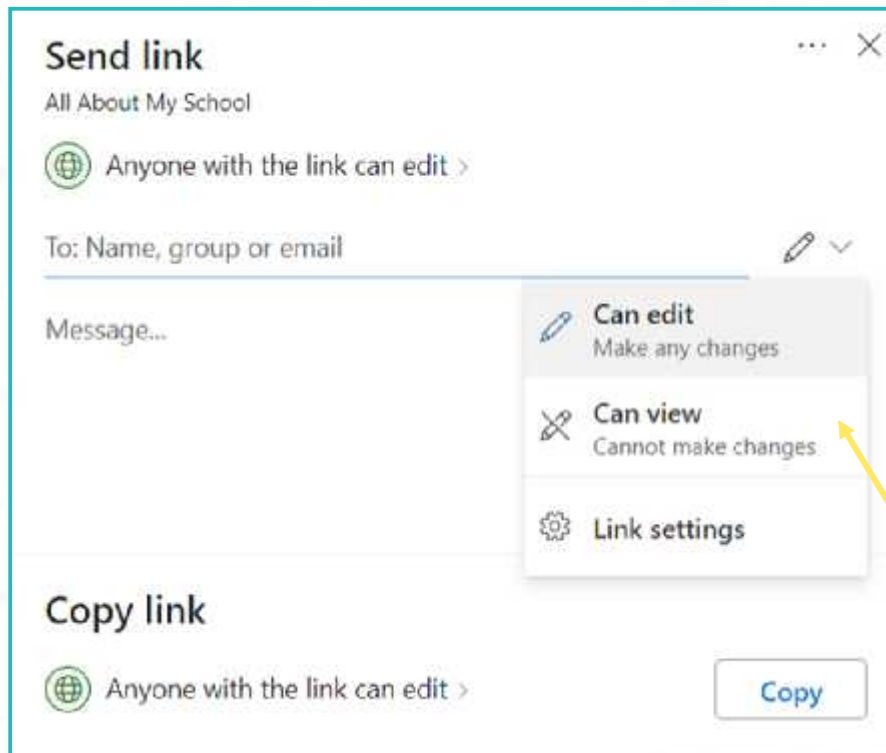
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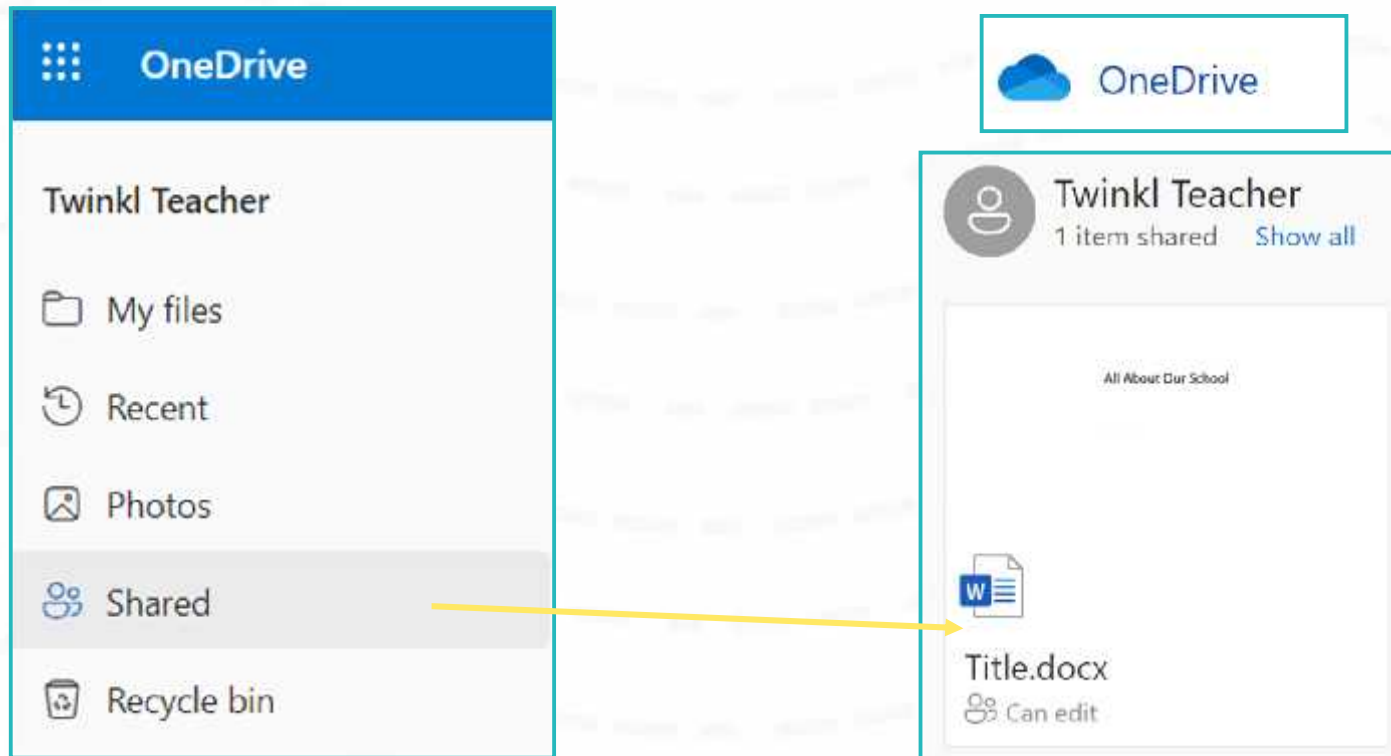


This option allows you to choose if the person you are sharing the document with will be able to edit and make changes or if they will only be able to view and not make changes.

Which option will you need to choose if you would like to collaborate with someone on the document?

# Using Microsoft OneDrive

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## Collaborating Online

You will be working in the same groups you worked in earlier for the **Collaboration Challenge**.

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If you are the project leader, you must open a new document, title it 'All About Our School' and share the document with your group members.

Can you remember how?

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# Collaborating Online

## How did you do?

Now that you have had a chance to **collaborate online** with your group on your 'All About Our School' information poster, think about these questions:



What was it like to all work on your poster together and the exact same time online?

How did collaborating online make things easier when working together?

Do you feel like everyone worked well together? Explain why.

Do you think this version of your poster is representative of your best work?

How would someone else be able to recognise the part of the poster that you worked on?



## Positives and Negatives

Now you have had a go at collaborating online, discuss what you think the positives and negatives of online collaboration might be.

Think about your experience in comparison to the **Collaboration Challenge** at the beginning of the lesson.

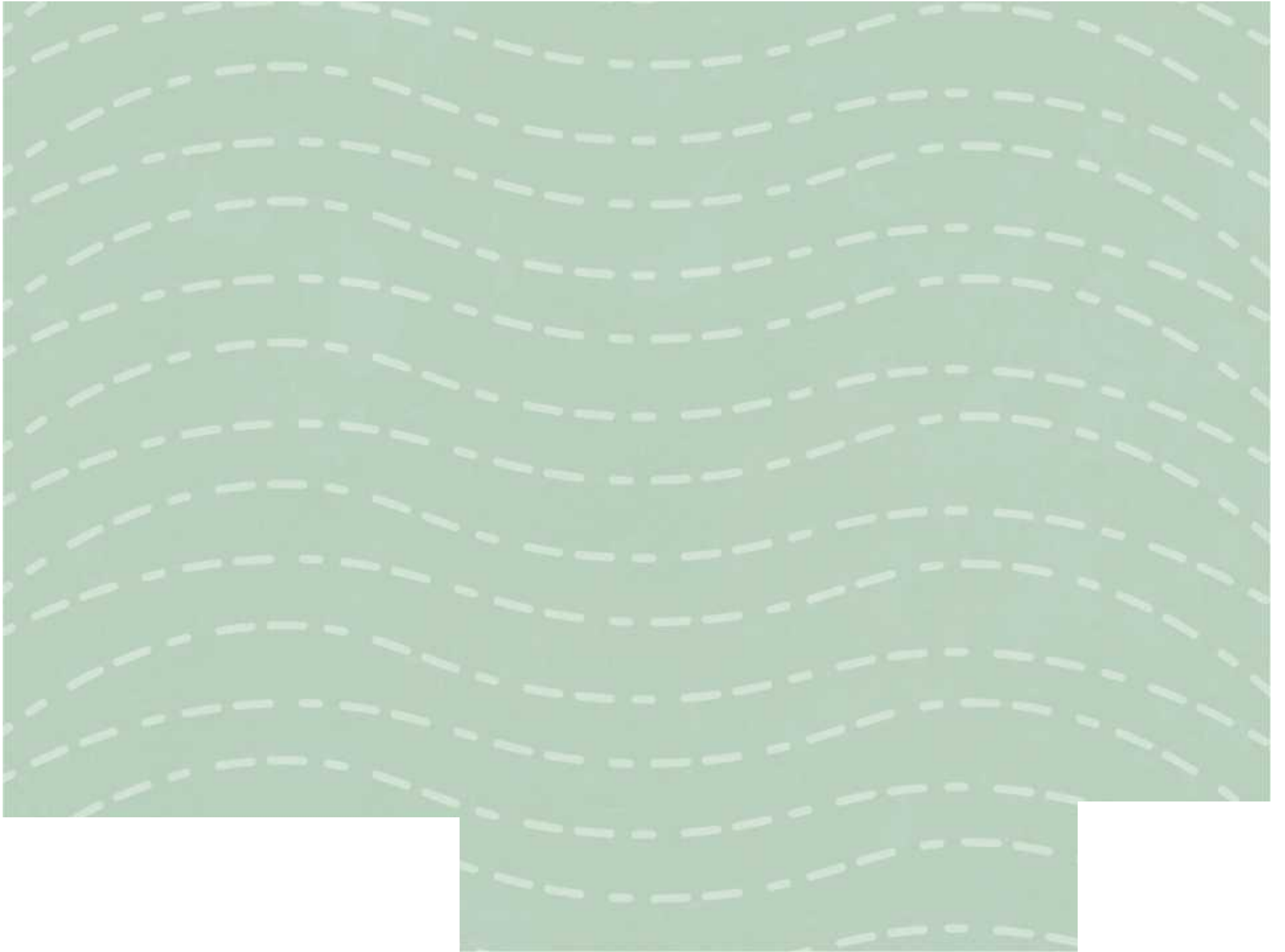


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- I can collaborate on a document online with others.
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# Collaborating Online Planning

To know how to work collaboratively using online software.



In your group, decide what each sub-heading will be and assign them to each member of the group. You will then collaborate together on the same document at the same time.

## Title: All About Our School

**Introduction:** (assigned to \_\_\_\_\_)

**Sub-heading 1:** \_\_\_\_\_ (assigned to \_\_\_\_\_)

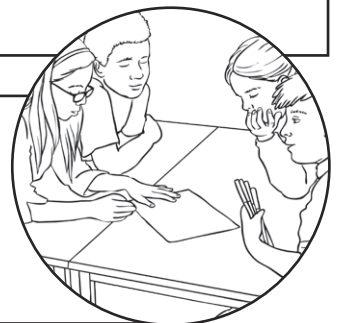
**Sub-heading 2:** \_\_\_\_\_ (assigned to \_\_\_\_\_)

**Sub-heading 3:** \_\_\_\_\_ (assigned to \_\_\_\_\_)

Planning Section: Use this to plan your section.

### Tasks:

- Open the document that has been shared with you.
- Check the version history once you have completed your section.



# Collaborating Online Planning

To know how to work collaboratively using online software.



## If you are the project leader:

- Open a new document.
- Title it 'All About Our School'.
- Share it with your group members.



In your group, decide what each sub-heading will be and assign them to each member of the group. You will then collaborate together on the same document at the same time.

## Title: All About Our School

**Introduction:** (assigned to \_\_\_\_\_)

**Sub-heading 1:** \_\_\_\_\_ (assigned to \_\_\_\_\_)

**Sub-heading 2:** \_\_\_\_\_ (assigned to \_\_\_\_\_)

**Sub-heading 3:** \_\_\_\_\_ (assigned to \_\_\_\_\_)

Planning Section: Use this to plan your section.



## Tasks:

- Open the document that has been shared with you.
- Check the version history once you have completed your section.
- Share your document with your teacher.

# Collaborating Online Planning

To know how to work collaboratively using online software.



## If you are the project leader:

- Open a new document.
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In your group, decide what each sub-heading will be and assign them to each member of the group. You will then collaborate together on the same document at the same time.

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**Introduction:** (assigned to \_\_\_\_\_)

**Sub-heading 1:** \_\_\_\_\_ (assigned to \_\_\_\_\_)

**Sub-heading 2:** \_\_\_\_\_ (assigned to \_\_\_\_\_)

**Sub-heading 3:** \_\_\_\_\_ (assigned to \_\_\_\_\_)

Planning Section: Use this to plan your section.



## Tasks:

- Open the document that has been shared with you.
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# Collaborating Online Planning

To know how to work collaboratively using online software.



In your group, decide what each sub-heading will be and assign them to each member of the group. You will then collaborate together on the same document at the same time.

## Title: All About Our School

**Introduction:** (assigned to \_\_\_\_\_)

**Sub-heading 1:** \_\_\_\_\_ (assigned to \_\_\_\_\_)

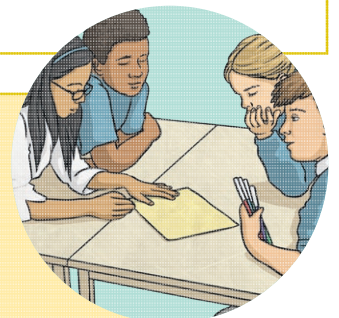
**Sub-heading 2:** \_\_\_\_\_ (assigned to \_\_\_\_\_)

**Sub-heading 3:** \_\_\_\_\_ (assigned to \_\_\_\_\_)

Planning Section: Use this to plan your section.

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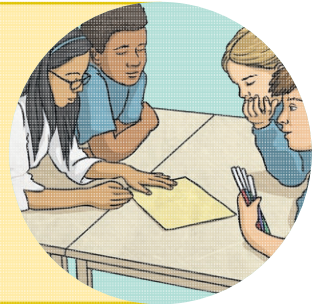
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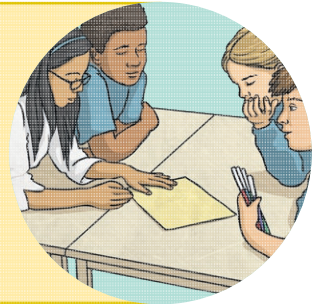
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I can collaborate on a document online with others.		
I can consider the positives and negatives of collaborating online.		
I can demonstrate how to collaborate with others online respectfully and appropriately.		

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