

Online4EDU

Online Collaboration Tools in Education - Curriculum Summary



# Online Collaboration Tools in Education

## Curriculum Summary

### Output 2

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## Online4EDU Curriculum Summary

This curriculum provides concepts and skills with regard to online collaboration tools such as storage, productivity applications, calendars, online learning platforms, web meetings and social media.

### Who is addressed?

The curriculum addresses especially teachers from all schools forms (primary, secondary, vocational) and focuses on providing skills regarding the use of online collaboration tools in school practice.

### Course in Online4EDU project

The project provides a blended learning course which is organised in three units (Unit 1: technical aspects, Unit 2: methodological aspects, Unit 3: practice) that are each based on different methodological concepts according to the content that is facilitated. The overall structure of the units is similar in order to provide participants with a consistent learning experience.

## Curriculum Goals

Successful participants will be able to:

- ⇒ Know concepts of online collaboration, benefits and risks.
- ⇒ Know how to set-up online collaboration tools and what settings must be considered.
- ⇒ Know common online collaboration tools and their usage.
- ⇒ Know how to use online collaboration tools on mobile devices.
- ⇒ Know how to prepare school lessons with online collaboration tools.
- ⇒ Know how to teach with online collaboration tools.
- ⇒ Know ways to teach about online collaboration tools (optional).

## Description of the project

The objective of the project Online4EDU is to support teachers in applying more digital media in everyday school life. Online collaboration tools can thereby enrich teaching and learning in all school subjects, and help teachers to find, create and organize new and up-to-date learning materials. The project Online4EDU therefore create a blended learning concept that facilitates online collaboration tools for school teachers of primary, lower and upper secondary and vocational schools. The blended learning concept will also prepare teachers for the ECDL Online Collaboration certification test. Five partner organizations from Estonia, Latvia, Lithuania, Germany and Ireland.

	Category	Ref.	Task item	
<b>Unit 1</b>	<b>1 Collaboration Concepts</b>	1.1.1	Get basic knowledge of online collaboration and clarify the terms. Recognise that ICT can support and promote online collaboration.	
		1.1.2	Identify the main types of services (cloud computing, mobile technology, etc.) and tools (social media, online calendars, etc.) supporting online collaboration.	
		1.1.3	Identify key characteristics of online collaboration tools such as multiple users, real time, global reach, concurrent access.	
		1.1.4	Outline the benefits (reduced costs, enhanced mobility, scalability, automatic updates) of using online collaboration tools and cloud computing in specific.	
		1.1.5	Be aware of the risks (data protection, dependence of provider, etc.) associated with using online collaboration tools.	
		1.1.6	Get familiar with e-learning platforms. Understand e-learning platforms as an online collaboration tool. Learn how to work with the platform as the course environment.	
		1.1.7	Get familiar with online calendars. Understand online calendars such as Google Calendar as online collaboration tool. Get familiar with Google Calendar as tool for the course.	
		1.1.8	Recognise the importance of intellectual property rights and the appropriate use of content when using online collaborative tools. Understand differences of privacy, personal data and data protection.	
		<b>2 Preparation for Online Collaboration</b>	1.2.1	Understand that additional applications and plug-ins may need to be installed to use certain online collaborative tools. Identify common equipment (webcam, microphone and speakers) used to support online collaboration.
			1.2.2	Recognise that firewall restrictions may cause access issues for users of a collaborative tool.

	Category	Ref.	Task item
		1.2.3	Download software to set-up and support online collaborative tools such as VOIP (Skype, GoToMeeting, etc.), Instant messaging, and document sharing platforms.
		1.2.4	Registration and deletion of user accounts on platforms.
		1.2.5	Learn to prepare and start an <b>online meeting</b> with appropriate tools. Know how to create a meeting, invite and uninvited participants and start the meeting.
		1.2.6	Learn how to use most common features of online meeting tools. Know how to share desktop and files, to use chat features and to use video and audio features in an online meeting.
		1.2.7	Excuse Doodle: Know the benefits of Doodle and how to coordinate appointments with it.
	<b>3 Using Online Collaborative Tools</b>	1.3.1	Understand the concept of <b>online storage solutions</b> and know the common products. Recognise limitations to online storage. Know how to handle files and folders.
		1.3.2	Understand that common <b>productivity applications</b> can be accessed via the web. Identify common examples of web-based productivity applications like: word processing, spreadsheets, and presentations.
		1.3.3	Identify features of web-based productivity applications. Know how to collaborate online with productivity applications.
		1.3.4	Identify <b>social media tools</b> that support online collaboration such as wikis, forums, blogs and content communities.
		1.3.5	Learn about privacy options of social media. Handling friends, followers and privacy settings in social media.

	Category	Ref.	Task item
		1.3.6	Knowledge and skills of how to use social media tools in regards to posting comments, content and links.
		1.3.7	Know how to remove posts from social media. Be aware that permanently deleting posts and photos may be difficult.
		1.3.8	Excuse <b>Wiki</b> : Learn to use and edit a wiki.
	<b>4 Mobile Collaboration</b>	1.4.1	Identify different types of <b>mobile devices</b> . Understand that mobile devices use an operating system. Identify common operating systems for mobile devices.
		1.4.2	Understand the term <b>Bluetooth</b> and its use. Recognise risks that can appear with Bluetooth.
		1.4.3	Understand Internet connection options available for mobile devices (WLAN, 3G, 4G). Understand associated features of these options.
		1.4.4	Connect to the Internet securely using wireless, mobile technology and use the Internet safely for web search and e-mail communication.
		1.4.5	Understand key security considerations for mobile devices like: use a PIN, backup content.
		1.4.6	Know how to use a mobile calendar.
		1.4.7	Get familiar with mobile sharing. Know how to share pictures, videos using options like: e-mail, messaging, social media, Bluetooth.
		1.4.8	Understand what mobile applications (news, social media, productivity apps, maps, games, eBooks, etc.) are and for what they can be used.
		1.4.9	Know what an application store is and how to use them. Know how to install, uninstall and update applications.
		1.4.10	Know how to use an application on a mobile device like: voice or video communication applications, social media and map.

	Category	Ref.	Task item
		1.4.11	Understand the purpose of synchronising content and know how to set up the settings for synchronisation.
<b>Unit 2</b>	<b>1 Create learning material</b>	2.1.1	Understand how online collaboration tools will influence your work as a teacher regarding the preparation of lessons.
		2.1.2	Understand how to apply online collaboration tools when preparing for lessons. Know which tools might be useful and beneficial.
		2.1.3	Learn how to find online qualitative learning material that can be used in lessons. Get to know different platforms that provide learning material or space for exchange and know what they offer.
		2.1.4	Know about OER and CC licences and how to apply them.
		2.1.5	Recognise the risks that may occur associated with learning material that was found or created online (Copyright criteria, download with caution).
		2.1.6	Learn what opportunities online collaboration tools offer for your school and how to implement collaboration.
		2.1.7	Learn what restrictions may occur when using online collaboration tools in school (policy of the schools).
	<b>2 Integration in daily lessons and collaboration with students</b>	2.2.1	Understand how online collaboration tools will influence your work as a teacher regarding collaboration with students.
		2.2.2	Understand the difference between teaching with and teaching about online collaboration tools. Get familiar with teaching with online collaboration tools.
		2.2.3	Recognise useful online collaboration tools for teaching in all subjects.

	Category	Ref.	Task item
		2.2.4	Get to know how those tools can support your teaching.
		2.2.5	Learn how to improve project work with online collaboration tools.
		2.2.6	Realise risks of working online with students such as schools or policy restrictions, digital identities, approval of parents.
		2.2.7	Learn how to identify which tools and devices are needed and available. (Learn techniques to acquire tools and devices for your school.)
	<b>3 Enable students for own use (optional)</b>	2.3.1	Understand how online collaboration tools will influence your work as a teacher regarding teaching about digital media.
		2.3.2	Understand the difference between teaching with and teaching about online collaboration tools. Get familiar with teaching about online collaboration tools.
		2.3.3	Understand what teaching about online collaboration tools should include: overview of diverse tools, understanding of usage, opportunities and risks.
		2.3.4	Learn pedagogical ways to teach about online collaboration tools. Be aware of considerations such as time investment, access for all students and when to teach from the front and when to use group work.
		2.3.5	Learn how to compile and identify qualitative learning material for this topic.
		2.3.6	Become familiar with tasks and assignment for students that enables them in their own responsible usage of online collaborative tools.
		2.3.7	Evaluate what problems, risks and reservations might arise when involving online collaboration tools in education.

	Category	Ref.	Task item
Unit 3	Apply acquired knowledge practically	3.1.1	Apply acquired knowledge by creating a <b>concept</b> for the implementation of online collaboration tools in school and animating colleagues to apply online collaboration tools also in their teaching.