



# Online Collaboration Tools in Education

## *Online4EDU Syllabus v 1.0*



### **Output 5**

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## Who is addressed?

This syllabus is dedicated especially for teachers from all schools forms (primary, secondary, vocational) and focuses on providing skills regarding the use of online collaboration tools in school practice.

This module sets out concepts and skills relating to the setup and use of online collaborative tools that are needed in the teaching process, and how to integrate online collaboration tools in daily teachers lessons, and how to collaborate with students.

## Module Goals

Successful candidates will be able to:

- Understand which online collaboration tools could be used in teachers' everyday work.
- Use online collaboration tools in teaching process.
- Use online collaboration tools collaborating with students.

Category	Skill Set	Ref.	Task Item
<b>Syllabus part for educators</b>	<b>1 Create learning material</b>	1.1.1	Understand how online collaboration tools will influence your work as a teacher regarding the preparation of lessons.
		1.1.2	Understand how to apply online collaboration tools when preparing for lessons. Know which tools might be useful and beneficial.
		1.1.3	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.
		1.1.4	Know about OER and CC licences and how to apply them.
		1.1.5	Recognise the risks that may occur associated with learning material that was found or created online (Copyright criteria, download with caution).
		1.1.6	Learn what opportunities online collaboration tools offer for your school and how to implement collaboration.
		1.1.7	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>	2.1.1	Understand how online collaboration tools will influence your work as a teacher regarding collaboration with students.
		2.1.2	Understand the difference between teaching with and teaching about online collaboration tools. Get familiar with teaching with online collaboration tools.
		2.1.3	Recognise useful online collaboration tools for teaching in all subjects.
		2.1.4	Get to know how those tools can support your teaching.
		2.1.5	Learn how to improve project work with online collaboration tools.

Category	Skill Set	Ref.	Task Item
		2.1.6	Realise risks of working online with students such as schools or policy restrictions, digital identities, approval of parents.
		2.1.7	Learn how to identify which tools and devices are needed and available. (Learn techniques to acquire tools and devices for your school.)
		2.1.8	Excuse Doodle: Know the benefits of Doodle and how to coordinate appointments with it.
	<b>3 Usage of online collaboration tools in practice</b>	3.1.1	Understand how online collaboration tools will influence your work as a teacher regarding teaching about digital media.
		3.1.2	Understand the difference between teaching with and teaching about online collaboration tools. Get familiar with teaching about online collaboration tools.
		3.1.3	Understand what teaching about online collaboration tools should include: overview of diverse tools, understanding of usage, opportunities and risks.
		3.1.4	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.
		3.1.5	Learn how to compile and identify qualitative learning material for this topic.
		3.1.6	Become familiar with tasks and assignment for students that enables them in their own responsible usage of online collaborative tools.
		3.1.7	Evaluate what problems, risks and reservations might arise when involving online collaboration tools in education.