

Intel® Teach Elements:
Collaboration in the Digital Classroom
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Module 1: Collaborative Classrooms

Lesson 1: Collaboration Basics

Activity 3: Collaboration Defined

Estimated Time: 10 minutes

How do you incorporate collaboration in your teaching currently? Think about how you could change your teaching practice to include more collaboration. Establish some goals and record them below.

My collaboration goals:

Incorporate more online collaboration like using blogs
Create a web conference that involves other classroom(s) instead of just a mock UN meeting that only my students are involved in
Ensure I maintain/support individual accountability

Module 1: Collaborative Classrooms

Lesson 2: Collaboration Planning

Activity 2: Collaboration Framework

Estimated Time: 15 minutes

Use the framework to think about a unit in which your students collaborated. Describe the ways you may have addressed dimensions of the framework. Or, describe how the framework might enhance collaboration in the unit.

Framework Dimension	Description
Purpose	Collaboration is important to support a more global understanding of the issues each country or region faces regarding health and life expectancy. Students can learn more when all of their research is compiled and shared. The goal of collaboration in this unit will be to learn about life expectancy, work with data, and learn teamwork skills. Then the sharing of information and ideas with an expert in the field and another class will provide an even greater perspective not available through any other means.
Type	I'll have some short-term activities for daily work such as research on specific information for their project, some medium-term activities for collecting and sharing information

	using an online wiki, and a long-term group project that will culminate in a mock UN web conference. Students will become experts for their specific country and will consult at least one outside expert.
Scope	Fairly long-term to include collaboration within the classroom, with another classroom, and with experts. I am initiating this project.
Collaborators	Student group (3-4) to another classroom group and to a specific expert for their country
Digital Tools	Wiki, online collaborative spreadsheet, blog, online conference tool (Skype)

How do you think the Collaboration Framework could be useful to you?

Module 1: Collaborative Classrooms

Lesson 4: Collaboration Characteristics

Activity 2: Collaboration Challenges

Estimated Time: 15 minutes

What concerns do you have about adding or improving your collaboration experiences for students at this point? Record any challenges below. Consider how collaboration may benefit your students.

What concerns do you have about collaboration?

Helping student groups connect with appropriate experts
Having adequate time for students to blog individually

How might collaboration benefit your students?

Gain perspective and additional ideas from other students and experts
Have a better understanding of the *global* issues involving life expectancy—and not just for one country

Module 1: Collaborative Classrooms

Lesson 5: Module Review

Activity 1: Module Summary

Estimated Time: 10 minutes

Review your goals from [Module 1, Lesson 1, Activity 3](#). Establish long-term and short-term goals for your classroom, and write your goals below. Some examples include:

- Have students work in pairs to give feedback (*short-term goal*)
- Have students work in small groups to research (*short-term goal*)
- Plan a collaborative experience with another class (*long-term goal*)
- Participate in an online collaborative project (*long-term goal*)

My short-term collaboration goals:

Incorporate more online collaboration like using blogs
Ensure I maintain/support individual accountability

My long-term collaboration goals:

Create a web conference that involves other classroom(s) instead of just a mock UN meeting that only my students are involved in

Module 2: A Framework for Digital Collaboration

Lesson 1: Collaboration Purposes

Activity 5: Differentiation through Collaboration

Estimated Time: 10 minutes

Describe your experiences with the different purposes of collaboration:

- Improved content learning
- Improved teamwork skills
- Global citizenship

- **Improved content learning:** students gain a greater understanding of the global issues surrounding life expectancy—it becomes more personal to them through the use of experts, plus they learn different perspectives from their teammates, other students outside of class, and the expert. They are able to compare and synthesize research that is completed across all the student teams—so they learn more than what they could have by themselves.
- **Improved teamwork skills:** students learn to define and coordinate tasks, coordinate and share research, analyze findings from a variety of resources, and listen and ask appropriate questions
- **Global citizenship:** students become more empathetic with the conditions in other parts of the world and are involved in problem solving

Module 2: A Framework for Digital Collaboration

Lesson 2: Design of Collaboration Activities

Activity 1: Selection of Purposes for Collaboration

Estimated Time: 10 minutes

Choose a unit that you would like to make more collaborative. Review the learning objectives for your unit and brainstorm which objectives might be suitable as purposes for collaboration.

Teaching Unit	Objectives Suitable for Collaboration
The World through a Different Pair of Eyes (Worldwide Life Expectancy)	<ul style="list-style-type: none">• Learn about life expectancy in different countries• Understand how world events and conditions impact health and longevity• Use a spreadsheet to collect and display data• Use a database to manipulate data and identify relationships• Synthesize data to identify problems and possible solutions• Understand how world events and conditions impact health and longevity• Use negotiation to solve problems in a mock UN meeting

Module 2: A Framework for Digital Collaboration

Lesson 2: Design of Collaboration Activities

Activity 4: Collaborators and Tools

Estimated Time: 20 minutes

Describe your plan for including collaboration in your unit in the table below. (Note: If you have multiple collaborative activities, with unique dimensions, you may want to create separate tables for each by copying and pasting the table for another set.)

Note: You will complete the Digital Tool section of your plan in Module 3.

Purpose	Scope	Type	Collaborators	Digital Tool
Learn about life expectancy in different countries	Short- and long-term activities	Conducting research, group project, sharing thoughts	Teammates, other class groups, expert	Diigo, edublogs
Brief Description of Possible Collaborative Activity(ies): Students work with students in another class collecting life expectancy data and discuss and report out using wikis and blogs.				
Use a spreadsheet to collect and display data	Short- and long-term activities	Compiling and analyzing data	Teammates, other class groups, expert	Google Docs-spreadsheet
Brief Description of Possible Collaborative Activity(ies): Students collaboratively collect and record life expectancy data on a Google Docs* spreadsheet and work together to analyze and make sense of the results.				
Use negotiation to solve problems in a mock UN meeting	Short- and long-term activities	Conducting research, group project, sharing and giving feedback, presenting information	Teammates, other class groups, expert	Skype, wikispaces, edublogs, Google Docs-spreadsheet
Brief Description of Possible Collaborative Activity(ies): Students conduct a mock UN meeting using Skype to present data and results of their research.				

Module 2: A Framework for Digital Collaboration

Lesson 3: Assessment in Collaborative Classrooms

Activity 3: Self- and Peer Assessment of Collaboration

Estimated Time: 10 minutes

Describe how you might use the collaboration assessments you saved.

Assessment	How You Will Use It
Teamwork Rubric	Assess teamwork behaviors while students work on their projects.
Collaboration Rubric	Add assessment of collaboration skills to content rubric for student self- and peer assessment and final grade

Module 2: A Framework for Digital Collaboration

Lesson 4: Module Review

Activity 1: Module Summary

Estimated Time: 10 minutes

Think about the design of collaborative activities and the assessment of collaboration skills as you reflect on your learning in this module.

I want to use more informal, formative assessments—like discussions at the beginning of a unit—to help me plan instruction so that I can incorporate activities and support to help students develop skills to work successfully together. So I will develop some more checklists to record information as groups are working or we are having a full-class discussion. I like the idea of adding collaboration skills to my project rubric—that currently is focused mostly on content and speaking skills.

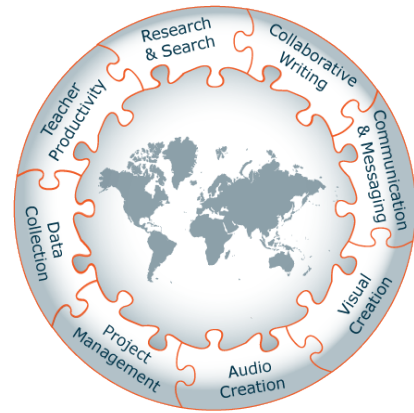
Module 3: Tools of Collaboration

Lesson 1: New Tools for Collaboration

Activity 3: A Collection of Collaborative Tools

Estimated Time: 5 minutes

What categories of tools have you already used?
Which ones would you like to explore further?



Category	Comments
Research & Search	Currently use Diigo and citation tools; might be interesting to use specialized search engines when needed
Collaborative Writing	Currently use online docs/spreadsheets
Communication & Messaging	Currently use Skype. I'm interested to look into the education-focused one, but we already have so many contacts on Skype
Visual Creation	I haven't used these in class—some look interesting to add creativity to a project; definitely would like to try some mindmapping tools
Audio Creation	At times we've created audio to presentations. Maybe podcasting would be an interesting addition in the future.
Project Management	Many of these tools look interesting to help support teams—and me—in coordinating projects
Data Collection	I'd like to use surveys more often—to survey my students and for them to create them to collect data.
Teacher Productivity	Lots of interesting resources here that I'd like to check out.

Module 3: Tools of Collaboration

Lesson 2: A Closer Look at Collaborative Tools

Activity 2: Tool Access Check

Estimated Time: 25 minutes

View two or three categories from the Online Collaborative Tools file and try out at least one tool. What did you like about the tool(s)? What was difficult or frustrating? What tool(s) would you consider using with your students to support collaboration?

Category	Collaboration Tool and URL	Comments
Visual creation	Wisemapping http://wisemapping.com	Couldn't figure out how to add a subtopic in the demo. The animated help had a completely different menu, so was really useless. I like the idea of mindmapping, but not this site.
Data collection	Poll Everywhere www.polleverywhere.com	So cool! You don't even need to register to use it (although for extra features you can). Saves data automatically for 30 days. Responses show immediately onscreen. I like that respondents can take poll through text messaging, Twitter*, or online.
Teacher Productivity	Assessing Projects http://educate.intel.com/en/AssessingProjects	Animated demos and tutorials made this easy to learn. The library of assessments categorized by thinking and process skills is great—lots of content I can use in my own rubrics and scoring guides. Checklists are really helpful starters, too.

Module 3: Tools of Collaboration

Lesson 2: A Closer Look at Collaborative Tools

Activity 3: The Best Tool for the Job

Estimated Time: 15 minutes

Choose one or more tools to complete the Digital Tool section of your collaboration plan. In [Module 2, Lesson 2, Activity 4](#), identify the tool(s) and briefly describe how you will use them. Make any other changes as needed.

Module 3: Tools of Collaboration

Lesson 3: Collaborative Tools for Your Future

Activity 2: Discover New Tools

Estimated Time: 5 minutes

How will you learn about new tools and new ways to collaborate online?

I'm going to read blogs at:

- <http://weblogg-ed.com/> - and read past posts tagged with "tools"
- <http://davidwarlick.com/2cents/>

And join www.classroom20.com

Module 3: Tools of Collaboration

Lesson 4: Module Review

Activity 1: Module Summary

Estimated Time: 10 minutes

Think about the role of online collaborative tools for your classroom as you reflect on the learning from this module.

I liked the categorization of tools and quick summary of their features. I'll be going back to this list again and again. The big thing will be to make sure that the tools I want to use can be accessed from my classroom since I've had problems with that in the past.

The Collaborative Framework has come together nicely for this unit and I like how it's helping me to rethink how I design a unit. I'll definitely try this framework again for another unit where collaboration is important.

Module 4: Collaboration Strategies

Lesson 1: Effective Digital Communication

Activity 3: Peer Mentoring

Estimated Time: 20 minutes

Review and reflect on methods to help students be more effective at sharing ideas, giving and receiving feedback, and mentoring peers. Which strategies might you use with your students in each area?

Type of Collaboration	Strategies
Sharing Ideas	<p>Provide a prompt as a starting point for blog entries and post each prompt on the class wiki with link to blogging site</p> <p>Provide blog checklist on wiki and print for initial use that identifies a minimum number of postings</p>
Giving and Receiving Feedback	<p>Provide a checklist for peer feedback</p> <p>Provide guidelines for blog comments and post on wiki; print and go over before using blog; include requirements in use agreement that students sign</p>
Mentoring Peers	<p>Have a Q&A section on the class wiki where students can ask questions and get answers—have a technical section that focuses on the tools we’re using</p>

Module 4: Collaboration Strategies

Lesson 2: Confident Digital Collaborators

Activity 3: Collaboration and Digital Literacy

Estimated Time: 10 minutes

Describe the methods you will use to teach your students collaboration and communication skills for your collaborative activities.

	Instructional Strategies
Collaboration	<p>When presenting a collaboration activity, I</p> <ol style="list-style-type: none">1. Make the case for collaboration2. Clarify expectations3. Teach critical skills using think-alouds and modeling
Communication	<p>Clarify purpose, audience, and content of communication with each activity requiring digital or verbal</p>

	communication
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Module 4: Collaboration Strategies

Lesson 3: Ethical Digital Collaboration

Activity 2: Copyright and Fair Use

Estimated Time: 20 minutes

Describe ways in which you can help your students become responsible digital citizens.

- Direct students to resources that have a Creative Commons license or are in the public domain—especially if they're going to post it on the Web
- Have clear guidelines on plagiarism and citing sources

Module 4: Collaboration Strategies

Lesson 4: Module Review

Activity 1: Module Summary

Estimated Time: 10 minutes

Think about how you will help your students become skilled and ethical online collaborators as you reflect on your learning from Module 4.

Even though I have already been using some of these strategies for supporting collaboration and ethical use, this module was a good review and provided additional insights on how to support my students—especially at the beginning of the year when students are new to my classroom. The best idea is having a consistent pattern/plan for how to collaborate and be a good digital citizen. It's great to be able to clarify those models in my mind and in writing.

Module 5: Supporting a Collaborative Classroom

Lesson 1: Safe Collaboration

Activity 2: A School's Defense

Estimated Time: 15 minutes

If your school has an AUP, do you know its requirements and policies? Review your project and plan for collaborative tools to ensure you are complying with all aspects of the AUP—or with best Internet practices. Describe how you will support the school's AUP and help your students be safe when using the Internet.

Our school does have an AUP. We review key aspects of it when starting out on an activity that involves a new tool or online collaboration. Go over scenarios involving privacy, plagiarism, etc. that they might encounter and see if they know what to do.

Module 5: Supporting a Collaborative Classroom

Lesson 2: Collaborator Support

Activity 2: Answer Resources for Collaborators

Estimated Time: 15 minutes

Open the Collaboration Checklist and use the highlight tool to identify the sections of the checklist that apply to your project. How will you communicate the project details to the collaborators? Describe your communication plan.

- Communicating with my students: wiki, e-mail to parents, project plan printed and on wiki, posters in room with expectations
- Communicating with students/teachers in other classrooms: wiki, e-mail to teacher with timeline and detailed expectations
- Communicating with subject-matter experts or community members: wiki, e-mail with dates and times with alternates for meetings and detailed expectations

Module 5: Supporting a Collaborative Classroom

Lesson 3: Technology Management

Activity 2: Technology-Ready Students

Estimated Time: 10 minutes

What activities, procedures, or student support will you create or incorporate into your classroom routines to help your students become self-directed technology users?

Standard procedures and time for blogging and commenting
Create student experts to help troubleshoot problems and provide peer teaching;

teach students to know where else to get help online
Use standard checklists for peer review, research, project completion, etc.
Have standardized procedures for saving and naming files—poster on wall

Module 5: Supporting a Collaborative Classroom

Lesson 4: Unexpected Challenges

Activity 2: Collaboration Issues

Estimated Time: 10 minutes

What technology or collaboration issues do you expect to encounter? Brainstorm solutions or prevention plans in case you are faced with these issues.

Technology or Collaboration Issue	Solutions and Prevention Plans
Blocked sites	Identify multiple resources that currently work. Discuss the learning objectives and reasons for use with technology director/principal to get site unblocked.
Internet down	Be flexible on order of activities for project and have printed resources or alternate activities available.

Module 5: Supporting a Collaborative Classroom

Lesson 5: Module Review

Activity 1: Module Summary

Estimated Time: 10 minutes

Think about how you will support the collaborators and manage the technology in your projects as you reflect on the learning from this module.

This was a good review for promoting the safe use of technology. I also learned practical strategies for managing and communicating expectations with collaborators. I appreciated the scenarios of when “things go wrong” and ways to gracefully work around them. I like the idea of creating “tech experts” in my classroom—or designating them. Many of my students are already tech experts without any help from me!

Course Wrap-Up Summary

Activity 2: Course Reflection

Estimated Time: 15 minutes

Revisit the goals you set for collaboration in your classroom from [Module 1, Lesson 5, Activity 1](#). Write about your progress toward those goals.

Incorporate more online collaboration like using blogs – I definitely have a clear plan for incorporating blogs into my projects

Ensure I maintain/support individual accountability – checklists and modified rubrics that I plan to use will definitely help move towards this goal; I need to still work on this goal, however

Create a web conference that involves other classroom(s) – I have previewed or read about some tools that might make this easier in terms of the whole project management piece. The communication strategies will definitely help to make this new component more likely to be successful.

What new goals do you have for collaboration in your classroom?

Keep up with what's going on in other teachers' classrooms to learn from them on how to improve collaboration.