

APPENDIX A

29781v1 Brief: Using digital collaboration, communication, and networking tools

Important Notes for Assessors

You will need to set up items for Step 1 and Step 11 before learners can start this task. This includes the following:

STEP 1:

NOTE: STEP 1 is based on the use of Google Classrooms. If you want learners to use a different system, the steps you need to follow may differ.

You will need to:

- Inform learners which learning management system will be used (eg Microsoft Teams, or Google Classrooms). **WE ARE USING GOOGLE CLASSROOMS**
- Set up a class (or course) using the learning management system.
- Give learners the class code (or link for the class/course). **Class code is feqljmq**
- Post a forum question on Google Classrooms. Give the post a clear heading as **FORUM** and then the subject. You could post any forum topic you think might be appropriate for your learners. Below is an example:

FORUM: The importance of copyright

Why do you (or don't you) think copyright is something important that everyone should respect and stick to.

IMPORTANT NOTE: Learners should not be assessed on the quality of their argument or their opinions on the topic. **They should only be assessed on whether they have used language appropriate to the context and demonstrated digital citizenship (as per EN4.1) and cybersafety (as per EN4.2).**

STEP 11:

Set up a survey that learners need to respond to once they have completed Steps 2 to 10. You could make the survey about any topic you choose, and it does not need to be a long survey.

You could make it an 'end of US29781 project' survey. Below are some suggested questions you could use:

- Which part of the project did you find most challenging? Why?
- Which part of the project did you find most enjoyable? Why?
- What did you feel you learnt while completing this project?

IMPORTANT NOTE: **Learners should not be assessed on the quality of their argument or their opinions on the project. They should only be assessed on whether they have used language appropriate to the context, and demonstrated digital citizenship (as per EN4.1) and cybersafety (as per EN4.2).**

In the brief that follows, the green notes indicate what each step could contribute evidence towards. Remove these before giving the brief to learners.

The entire task outlined in this brief gives the opportunity for evidence towards Outcome 4, ER4.1 and 4.2, as throughout their use of digital tools they need to demonstrate application of digital citizenship and cybersafety.

IMPORTANT: Read through all steps before you start work on this project

STEP 1: Join a class on a learning management system, update your profile, and contribute to a forum discussion

Contributes evidence towards ER2.2 (online learning tool: profile creation; posting to forums; using language appropriate for the context)

You need to join a class on a learning management system. Your assessor will tell you which system will be used.

- ☐ Use the class code provided by your assessor to join a class.
- ☐ Change your profile picture. You can also change your password, if you wish.
- ☐ Your assessor will post a question for forum discussion. Contribute your ideas/opinions in response to the question.
- ☐ Make sure that you use language that is appropriate to the context when you reply to the forum question.

STEP 2: Identify your group

You need to work in groups of 2 or 3 on a project.

- ☐ Identify the other members of your group (your assessor may tell you who to work with).
- ☐ Give each person a number (eg Member 1, Member 2, Member 3). Make sure you have the contact details of each member (eg their email address, mobile phone number, etc).

Complete the table below to indicate the name of each member and their contact details. Some blank space has been left for you to add any other ways you can contact each member using digital tools (eg Twitter, Skype, Google Hangouts etc). **IMPORTANT:** You need to be able to contact each member using at least each of the following.

- Email (gmail)
- Mobile (for text messaging)
- An instant messaging app (google hangout)
- At least two different social networking apps (Instagram and Facebook)
- A conferencing tool (Zoom)

	Member 1	Member 2	Member 3	Member 4
Name	Fa'au'uina Ulu-kini	Brooklyn Stewart	Kruizado Goldstein	Monrovia Iosefa
Email	inakini25@gmail.com	brklynstwrvt2@gmail.com	Kruizado.g03@gmail.com	iosefomon@gmail.com
Mobile	0225814037	nil	0211214321	nil
Messaging app (specify)	Google Hangout	Google Hangout	Google Hangout	Google Hangout

Social networking app 1 (specify)				
Social networking app 2 (specify)				
Conferencing tool (specify)				

STEP 3: Keep track of your time

Contributes evidence towards ER2.2 (*coordination tool 1: creating; modifying*)

Every member of the group must keep track of how much time they spend working on the project. You need to use a digital tool to do this, and you need to keep track of at least the following.

- The dates on which you work on the project
- The times at which you work on the project
- How long you work on the project each time

IMPORTANT REMINDER!

Remember that you need to provide evidence that you have used this tool (eg screenshots of what you have done; your assessor observing you as you use the tool).

STEP 4: Brainstorm ideas on your own

Work **on your own** to brainstorm initial ideas for the project.

The topic of the project is:

What matters most

You need to work with the members of your group to create a portfolio that expresses the things that matter most to you all. You need to include at least two or three main things that all the members of your group can agree matter most in life.

Then you are going to compile the portfolio consisting of images (could be still images such as

photographs, and/or moving images, such as video) and text that depict these things that matter most to you.

You can:

- create the images and/or text yourselves
- source the images and/or text from the internet.

Contributes evidence towards ER2.2 (co-ordination tool 2: For Member 1 - creating; commenting; modifying; For other members – reviewing; commenting)

REMEMBER: For this step, you need to brainstorm on your own. **STEP 5:**

Set up a meeting for the group

A meeting needs to be arranged in which you can discuss your initial ideas (from STEP 4) as a group. **The meeting must be held using a digital conferencing tool.**

Member 1 needs to send a meeting invite to all other members of the group, with the following.

- A proposed date and time for the meeting
- Indicate the venue for the meeting as whatever digital conferencing tool you will be using. For example, if you are going to use Skype for your digital conference, indicate the venue as: "Skype video conference".
- Notes on what they (member 1) would like to discuss at the meeting (ie the ideas they brainstormed in STEP 4)

All other members need to do the following.

- Review the meeting invitation you have been sent by Member 1.
- If you are happy with the proposed date, time, and venue, accept the invitation; otherwise, reply with suggested changes.
- Add your own notes for what should be discussed at the meeting (ie the ideas you brainstormed in STEP 4).

Member 1 – Once you have received responses from all the other members of the group, update the notes for the meeting and resend the invite to all members.

IMPORTANT REMINDER!

Remember that you need to provide evidence that you have used this tool (eg hard copy or digital copies of communication; your assessor observing you as you use the tool).

STEP 6: Hold the meeting using a digital conferencing tool

Contributes evidence towards ER2.2 (conferencing tool: setup; joining; participating using appropriate language)

In this step, you need to hold the meeting planned in STEP 5. **REMEMBER:** You must hold the meeting using a digital conferencing tool.

You must do the following.

- ☐ Make sure you set up your microphone, video, and speaker to ensure you can effectively participate in the meeting.
- ☐ Join the meeting (conference).
- ☐ Participate fully in the meeting. You need to discuss the following at the meeting.
 - o Each member's ideas for the *What matters most* project.
 - o Decide which two or three things you can all agree matter most in life. These are the 'topics' you will include in your project.
 - o Decide who will be responsible for gathering content (image, text, etc) for each 'topic'. Each member must be responsible for gathering content for a different 'topic'.
 - o Decide on the date by which each person needs to have gathered the content (image, text) related to their topic.
 - o Decide how you will communicate with each other during the project to share the images you find/create for each topic, and the text you are going to write or source.
 - o Agree on a cloud storage solution you will use to share the content files you create (ie the images, text, etc).
 - o Decide when you will meet again to discuss progress on the project.
 - If there are only **two members** in your group, you will need to have a meeting ONE more time. **Member 2** should take note of when this second meeting will be held.
 - If there are **three members** in your group, you will need to have TWO more meetings (eg one to discuss progress, and one to finalise the project or to discuss what went well and what did not go so well, once the project is completed). **Member 3** should note when the third meeting will be held.

IMPORTANT: Make sure you contribute to the discussion on ALL of the above points.

- ☐ When you participate in the meeting, make sure you use language that is appropriate to the context.

IMPORTANT REMINDER!

Remember that you need to provide evidence that you have used these tools (eg hard copy or digital copies of communication – such as recording your meeting; your assessor observing you as you use the tool).

STEP 7: Send meeting invites for upcoming meetings and add calendar reminders

Contributes evidence towards ER2.2 (co-ordination tool 2: Member 2/3: creating; commenting; modifying. Other members: reviewing; commenting)

Invites need to be sent for the remaining meetings your group plans to hold. **REMINDER:** If there are **two** people in the group, you need to have a total of at least **two** meetings; if there are **three** people in your group, you need to have a total of at least **three** meetings.

Member 2 needs to send the invite for Meeting 2. This needs to include at least the following.

- A proposed date and time for the meeting
- A proposed venue for the meeting (ie where the meeting will take place). If the meeting will take place using video conferencing software, indicate the venue for the meeting as whatever digital conferencing tool you will be using. For example, if you are going to use Skype for your digital conference, indicate the venue as: "Skype video conference".
- Notes on what is to be discussed at the meeting/what the meeting is for

All other members need to do the following.

- Review the meeting invitation you have been sent by Member 2.
- If you are happy with the proposed date, time, and venue, accept the invitation; otherwise, reply with suggested changes.
- Add your own notes for what should be discussed at the meeting (if you have anything to add).

Member 2 – Once you have received responses from all the other members of the group, update the notes for the meeting and resend the invite to all members.

[IF RELEVANT] Member 3 needs to send the invite for Meeting 3. This

needs to include at least the following.

- A proposed date and time for the meeting
- A proposed venue for the meeting (ie where the meeting will take place). If the meeting will take place using video conferencing software, indicate the venue for the meeting as whatever digital conferencing tool you will be using.
- Notes on what is to be discussed at the meeting/what the meeting is for.

All other members need to do the following.

- Review the meeting invitation you have been sent by Member 3.
- If you are happy with the proposed date, time, and venue, accept the invitation; otherwise, reply with suggested changes.
- Add your own notes for what should be discussed at the meeting (if you have anything to add).

Member 3 – Once you have received responses from all the other members of the group, update the notes for the meeting and resend the invite to all members.

IMPORTANT REMINDER!

Remember that you need to provide evidence that you have used these tools (eg hard copy or digital copies of communication; your assessor observing you as you use the tool).

STEP 8: Connect to local and cloud storage

Contributes evidence towards ER2.2 (*connectivity application: making and testing connections; local and remote sharing (files, folders); changing permissions*)

Each member of the group needs to do the following:

- ☐ Connect to the cloud storage location you agreed on during Meeting 1, to which project files will be saved.
- ☐ Save all the files for your topic (eg image files, text files) in an appropriate folder on the cloud storage location.
- ☐ Share the folder with each of your group members. **IMPORTANT:** Make sure that each group member is able to view and comment on files, but NOT able to edit.
- ☐ Check that the share to the cloud location is working (ie that when you create files they are uploaded to the cloud storage and that all group members can see and access them).
- ☐ Share the folder with your assessor. Your assessor should be able to **view** the folder, but should **NOT** be able to **edit** the folder.

IMPORTANT REMINDER!

Remember that you need to provide evidence that you have used this tool (eg screenshots showing what you have done; your assessor observing you as you use the tool).

STEP 9: Establish a remote connection to your computer

Contributes evidence towards ER2.2 (*connectivity application: making and testing connections; remote desktop sharing*)

To make sure you are able to access all your information and resources for the project, you need to set up a remote connection to your computer. This needs to be a connection between two different devices you have access to (eg between two computers you have access to, OR a computer and a tablet, OR a computer and a mobile phone, etc).

Check that the connection is working properly by doing the following.

- ☐ Establish a remote connect between the devices.
- ☐ Remotely control the device you have connected to and open a file stored on the device.

IMPORTANT REMINDER!

Remember that you need to provide evidence that you have used this tool (eg screenshots showing what you have done; your assessor observing you as you use the tool).

STEP 10: Communicate and network with the members of your group

Contributes evidence towards ER3.2 (*communication and social networking apps; all range items*)

Throughout the process of creating and/or collecting your content for the project, you must stay in communication with your group members.

To do this you must use each of the following tools at least once:

- ☐ At least **THREE** different communication tools (eg email, messaging, texting, etc).
- ☐ At least **TWO** different social networking apps (eg online social network, social messaging, video and/or photo sharing, micro-blogging, group communication and chatting sites, ephemeral messaging).

Use the three communication tools and two social networking apps to do the following.

- ☐ Create and send posts and/or messages.
- ☐ Receive and reply to posts and/or messages from your group members.
- ☐ Use language that is appropriate to the context of the communication.

You also need to use an appropriate tool(s) to do the following.

- ☐ Forward at least one message received from one of your group members to another group member (if there are three people in your group), or to your assessor (if there are only two people in your group).
- ☐ Send an attachment with a message.

IMPORTANT: You need to make sure you use all the above tools in keeping with **good practice**. 'Good practice' means selecting and using the appropriate feature or function of a tool to allow it to be used correctly on the chosen digital device.

STEP 11: Use the learning management system

Contributes evidence towards ER2.2 (*online learning tool: Submitting assessments; completing quizzes/surveys*)

Use the learning management system you joined in STEP 1 to do the following.

- ☐ Submit your part of the portfolio for the *What Matters Most* project.
- ☐ Complete the survey your assessor has put up.