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UNIT 4

Collaborative Learning

4.3 Technologies

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4.3 Technologies

Learning Outcomes

Unit 4: Collaborative Learning

Subunit 4.3: Technologies

Learning Outcomes	Knowledge	Skills	Responsibility and Autonomy
	<ul style="list-style-type: none"> What kind of technologies I can use to implement collaborative learning. 	<ul style="list-style-type: none"> Use tools to communicate with the group. Use tools to create, share and store files. Use tools to plan and manage projects. 	<ul style="list-style-type: none"> Organise the company's online collaborative learning system.
Type of activity	<input checked="" type="checkbox"/> PDF <input type="checkbox"/> PPT <input type="checkbox"/> Image/Infographic <input checked="" type="checkbox"/> Video	<input checked="" type="checkbox"/> Test/Quiz <input type="checkbox"/> Game <input type="checkbox"/> Other (specify) _____	
Duration	600 minutes		
Activity	<p>You will learn to choose and use the appropriate online tools for each collaborative learning process.</p> <p>Read the document "4.3 Technologies"</p> <ul style="list-style-type: none"> Watch the videos 		
Assessment	Self-assessment quiz.		
Resources	Equipment: PC (laptop, tablet or smartphone) and internet connection.		
Further reading	For further reading, see references at the end of the PDF file.		

4.3 Technologies

Technology can be decisive in helping develop collaborative learning, especially when group members are unable to meet in person.

There are a great many technologies that can be used. However, if participants are not already proficient in using them, the learning curve for each tool will need to be added to the time designated for learning. Therefore, it is always preferable to use tools with which participants are already familiar.

There are three major needs that we can better fulfil with free, online tools: communication, sharing and storage, planning and management.

Communication tools:

When communicating, we need tools that meet different needs. The main ones are being able to conduct group meetings via videoconference, communicate via a group chat, and to speak and send documents by internal mail.

	Video conferences	Chat	Internal mail
Skype	x	x	
Hangout	x	x	
WhatsApp		x	
Telegram		x	
Facebook	x	x	x
LinkedIn			x
Google	(Hangout)	(Google Talk)	(Gmail)

Video conferences can be recorded so that each group can have a record of each meeting.

Skype

- How to use Skype - Beginners Guide: <https://www.youtube.com/watch?v=NRcb3uB3Jac>
- Teaching online with SKYPE 2019 part 1- Complete guide for teachers <https://www.youtube.com/watch?v=tQpltHBztB0>
- Teaching online with SKYPE- How to Screenshare <https://www.youtube.com/watch?v=qFtL0nf7kNE>
- Set up Skype for meetings <https://www.youtube.com/watch?v=9aDpMgJ2yw>
- How to create a group chat in Skype <https://www.youtube.com/watch?v=RNL-79G8ro0>
- Record Skype Video Calls Easily From Your Laptop: No Extra Software or Third-Party Downloads! https://www.youtube.com/watch?v=mk6_BvGGrUM

Hangout

- Learn about the new Hangouts Chat <https://www.youtube.com/watch?v=DvFZaljVpic>
- How To Do A Google Hangout Video Call 2019: <https://www.youtube.com/watch?v=qjm0P5Yb0DE>
- Using Hangouts Instant Messaging: TEXT HANGOUTS <https://www.youtube.com/watch?v=UqAV6luHtOA>

Telegram

- How to Use Telegram <https://www.youtube.com/watch?v=Gki-8ffghxQ>

Facebook

- How To Video Chat On Facebook Messenger
<https://www.youtube.com/watch?v=5XR6zYMal8k>

Sharing and storage tools:

Throughout the learning process many records, documents, presentations etc. will be produced that we should be able to access and complete remotely. Different cloud tools can be used for this purpose.

	Save and share files	Create collaborative files
Dropbox	x	
(Google Drive)	x	x
One Drive	x	x

Dropbox:

- Everything You Need to Know: The NEW Dropbox
<https://www.youtube.com/watch?v=nyqM84gtRLU>
- Dropbox system design | Google drive system design | System design file share and upload
<https://www.youtube.com/watch?v=U0xTu6E2CT8>

Google Drive:

- How To Use Google Drive - Google Drive Tutorial - Learn The Basics
<https://www.youtube.com/watch?v=B7h3Szei3OA>
- Google Drive Tutorial 2019 <https://www.youtube.com/watch?v=2yXG9m1nAKI>
- How to use Google Forms <https://www.youtube.com/watch?v=wwOTRadr9w4>
- How to create quizzes and tests with Google Forms: Advanced Google Training
<https://www.youtube.com/watch?v=opzuHoccsGA>

One Drive:

- How to use OneDrive <https://www.youtube.com/watch?v=YrepmYh0ViY>
- How-To Video – OneDrive For Business Step by step (1/5-5/5)
<https://www.youtube.com/watch?v=7LveRnvg8t0>
https://www.youtube.com/watch?v=hugxr1371rQ&list=PL1TvTHv_2G0SphBwztrxvZx-Bu5KF2O2&index=4
https://www.youtube.com/watch?v=sIJGz4z_VT4&list=PL1TvTHv_2G0SphBwztrxvZx-Bu5KF2O2&index=3
https://www.youtube.com/watch?v=bh1jmiMFuxk&list=PL1TvTHv_2G0SphBwztrxvZx-Bu5KF2O2&index=2

https://www.youtube.com/watch?v=SAWfQPhcWVY&list=PL1TvTHv_2G0SphBwztrx_vzZx-Bu5KF2O2&index=1

Planning and management tools:

We will also need tools for daily project management, from a shared calendar to a project editor.

Google Calendar:

This is an online calendar that can be shared with the group. It also allows us to prepare events and invite people to in-person or online meetings, adding a location or video conference link, attaching files etc.

- Google Calendar Full Tutorial From Start To Finish - How To Use Google Calendar
<https://www.youtube.com/watch?v=lyHvKYeeuB8>
- Creating Events in Google Calendar <https://www.youtube.com/watch?v=TYNjKfXwTvk>
- Google Calendar: Task, Events, and Reminders https://www.youtube.com/watch?v=5-I5_gZNUYM

Google Tasks:

This is a task list tool that we can share with the group.

- How to Use Google Tasks (Desktop & App Tutorial)
<https://www.youtube.com/watch?v=4kjuOlhUQwg>

Google Keep:

This is a list management and note-taking tool that can be shared with the group. It has multiple uses such as transcribing recorded audio files on our mobile phones, and allowing us to easily add them to our Drive documents.

- How to Use Google KEEP for Beginners - Super Useful Note Taking App
<https://www.youtube.com/watch?v=C7ATNryziA0>
- 5 Google Keep Tips You'll Wish You Knew Earlier (Mobile App)
<https://www.youtube.com/watch?v=5EAcy5c9P5A>

Evernote:

Evernote is a similar tool to Google Keep with more comprehensive options available on its paid subscription version.

- How To Use Evernote 2019: A Complete Evernote Tutorial For Beginners
<https://www.youtube.com/watch?v=kSz9uavfLpl>

Trello:

Trello is a wonderful project management tool that allows us to organise the team free of charge.

- Free Trello Tutorial: How To Use Trello (Beginner's Guide)
<https://www.youtube.com/watch?v=Z1nyNQUC5nU>
- Playlist <https://www.youtube.com/playlist?list=PLU9ZMRuUFbugS5RN4C3i9gzZD-Drnliya>

Blogger:

Blogger is a free Google tool for creating blogs. Blogs can be the perfect tool for publishing and sharing the steps that are taken and information that is gathered and generated throughout the process with the group.

- Step-By-Step Blogger Tutorial For Beginners - How to Create a Blogger Blog with a Custom Domain Name <https://www.youtube.com/watch?v=5n-ZpBo7cHI>

Google Sites:

This tool is for creating free websites (public or private) or wikis. It allows us to order and display the information that we generate over the course of the project.

- How to create a website with Google Sites 2019 (step-by-step) - FULL EXPLANATION
<https://www.youtube.com/watch?v=tbfqTWsu5y0>
- Google Sites Tutorial 2019: Advanced Tips, Features and Settings
<https://www.youtube.com/watch?v=6e-GtOeY0x0>
- Google Sites 2019: Complete guide to creating an Educational Website with a contact page!
<https://www.youtube.com/watch?v=J9--8Pi2Gis>
- How to create a wiki with Google Sites 2019 (step-by-step)
<https://www.youtube.com/watch?v=KWcrmSdic0E>

Facebook groups:

Social networks are based on blogs and just as we can set up a blog to co-create and share information on a topic, we can use a social network that group members already use themselves.

Facebook allows us to set up private groups in which we can share information, create debates, and also has facilities for video conferencing, chats and internal mail.

- How To Create A Facebook Group (2019)
<https://www.youtube.com/watch?v=JFGAH5X7Rfw>

Besides those mentioned, there is also an endless array of other tools such as virtual class tools (Google classroom, Eddomo, Moodle, etc).

25 herramientas TIC para aplicar el aprendizaje colaborativo

Los siguientes recursos ofrecen la posibilidad de comunicarse entre el grupo y con el profesor, compartir y editar documentos, establecer tareas y asignarlas a cada miembro del grupo en cualquier momento y lugar a través de Internet y con la ayuda de las nuevas tecnologías.



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References:

Videos:

- Herramientas TIC para el trabajo colaborativo [ICT tools for collaborative working] | | UPV <https://www.youtube.com/watch?v=VoNfOXLH21I&t=25s>
- EIA - Trabajo colaborativo con herramientas TIC [Collaborative working with ICT tools] https://www.youtube.com/watch?v=OWuC_7s5LaQ

Articles:

- 25 herramientas TIC para aplicar el aprendizaje colaborativo en el aula y fuera de ella [Infografía] [25 ICT tools for collaborative learning within and outside the classroom, Infographic] <https://www.aulaplaneta.com/2015/07/14/recursos-tic/25-herramientas-tic-para-aplicar-el-aprendizaje-colaborativo-en-el-aula-y-fuera-de-ella-infografia/>
- Las herramientas de las TIC para el aprendizaje colaborativo: Casos prácticos [ICT tools for collaborative learning: Case Studies] <http://www.centrocp.com/las-herramientas-de-las-tic-para-el-aprendizaje-colaborativo-casos-practicos/>

Self-assessment

1. Which of the following tools can be used for communicating with each other within a collaborative learning group?
 - a. Gmail
 - b. Blogger
 - c. Drive
 - d. Skype
 - e. Hangout
2. Which of the following tools can be used for planning and managing a collaborative learning group?
 - a. Drive
 - b. Skype
 - c. Calendar
 - d. Hangout
3. Social networks cannot be used for collaborative learning.
 - a. True
 - b. False
4. Which of the following tools can be used to store information and share it between members of a collaborative learning group?
 - a. Drive
 - b. OneDrive
 - c. Calendar
 - d. Hangout
5. It is better to use tools that are completely new to the group in order to be able to add new skills.
 - a. True
 - b. False
 - c. Only if acquiring these skills is among the process objectives.

Solution

- d. Gmail, Skype, Hangout // 2. Calendar // 3. False // 4. Drive, OneDrive // 5. Only if acquiring these skills is among the process objectives.