

Collaborative learning

Collaborate	Working with others to achieve a specific goal.
Comment	Verbal feedback or notes to express an opinion on something.
e-Document	An electronic file which can contain text, images, tables and charts.
Edit	To change and amend something.
Email	Electronic-mail which allows us to send messages and files from one account to another over a network.
Icon	A small image which represents something or someone.
Insert (file)	To attach or place a file into an email or document.
Link	A line of text that, when clicked, directs you to another website or document.
Presentation software	A program that allows you to insert information into slides ready to share with others.
Presentation	A slide show that is used to display information.
Reply	To say or write a message in response to something that has been said to you.
Reviewing comments	Looking at comments written by others on a document to help the collaborative process.
Share	To show or give a part of something to someone else.
Spreadsheet	A file where you can input, sort and analyse data across a series of cells. Formula can be written to output mathematical solutions from the data.
Transition	Effects that can be applied to occur between slides, images or video clips.

Did you know?

You can work together online on presentations, documents and spreadsheets.



Key facts

Working on an online document editor together:

Animals that live in the desert

Online document editor:

ANIMALS THAT LIVE IN THE ARABIAN DESERT

- > Bactrian camels
- > Emperor penguins
- > Snakes
- > Addax antelope
- > Scorpiane

Comments:

- Hiya, please can we change the font? I don't like this one...
- Yes I think the same! Which one?
- 17:30: Annie wrote 'Animals that live in the Arabian Desert'
- 17:30 Derek wrote '> Bactrian camels'
- 17:31 Derek left a comment
- 17:33 Annie left a comment
- 17:49 Jack replied to a comment
- 17:55 Jack left a comment
- 18:12 Sophie replied to a comment
- 18:38 Layla left a comment ...Layla is editing the background...
- ...Jack is editing 'Scorpiane'
- Are you joking? Emperor penguins??
- Ooo I like this!! I think the background could be brighter?
- I think you spell this 's-c-o-r-p-i-o-n'
- Okay I will check the dictionary :)

Users: offline, away, online, online

Presenting the finished poster together:

Arabian desert animals

- > Bactrian camel
- > Arabian red fox
- > Rattle snake
- > Addax antelope
- > Scorpiane