

## Collaborative learning

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

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?
- 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 :)

Activity log:

- 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'

Status: offline, away, online, online

Presenting the finished poster together:

**Arabian desert animals**

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