
Enhancing *Managing Tasks and Sharing Information* with Technology

WITHIN GROUP AND BETWEEN GROUP

CHALLENGES

- It is difficult to manage the logistics of day-to-day collaboration as a teacher or a student: tracking who has done what and what remains to be done, accessing and assessing multiple students' project work, and so on.

SOLUTIONS

- Use online tools, allowing multiple students to collaborate on single documents and products and allowing teachers easy oversight and access to student work.

WITHIN GROUP AND BETWEEN GROUP

DIGITAL APPROACHES

- Store and access work digitally through cloud-based storage.
 - » An unlimited number of students can access the same document or project at the same time, allowing for real-time collaboration and negating the need for students to compare or share physical notebooks and space.
- Assign and track tasks using digital classrooms.
- Shared online task lists provide students and teachers with a clear overview of overall task progress and individual responsibility, increasing student accountability and teacher oversight.
 - » The teacher can easily assign work and projects to individuals, groups, or whole classes and check them online. This reduces paperwork and allows greater flexibility for the teacher, who can check on the project at home or while students continue to work on the product.
 - » Project calendars allow a clear overview of the required time frame, while scheduled deadlines with reminders help to keep everyone on track.
- Utilize online bulletin boards for day-to-day collaboration.
 - » Ongoing group collaborative work, such as novel studies, math groups, and project groups, can use online bulletin boards to post and respond to work in the form of photos, videos, drawings, documents, and audio.
 - » Teachers can easily check in on the bulletin board to see what each student has done.

DIGITAL TOOLS

- Cloud-based storage:
 - » Google Drive (including Google Docs, Forms, Sheets, and Slides)
 - » Microsoft OneDrive
- Digital classrooms:
 - » Edmodo
 - » Google Classroom
 - » Microsoft Teams
 - » Moodle
 - » Schoology
 - » Seesaw
 - » Showbie
- Online bulletin boards:
 - » Flipgrid
 - » Jamboard
 - » Lino
 - » Padlet
 - » Scrumblr
 - » Wakelet

BEYOND SCHOOL

CHALLENGES

- Meeting or speaking with other students beyond school creates difficulties in terms of cost, time, travel, and safety.
- Students who cannot physically attend school, or who require support or instruction of a type not available in their own school, are disadvantaged.

SOLUTIONS

- Meeting virtually, through video calling or chatting, allows students to connect across much greater distances, safely and at no cost.
- Students can “attend” classes virtually, participating in lessons and completing assignments, through video calling or digital classrooms.

DIGITAL APPROACHES

- Facilitate virtual student meetings.
 - » Students from around the world can use video-calling software to meet virtually to discuss and collaborate on shared projects.
 - » Students can communicate asynchronously using group chat software or apps.
- Enable students to learn remotely.
 - » Students who are physically unable to attend school (e.g., due to travel issues, illness, or injury) can work on assignments through a digital classroom, communicate questions and thoughts to the teacher through comments, email, and videos, and return work for grading when completed.
 - » Students who need additional learning support from professionals not available in their physical school can be supported remotely through scheduled video calls or online classrooms.
 - » Students who lack suitable peers with whom they can collaborate in their school (e.g., because of learning difficulties or because they are more advanced than their peers) can collaborate digitally with students at other schools or institutions.

DIGITAL TOOLS

- Group video calling:
 - » FaceTime
 - » Google Hangouts
 - » Skype
 - » Zoom
- Group chatting:
 - » Google Docs chat function
 - » Google Hangouts
 - » Padlet Backchannel
 - » Whatsapp
- Digital classrooms:
 - » Edmodo
 - » Google Classroom
 - » Microsoft Teams
 - » Moodle
 - » Schoology
 - » Seesaw
 - » Showbie