Key Stage 3
Using ICT

Northern Ireland **Curriculum**

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Pupil Notes: Online Collaboration

Exchange: *Throughout this task, you will be engaging in online activities. Remember to follow the rules of acceptable online behaviour when communicating, exchanging, sharing and collaborating.*

- ⚙ As a group, look at the examples of wikis your teacher has given you. Talk about what they are for and why they work well. Your teacher will help you to make a plan for your wiki.

- ⚙ Go to the customised wiki that your teacher has set up for your group.

- ⚙ Use your plan to create your part of the wiki.

- ⚙ Choose the text and images you want to use in your part of the wiki from the selection your teacher has given you.

- ⚙ Copy and paste the text your teacher has given you into your section of the wiki.

- ⚙ Choose an image for your section of the wiki. Put it in the wiki and use the controls to change its size.

- ⚙ Save your page so that your group members can see what you have done.

- ⚙ In your group, talk about what works well in the wiki and what you could improve.

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Pupil Notes: Online Collaboration

Exchange: *Throughout this task, you will be engaging in online activities. Remember to follow the rules of acceptable online behaviour when communicating, exchanging, sharing and collaborating.*

⚙ As a group, look at and use the wikis your teacher has given you and/or suggest some of your own. Talk about what they are for and why they work well.

⚙ Make a plan for your wiki with your group members, taking audience and purpose into account. Include notes on the look and feel of your wiki and the sub-topics to include. Agree on a role for each member of the group.

⚙ Choose the text and image files you want to use in your part of the wiki. Your teacher will suggest links to find suitable information.

⚙ Embed your image(s) to your section of the wiki.

⚙ Link the Word document your teacher has given you to your section of the wiki.

⚙ Use the software tools and features to improve your wiki by controlling the look and feel of your page, so that it will appeal to your audience.

⚙ Save your page so that your group members can see what you have done.

⚙ View the group wiki and use the comments facility to talk about it. Decide whether it looks and feels the way your group had planned. Talk about what works well and what you could improve.

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Pupil Notes: Online Collaboration

Exchange: *Throughout this task, you will be engaging in online activities. Remember to follow the rules of acceptable online behaviour when communicating, exchanging, sharing and collaborating.*

- As a group, find and review examples of wikis relevant to your project. Identify the key features that make them effective. Share your thoughts with members of your group in the wiki's comment facility.

- Make a plan for your wiki with your group. Include notes on the look and feel and the sub-topics to include in it. Identify links and files that would be useful to include. Agree on a role for each member of the group.

- Create or source the text you need for your section of the wiki and add it to the group plan.

- Think about the audience and purpose at all times while planning and editing your wiki.

- Choose or create the text, image, sound and video files that you want to use in your wiki.

- Experiment with a range of wiki tools to control the look and feel of your page. Copy, upload, link and/or embed the assets you have chosen for your section of the wiki to create your desired effect.

- Preview your contribution and check that everything is how your group had planned. Make any changes that will improve your contribution.

- Save your contribution so that members of your group can see what you have done.

- View the group wiki and use the comment facility to talk about how your group has used the software to make an effective wiki, referring to your audience and purpose.

- Use the comment facility to discuss what aspect or feature you would improve, if your group were making the wiki again.

Pupil Notes: Online Collaboration

Exchange: *Throughout this task, you will be engaging in online activities. Remember to follow the rules of acceptable online behaviour when communicating, exchanging, sharing and collaborating.*

- With your group, find and review examples of wikis relevant to your project. Identify the key features that make them effective. Decide which of these characteristics are relevant to your project. Justify why you intend to incorporate them into your wiki. As a group, use the comment facility in the wiki software to summarise this justification.

- While planning your wiki, consider the specific audience requirements and use the comment facility to agree these as objectives for your final product. Refer back to your group notes to ensure that you are meeting these objectives.

- Make a detailed plan for your wiki with your group, including notes on the look and feel and the sub-topics to include in it. Identify links and files that would be useful to include. Consider how external links, media and widgets will make your wiki more engaging for the viewer (end user). Agree on a role for each member of the group.

- Think about the audience and purpose at all times while planning your product.

- Choose or create the text, image, sound and video files you want to use in your wiki.

- Experiment with a range of wiki tools to control the look and feel. Copy, upload, link and/or embed your chosen assets and widgets to your section of the wiki to create your desired effect.

- Save your contribution so that your group members can test and review it.

- Use the comment facility to invite group members to highlight areas that need to be developed further. Agree on any proposed changes to the wiki and edit as appropriate. Repeat this review process until your finished product is as close to your original intention as possible, taking into account your group's objectives.

- Make sure the files you used to make your wiki are tidy. Delete any large files that you no longer require.

- Use the comment facility to discuss with your group members how your product meets the original objectives. Refer specifically to your audience and purpose. Record any objectives that your wiki does not fully meet. Publish your wiki for others to use.