

Media Literacy in the Digitalised Era: Supporting Teachers through a Whole-School Approach

MODULE 2: ONLINE COMMUNICATION & COLLABORATION



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Module 2: Online Communication & Collaboration

DESCRIPTION

This module aims to provide teachers with knowledge regarding online communication and collaboration. Topics such as Netiquette, Organizational Communication, Professional Collaboration and Technology enabled citizenship will be discussed. Additionally, teachers will get the opportunity to learn more about how to manage their digital identity and ways to promote themselves online.



Module 2: Online Communication & Collaboration

LIST OF TOPICS

TOPIC 1 NETIQUETTE

TOPIC 2 ORGANIZATIONAL COMMUNICATION

TOPIC 3 PROFESSIONAL COLLABORATION

TOPIC 4 SELF-PROMOTION AND MANAGING DIGITAL IDENTITY

TOPIC 5 TECHNOLOGY-ENABLED CITIZENSHIP



Module 2: Online Communication and Collaboration

SYLLABUS

Topic 1: Netiquette

- Understand what netiquette is and why it is important
- Be familiar with the basic rules of netiquette
- Learn how to react to breaking the rules of netiquette

Topic 2: Organizational Communication

- Understand why organizational communication is important and its benefits
- Be able to identify different ways to enhance communication with students and parents through digital technologies
- Be able to identify different ways to enhance communication with colleagues through digital technologies
- Understand how to organize and promote an event through digital technologies

Topic 3: Professional Collaboration

- Understand why professional collaboration is important and its benefits
- To be able to identify different ways to collaborate with others to co-create materials
- To be able to identify different ways to create professional collaborations for professional development



Module 2: Online Communication and Collaboration

SYLLABUS

Topic 4: Self-promotion and managing digital identity

- Have a basic knowledge regarding digital identity and digital footprints
- Be able to identify different ways to protect your online reputation efficiently
- Be able to identify different ways to build your professional identity and promote yourself online

Topic 5: Technology-enabled citizenship

- Discuss a range of ways in which technology can enable citizenship
- Have a clear understanding of what digital citizenship means
- Understand how to engage in citizenship using digital technology
- Learn how to use digital technology to empower students and encourage them to become active citizens by using digital technology in a meaningful way



Topic 3: Professional Collaboration

BRIEF DESCRIPTION AND SUB-TOPICS

This topic aims to equip teachers with the knowledge on how to use digital technologies to engage in collaboration with other educators, sharing and exchanging knowledge and experience, and collaboratively innovating pedagogic practices.

The following will be discussed:

- Introduction to professional collaboration and its benefits.
- How to use different tools to collaborate with others to co-create material, share and exchange knowledge.
- How to create professional collaborations for professional development.



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INTRODUCTION TO PROFESSIONAL COLLABORATION

'If our ultimate destination as educators is students achievement and professional development, think of teacher collaboration as the journey.' – Davis, 2019



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BENEFITS OF PROFESSIONAL COLLABORATION FOR TEACHERS

- ✓ Increased Academic Effort
- ✓ Increased Understanding of Student Data
- ✓ Innovating Pedagogic Practices
- ✓ Combats Teachers' Isolation



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WAYS TEACHERS ARE CONNECTING AND COLLABORATING ONLINE

1. Co-Creating Material

‘Two heads are better than one’ might sound cliché, but it perfectly encapsulates the benefits of co-creating material for educators.

Traditional Lesson Planning/ Creating Resources	Co-Creation of Lesson Planning and Resources
x Time- Consuming	✓ Saves Time
x Draining	✓ Fun/ Less Stressful
x Solitary	✓ Get to Know Your Colleagues/ Networking
x Missing Out New Ideas	✓ Try New Ideas/ Tweak Old Ones



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Useful Tools for Co-Creating Material

- Titan Pad



TitanPad is an online collaborative document editor that makes it incredibly simple for teachers to co-create lesson plans and resources in real time and use track revisions.

- Chalk Planboard



Chalk helps teachers save time and get organized while encouraging collaboration on resources and lesson plans. Best of all, it's free for teachers.

- Google Docs



An easy user-friendly and well-known tool for sharing and collaborating on resources quickly and easily.



2. Virtual Collaborative Teaching

Collaborative teaching involves educators working in tandem who may or may not have the same expertise to lead, instruct and mentor group of students.

Virtual Co-Teaching can:

- ✓ Offer students the opportunity to understand the content and also connect with different teachers;
- ✓ Expose students to different teaching styles;
- ✓ Create New Experiences for Students;
- ✓ Promote Digital Citizenship;
- ✓ Enhance Student Engagement.



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Useful Tools for Co-Teaching Virtually

➤ Zoom



Zoom is a useful tool to start virtual co-teaching with other educators. Zoom allows teachers around the world to interact in real time with classrooms, to record sessions, share screen and much more.

➤ Skype



Skype is another useful tool that share similar features to Zoom, but can also provide educational opportunities for both teachers and students by connecting them with other teachers, classrooms and experts around the world.

➤ Twiddla



Twiddla provides a really easy to use collaborative online whiteboard and a great set of useful tools for co-teaching online.



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3. Online Professional Learning Networks (PLN)

PLN consist of people who create connections and develop a network that contributes to their professional development and knowledge.

Benefits of Virtual PLN:

- ✓ Connect anytime, anywhere, with anyone!
- ✓ Low Cost (or most of the times totally free!)
- ✓ Saves Time
- ✓ Develop your professional reputation
- ✓ Learn more about innovating practices

‘Due to busy scheduling teachers find it quite hard to undertake professional development and learning to improve their teaching practices.’

The Conversation, 2018



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Ways Teachers Can Create Online Professional Learning Networks (PLN)

➤ Online Educational Platforms

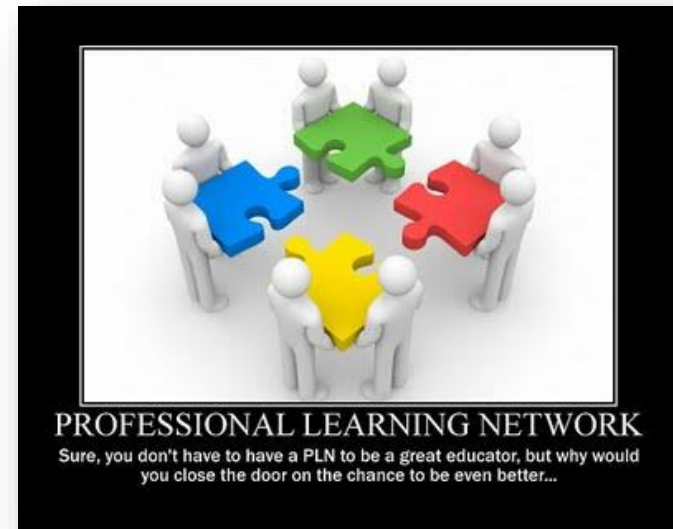
Online educational platforms (i.e. eTwinning, Edmodo) offer professional development opportunities for teachers such as online seminars, discussions or online short-courses.

➤ Social Media Platforms

There are a variety of social platforms that can be used to create PLN such as Twitter, Facebook, Instagram, Pinterest etc.

➤ Educational Blogs

Teachers can develop their PLN through engaging with various educational blogs developed by other educators (i.e. The Educator's PLN).



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Tips to Start Building Your Online Professional Learning Networks (PLN)

- ✓ **Define your purpose** – Think about your goals and interests.
- ✓ **Start small and observe** - Start connecting and observe how other people share information.
- ✓ **‘Spiraling Out’** – Once you start connecting with people who share the same interest as you, try to find out more about the people they connect with and add those second-level contacts to yours when appropriate.
- ✓ **Enjoy the experience!**



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SUMMARY

In this presentation the following were discussed:

- Professional collaboration has many benefits to offer to teachers.
- There are many ways teachers can facilitate collaboration with others such as:
 - co-creating materials,
 - collaborative teaching
 - professional development through professional learning networks (PLN).

Have any questions?

You can find us at <http://meldeproject.eu>



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EXTRA RESOURCES

1. Professional Development [Groups](#) for Teachers in Edmodo
2. [50 Free Online Collaboration Tools](#) for Educators



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GLOSSARY

Term	Definition
Collaboration	Collaboration is the process of two or more people or organizations working together to complete a task or achieve a goal.
Professional Learning Network (PLN)	A Professional Learning Network (PLN) is a group of colleagues, mentors, and professionals that you connect with to enhance your learning and take charge of your own professional development.

