



Collaboration and Communication

Short Description:

Students use the right tools (language, media) in order to explicitly share their learning and support their opinion.
Students use the right tools (language, media) in order to work collaboratively to support individual learning, and contribute to the learning of others.



ATS2020

Assessment of Transversal Skills

Competences and Skills	Attainment Goals	Digital Competences and Skills	Attainment Examples			Levels of "proficiency" 1	Levels of "proficiency" 2	Levels of "proficiency" 3
			Stands (way of thinking)	Actions (way of working)	Ethics (way of living)			
1. Interact, collaborate, and publish with peers, experts, or others	1.1 Develop good relationships and appreciate the value of cooperating to reach both collective and personal goals	<ul style="list-style-type: none"> Understand the characteristics of different digital tools and know how to use them to achieve project purposes Use several digital collaboration tools and means to collaborate with others in the production and sharing of resources, knowledge and content Use the collaborative features of software packages and web-based collaborative services (e.g track changes, comments on a document or resource, tags, contribution to wikis) Use several digital collaboration tools and means to collaborate with others in the production and sharing of resources, knowledge and content Adapt applications to collective and personal needs and preferences 	<ul style="list-style-type: none"> Know that collaborative processes facilitate content creation Understand the dynamics of collaborative work and of giving and receiving feedback Value other people's viewpoints and be willing to share ideas and contribute to collective work Understand the importance of sharing opinions in constructing new knowledge Understand the importance of filtering information and critically evaluating content Have an informed opinion about sharing practices, benefits, risks and limits 	<ul style="list-style-type: none"> Exchange views and collaborate with peers smoothly Use a wide range of tools for online communication and collaboration Use digital technology to participate in collaborative learning and communication spaces Use collaborative tools in such a way so that everyone within a group is allowed to contribute to a project Use collaborative features of software packages and web-based collaborative services (e.g track changes, comments on a document or resource, tags, contribution to wikis) Adapt applications to collective and personal needs and preferences 	<ul style="list-style-type: none"> Be willing to collaborate with others towards common goals Respect the rights and feelings of others when using digital media Be inclusive by allowing everyone in a group to contribute to a project Be aware of copyright issues Consider ethical principles of use and publication of information and act accordingly 	Understand the dynamics of collaboration towards goal achievement and develop good relationships with peers, experts, or others.	Collaborate well enough to achieve shared goals.	Interact, collaborate and achieve collective and personal goals.
	1.2 Co-operate	<ul style="list-style-type: none"> Work with others through emails, voip, social media, blogs, instant messaging Share files and content with others through simple technological means (e.g. sending attachments to emails, uploading pictures on the internet) Actively share information, content and resources with others through online communities, networks and collaboration platforms 	<ul style="list-style-type: none"> Understand that collaborative work requires flexibility and willingness in order to achieve a common goal Have an understanding of the different roles needed in completing a collaborative project Value democratic processes when collaborating 	<ul style="list-style-type: none"> Agree on collective goals and work with others in physical and online space towards achieving them Take on different roles within groups Contribute to decisions as part of a group Take a proactive attitude in the sharing of resources, content and knowledge Share content found on the internet (e.g. how to share a video within a social networking site) 	<ul style="list-style-type: none"> Be willing to share and collaborate with others Be flexible and willing to make compromises to achieve a common goal Show appreciation for the contribution of other team members Respect other people's privacy when interacting in the digital space 			
	1.3 Learn with others	<ul style="list-style-type: none"> Manage the different types of communication received (e.g. sort out emails, decide whom to follow on social sites) Share files and content with others through simple technological means (e.g. sending attachments to emails, uploading pictures on the internet) Actively share information, content and resources with others through online communities, networks and collaboration platforms 	<ul style="list-style-type: none"> Understand that peers can support each other's learning by utilizing their strengths and weaknesses Understand the importance of sharing content in digital space in order to facilitate the learning process 	<ul style="list-style-type: none"> Work in pairs and larger groups to help each other in the learning process Help other students to understand and solve problems Use digital collaboration tools to collaborate with others Evaluate the contribution of others to common projects Provide and receive feedback 	<ul style="list-style-type: none"> Recognize that many different people can support own learning and know how to get that support Be willing to provide and receive help in achieving learning goals Be willing to identify strengths and weaknesses among team members and assign tasks accordingly to achieve learning goals 			
2. Communicate information and ideas effectively to multiple audiences using a variety of media and formats	2.1 Communicate, express opinions, write, make oral presentations and perform	<ul style="list-style-type: none"> Use web-based tools to communicate content and information Share content found on the internet (e.g. how to share a video within a social networking site) Use appropriate licences for authoring and sharing content Participate in social networking sites and online communities to pass on or share knowledge, content and information. Use social media to promote results of work 	<ul style="list-style-type: none"> Be aware of different digital formats (including multimedia) and know how to use them to create content for multiple audiences Be aware of the potential to communicate information Be aware of how meaning can be encoded and decoded Understand active protection of personal data Understand online risks and threats, know about safety and security measures 	<ul style="list-style-type: none"> Use the cc and bcc function when communicating online Communicate to multiple audiences through different digital communication means Be actively engaged in online communication in order to prepare content. Tailor the format and ways of communication to specific audiences Identify which webpages are attractive and easy to navigate Protect own devices 	<ul style="list-style-type: none"> Be critical about the content shared Protect privacy when sharing Understand that own digital footprint can be seen by others Take safety and security measures 	Listen, discuss, and debate information and ideas.	Express ideas through performance and presentation.	Communicate, express opinions, write, make oral presentations and perform using appropriate language.
	2.2 Listen and express oneself	<ul style="list-style-type: none"> Use web-based tools to communicate content and information 	<ul style="list-style-type: none"> Be willing to listen to other people's views as well as to express oneself confidently 	<ul style="list-style-type: none"> Ask well thought-out questions and listen to the answer Listen actively Express feeling and thoughts clearly in an appropriate tone 	<ul style="list-style-type: none"> Be willing to express feelings and thoughts in a clear and appropriate way Agree or disagree respectfully Use different styles of communication according to context and audience 			
	2.3 Perform and present	<ul style="list-style-type: none"> Use web-based tools to communicate content and information Participate in social networking sites and online communities to pass on or share knowledge, content and information 	<ul style="list-style-type: none"> Understand the need to make choices about how best to present ideas to others, taking account of the audience in question 	<ul style="list-style-type: none"> Express ideas and emotions through performance and presentation such as visual art, music, drama, design and graphics Express ideas and emotions by using a variety of digital media and formats Select the most appropriate communication means according to the purpose 	<ul style="list-style-type: none"> Understand the importance of adapting one's presentation to the needs of the specific audience they are addressing each time 			
	2.4 Discuss and debate	<ul style="list-style-type: none"> Use a chat or a discussion forum to communicate Use web-based tools to communicate content and information Actively share information, content and resources with others through online communities, networks and collaboration platforms 	<ul style="list-style-type: none"> Understand the importance of exchanging views with peers and others towards forming an informed opinion Understand the importance of engaging in dialogue and presenting one's views clearly according to the audience's needs 	<ul style="list-style-type: none"> Participate confidently in class discussion Engage in discussions and debates in online and physical space in a constructive manner Present own point of view clearly and provide arguments to support own opinion Show respect and empathy to others when they are expressing their thoughts and feelings 	<ul style="list-style-type: none"> Engage in discussions and debates in online and physical space in a constructive manner Be willing to provide arguments and counterarguments to support own views and enrich discussions Understand the importance of showing respect and empathy to others when they are expressing their thoughts and feelings Respect the rights and feelings of others when using digital media Know about ethical issues in the online space (e.g. cyberbullying) and act accordingly Be aware of copyright issues 			
	2.5 Use language	<ul style="list-style-type: none"> Use edit functions to modify content Produce digital content in different platforms and environments Actively share information, content and resources with others through online communities, networks and collaboration platforms 	<ul style="list-style-type: none"> Understand the importance of using well-constructed sentences and appropriate language in making their point clear as well as in communicating their feelings and ideas effectively 	<ul style="list-style-type: none"> Understand and use a wide vocabulary Speak and write in well-constructed sentences Edit, correct and improve own written work Use a range of writing forms to express own ideas Make suggestions and comments in a polite and collaborative manner when engaging in online collaboration 	<ul style="list-style-type: none"> Understand the importance of using well-constructed language in getting one's ideas and views across Be willing to use appropriate language and other media in an informed way in order to get own ideas across 			
3. Develop cultural understanding and global awareness by engaging with learners of other cultures	3.1 Respect difference	<ul style="list-style-type: none"> Actively participate in online spaces Select the most appropriate communication means according to the purpose 	<ul style="list-style-type: none"> Appreciate other people's similarities and differences as a valuable part of life Understand that different cultures have different communication and interaction practices Respect cultural difference as well as viewpoints expressed by people from different backgrounds 	<ul style="list-style-type: none"> Listen actively and respectfully when people from different and cultures express their views and feelings Appreciate the work and effort of people from different cultures and be willing to incorporate it in shared work Collaborate effectively with people from different cultures in physical and online space Look to enrich his/her own experience by interacting with people from different cultures and backgrounds 	<ul style="list-style-type: none"> Show respect to people of different cultures Show openness to learning from different people Be willing to collaborate with people from different cultures towards a shared goal Understand that the experience and perceptions of people from different cultures can enrich one's knowledge and lead towards informed choices and decisions 	Be aware of the world's problems and believe in ability to make a difference.	Respect people from different cultures and make connections with people working to make a positive difference.	Collaborate with learners from other cultures to make the world a better place.
	3.2 Contribute to making the world a better place	<ul style="list-style-type: none"> Actively participate in online spaces Get actively engaged in online participation 	<ul style="list-style-type: none"> Believe in one's ability to make a difference Think critically about the world and its problems and propose solutions Be aware of the potential of technologies and media for citizen participation and democratic action 	<ul style="list-style-type: none"> Get involved in the community—including family, school, local, global, virtual—towards creating a better world Make connections with others who are working to make a positive difference Use digital means in order to effect change in the community and support democratic values 	<ul style="list-style-type: none"> Understand that the experience and perceptions of people from different backgrounds and cultures can shed light on global issues affecting today's world Be willing to listen to the views and perceptions of people from different cultures in order to make informed decisions about global and local issues Take action in physical and online space for responding to global challenges as an active citizen 			
4. Contribute to project teams to produce original works or solve problems	4.1 Gather, record, organize, and evaluate information and data	<ul style="list-style-type: none"> Know how messages and emails are stored and displayed Filter the communication received (for instance, sorting out emails, deciding whom to follow on micro-blogging social sites, etc.) Apply different methods and tools to organise information, content, and files Know different storage options Download and upload content Know different storage media 	<ul style="list-style-type: none"> Know that collaborative practices facilitate content creation Understand the dynamics of collaborative work as well as the dynamics of giving and receiving feedback Be willing to share and collaborate with others in online and physical space 	<ul style="list-style-type: none"> Use a range of strategies to find information and data Filter and monitor the information I received Value the quality of information and data as well as their sources Make judgements about how valid and reliable information found is Prepare and organize information and data Deploy a set of strategies for retrieving the content organised and stored 	<ul style="list-style-type: none"> Organize information according to the needs of the team Recognize existing knowledge as well as the wide range of information available Know about ethical issues in the online space (e.g. cyberbullying) and act accordingly 	Gather, record, organize and evaluate information and data within a project team in order to produce original works or solve problems.	Critically evaluate options, alternatives and different approaches in order to produce original works or solve problems.	Implement ideas and take action based on critical evaluation of options and alternatives.
	4.2 Explore options and alternatives		<ul style="list-style-type: none"> Be willing to put together along with peers an action plan for implementing a project Be willing to identify gaps in implementation along with team members and take corrective action Be willing to present ideas to the project team in a clear and intelligible manner 	<ul style="list-style-type: none"> Think through a problem step-by-step Reflect on progress and modify plan if needed Try different approaches when working on a task and evaluate what works best Seek out different viewpoints and perspectives and consider them carefully Imagine different scenarios and predict different outcomes Identify needs and discuss with team members for working out a solution 	<ul style="list-style-type: none"> Understand the importance of designing a strategy for reaching a goal Research information and different options on the web before taking a decision Participate in forum discussions for researching options and alternatives Critically evaluate possible solutions and digital tools 			
	4.3 Implement ideas and take action	<ul style="list-style-type: none"> Use digital tools to implement ideas and take action 	<ul style="list-style-type: none"> Understand the importance of adopting a proactive attitude for putting together an action plan along with peers 	<ul style="list-style-type: none"> Test out ideas Evaluate different ideas and actions See things through to completion 	<ul style="list-style-type: none"> Take a proactive attitude in putting an action plan together for reaching a goal See things through to completion Match needs with possible solutions Understand when own competence needs to be improved or updated and find ways to fill those gaps 			