

LINC 90C: ONLINE COLLABORATION TOOLS

Foothill College Course Outline of Record

Heading	Value
Effective Term:	Summer 2022
Units:	2
Hours:	2 lecture per week (24 total per quarter)
Advisory:	Basic computer skills and knowledge of Macintosh or Windows operating systems; familiarity using web browsers, email, bookmarking, searching and downloading; not open to students with credit in LINC 214.
Degree & Credit Status:	Degree-Applicable Credit Course
Foothill GE:	Non-GE
Transferable:	CSU
Grade Type:	Letter Grade (Request for Pass/No Pass)
Repeatability:	Not Repeatable

Student Learning Outcomes

- Create a task or project that utilizes online collaboration tools
- Identify a variety of useful online collaboration tools that are appropriate for teacher professional development, classroom student use, or professional business use

Description

Features online collaboration tools for educational, business, or personal use. Explore different collaborative technologies and shared documents using the internet with emphasis on how these tools can be integrated with curriculum and student projects; on more effective communication and collaboration for all participants; and on how these tools can be used for planning and evaluating projects.

Course Objectives

The student will be able to:

1. Identify a variety of useful online collaboration tools that are appropriate for teacher professional development, classroom student use, or professional business use
2. Examine/explore existing purposes of online collaboration tools
3. Create a task or project that utilizes online collaboration tools
4. Design assessment tools or evaluation requirements for online collaborative lessons, assignments or projects

Course Content

1. Identify a variety of useful online collaboration tools
 - a. Shared documents
 - b. Cloud computing
 - c. Wikis/blogs
 - d. Files/photo/video sharing

- e. Social networking
 - f. Simultaneous editing
 - g. Chat/video chat
 - h. Calendars
2. Examine/explore existing purposes of online collaboration tools
 - a. In the workplace
 - b. In the classroom
 - c. Global projects
 - d. Professional training
 3. Create a technology rich task or project that utilizes online collaboration tools
 - a. Analyze goals of task or project
 - b. Design interactive components and interface features
 - c. Develop the online collaboration site
 - d. Implement the site, testing for usability and functionality
 - e. Evaluate the outcomes of the site
 4. Design assessment tools or evaluation requirements for online collaborative lessons, assignments or projects
 - a. Analyze purpose of assessment, expected outcomes for learners or participants
 - b. Design assessment instrument, select delivery medium
 - c. Develop assessment instrument or evaluation requirements
 - d. Implement the assessment, collect data
 - e. Evaluate the data

Lab Content

Not applicable.

Special Facilities and/or Equipment

1. When offered on/off campus: Lecture room equipped with LCD projector, whiteboard, and a demonstration computer connected online. Computer laboratories equipped with online PCs and/or Macintosh computers, network server access, and printers.
2. When taught via the internet: Students must have current email accounts and ongoing access to internet capable computers or tablets.

Method(s) of Evaluation

Methods of Evaluation may include but are not limited to the following:

Creating collaborative site project using characteristics of quality defined by the class
 Writing an evaluation critique and reflection for their own and classmates' final projects, with emphasis on use of constructive comments and suggested improvements with respect to established characteristics of good multimedia design
 Participating in class discussions and critiques

Method(s) of Instruction

Methods of Instruction may include but are not limited to the following:

Students will write notes, listen, and participate in lecture presentation and class discussion using the terminology of the software product and publishing industry
 Students will observe an instructor-led demonstration and engage in practice of software and hardware techniques

Students will engage in in-class presentations and peer review to critique class projects

Representative Text(s) and Other Materials

Clark, Holly, and Tanya Avrith. [The Google Infused Classroom: A Guidebook to Making Thinking Visible and Amplifying Student Voice](#). 2021.

Keeler, Alice, and Kimberly Mattina. [Teaching with Google Jamboard: 50+ Ways to Use the Digital Whiteboarding Tool](#). 2021.

Deaner, Lee, Nick Derby, and Stanley Saint-Louis. [The Virtual Events Playbook: How to Successfully Train, Facilitate, Lead, and Present Using the Latest Collaboration Technology](#). 2021.

Instructor-assigned notes and materials.

When course is taught online: Additional information, notes, handouts, syllabus, assignments, tests, and other relevant course material will be delivered via the course learning management system, and discussion may be handled with internet communication tools.

Types and/or Examples of Required Reading, Writing, and Outside of Class Assignments

1. Writing assignments include a project plan, peer evaluations, and critical analysis of the projects, technology tools, systems, or processes
2. Outside assignments include conducting project development, writing the project plan, reading, and participating in online peer collaboration activities

Discipline(s)

Instructional Design/Technology