

Year 4 - Computing

Collaborative Learning

09.09.25 LS/ MK Lesson 1: Teamwork

NC Objectives: Understand computer networks, including the internet; how they can provide multiple services, such as the world wide web, and the opportunity they offer for communication and collaboration. Select, use and combine a variety of software (including internet services) on a range of digital devices to design and create a range of programs, systems and content that accomplish given goals, including collecting, analysing, evaluating and presenting data and information.

Key Vocabulary: collaborate, online, document, teamwork.

LO: To understand that software can be used to work online collaboratively.

Recap and recall:

Before starting this unit, check that the children can recall:

- ✓ How to change the style, size and colour of text.
- ✓ Touch typing is the fastest way to type.
- ✓ Computers often work together.
- ✓ **Log in** and **log out** mean beginning and ending a connection with a computer.
- ✓ Creating something on a computer can be more easily saved and shared than a paper version.

Pre- Assessment:

Knowledge catcher: Collaborative learning

Use this image to answer the following questions:



1	Why is collaborative learning important?	because you work together.
2	In what ways can you share your ideas with the people you are working with?	Talk to each other.
3	Which pieces of software are the best for collaborative learning?	Times Tables Rock Star

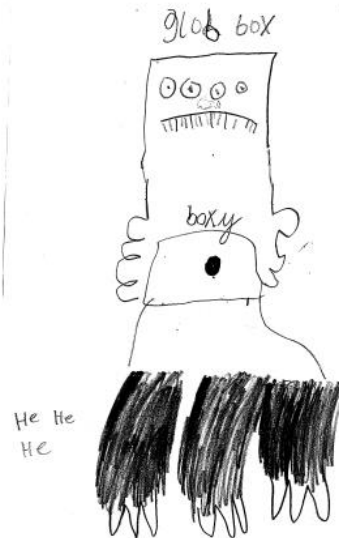
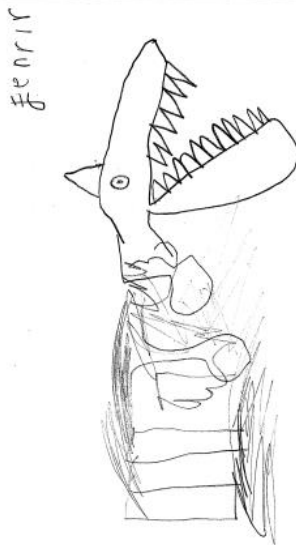
Knowledge catcher: Collaborative learning

Use this image to answer the following questions:



1	Why is collaborative learning important?	to share the ideas
2	In what ways can you share your ideas with the people you are working with?	by talking to them.
3	Which pieces of software are the best for collaborative learning?	Phone tablet Laptop iPad

Top Secret:



Although many weird and wonderful monsters were created, no one knew what to draw. It is essential to see what others are doing to ensure everyone works together successfully; this is called collaborative work. With access to the internet, collaboration is now easier than ever.

Main Event:

Teamwork:

- What is the value of sharing and collaborating on a document?



Rules for collaborative work

- What rules for collaborative work should we set as a class?



Rules for collaborative work

- Take turns to type.
- Find your own space to type.
- Do not type over someone else's work.
- Only delete or edit your own typing unless you have permission.
- If you do not like what someone else has done, discuss it with them but do not change it yourself.



Key Questions:

What is the value of sharing and collaborating on a document?

Activity:

- Take Turns
- Find your own space to write
- Do not change other people's work. Discuss it with them.

Dont move things down to a different page.

Collaborative working – Ants Class rules

- Taking turns
- Supporting each other to lessen the number of mistakes made
- Being patient
- Working as a team
- Allowing everyone to have a turn
- Following the Oracy rules
- Helping each other
- Kindness

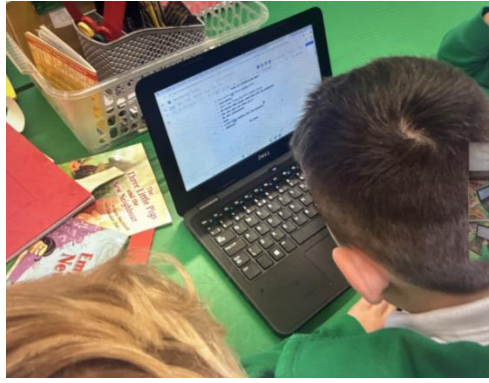
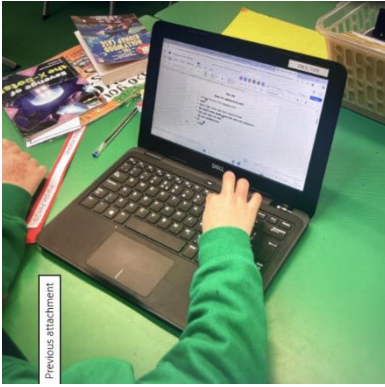
Key Questions:

Was anyone trying to be considerate and collaborative?

Was the exercise successful?

What are the rules for collaborative work?

Can you write your favourite colour into the document?



Wrapping up:

Continuing a story

R



There once was a young girl, who lived in a castle...

There once was a young girl, who lived in a castle. She owned a mini horse. But her mum wasn't very kind. She was very rich. But she had to sleep in the shed. She didn't give any money to her. Her mum treated her like a maid. But she ate crumbs for dinner. One night she opened the shed to get her teddy bear and her mini horse and rode it into the forest. She stayed there for the night not that it made a difference from the shed. Once she stole money from her mum and rode her mini horse to the shops to get some nice stuff for her and her mini horse.

Continuing the story

There once was a young girl, who lived in a castle...she was a princess with long hair. She ate chocolate cake on her throne. She was alone in her castle, but she was still happy. She wore baggy dresses and high heels filled with flowers. She had a pet called kirbim the dragon. The castle was called fredgert castle. She had a lot of money but she spent all of her money on cake. She had a big bed. One day she ask a witch for powers. She owned a village she found a hansom prince one evening and fell in love. 4

03.11.25 JR/ MK Lesson 2: Sharing a document

NC Objectives: Understand computer networks, including the internet; how they can provide multiple services, such as the world wide web, and the opportunities they offer for communication and collaboration.

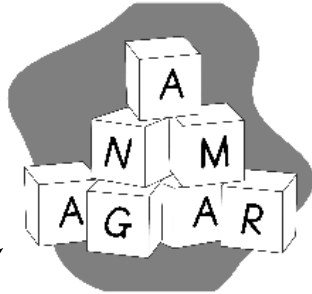
Select, use and combine a variety of software (including internet services) on a range of digital devices to design and create a range of programs, systems and content that accomplish given goals, including collecting, analysing, evaluating and presenting data and information.

Use technology safely, respectfully and responsibly; recognise acceptable/unacceptable behaviour; identify a range of ways to report concerns about content and contact.

Key Vocabulary: collaborate, comment, edit, e-document, reply, reviewing comments, share, suggestion

LO: To understand how to contribute to someone else's work effectively.

Recap and Recall:



Anagrams

Can you unscramble some of the key vocabulary we used in the last lesson?

1. krmateow
2. lieam
3. tocarbllaeo
4. tenmucod

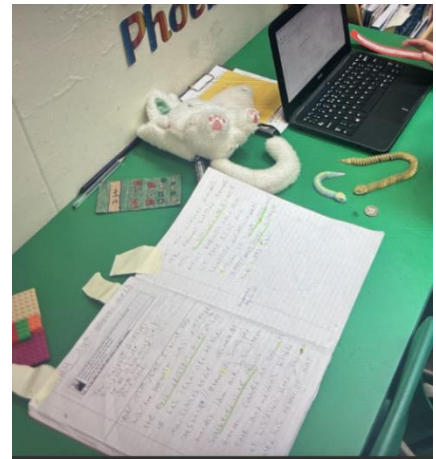
Teamwork
email
collaborate
document

We looked at some more advanced collaboration tools in Microsoft Word.

Attention grabber:

Collaboration

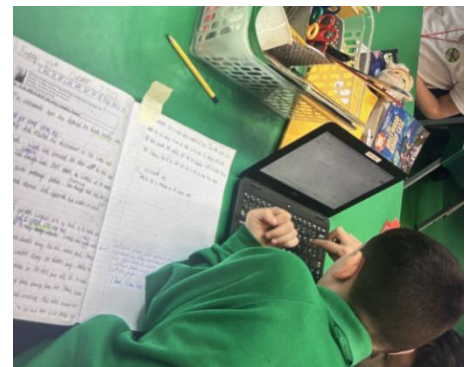

Collaboration means to work with another person or group to achieve or do something.



Main event:

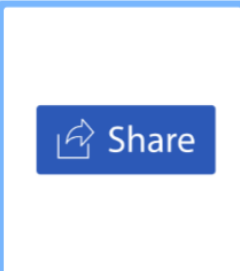
1 Typing [Click to reveal more information.](#)

- ✓ Type up a paragraph of your work.
- ✓ Do not worry about spelling or punctuation as you will help each other during the lesson.



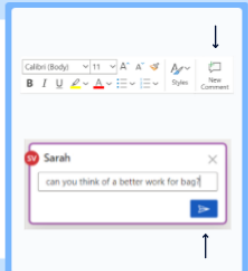
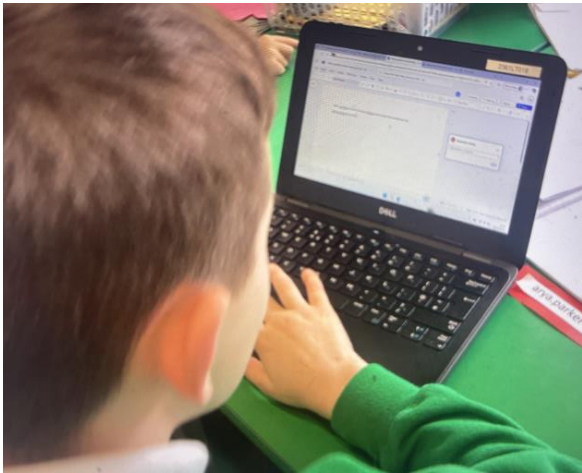
2 Share button Click to reveal more information.

- ✓ Type up your paragraph and share it with a partner.
- ✓ Click the blue button in the top right and type in your partner's email address.



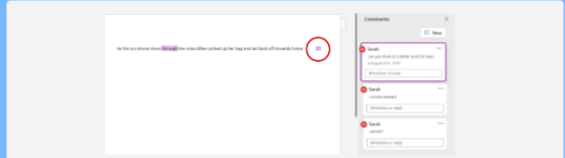
3 Collaboration features Click to reveal more information.

- ✓ Highlight a section of text and click on the new comment button.
- ✓ Write a comment and click on the blue button to add it.

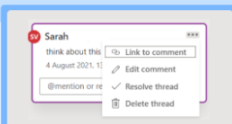
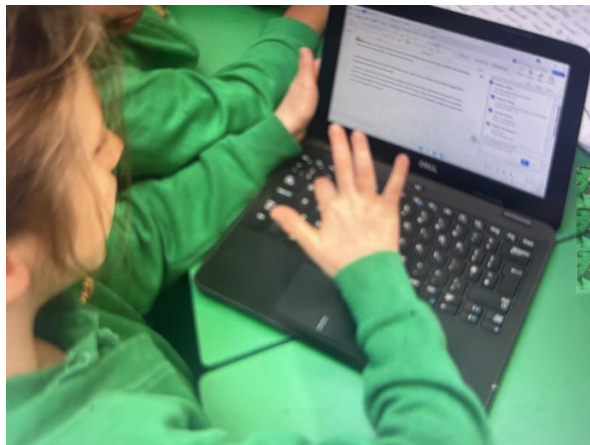
4 Collaboration features Click to reveal more information.

- ✓ Click on the comment symbol on the right-hand side to highlight and show the comment.



5 Comments Click to reveal more information.

- ✓ Added comments can be edited, replied to or marked as resolved. Click the three dots in the top right of the comment to see the options.
- ✓ Resolved comments can still be viewed but are no longer highlighted on the document.
- ✓ Comments can be sent to a specific person by using either +emailaddress or @emailaddress, which is helpful if you want to make sure that the right person edits something.

You do not need to accept changes if you disagree.

Wrapping up:

Problems can be resolved.

How does commenting and reviewing make it easier to collaborate on a document?

You don't need to make changes to the main document.

Questions can be asked.

Ideas can be discussed.