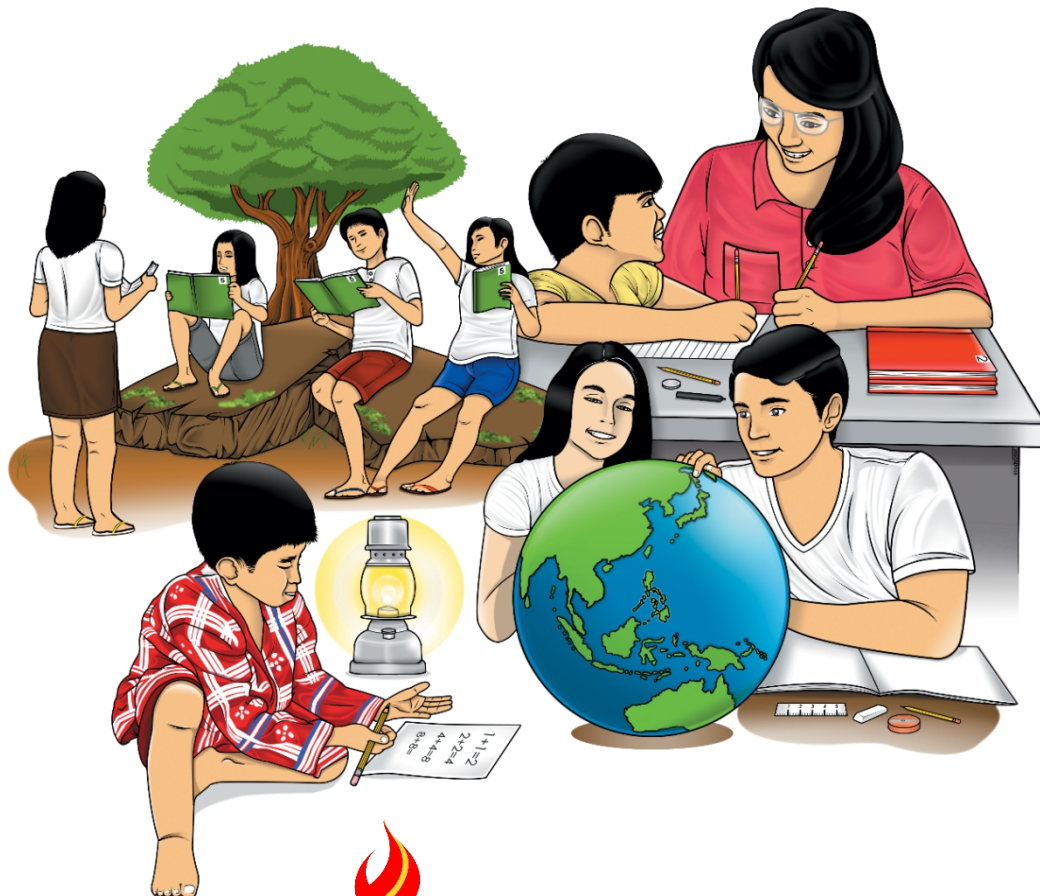**6**

Technology and Livelihood Education
ICT and Entrepreneurship
Module 4: Communicating and Collaborating using ICT

TLE – Grade 6
Alternative Delivery Mode
Module 4: Communicating and Collaborating using ICT
First Edition, 2020

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Technology and Livelihood Education

ICT and Entrepreneurship

Module 4: Communicating and Collaborating Using ICT

DepED
DEPARTMENT OF EDUCATION

Introductory Message

This Self-Learning Module (SLM) is prepared so that you, our dear learners, can continue your studies and learn while at home. Activities, questions, directions, exercises, and discussions are carefully stated for you to understand each lesson.

Each SLM is composed of different parts. Each part shall guide you step-by-step as you discover and understand the lesson prepared for you.

Pre-tests are provided to measure your prior knowledge on lessons in each SLM. This will tell you if you need to proceed on completing this module or if you need to ask your facilitator or your teacher's assistance for better understanding of the lesson. At the end of each module, you need to answer the post-test to self-check your learning. Answer keys are provided for each activity and test. We trust that you will be honest in using these.

In addition to the material in the main text, notes to the Teacher are also provided to our facilitators and parents for strategies and reminders on how they can best help you on your home-based learning.

Please use this module with care. Do not put unnecessary marks on any part of this SLM. Use a separate sheet of paper in answering the exercises and tests. And read the instructions carefully before performing each task.

If you have any questions in using this SLM or any difficulty in answering the tasks in this module, do not hesitate to consult your teacher or facilitator.

Thank you!

What I Need to Know

This module is designed and written with you in mind. It is here to help you master the knowledge and skills that will lead you to use audio and video conferencing tools and use electronic group to share ideas and work with others. The scope of this module permits it to be used in many different learning situations. The language used recognizes the diverse vocabulary level of students. The lessons are arranged to follow the standard sequence of the course. But the order in which you read them can be changed to correspond with the textbook you are now using.

This module focuses on communicating and collaborating using ICT.

After going through this module, you are expected to:

1. Recognize the video and audio conferences in a safe and responsible manner;
2. Identify audio and video conferencing tools to share ideas and work with others online.

What I Know

Read the following statement carefully. Choose the letter of the correct answer and write it on a separate sheet of paper.

1. Which of the following is an example of an e-group?
   a. eBay.com
   b. Netflix
   c. Smartphones
   d. Skype

2. An audio and video conferencing is a tool that lets you _____.
   a. record a video
   b. use an audio and video conference even without the internet
   c. use an audio and video conference using an internet
   d. share pictures and music

3. What are video and audio conferences?
   a. Meeting of two or more persons over the internet
   b. Meeting of two or more persons over a cup of coffee
   c. Meeting of two persons
   d. Meeting of two or more persons inside a library

4. Below are the e-group members that can do the following from their own interest, **EXCEPT** one.
   a. Create
   b. Make audio-video conference
   c. Comment
   d. Post

5. What does "e" stand for in the "e-group"?
   a. electronic
   b. energy
   c. electricity
   d. evernote

6. Below are the tools that you must have in order to participate in a video conference, **EXCEPT** one.
   a. Video camera
   b. Conference notebook
   c. Internet
   d. Microphone

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7. Video conference can be done through _____.
   - a. Face to face
   - c. Secret meeting
   - b. Playing
   - d. Internet

8. Video conference is mostly used for people who are separated by _____.
   - a. age
   - c. geography
   - b. gender
   - d. class

9. What is an electronic communications network for the interconnection of computers to access different websites?
   - a. Wi-Fi
   - c. Bluetooth
   - b. Internet
   - d. Broadband

10. It is one of the largest online social networking websites where people can construct profiles, share information such as photos and videos about themselves.
    - a. Viber
    - c. EBay
    - b. Facebook
    - d. WeChat

Lesson 4	Communicating and Collaborating Using ICT

What's In

Information and Communications Technology (ICT) can impact student learning when teachers are digitally literate and understand how to integrate it into curriculum. Schools use a diverse set of ICT tools to communicate, create, disseminate, store, and manage information. In some contexts, ICT has also become integral to the teaching-learning interaction, through such approaches as replacing chalkboards with interactive digital

whiteboards, using students' own smartphones or other devices for learning during class time, and the "flipped classroom" model where students watch lectures at home on the computer and use classroom time for more interactive exercises.

Learning can now be realized online formally or informally and knowledge can be transferred virtually in multiple media, which differ from those used in traditional class communication. Online learning can be a lonely experience with no teachers or co-learners physically present. In distance education learners benefit from the use of Internet technology to communicate virtually with their tutors and fellow learners asynchronously, through wikis, forums and email, or synchronously, via videoconferencing, instant messaging and ambient awareness tools. Online collaboration tools cannot only make communication possible, but also enhance the sense of community in formal groups of learners.

What's New

Technological advancements have shifted the way we conduct business and how we communicate with our staff and customers. ICT allows pupils to screen and deal with their own learning, think fundamentally and imaginatively, take care of reenacted true issues, work cooperatively, take part in moral dynamic, and embrace a worldwide point of view towards issues and thoughts. It additionally gives pupils from remote territories access to teachers and learning assets.

Students can collaborate on group projects using technology-based tools such as wikis and Google docs. The walls of the classrooms are no longer a barrier as technology enables new ways of learning, communicating, and working collaboratively. Technology has also begun to change the roles of teachers and learners.

What is It

Audio Conferencing is a meeting among three or more persons in different locations that typically uses handheld wired telephones, speakerphones or mobile phones. Since audio is used during this conference, it is a must to have a clear transmission of everyone's voice.

On the other hand, **Video Conferencing** is a meeting among participants in different locations that typically uses computer networks to transmit both audio, text and video data. In order to participate in a video conference, you must have a video camera, microphone, speakers and video conferencing software along with your computer with internet access.

The main advantage of video conferencing over audio conferencing is that participants can see each other which allows them to develop a stronger sense of familiarity. Thus, video conferencing has the ability to facilitate collaboration without requiring face-to-face communication.

(Tarum, Ivy M., MSIT, DIT, Grade 6 ICT and Entrepreneurship, Technology and Livelihood Education Textbook, page 39)

What's More

Video Conferencing Software

Nowadays, making video calls is not as expensive as before since there are plenty of free video conferencing software that are available. Some of them are:

- **Skype** – is a telecommunications application that specializes in providing video chat and voice calls between computers, tablets, mobile devices, and smart watches over the Internet. **Skype** also provides instant messaging services. Users may transmit text, video, audio and images. (https://en.wikipedia.org/wiki/Skype)

- **Google Meet** - is a video communication service developed by Google. It is one of two apps that constitute the new version of Google Hangouts, the other being Google Chat. (https://en.wikipedia.org/wiki/Google_Meet)

- **Facebook Messenger** is an American messaging app and platform developed by Facebook, Inc. Originally developed as Facebook Chat in 2008, the company changed its messaging service in 2010, and later released standalone iOS and android apps in August 2011 and standalone Facebook Portal hardware for Messenger-based calling in Q4 2018. (https://en.wikipedia.org/wiki/Facebook_Messenger)

- **Zoom** is a full video conferencing suite aimed at Enterprise-level users, with an attractive free option. Zoom allows participants to join via the web, dedicated apps, browser extensions, and mobile devices using iPhone and Android apps. Users can call in

via phone if needed to. Free users can also record video or audio locally and share screens with other conference participants. (https://en.wikipedia.org/wiki/Zoom_(software))

- **Microsoft Teams** is your hub for teamwork, which brings together everything a team needs: chat and threaded conversations, meetings & video conferencing, calling, content collaboration with the power of Microsoft 365 applications, and the ability to create and integrate apps and workflows that your business relies on. (https://en.wikipedia.org/wiki/Microsoft_Teams)

Skype	Google Meet	Facebook Messenger	Zoom	Microsoft teams
Features:				
• Audio and HD video Calling • Smart messaging • Call phones • 25-50 users • 100 hours per month • 10 hours per day • 4 hours per individual video call (www.skype.com)	• Unlimited number of meeting • Compatible across devices • Adjustable lay-outs and screen settings • Controls for meeting hosts • Screen sharing with participants https://apps.google.com/meet/how-it-works/ • Host calls for longer than 60 minutes • Maximum of 100 participants per meeting • External participants won't be able to join a meeting more than 15 minutes in advance. https://apps.google.com/meet/how-it-works/	• Watch together with friends • Custom reactions (emoji) • Animated effects • Chat themes • Replies and forwarding (https://www.messenger.com/features) • Allows up to 250 people in a single group • Messenger Rooms allows up to 50 people to be on a group call at once • Both Messenger and Messenger Rooms have no time limit on their calls (https://nerdschalk.com/facebook-messenger-limit/)	• Screen and application sharing • Dynamic voice detection • Scheduling • Recording • Large room and webinar (https://tech.rochester.edu/zoom-features-specifications/) • conduct meetings with up to 100 participants per meeting • meeting duration will be capped at 40 minutes for every session (https://nerdschalk.com/zoom-limit/)	• Conversations within channels and teams • A chat function • Online video calling and screen sharing • Full telephony (https://www.compete366.com/blog-posts/microsoft-teams-what-is-it-and-should-we-be-using-it/) • Team hosts can create up to 200 channels and 20 private channels within a team. • Microsoft Teams allows you to have up to 250 presenters in a single (https://nerdschalk.com/microsoft-teams-limit/)

Audio and Video Conferencing Guidelines

Before the conference starts, consider the following:

- **Look** (for formal video conferencing) – be concerned about your appearance especially if the conference is formal. Dark or neutral colors of clothing are recommended.

- **Equipment** - Make sure to setup your equipment ahead of the scheduled conference so you can do testing of your camera, headset and microphone. Test also the connection early on.

- **Preparations** (for formal conferencing) - In case the conference is formal, you must prepare for the agenda of the meeting as well as other materials needed such as pictures, presentations, name tags and others for video conferencing.

- **Venue** (for formal conferencing) - In case the conference is formal, you must ensure that the venue is quiet. For video conferencing, the overhead lights and reflections must not be placed in the camera's view. Be aware of the potential distractions.

During the conference, consider the following:

- Wait until the speaker is finished talking before you respond since there will be a slight delay before you can hear what the speaker is saying.
- Be courteous and respectful.
- Keep the microphone muted when you are not speaking.
- Avoid excessive movement during a video conference.
- Speak clearly.

After the conference, leave the venue the way it was setup when you arrived.

Virtual Meeting Etiquette

Virtual Meeting Etiquette is defined as the unwritten formal manners and rules that are followed in online social and professional settings.

While virtual meetings/classes have likely been part of your daily work routine for some time now, it's still easy to fall victim to some major meeting faux pas. Virtual meeting etiquette is a whole new ball game compared to in-person meetings, as many people are learning this.

To help you keep your meetings and classes productive and professional, follow this seven simple virtual meeting etiquette rules and tips.

1. **Leave the keyboard alone**

   In attending virtual meeting, avoid touching your keyboard so as not to disrupt the flow of the meeting thus, preventing you to have a full attention of the proceedings..

2. **Dress appropriately**

   Virtual meeting/classes still call for an appropriate attire. It will help you stay focused and in "work" or "study" mode, even if you are miles away from school.

3. **Be aware of your surroundings**

   Remove unnecessary objects / things that might be captured in the background during your virtual classes. Unnecessary objects can disrupt the attention of those in the platform.

4. **Mute your microphone when you're not talking**

   Mute your microphone when you are not talking during virtual classes/meeting. This will help eliminate unnecessary background noise that can be heard in your environment.

5. **Speak up**

   Identify yourself that you are joining the virtual classes/meeting. Ensure that you will be heard by everybody.

6. **No food allowed**

   Just eat your snack before the start of the virtual class / meeting or upon the declaration of the break so as not to distract others or the one discussing in the platform.

7. **Stay seated and stay present**

Stay focus during the entire duration of the virtual class / meeting. Be attentive.

What I Have Learned

Benefits of using audio and video conferencing to learners and teachers:

Reduces travel expenses – It was not that long ago when all school meetings happened face-to-face, which involved travel, time and expense. However, through audio and video conferencing a teachers and students can save a lot of time and money.

Increases productivity – Audio and video conferencing can be conducted at any time, so you do not have to waste additional time organizing the meeting like you did before. You can easily start an audio and video call through your PC, mobile or other device simply, increasing efficiency and productivity.

It's effective communication – Not only can you hear people's voices, through video conferencing you can also see the people you are talking to, see their expressions, body language and instant responses. It's much more effective than traditional email.

Builds good relationships with your clients – If your learner has a technical problem, a video call can offer a quick and simple way to resolve the situation. Not only can they explain what the issue is, they can show you, and you can then guide them through how to solve it quickly and efficiently.

Keep connected to your learners – If you have learners studying from home or out on the road through audio and video conferencing you can always keep in contact with them. It is an extremely convenient way to stay in touch.

Improves teamwork – If you have large class or members at different locations, video conferencing will help to unite them. Learners can share information and collaborate to make better informed decision, which will lead to better working relationships internally.
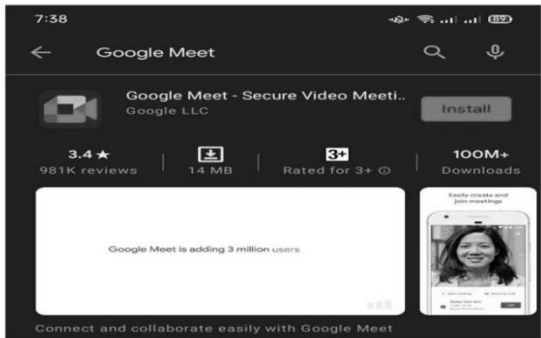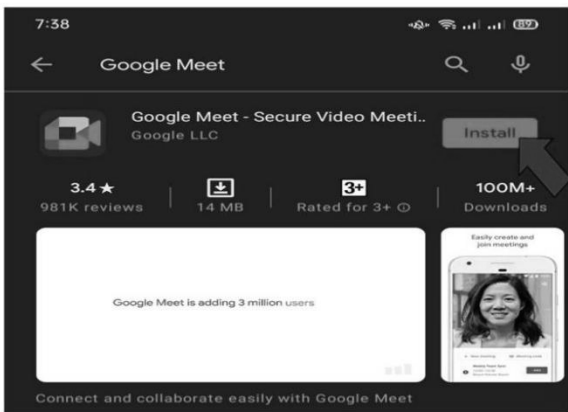
What I Can Do

Google Meet, is built to let dozens of people join the same virtual meeting, and speak or share video with each other from anywhere with internet access. A Google Meet organizer can share whatever is on their screen with everyone on a call, and any participant can turn their own audio and/or video feed off at any time, participating however they want.

Google Meet is one of the most commonly use software when it comes to video conferencing. It is a user-friendly software and it is free in both computer and cellphone. The following are the steps on how to install and use Google Meet.

Using mobile phone:

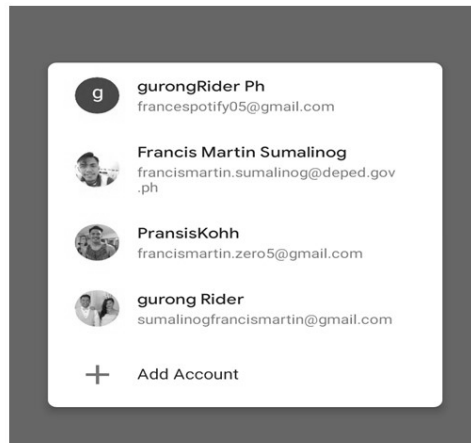1 Go to Google Playstore in your phone and search Google Meet.

2 After searching, click "Install" and it will start downloading the application.
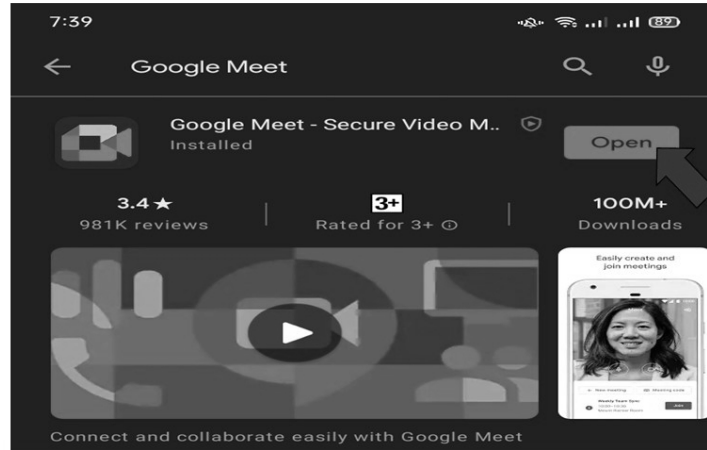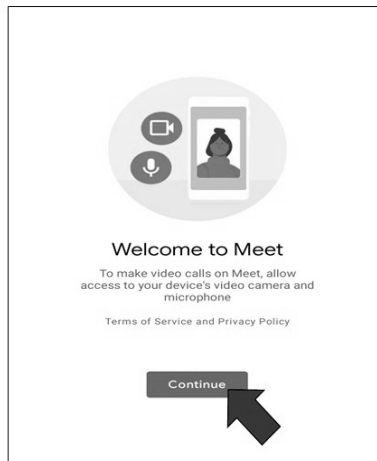
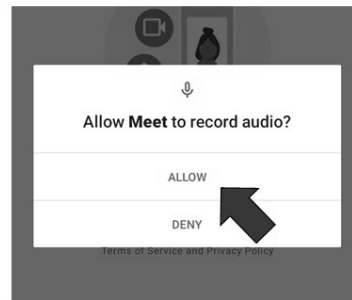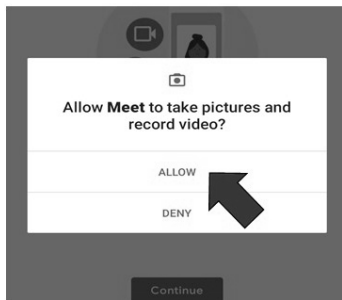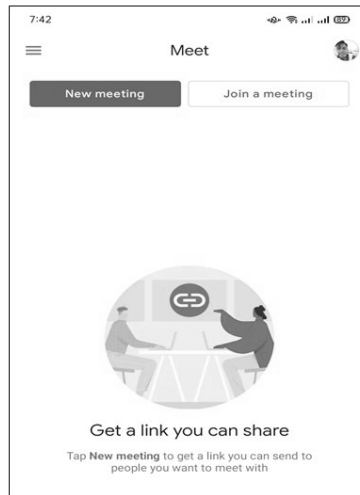| **3** | After downloading, click "Open". |

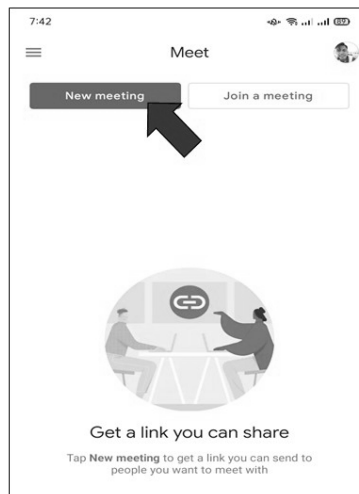| **4** | After opening the application, you will be prompted to this screen. You can choose your existing account in gmail or "Add Account". |

5 After choosing an account, click "Continue"

6 Click "Allow" to activate your camera and microphone.
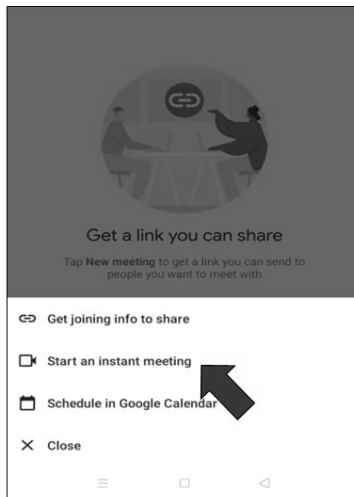
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7 You can now start a new meeting or join a meeting.

How to Start New Meeting:

1 Click "New Meeting".

| 2 | Then click "Start an instant meeting". |

| 3 | You can now start your own meeting. Click the "copy" button to copy the code and send it to your colleagues. |

Assessment

Read the following statement carefully. Encircle the letter of the correct answer.

1. Which of the following is an example of an e-group?
   a. eBay.com   c. Smartphones
   b. Netflix   d. Skype

2. An audio and video conferencing is a tool that lets you _____.
   a. record a video
   b. use an audio and video conference even without the internet
   c. use an audio and video conference using an internet
   d. share pictures and music

3. What are video and audio conferences?
   a. Meeting of two or more persons over the internet
   b. Meeting of two or more persons over a cup of coffee
   c. Meeting of two persons
   d. Meeting of two or more persons inside a library

4. Below are the E-group members that can do the following from their own interest, **EXCEPT** one.
   a. Create   c. Comment
   b. Make audio-video conference   d. Post

5. What does E stand for in the "E-group"?
   a. Electronic   c. Electricity
   b. Energy   d. Evernote

6. Below are the tools that you must have in order to participate in a video conference, **EXCEPT** one.
   a. Video camera   c. Internet
   b. Conference notebook   d. Microphone

7. Video conference can be done through _____.
   a. Face to face   c. Secret meeting
   b. Playing   d. Internet

8. Video conference is mostly used for people who are separated by_____.
   a. Age   c. Geography
   b. Gender   d. Class

9. What is an electronic communications network for the interconnection of computers to access different websites?
  a. Wi-Fi   c. Bluetooth
  b. Internet   d. Broadband

10. It is one of the largest online social networking websites were people can construct profiles, share information such as photos and videos about themselves.
  a. Viber   c. Ebay
  b. Facebook   d. WeChat

Answer Key

Assessment	What I Know
1. d	1. d
2. c	2. c
3. a	3. a
4. a	4. a
5. a	5. a
6. b	6. b
7. d	7. d
8. c	8. c
9. b	9. b
10. b	10. b

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