

# Interact, Share, Collaborate

In this topic, you will:

- Learn how to **maintain good netiquette by acting responsibly online**
- Understand the **impact and consequences of bad netiquette**





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**GOT IT!**

You have been working with some classmates on a group project for class.

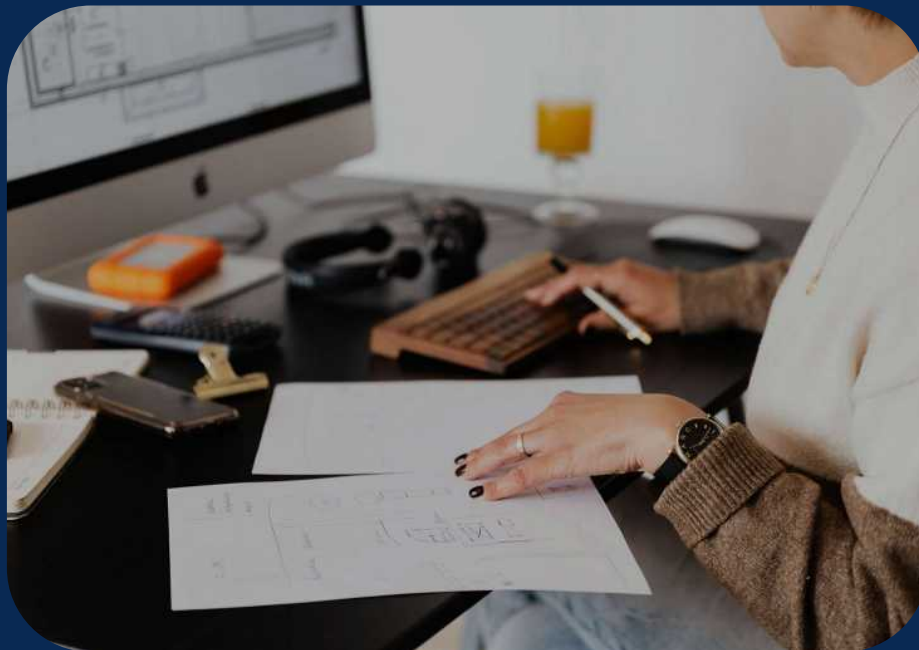


When you access your shared CollabDoc, you notice that one of your classmates has made some errors in their work.

**What do you choose to do next?**

**DELETE AND REDO THEIR WORK**

**LEAVE A COMMENT SUGGESTING EDITS**



**You choose to delete  
and redo your  
classmate's work.**

You correct their errors and  
rewrite their work from scratch,  
thinking that it is faster and  
easier to do it yourself.

**BACK**

**NEXT**



# **Your classmate is furious when they open the document and see all their work is gone.**

This escalates into a full-blown argument in the CollabDoc chat, and the rest of your group gets involved. Your teacher gives you both a stern warning. Your friendship with your classmate becomes strained.

**SEE OTHER OPTION**

**NEXT**



**You choose to leave a comment on the work, suggesting adjustments and corrections.**

In your comment, you acknowledge your classmate's efforts and politely suggest changes that might improve the work. You also let them know that you would be happy to work with them on that part of the assignment.

**BACK**

**NEXT**





## **Your classmate appreciates your comment and revises their work.**

They thank you for pointing it out. With your help, they are able to quickly fix their work.

Your group completes the project efficiently and your teacher praises everyone for a job well done. You all celebrate your success together.

**SEE OTHER OPTION**

**NEXT**

# Definition

What we have just seen is an example of someone deciding whether or not to act in a way that practises **good netiquette**.



## What does practising good netiquette entail?

- Netiquette refers to a set of guidelines on how people should communicate with others online.
- Good netiquette is essential for maintaining good relations between ourselves and others online. It also helps make online collaborations efficient and pleasant.



# Case study: Collaborative Tools

# Have you used collaborative online tools?

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- The COVID-19 pandemic accelerated the need for more efficient online collaboration as working and learning from home became the norm.
- With hybrid schooling arrangements still in effect for some schools today, online collaborative tools have remained essential for those doing home-based learning to stay connected with their classmates and teachers.



Image: [Pexels](#)



- For instance, document-sharing tools like Google Docs and Google Slides allow us to collaborate efficiently online. They do this by offering us a way to work on the same document from any location, as long as we have access to the Internet.
- Workplace communication tools such as Microsoft Teams and Slack also help us communicate with our team members, have open discussions, and get feedback in real time.

Collaborating online goes beyond knowing how to use these online tools, but also requires us to understand how to utilise them to communicate with others in achieving our project goals.

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Learning how to conduct discussions and provide input on online platforms is essential for working together efficiently online.

Here are some steps you can take to collaborate more effectively with your team using online tools:



## Clearly identify individual responsibilities.

Being clear of each other's roles and responsibilities will allow relevant team members to be clear of their job scope on any shared document.



## Provide clear timelines for projects.

Ensuring that all team members are on the same page about deadlines helps to facilitate work flows and ensures that work gets done in a timely manner.

Images: [Pexels](#), [Pexels](#)

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### **Keep your comments clear and succinct.**

Leaving long comments makes it hard for others to work from your feedback. Instead, keep comments short and include actionables.



### **Respect the work that someone else has done.**

Directly editing someone else's work can be disrespectful. Instead, use the chat or comments functions to leave suggestions. If working on Google Docs, you can also use suggestion mode, which enables the author to allow or disallow the changes.

Images: [Pexels](#), [Pexels](#)





## Are emojis appropriate to use at work?

Watch [this video](#) about the history of emojis, then read [this article](#) about emoji usage in the workplace.

Do you think emojis can help us collaborate better in the workplace?

Why or why not?

**NEXT**

Image: [Pexels](#)

## The guiding questions below will help you to craft your answer:

**SOURCE:** What are some of the perspectives shared about this topic?

**UNDERSTAND:** What are some of the insights shared that can help us better understand how emojis facilitate communication?

**RESEARCH:** How can you research more about this topic on your own?

**EVALUATE:** Based on the information you have, what are the steps you can take to decide when and where emojis should be used in online communication?

