Collaboration

IC3 Digital Literacy Certification, Global Standard 6 (GS6)

2 objectives · Certiport IC3 Digital Literacy GS6

Digital collaboration means working together on shared tasks using online tools, whether in the same room or across time zones. This guide covers why it helps, the difference between real-time and delayed communication, and how to review work and give feedback.

Every objective and its key skills

6.1 Identify digital collaboration concepts

Several people can work on the same file at once in tools such as Google Docs, Microsoft 365 or Notion, so there is one current version instead of many emailed copies.

Synchronous communication happens in real time, with everyone present at once: video calls, phone calls, live chat, in-person meetings.

6.2 Identify digital etiquette standards for collaborative processes

Write clearly and politely; use a greeting and the person's name in more formal messages.

Join video meetings on time, and test your camera, microphone and connection beforehand.

Common pitfalls

- Mixing up synchronous (same time) and asynchronous (different times); email is asynchronous, a video call is synchronous.
- Sharing the whole screen and revealing private messages or notifications.

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