Collaboration

IC3 Digital Literacy Certification, Global Standard 6 (GS6)

2 objectives · Certiport IC3 Digital Literacy GS6

Digital collaboration tools let several people create content together, whether at the same moment or at different times. Knowing the tools, the benefits and good coauthoring and review habits makes teamwork smoother.

Every objective and its key skills

6.1 Use digital tools and technologies to collaborate on the creation of content

Cloud office suites and shared documents (such as Microsoft 365 and Google Workspace) let people edit the same file.

Several people bring different skills and ideas, improving quality.

6.2 Apply digital etiquette standards for collaborative processes

Test your camera, microphone, speakers and connection before the meeting, and join a few minutes early.

A webinar is an online presentation, usually with one or a few presenters and many attendees who mostly listen.

Common pitfalls

- Asynchronous does not mean slow or worse; it means not at the same time.
- Forgetting to mute leads to noise, echo or private conversations being heard.

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