Medium Term Plan: Supporting Implementation of LTP/Progression Grid

Subject: Computing – Autumn 1
Year: Year 4 – Collaborative Learning

NC/PoS:
- Software can be used collaboratively online to work as a team.
- What type of comments and suggestions on a collaborative document can be helpful.
- You can use images, text, transitions and animation in presentation slides.

Prior Learning (what pupils already know and can do)
- Log in and out of email.
- Send a simple email with a subject plus 'To' and 'From' in the body of the text.

- Edit an email.
- Type in the email address correctly and send the email.
- Add an attachment to an email.
- Write an email using positive language, with an awareness of how it will make the recipient feel.
- Recognise unkind behaviour online and know how to report it.
- Offer advice to victims of cyberbullying.
- Recognise when an email may be fake and explain how they know.

End Points (what pupils MUST know and remember)
- Understand the need to be thoughtful when working on a collaborative document.
- Use comments to suggest changes to a document and understand how to resolve comments.
- Use a variety of different slide styles to convey information, including images and transitions.
- Create a Google Form with a range of different question types that will provide different types of answers, e.g. text, multiple choice or numerical values.
- Export data to a spreadsheet, highlighting data, using conditional formatting and calculating averages and sums of numbers.

Key Vocabulary
- average
- collaborate
- comment
- data
- data representation
- edit
- e-document
- email
- insert (file)
- multiple choice
- numerical data
- online
- presentation
- rating

Session 1 – To understand that software can be used to work online collaboratively.
Teamwork
Creating rules for collaborative work to ensure that working together runs smoothly.

Session 2 - To understand how to contribute to someone else's work effectively.
Sharing a document.
Learning to work effectively as part of a team using some of the features of Google Docs.

Medium Term Plan: Supporting Implementation of LTP/Progression Grid

Session 3 - To understand how to create effective presentations.
Slide presentations.
Learning to create fun and interesting slide presentations.
Session 4 - To understand how to create and share Google Forms.
Google Forms.
Creating and sharing surveys and questionnaires using Google Forms.
Future learning this content supports:
Computer systems and networks 2 – emailing.