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| **Title** | **Digital Technologies for Communication and Collaboration** |
| **Keywords (meta tag)** | **Social Network, Social Media, Netiquette, Sharing data, Communication, Email, Video** |
| **Provided by** | **IDP European Consultants** |
| **Language** | English |
| **Area** | *Please select one or more of the following:*   |  |  | | --- | --- | | *Information and data literacy* |  | | *Communication & collaboration* | *X* | | *Digital content creation*  *Safety*  *Problem solving* |  | |  | |  | |
| **Objectives / goals / learning outcomes** | |
| At the end of this module you will be able to:   * Understand the possibility to communicate and share content through digital technologies * Behave in a correct way in the digital environment * Use a Social Media | |
| **Description** | |
| This module introduces the main technologies used for communication and collaboration between individuals: WhatsApp for messaging, Outlook for emails and Skype for video chats. In each of these platforms and tools, it is necessary to maintain a correct behavior, illustrated by the netiquette discussed in Unit 2. In Unit 3 the functioning of the main Social Media is dealt with in detail (Facebook, Instagram, Twitter and Youtube). Finally, the topic of "sharing" is addressed through social media and digital technologies: sharing of data, thoughts, photos and videos. | |
| **Contents arranged in 3 levels** | |
| 1. **Module name**: Digital Technologies for Communication and Collaboration    1. **Name**: Interacting through digital technologies       1. **Section Name**: Technologies for communication       2. **Section Name:** Apps for messaging: WhatsApp       3. **Section Name:** Apps for receiving e-mails: Outlook       4. **Section Name**: Apps for video chat: Skype    2. **Name**: Netiquette: Behaving in a digital environment       1. **Section Name**: Rules for a correct behaviour    3. **Name** Basics of Social Media       1. **Section Name**: What are Social Media?       2. **Section Name**: Which are the most used Social Media?          1. Facebook          2. Instagram          3. Twitter          4. YouTube    4. **Name**: Sharing through digital technologies       1. **Section Name**: Sharing data online       2. **Section Name**: Sharing posts, photos and videos on Social Media       3. **Section Name**: Sharing posts, photos and videos on **Facebook**: how to do it?       4. **Section Name**: Sharing photos and videos on **Instagram**: how to do it?       5. **Section Name**: Sharing texts or photos on **Twitter**: how to do it?       6. **Section Name**: Sharing videos on **YouTube**: how to do it? | |
| **Contents in bullet points** | |
| * Technologies for communication   + WhatsApp (video chat and instant messages)   + Outlook (email)   + Skype (video chat and instant messages)   + Face book (video chat and instant messages)   + Viber (video chat and instant messages) * Netiquette: Rules for a correct behaviour * Basics of Social Media   + What are Social Media   + Which are the most used Social Media?     - * How to sign up       * What you need     - Facebook     - Instagram     - Twitter     - YouTube * Sharing data online   + Sharing posts, photos and videos on Social Media     - On Facebook     - On Instagram     - On Twitter     - On YouTube | |
| **5 glossary entries** | |
| **Technologies for communication:** platforms and tools for communication between multiple users. communication can take place verbally, through messaging or through data sharing.  **Social Media:** websites and applications that are designed to allow people to communicate and interact online.  **App (Application)**: an IT tool that is installed and used entirely on your mobile device with the aim of making possible a service or a series of services or tools deemed useful or desirable by the user.  **Netiquette**: informal rules to follow to ensure correct behavior for a user of the Internet. These rules are born from the difficulties and dangers that incur communication with other users and increase according to the evolution of technologies.  **Sharing data online:** the process of sharing and sending material online and not physically. You can share texts, documents, messages, videos, photos, music and audio. | |
| **Bibliography and Further References** | |
| <https://www.whatsapp.com/>  <https://www.facebook.com/>  <https://www.youtube.com/>  [https://www.instagram.com](https://www.instagram.com/?hl=it)  <http://www.bbc.co.uk/webwise/guides/about-netiquette>  <https://twitter.com/>  <https://outlook.live.com/owa/>  <https://www.skype.com/en/> | |
| **Related Material** |  |
| **Related PPT** | DELSA IDP Digital Technologies for Communication and Collaboration |
| **Reference Link** | <https://www.whatsapp.com/>  <https://outlook.live.com/owa/>  <https://www.skype.com/en/>  <https://www.facebook.com/>  <https://www.instagram.com>  <https://twitter.com/>  <https://www.youtube.com/> |
| **Demo video** |  |