# Unit 3. Using Collaborative Technologies

### 2. The candidate will set up and access IT tools and devices for collaborative work

**3.2.2 I can describe what outcomes are needed from collaborative working and whether or not archiving is required**

I can describe outcomes such as learning from other people, sharing information, taking part in discussions and debates. They should show they appreciate the need for archiving for example to make a record of minutes of meetings to provide it off-line or to keep a historical record. If they use the INGOT learner site, pages are automatically stored and kept as a record every time a change is made and the whole site is backed up several times a day. For example I am doing a course of web development using Adode Connect . all the sessions are recorded for home study and revision .

Attached screen shot of classroom

**Graphical user interface, application, Word

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