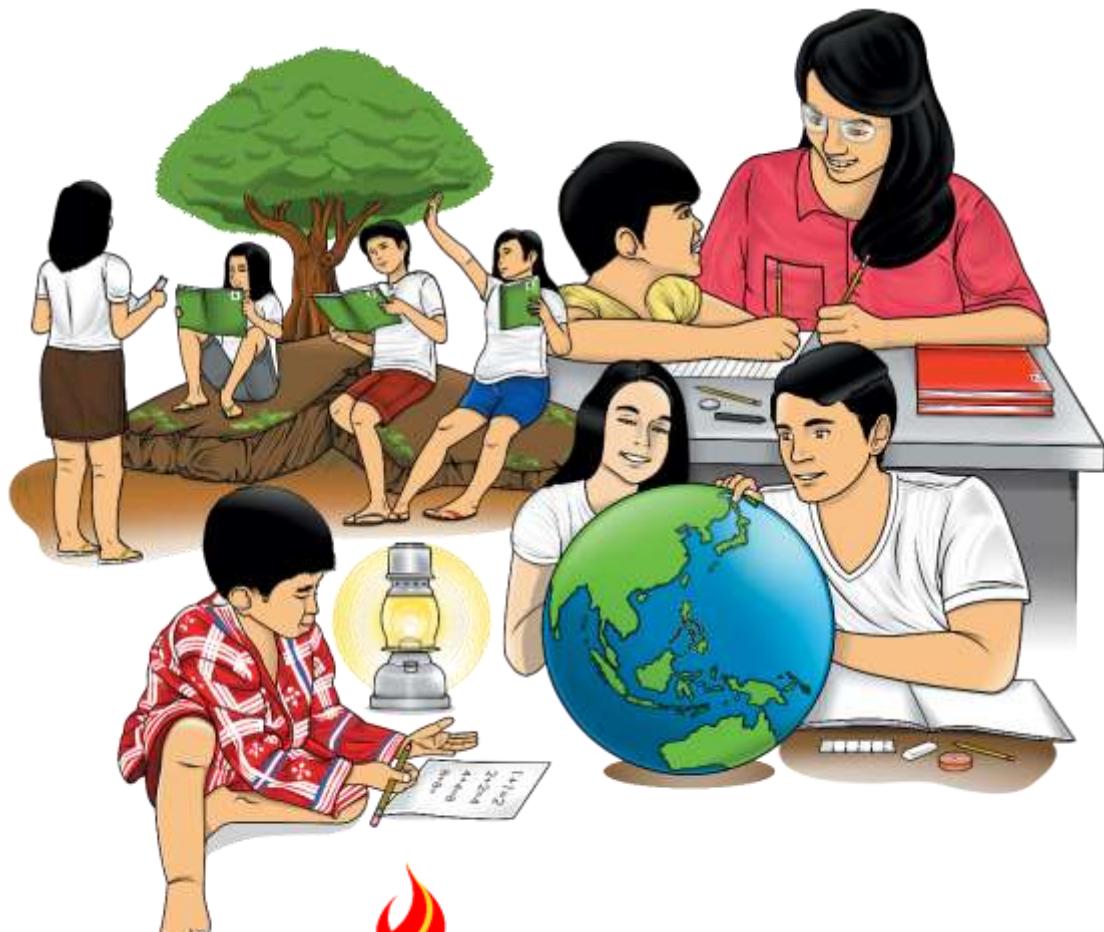


# Empowerment Technologies

## Quarter 1 – Module 11: Collaborative Development of ICT Content



**Empowerment Technologies  
Alternative Delivery Mode  
Quarter 1 – Module 11: Collaborative Development of ICT Content  
First Edition, 2020**

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**Senior High School**

# **Empowerment Technologies**

## **Quarter 1 – Module 11: Collaborative Development of ICT Content**



# **Introductory Message**

This Self-Learning Module (SLM) is prepared so that you, our dear learners, can continue your studies and learn while at home. Activities, questions, directions, exercises, and discussions are carefully stated for you to understand each lesson.

Each SLM is composed of different parts. Each part shall guide you step-by-step as you discover and understand the lesson prepared for you.

Pre-tests are provided to measure your prior knowledge on lessons in each SLM. This will tell you if you need to proceed on completing this module or if you need to ask your facilitator or your teacher's assistance for better understanding of the lesson. At the end of each module, you need to answer the post-test to self-check your learning. Answer keys are provided for each activity and test. We trust that you will be honest in using these.

In addition to the material in the main text, Notes to the Teacher are also provided to our facilitators and parents for strategies and reminders on how they can best help you on your home-based learning.

Please use this module with care. Do not put unnecessary marks on any part of this SLM. Use a separate sheet of paper in answering the exercises and tests. And read the instructions carefully before performing each task.

If you have any questions in using this SLM or any difficulty in answering the tasks in this module, do not hesitate to consult your teacher or facilitator.

Thank you.



## **What I Need to Know**

This module was designed and written with you in mind—to help you better understand the process of Collaborative Development of ICT Content. For that reason, the scope of this module permits it to be used in many different learning situations; the language used recognizes the diverse vocabulary level of students; the lessons are arranged to follow the standard sequence of the course.

### **Learning Competency:**

- Evaluate the quality, value, and appropriateness of peer's existing or previously developed ICT content concerning the theme or intended audience/ viewer of an ICT Project.
- Share and showcase existing or previously developed material in the form of a collaboratively designed newsletter or blog site intended for a specific audience or viewer.

Upon successful completion of this module, you are expected to:

1. identify the roles of each member of a team structure for collaborative ICT development.
2. create a team structure for collaborative ICT development;
3. identify different tools and platforms that can be used for the collaborative development of ICT content;
4. synthesize the key learnings from the previous modules into integrated ICT content through collaboration with classmates and teachers as both peer and partner; and
5. develop an online portal, website, or page to showcase and share existing and previously developed content. These may be in the form of, but not limited to:
  - Online newsletter;
  - Blog;
  - Issuu online "magazine"; and
  - Facebook Page.



## ***What I Know***

**Directions:** Choose the correct answer for each question. Write the letter of your answer on a separate sheet.

1. Which of the following will best describe a team?
    - a. Visionary
    - b. Numerous
    - c. Independent
    - d. Collaborative
  2. Which of the following team members is responsible for gathering, processing, and performing statistical analyses of information related to team's ICT project?
    - a. Content Writer and Editor
    - b. Data Analyst
    - c. Project Manager
    - d. Web Developer
  3. If you are good at writing and keen in identifying errors, which role is fitted for you?
    - a. Editor
    - b. Data Analyst
    - c. Web Developer
    - d. Project Manager
  4. Which of the following Online platforms is categorized as Presentation or visualization?
    - a. Slideshare
    - b. Isuu
    - c. Facebook
    - d. Weebly
  5. What is the first step in Project Management for ICT Content?
    - a. Executing
    - b. Initiating
    - c. Planning
    - d. Closing
  6. Which of the following online collaboration tools can be used as to – do list for organizing the tasks of the team?
    - a. Trello
    - b. Skype
    - c. Tumblr
    - d. Google Meet
  7. Which of the following platforms can be used for hosting ICT content for online publication?
    - a. Facebook Page
    - b. Google Drive
    - c. Kakao Talk
    - d. WeChat

8. Which of the following online collaboration tools can be used to store, organize, and edit ICT contents?

  - a. Prezi
  - b. Zoom
  - c. Google Drive
  - d. Microsoft Teams

9. If you want to publish your ICT content on a blog site, which online platform is best to use?

  - a. Word press
  - b. Twitter
  - c. Facebook
  - d. Prezi

10. Which tools can be used for online meeting?

  - a. Google Drive
  - b. Google Sheets
  - c. Trello
  - d. Zoom

11. If you want to share an online folder from Google Drive to limited people, which folder sharing mode would you choose?

  - a. Restricted
  - b. Limited
  - c. Anyone with the link
  - d. Private

12. Which of the following is the correct sequence of Project Management of ICT Content?

  - a. Executing→ Initiating→ Planning→ Monitoring & Controlling→ Closing
  - b. Initiating→ Planning→ Executing→ Monitoring & Controlling→ Closing
  - c. Monitoring & Controlling→ Planning→ Initiating→ Executing→ Closing
  - d. Planning→ Initiating→ Monitoring & Controlling→ Executing→ Closing

13. Which of the following is NOT a characteristic of a good collaborative tool or platform?

  - a. Appropriate to team's goal
  - b. Easy to use
  - c. Has complex procedures
  - d. Has good security features

14. You are reviewing videos created or collected by your teammates. You are in the process of choosing the best videos to be posted on your Filipino themed web portal. Which of the following will best describe the illustrated process?

  - a. Curating
  - b. Planning
  - c. Monitoring
  - d. Web Designing

15. Which of the following statement is TRUE about online platforms and tools?

  - a. The team's purpose for creating an ICT content is not important in choosing online platforms and tools to be used.
  - b. Online platforms and tools separate the team from one another.
  - c. There is no superior or best online platforms and tools.
  - a. None of the above

## Lesson 1

# Collaborative Development of ICT Content

Since you have already gained fundamental knowledge in web page creation and you have created several outputs from the previous lessons, it is your time to synthesize what you have learned. You will also turn your materials into more exciting ICT content and showcase them into higher and specific audiences.

Sharing and showing your content can be done alone, but it will be more convenient, more profitable, and exciting if you create your ICT content collaboratively with your peers or your team.



## What's In

Revisit your output (e-portfolio or photo gallery) from the previous lesson (Web Page Design Using Templates). Answer the questions below.



1. Are you satisfied with your output? Why or Why not?

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2. If you will be given a chance to enhance your output, what enhancement will you do?

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3. Have you encountered difficulties in creating it? What are the issues that you can share while doing your output?

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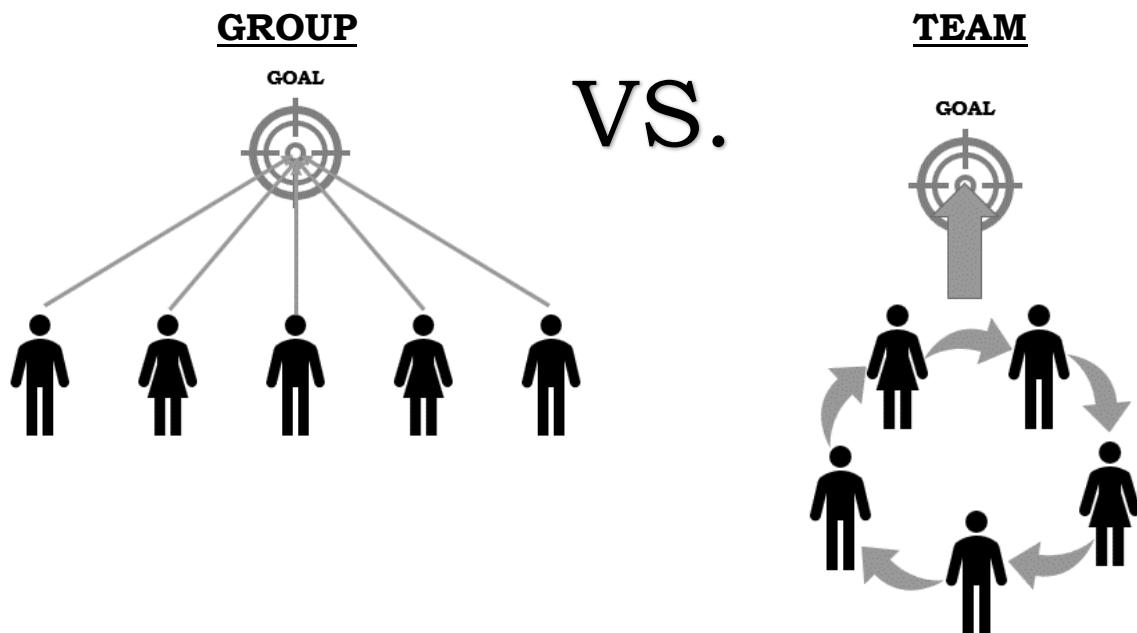
4. If you have somebody to work with your output, do you think that you would have a better output? Why or Why Not?

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## ***What's New***

Analyze the pictures shown and answer the items below. Write your answers on a separate sheet.



1. Describe each picture.

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2. Analyze the pictures presented above and differentiate a Group from a Team.

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3. If these people will create their web page, which would be more likely to develop more interesting and better-quality content: Group or Team? Justify your answer.

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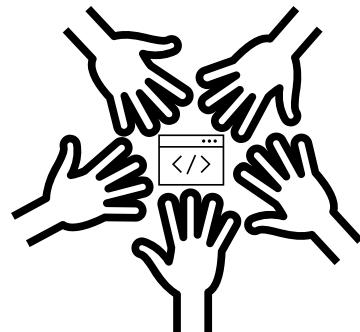
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## What is It

### A. Team Structure and Dynamics for ICT Content

In the previous activity, you discovered the difference between a **Group** and a **Team**. A **Group** involves people who work independently to achieve its goal, while a **Team** works interdependently where each member has a specific role or function. Thus, the team interacts dynamically and adoptively to reach its common goal.



When creating interesting ICT content to be published, it is not enough to have the skills and knowledge about it, for it would be difficult to maintain and monitor it alone. It is also not enough that your group works independently because it might lead to inefficiency due to miscommunication. What you need is to create a “Team Structure.”

#### Team Structure

Team Structure refers to the creation of an individual team or the creation of a multi-system. It is an essential component of the teamwork process.

A well-structured team is an enabler for and the result of effective communication, leadership, situation monitoring, and support.

An effective team structure works collaboratively. It is the key to the success of the ICT project. **Collaboration** means individuals work together to produce/ create a well-defined content to achieve a common business purpose.

In creating ICT content, most teams work collaboratively online. **Online collaboration** is a work process where people are interacting in real-time over the internet. It provides a smooth process in the development of ICT content even without working together physically.

A team must consider these Four (4) Parts of Collaboration in a Flow Process while interacting with team members:

- **Sharing:** documenting explicit knowledge
- **Understanding:** adopting the process knowledge
- **Reflection:** analyzing or interpreting shared information
- **Expression:** the process of making known ones thought or feelings

## Team Members

An effective team structure is composed of efficient team members who have specific roles and responsibilities. These team members include:



**Project Manager:** An individual who has general accountability for the successful initiation, planning, design, execution, monitoring, controlling, and closure of a project.



**Data Analyst:** Someone who gathers, processes, and performs statistical analyses of Data. A person who is accountable in collecting the data for ICT content.



**Content Writer and Editor:** A person responsible for reviewing the data and finalizes a complete of information.



**The Web Designer** – A person responsible for creating the appearance, layout, and elements of a website. The job involves understanding both graphic design and computer programming.



**The Web Developer** – The person technically develops the overall functionalities of a web page.

Facebook page has similar team members except for web designers and web developers because Facebook already provides it. Instead, the FB page includes other roles like Moderator, Advertiser, and Jobs Manager. To know more about FB Page Role, visit [https://web.facebook.com/help/289207354498410?\\_rdc=1&\\_rdr](https://web.facebook.com/help/289207354498410?_rdc=1&_rdr).

## **B. Online Collaborative Tools and Processes**

There are plenty of tools and platforms that are available online, making online collaboration possible and convenient.

### **Online Collaborative Tools for Creation and Co-creation of ICT Contents**

Online collaborative tools for ICT content development that may be used currently include the following:

- Facebook Groups
- G Suite
- Google Chat/ Hangouts
- Google Docs, Sheets, and Slides
- Google Drive
- Microsoft Teams
- Microsoft's Yammer
- MS Office 365
- Prezi
- Trello
- Zoom
- Skype/ Viber/ Kakao Talk/ WeChat/ Line

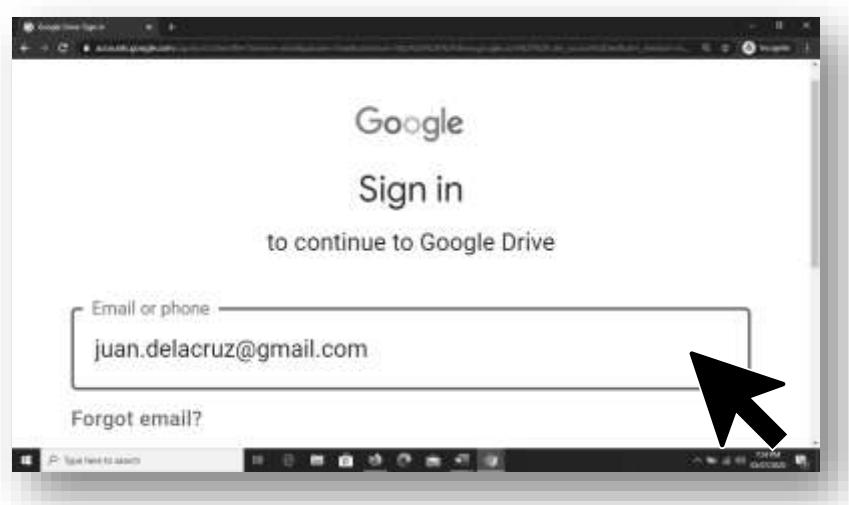
### **Using Google Drive for Collaboration**

In creating and co-creating ICT content, storage, and organization of files is necessary. It will be safe and convenient if the content will be stored on clouds and available for the members to edit and organize anytime, anywhere. However, each member should be responsible in keeping the files.

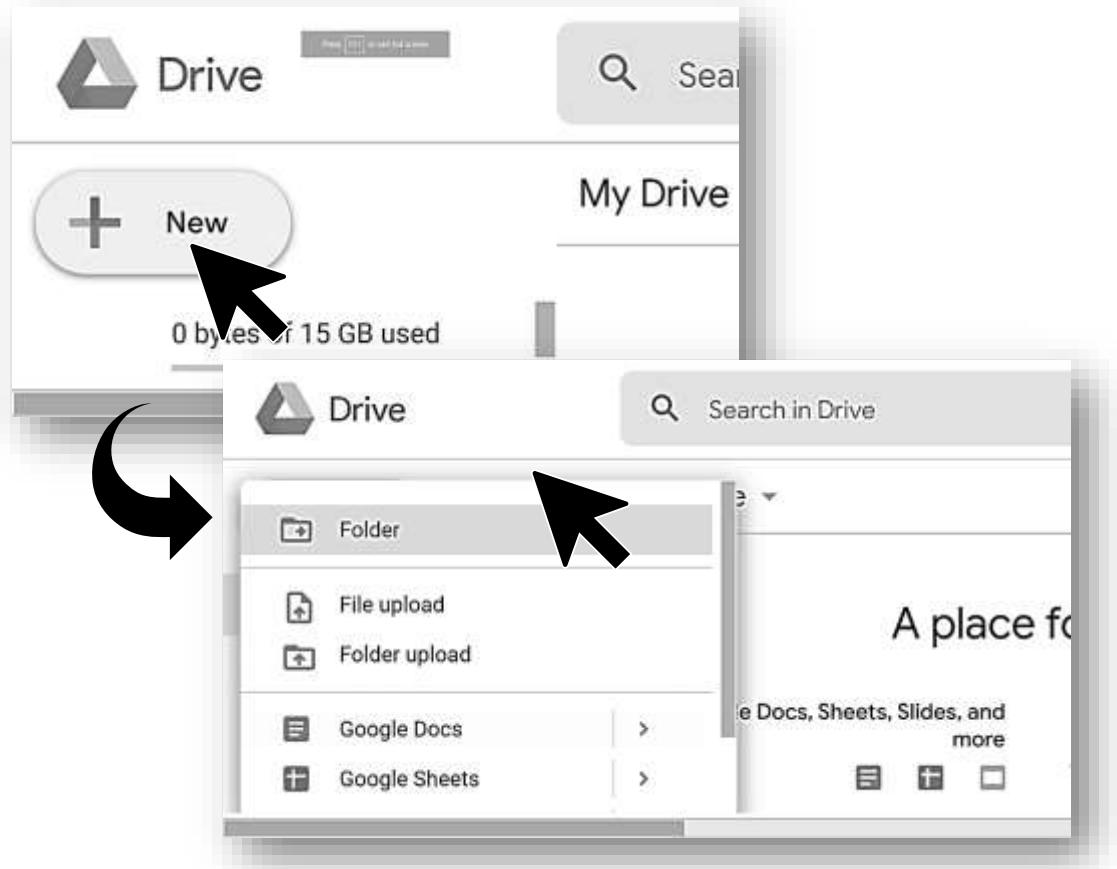
Google Drive provides a service for file storage on clouds and collaboration for online sharing, editing, and organizing through "Shared Folders."

### **A. Steps in Creating Folder/s in Google Drive**

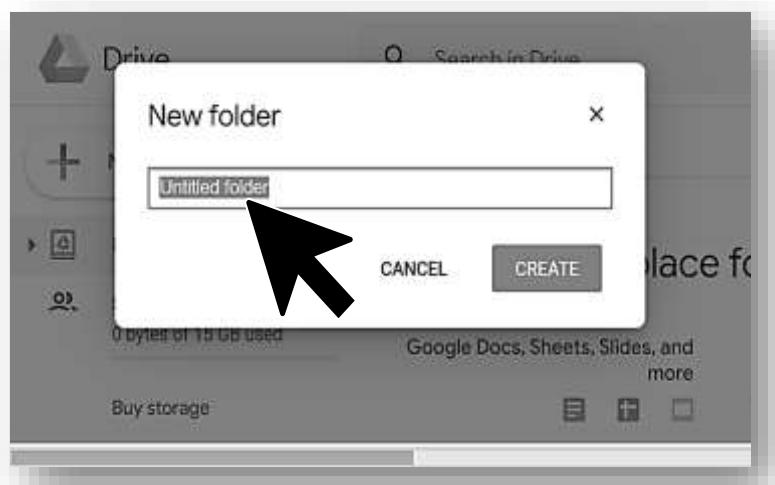
1. Make sure that each member has a Google account.
2. Sign-in to your Google Drive account.



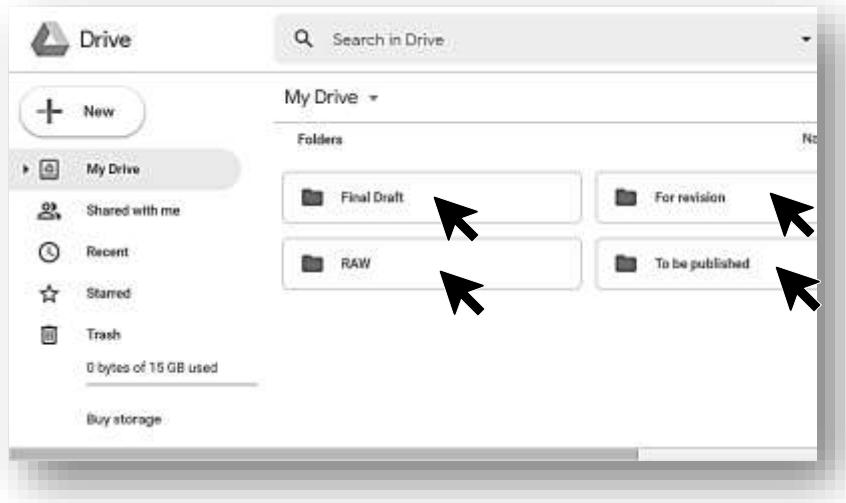
3. Create a folder by clicking “New.” Then a pop-up window will appear then, click “Folder.”



4. Another pop-up window will appear. Type a Name for the new folder then, click “CREATE.” A folder will be created.

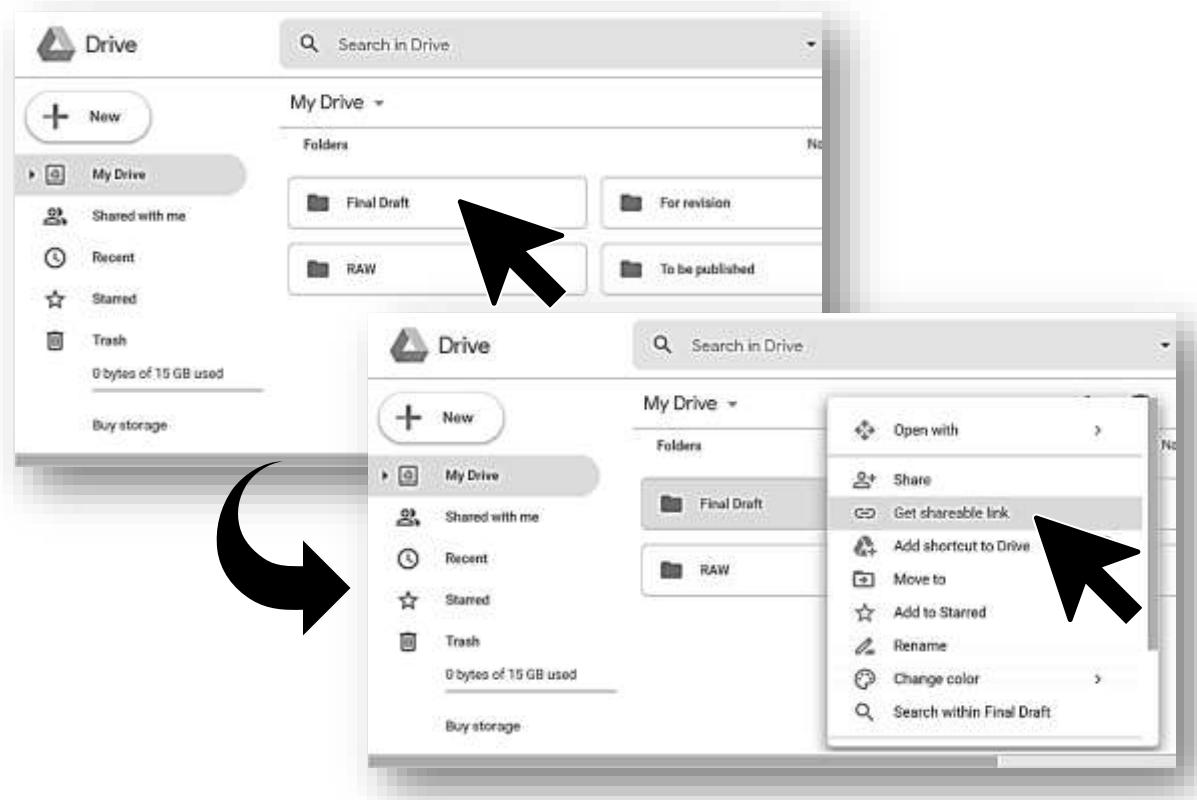


5. You can create as many folders as necessary for the project by repeating step 3 to 4.

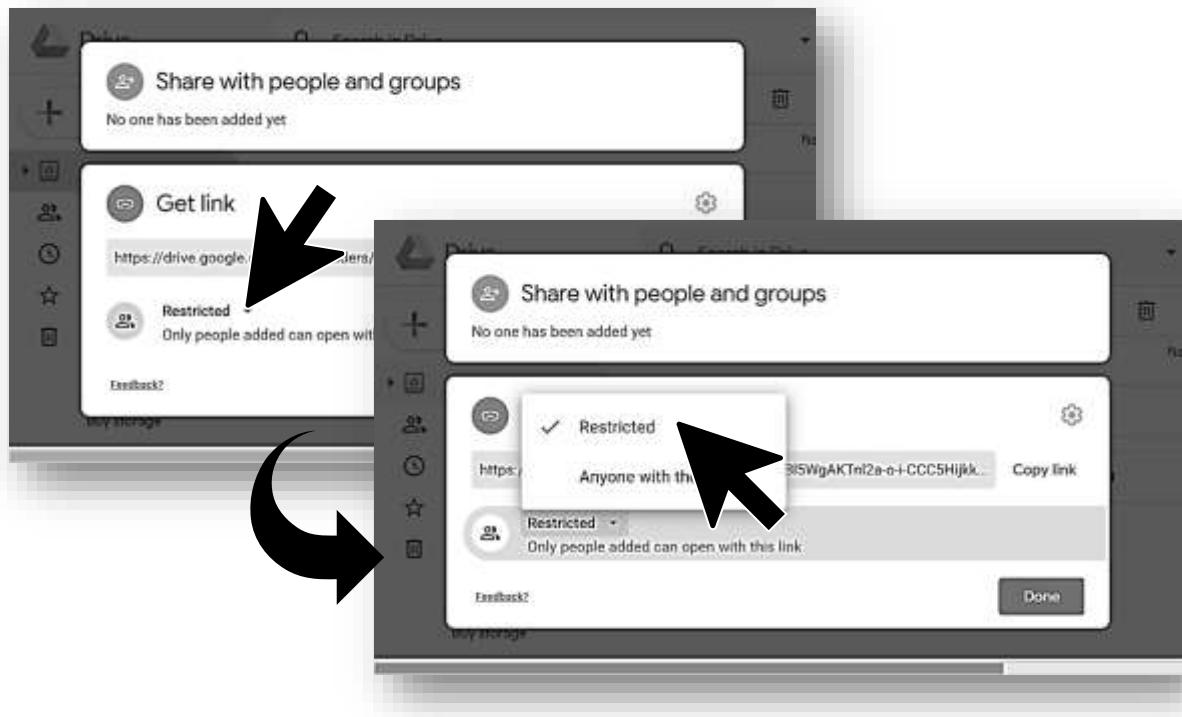


## B. Steps in Sharing Folder in Google Drive

1. To share the folder with the team members, right-click the folder to be shared and a pop-up window will appear, then, click "Get shareable link."

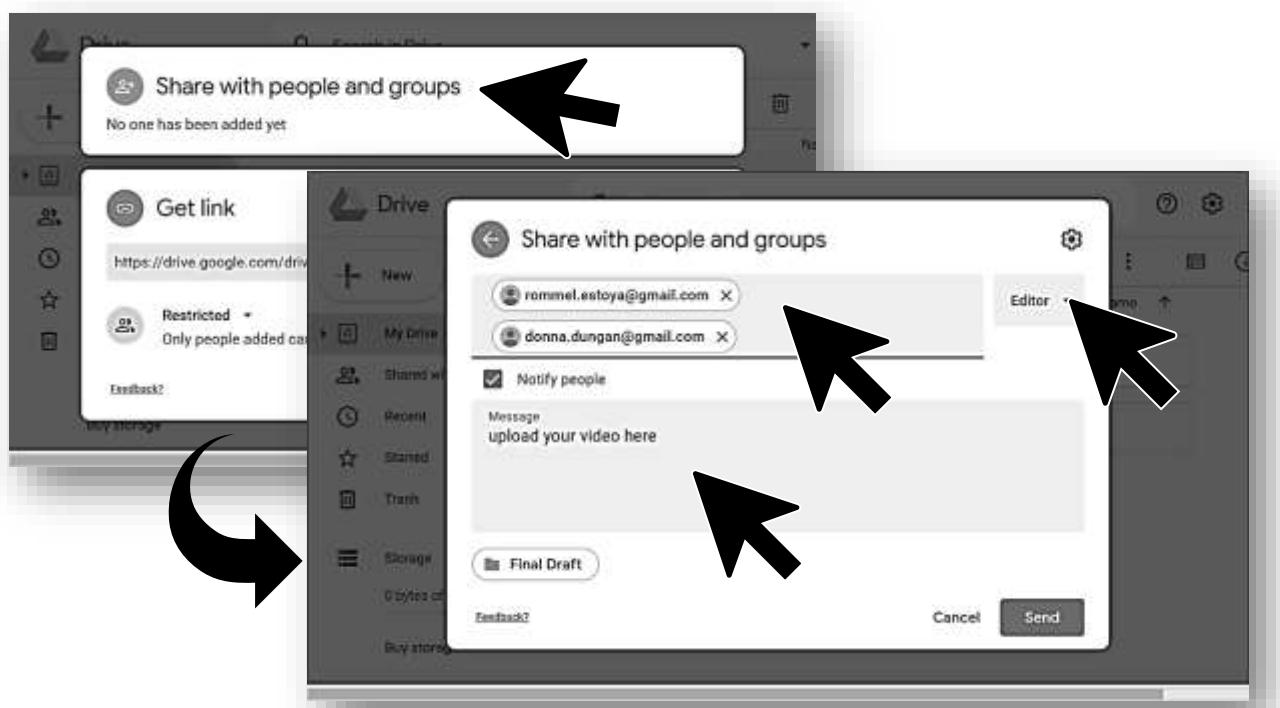


2. A pop-up window will appear. You have two options on how you will share a folder. It can be “Restricted” or “Anyone with the link.” Click the drop-down list button below the text input box of “Get link” and a pop-up window will appear. Then, click your chosen mode of folder sharing.

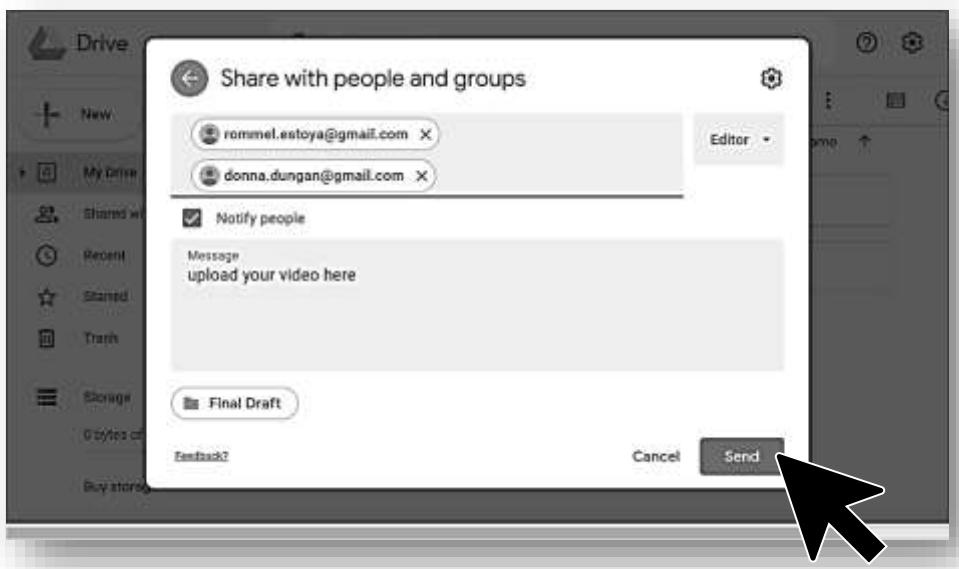


### 2.1. If you choose “Restricted” Mode.

2.1.A. Choosing “Restricted” in sharing a folder means that the folder will only be accessible to the people that has been added by the creator. Anyone who has the link but has not been added by the creator, he or she will not be able to access it without the creator's permission. This mode of sharing is more secure because of the restriction. Once you click the “Restricted,” click the “Share with people and groups” located at the upper box then, encode the e-mails of your team members. You can also include message for further instructions or reminders. Make sure that the recipients have been assigned as editor.

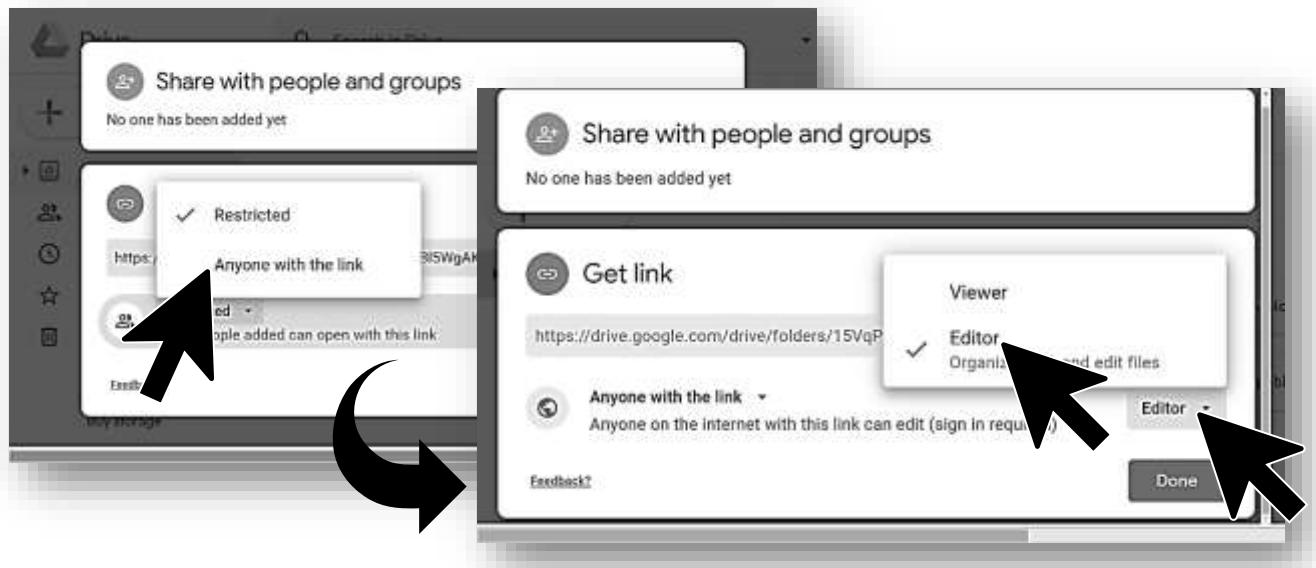


2.1.B. Click “Send.” An email is sent to people you shared with.

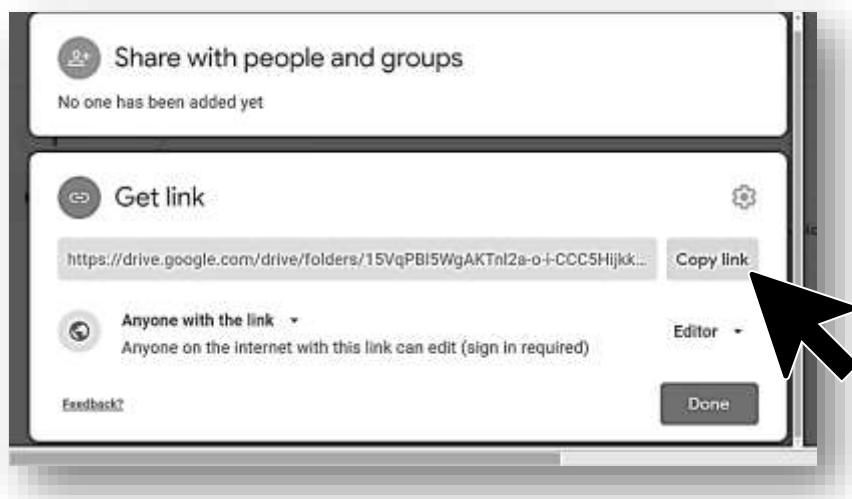


## 2.2. If you choose the “Anyone with the link” mode

2.2.A. If you choose “Anyone with the link” it means that you can give other people a link to your folder so that you don’t have to add e-mail addresses when you share folder. This mode of sharing is more convenient if you have a large number of team members. Once you click the “Anyone with the link,” click the drop-down list button located at the right side and a pop-up window will appear. Click “Editor” so that the receiver of the link will be able to organize, add or edit files to the shared folder.



2.2.B. Click “Copy link” and paste the link in an email or any place you want to share it like private message, chat group, or group page.



- Once the team members received the link, they may now access the folder by clicking it. They can now upload, organize, and edit file on the shared folder.

### **Online Platforms for Hosting ICT Content**

After creating and finalizing your content, it is now ready to be published online. Platforms that may be currently used to host newsletters and similar ICT content include the following:

- Presentation/ visualization (Prezi, Soho, Slideshare, Mindmeister)
- Cloud computing (Google Apps)
- Social Media (Facebook Pages, Tumblr)
- Web Page Creation (Wix, Weebly)
- Blog sites (Blogger, Wordpress, Livejournal, Issuu)

### **Characteristics of Good Collaborative Tools and Platforms**

Always remember that there are no superior tools. The productivity of a tool is dependent on the intended purpose of the team. Hence, in choosing an appropriate tool, the team must consider the following:

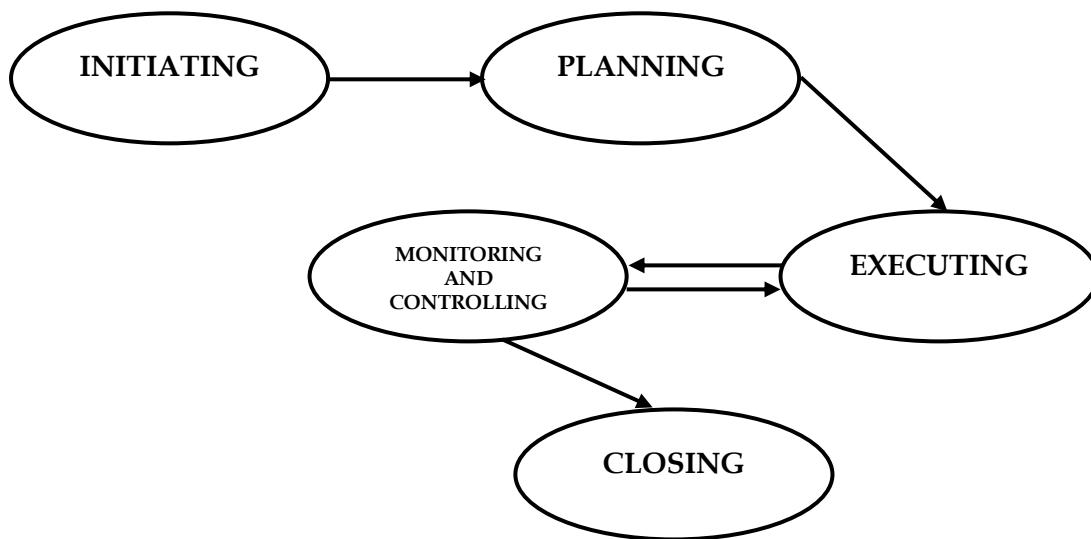
- The tool must be user friendly.
- The tool has elements that are appropriate for the team's goal.
- The tool prioritizes security and privacy.

### **C. Project Management for ICT Content**

The application of knowledge, skills, tools, and techniques to project activities is called Project Management. It is needed to achieve project requirements, usually to time and budget.

It includes overseeing projects for software development, hardware installations, network upgrades, cloud computing and virtualization rollouts, business analytics, and data management projects and implementing IT services.

Project Management is done by applying and integrating project management processes which are organized in five distinct phases:



### **Five Phases of Project Management**

(Adapted from the ICT Project Management by Institutional and Sector Modernization Facility)

- **Initiating** - An overview of the objectives of the project, needs, and the problem is identified. It is where you create the project charter with the Project Manager assigned to the project.
- **Planning** - This is where a successful project conclusion is worked out by the project manager and the project team. The team brainstorms the ICT theme to be published, together with the collaborative tools and online platforms to be used.
- **Executing** - This is where the project team goes about executing the project plan once the project plan has been constructed. The curation of ICT content may occur in this phase for quality assurance. Content writers and editors are essential in this phase. After all the preparation has been done, publishing the ICT content online may now take place.
- **Monitoring and Controlling** - This is where the project manager monitors and controls the work for a time, cost, scope, quality, risk, and other factors while the project is being executed. It is also an ongoing process that ensures that the project meets its focus for each project objective. Other members, primarily the web developer, may work in this phase collaboratively with the project manager.

- **Closing**- This happens when each phase is ended and when each entire project is concluded. It happens to ensure that all the work has been finished, completed, and approved.

#### **D. Curating Existing Content for Use on the Web**

Content curation is the process of publicly gathering, organizing, adding value, and openly sharing digital information artifacts on a specific topic or area of audience interest.

It intends to add your personal touch, as the creator, to a handpicked collection of content. They are gathered from a variety of sources, in a specific topic, that you publish and share with your audience wherever they may be.



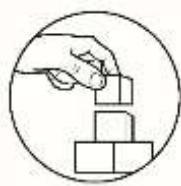
#### **Creating and Choosing Valuable ICT Content**

The success of an online portal, page, or website is dependent upon its content. The content must be exciting and worthy of the time of the specific audience. Thus, in developing ICT content, the team must consider the following steps in creating and choosing valuable ICT content.

1. **Define your objectives:** specify the main goal that needs to be promoted in your content.
2. **Research and analyze:** extract information from different resources regarding the topic you want to write.
3. **Organize the structure of your article:** give an overview of your topic to help readers understand what your topic is.
4. **Summarize and proofread:** create a summary of the information you have gathered and analyzed to make sure your article is free of graphical errors.

#### **Three (3) Rules in Creating Quality Content**

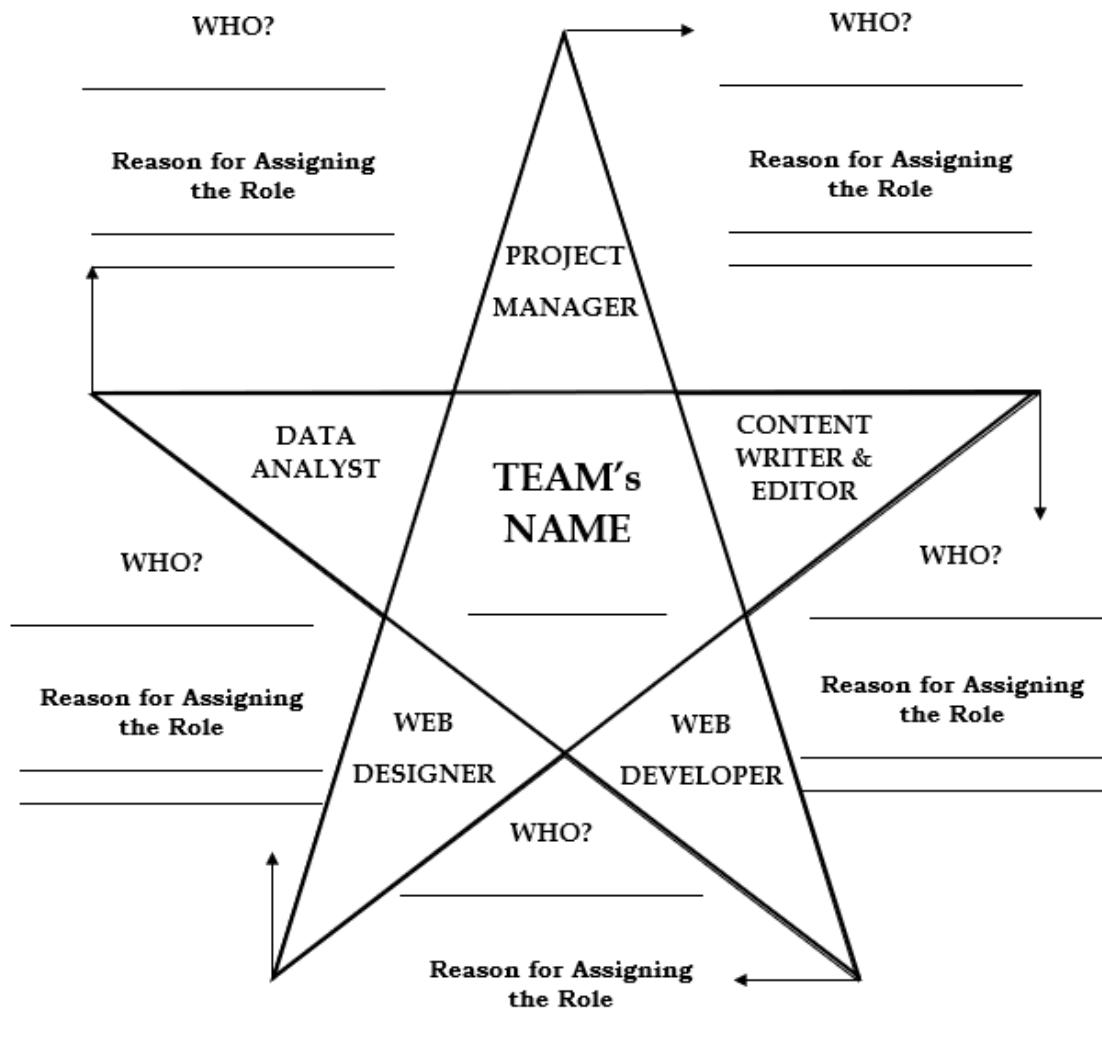
- **Informative** – it should provide valuable and useful information to the reader.
- **Interesting** - it should catch the readers' attention from the title to the last part of your content.
- **Relevant** – it should reflect how much you know the subject of your content enough and who it is being written to make it relevant to both.



## What's More

### Activity 1 Dream Team

Create your team for the web portal. Write the assigned person's name for a specific role and indicate the reason for choosing him/her.



#### Notes to the Teacher

If it is not possible to complete the team with their classmate, the teacher may suggest peers from other sections or schools, their relatives, or other teachers.

## **Activity 2. On Schedule**

Create a two (2) week implementation plan by completing the table below.

Activity	Time Frame	Person Involve	Online Tools or Platforms to be used
Initiating			
Planning			
Executing			
Monitoring and Controlling			
Closing			



### ***Notes to the Teacher***

The teacher may suggest transferring the implementation plan to any online to-do checklist like Trello.

## **Activity 3. Working Together**

Do the following activity with your teammates. Each member MUST submit an individual output that will be forwarded to the teacher.

1. If you are the team's project manager, create a folder to be shared on Google Drive. Name it as "SUGGESTED THEME."
2. All members, including the project manager, will make an individual slide presentation about their suggested theme for the web portal.
3. The slide presentations will be uploaded to the shared folder created by the team's project manager.
4. The project leader will lead a video call with the team members and discuss each team's presentation to decide for the team's theme on their web portal.

5. The team will take a screenshot of the Google Drive screen, showing the shared folder and online meeting.
6. Paste the screenshot on Word Document using the format below. Indicate the names of your team and your Strand, Grade Level, and Section.

Team's Name:  
Project Manager:  
Data Analyst:  
Content Writer/Editor:  
Web Designer:  
Web Developer:  
Strand, Grade Level, and Section:

Screen Shot of Google Drive:

Screen Shot of Online Meeting:

7. Send the word document to your teacher via e-mail.



## ***What I Have Learned***

Answer the following questions:

1. How online tools help your team to resolve communication problems or improve the flow of tasks?
2. How your learning experience from your team helps you in creating ICT content in the future?



## What I Can Do

### Team's Web Portal

1. Create a web portal using any Web Page Creation or Blog Sites with your team.
2. The web portal's theme should be agreed upon by the team.
3. Web portal created will be graded according to the rubrics below.

CATEGORY	4	3	2	1
<b>Background</b>	Background is exceptionally attractive, consistent across pages, adds to the theme or purpose of the site, and does not detract from readability.	Background is attractive, consistent across pages, adds to the theme or purpose of the site, and does not detract from readability.	Background is consistent across pages and does not detract from readability.	Background detracts from the readability of the site.
<b>Color Choices</b>	Colors of background, fonts, unvisited and visited links form a pleasing palette, do not detract from the content, and are consistent across pages.	Colors of background, fonts, unvisited and visited links do not detract from the content and are consistent across pages.	Colors of background, fonts, unvisited and visited links do not detract from the content.	Colors of background, fonts, unvisited and visited links make the content hard to read or otherwise distract the reader.
<b>Fonts</b>	The fonts are consistent, easy to read and point size varies appropriately for headings and text. Use of font styles (italic, bold, underline) is used consistently and improves readability.	The fonts are consistent, easy to read and point size varies appropriately for headings and text.	The fonts are consistent and point size varies appropriately for headings and text.	A wide variety of fonts, styles and point sizes was used.
<b>Graphics</b>	Graphics are related to the theme/purpose of the site, are thoughtfully cropped, are of high quality and enhance reader interest or understanding.	Graphics are related to the theme/purpose of the site, are of good quality and enhance reader interest or understanding.	Graphics are related to the theme/purpose of the site, and are of good quality.	Graphics seem randomly chosen, are of low quality, OR distract the reader.

CATEGORY	4	3	2	1
<b>Spelling and Grammar</b>	There are no errors in spelling, punctuation or grammar in the final draft of the Web site.	There are 1-3 errors in spelling, punctuation or grammar in the final draft of the Web site.	There are 4-5 errors in spelling, punctuation or grammar in the final draft of the Web site.	There are more than 5 errors in spelling, punctuation or grammar in the final draft of the Web site.
<b>Content</b>	The site has a well-stated clear purpose and theme that is carried out throughout the site.	The site has a clearly stated purpose and theme but may have one or two elements that do not seem to be related to it.	The purpose and theme of the site is somewhat muddy or vague.	The site lacks a purpose and theme.
<b>Layout</b>	The Web site has an exceptionally attractive and usable layout. It is easy to locate all important elements. White space, graphic elements and/or alignment are used effectively to organize material.	The Web pages have an attractive and usable layout. It is easy to locate all important elements.	The Web pages have a usable layout but may appear busy or boring. It is easy to locate most of the important elements.	The Web pages are cluttered looking or confusing. It is often difficult to locate important elements.
<b>Content Accuracy</b>	All information provided by the student on the Web site is accurate and all the requirements of the assignment have been met.	Almost all the information provided by the student on the Web site is accurate and all requirements of the assignment have been met.	Almost all of the information provided by the student on the Web site is accurate and almost all of the requirements have been met.	There are several inaccuracies in the content provided by the students OR many of the requirements were not met.

Adapted from:

<https://docs.google.com/viewer?a=v&pid=sites&srcid=ZGVmYXVsdGRvbWFpbnxtc2J1c2VkdXxneDo0MGM2ZTcxNzBkMzhjMDU3>



## Assessment

**Directions:** Choose the correct answer for each question. Write the letter of your answer on a separate sheet.

1. Which of the following is NOT a characteristic of a team?
  - a. Composed of two or more people
  - b. Motivated by a common goal
  - c. Works collaboratively
  - d. Works independently
  
2. If you have talents in digital arts and capable of lay-outing the appearance of a website, which role is fitted for you?
  - a. Editor
  - b. Web Designer
  - c. Web Developer
  - d. Project Manager
  
3. Which of the following online collaboration tools can be used to store, organize, and edit ICT contents?
  - a. Prezi
  - b. Zoom
  - c. Google Drive
  - d. Microsoft Teams
  
4. Which of the following platforms can be used for hosting ICT content for online publication?
  - a. Trello
  - b. Skype
  - c. Word Press
  - d. Google Docs
  
5. Which of the following team members is responsible successful initiation, planning, design, execution, monitoring, controlling, and closure of a project?
  - a. Content Writer and Editor
  - b. Data Analyst
  - c. Project Manager
  - d. Web Developer
  
6. Which of the following online platforms is categorized as Web Page Creation?
  - a. Blogger
  - b. Facebook
  - c. Tumblr
  - d. Weebly
  
7. In the process of Project Management for ICT Content, what is the next step after Executing?
  - a. Closing
  - b. Initiating
  - c. Monitoring & Controlling
  - d. Planning

8. If your content is now ready for sharing online, in what phase of ICT Project Management are you?
- a. Execution
  - b. Initiating
  - c. Planning
  - d. Closing
9. Which of the following online collaboration tools can be used as to – do list for organizing the tasks of the team?
- a. Trello
  - b. Skype
  - c. Tumblr
  - d. Google Meet
10. If you want to publish your ICT content on a blog site, which online platform is best to use?
- a. Word press
  - b. Twitter
  - c. Facebook
  - d. Prezi
11. If you want to have a convenience in sharing an online folder from Google Drive though link without the hassle of adding the email addresses one by one, which folder sharing mode would you choose?
- a. Restricted
  - b. Open
  - c. Anyone with the link
  - d. Everyone
12. Which of the following is the correct sequence of Project Management of ICT Content?
- a. Executing→ Initiating→ Planning→ Monitoring & Controlling→ Closing
  - b. Initiating→ Planning→ Executing→ Monitoring & Controlling→ Closing
  - c. Monitoring & Controlling→ Planning→ Initiating→ Executing→ Closing
  - d. Planning→ Initiating→ Monitoring & Controlling→ Executing→ Closing
13. Which of the following is NOT a characteristic of a good collaborative tool or platform?
- a. Appropriate to team's goal
  - b. Easy to use
  - c. Has complex procedures
  - d. Has good security features
14. You are reviewing videos created or collected by your teammates. You are in the process of choosing the best videos to be posted on your Filipino themed web portal. Which of the following will best describe the illustrated process?
- a. Curating
  - b. Planning
  - c. Monitoring
  - d. Web Designing
15. Which of the following statement is TRUE about online platforms and tools?
- a. The team's purpose for creating an ICT content is not important in choosing online platforms and tools to be used.
  - b. Online platforms and tools separate the team from one another.
  - c. There is no superior or best online platforms and tools.
  - d. None of the above.



## ***Additional Activities***

### **Your Turn!**

1. Visit two web portals created by your classmates from the other teams.
2. Together with your teammates, rate each web portals visited using the rubrics from "What Can I Do," page 15 - 16.
3. In .doc format, submit your ratings to your teacher using the template below via e-mail.

#### **NAME OF RATERS**

Project Manager:

Data Analyst:

Content Writer/Editor:

Web Designer:

Web Developer:

#### **Strand, Grade Level, and Section:**

<b>Website Address Visited</b>	<b>Background</b>	<b>Color Choices</b>	<b>Fonts</b>	<b>Graphics</b>	<b>Spelling and Grammar</b>	<b>Content</b>	<b>Layout</b>	<b>Content Accuracy</b>	<b>Total</b>

Why did you give that rating?



## ***Answer Key***

<b>Assessment</b>	<b>What I Know</b>
1. d	1. d
2. b	2. b
3. c	3. a
4. c	4. a
5. a	5. b
6. d	6. a
7. c	7. a
8. a	8. c
9. a	9. a
10. a	10. d
11. c	11. a
12. b	12. b
13. c	13. c
14. a	14. a
15. c	15. c

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