

Collaborative Team Name: _____ School: _____
 Team Members (3–4): _____ Class: _____

Session 14: Digital Collaboration & Teamwork

Until today, when you worked on a document, you sat alone at one computer. But in real technology companies and modern universities, projects are built by **teams** working simultaneously across different computers, classrooms, and even different countries!

1. Plain Talk: The African Tradition of "Nnoboa"

In Ghanaian farming communities, there is an ancient tradition called **Nnoboa** (communal labor). When it is time to clear a field or harvest cocoa, neighbors gather to work together. One person clears weeds, another carries water, another harvests pods. Together, they finish in one afternoon what would take one person a month!

Digital Collaboration is *Nnoboa* using technology. Instead of passing a single USB flash drive back and forth, teammates connect to a single document stored securely online in **Cloud Storage** (like Google Drive or Microsoft OneDrive) and edit together in real time!

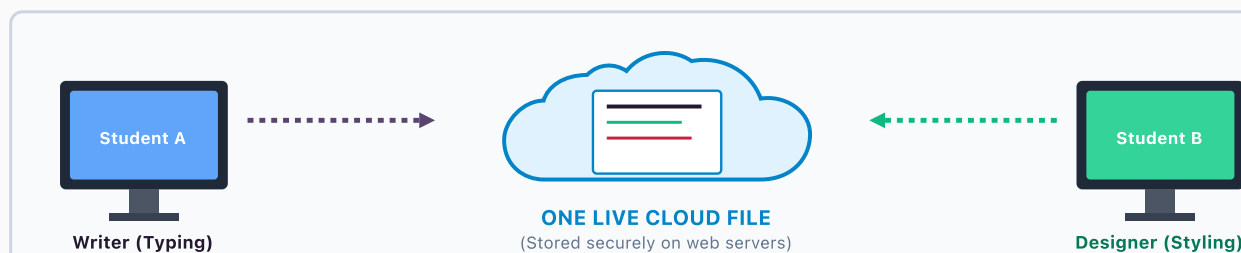


Figure 14.0: Cloud Collaboration. Both students edit the exact same document simultaneously without USB pen drives!

2. Essential Collaboration Vocabulary

- **Cloud Storage:** Safe digital space on remote internet servers (Google Drive, OneDrive) used to store and open files from any computer.
- **Shared File:** A file set up so more than one approved person can open and work on it.
- **Version History:** An automatic time-stamped digital memory log showing every single change made and who made it.
- **Comment:** A sticky-note note pinned to the margin of a document to suggest an improvement without deleting text.

1. The Three Levels of File Access

When you share a file online with classmates or teachers, you must choose their exact **Permission Tier**. Giving the wrong permission can let someone accidentally erase your whole project!

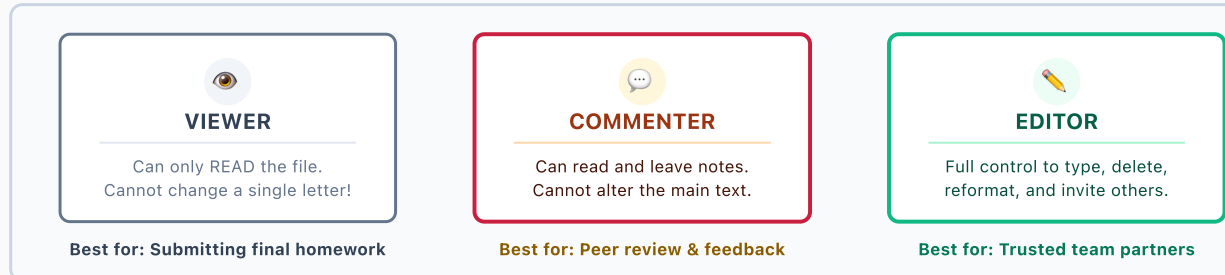


Figure 14.1: The Three Permission Tiers. Always give the lowest permission the person needs.

2. The Cardinal Sharing Law

⚠ NEVER SHARE AS "EDITOR" TO THE PUBLIC!

If you create a public link with **Editor** permission, anyone on the internet who finds the link can delete all your paragraphs, insert inappropriate pictures, or ruin your hard work.

Safety Rule: Give **Editor** permission ONLY to your specific, named team members. Everyone else gets **Viewer** or **Commenter**!

3. Check Your Knowledge

Scenario: Your team has finished its Demo Day plan. The Headteacher only needs to **read** the finished plan: no changes and no notes. Which permission tier should you pick?

1. The Four Essential Collaborative Roles

A team where everyone tries to type at the exact same second will end up fighting over the keyboard. Successful Tech Club teams divide responsibilities clearly:

Team Role	Primary Responsibility	Assigned Teammate Today
1. Researcher / Fact-Checker	Finds verified statistics, facts, and sources online; checks that facts are accurate.	-----
2. Writer / Scribe	Drafts the sentences, paragraphs, and list items into the document.	-----
3. Designer / Formatter	Applies font sizes, headings, colors, bullet points, and adds images.	-----
4. Quality Controller	Reviews spelling, tests links, verifies permissions, and presents to the club.	-----

2. Version History: The Ultimate Safety Net

What happens if a teammate accidentally deletes three paragraphs while typing? **Don't panic!** Cloud documents have an automatic memory called **Version History**:

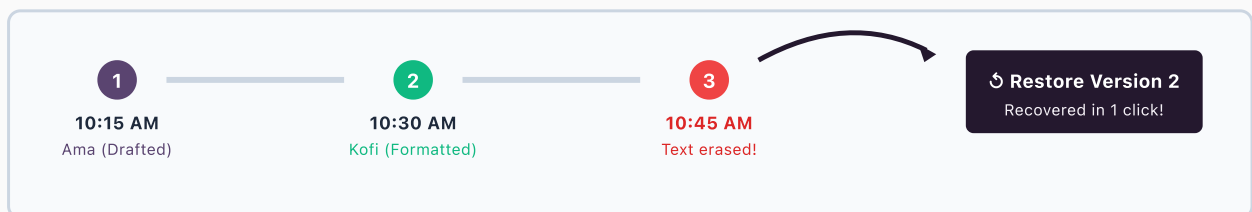


Figure 14.2: Version History is an electronic time-machine. You can restore an earlier version at any moment!



1. Comments: Digital Sticky Notes

When you spot a problem in a teammate's paragraph, you should **not** just erase it without warning. That causes anger and confusion. Instead, highlight the word and click **Add Comment** (💬). A comment sits in the right-hand margin like a polite sticky note!

2. The 3 Sentence Frames for High-Quality Feedback

When giving digital feedback, never leave rude, unhelpful notes like *"This is bad"* or *"Wrong"*. Use these three professional sentence starters:

1

"I understood..." (Praise & Clarity)

Show your partner that their message was clear:

"I understood that dirty water causes cholera, which is a great point."

2

"One question I have is..." (Curiosity & Depth)

Ask for missing details politely:

"One question I have is: how much will the drum lids cost for our school?"

3

"One helpful suggestion is..." (Actionable Improvement)

Give a specific, realistic fix:

"One helpful suggestion is to make the 3 action steps into a bulleted list so it is easier to read."

3. Resolving Comments (Checking Off Tasks)

✓ THE RESOLVE BUTTON

When a teammate leaves a suggestion in the margin and you make the recommended correction in the document, click the tiny **checkmark icon (✓)** at the top of the comment box. This **resolves** the comment and tucks it away cleanly!

4. Panic Button / Conflict Resolution

🚨 A TEAMMATE KEEPS DELETING MY WORK OVER AND OVER!

Stop typing immediately. Take your hands off the keyboard.

Do not start an "edit war" where you delete their work in revenge. Turn your chair, look your teammate in the eye, and discuss calmly: *"Kwesi, why did you remove line 3? Let us agree on what belongs here."* If you cannot agree, raise your hand and ask your Tech Club mentor to arbitrate!



1. Lab Mission: Create a 1-Page Shared School Notice

Work in your team of 3 or 4 (in a team of 3, one person takes two roles) to produce an event flyer titled "**BIH Tech Club Community Demo Day**":

1

Create & Share Document:

Sign in with the school or club account your mentor gives you (or one shared demo account per team). One student creates a new document in Google Docs or OneDrive Word → Clicks **Share** → Adds teammates' accounts as **Editor** → Adds the mentor as **Commenter**.

2

Writer's Task (Drafting):

The Writer types the raw information:

- Title: BIH TECH CLUB COMMUNITY DEMO DAY
- Date & Time: Friday, 30th October 2026 at 2:00 PM
- Venue: School Assembly Hall
- 3 Activities: Scratch games, clean water data tables, digital presentations.

3

Quality Controller's Task (Leave Comments):

The Quality Controller highlights the title and leaves a comment: *"One helpful suggestion is to make the title Bold and Size 18 pt."*

Leaves a second comment on the activities suggesting a bulleted list.

4

Designer's Task (Format & Resolve):

The Designer reads the comments, makes the title 18 pt Bold, converts the activities into a bulleted list, and clicks **Resolve (✓)** on both comments!

5

Inspect Version History:

Click **File** → **Version History**. Each teammate's name shows in a different color beside their edits (only if each teammate signed in with their own club account).

2. Visual Target (What Your Finished Notice Should Look Like)

BIH TECH CLUB COMMUNITY DEMO DAY

Friday, 30th October 2026 • 2:00 PM • School Assembly Hall

All parents, teachers, and students are warmly invited to see what our JHS tech leaders have built this term:

- **Interactive Scratch Games:** Play student-coded educational games.
- **Clean Water Data Tables:** View our spreadsheet water sanitation reports.
- **Live Digital Presentations:** Community solutions pitched by students.



1. Constructive Feedback Rewrite Challenge

Rewrite these rude, unhelpful comments into respectful, professional feedback using the sentence starters:

Rude / Unhelpful Comment	Your Professional Rewrite
"This looks terrible and messy."	-----
"You didn't explain the date properly."	-----

2. Written Review Questions

Question 1: What is the difference between giving someone **Commenter** permission versus **Editor** permission?

Question 2: How does **Version History** protect your team if someone accidentally deletes an important paragraph?

3. Team Collaboration Self-Assessment & Mentor Sign-Off

Evaluate your team's collaboration dynamics today:

Collaboration Competency	With Help	Almost Alone	All By Myself!
1. I can explain the difference between Viewer, Commenter, and Editor access.	☐	☐	☐
2. I can work collaboratively in a shared file without overwriting my partner's text.	☐	☐	☐
3. I know how to check Version History to restore an earlier state of a document.	☐	☐	☐
4. I can give constructive, respectful feedback using professional sentence frames.	☐	☐	☐

Mentor Signature: _____

Date Completed: _____