

Collaborative Document Activity

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Google Spreadsheet Collaboration (Food Waste Solution in Akita)

Level: High School

Time: 15 - 20 minutes

This activity is one of the possible ways to collate all the groups' ideas into one spreadsheet.

Materials: Tablet PC

Google Classroom

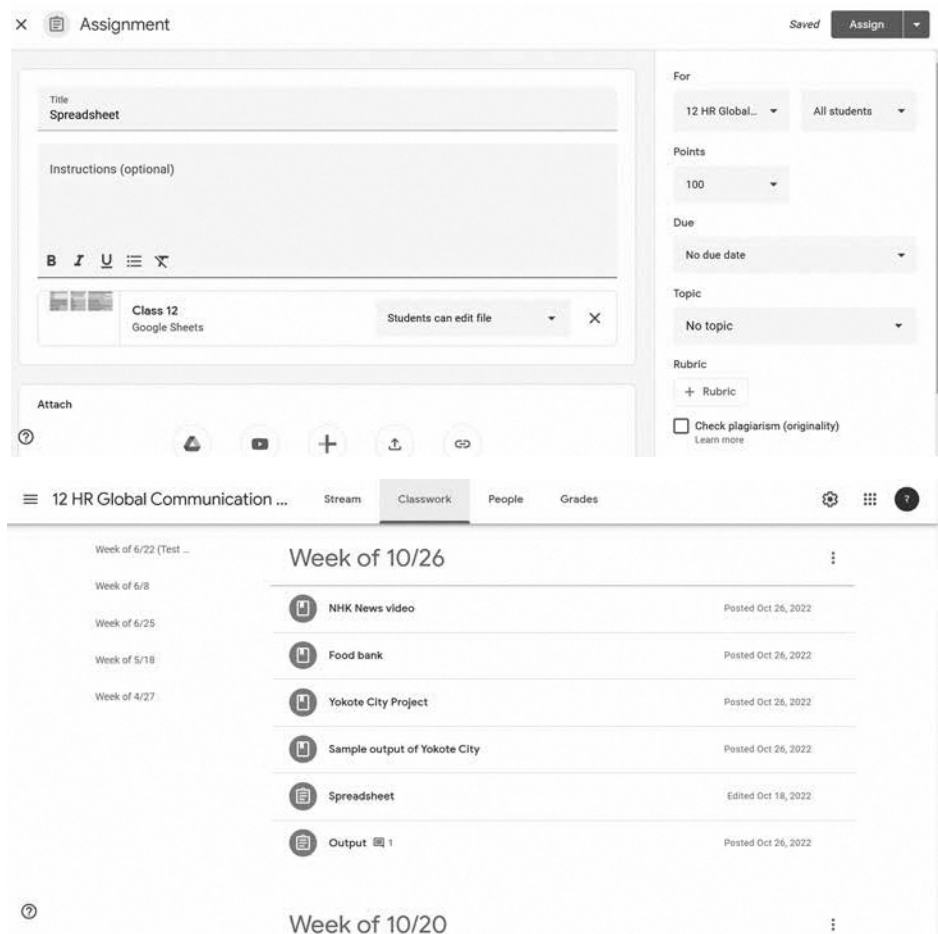
Google Spreadsheet

Smart TV

HDMI → Type C cable

Preparation:

1. Create a sheet, and type the column titles as needed. Adjust the format of the cells and text to make it easier to view when projected on the Smart TV.
2. Post the Spreadsheet in the Google Classroom as an Assignment and choose the Option "Students can edit the file."
(This will enable the students to access and edit the file simultaneously.)



Actual Google Classroom of Global Communication Class, all materials are categorized per week

Activity:

1. Show the Google Spreadsheet on the Smart TV by using the HDMI→Type C cable and present the activity of filling it in during the lesson.
2. Give students time to discuss their ideas before letting them use their tablet PCs.
(This activity can be done individually or by group.)

If it is a group activity, it can be an option to assign roles to each member to ensure that roles are clear and goals are met.

For example:

ICT Pro → the member who will access the Spreadsheet and type the group's final ideas

Speaker → the member who will report and share the group's ideas

Leader/Facilitator → the member who will facilitate the flow of discussion and ensure active participation by all members

3. Teachers will go around the room to observe each group's discussion and help any students who need some guidance or ideas.
4. After 10-15 minutes, briefly explain and confirm students' understanding about their group's respective spaces. Highlight the importance of cautiousness and avoid any errors.
5. Let the ICT Pro access the Spreadsheet to input the group's ideas.
6. After the Spreadsheet has been filled up, ask the speaker from each group to report.



Photo of the Google Sheet Activity being presented to the class



Photo of the students working together to complete their Google Sheet task

Practical Food waste solution for Yokote City			
GROUP	TARGET PRACTITIONER	BEST WAY TO PROMOTE	REASON
1	Teens	SNS	Sns is used by many teens.
2	Teens	SNS	Teens are using smartphone everyday
3	Teens	SNS	Teens watch smartphone for a long time.
4	Adults	SNS (twitter instagram)	many people can use internet
5	Adults	Twitter & google news	many people use smartphone everyday
6	Adults	SNS	SNS is the most accessible
7	Elementary school students	SNS	using smart phone,
8	Elementary school students	sample	Easy to get started
9	Elementary school students	books	they always use books
10	Elderly people	newspaper	many elderly people read newspapers
11	Elderly people	TVcm	Elderly people often watch TV
12	Elderly people	poster	They can't use SNS.

Actual Output of Collated ideas from all the twelve groups of Class 12



Photo of a group speaker presenting ideas while using his worksheet and the Google Sheet on the Smart TV as reference

In this lesson, the Teachers assigned the ‘Target Practitioner’ category to each group. Apart from that, all the other entries were autonomously inputted by the students. This activity has improved the class in various ways. First, the juxtaposition of the responses encouraged the students to think more carefully about the subject and enter varied ideas. There was evidence of students’ attempt to be more original and think in a more logical way. Second, cooperation from all members has greatly improved as they can see their ideas typed in the template in real time. There was more motivation and initiative to correct the word choice, grammar, or spelling errors committed by the ICT Pro. Through communication and teamwork, productivity in class was achieved. Lastly, the leaders are more confident to present their ideas in class because they are products of a fun and inclusive digital collaboration.