 **Thing 11.Q1**

***To make a copy for yourself:***

* ***Google users need to be logged into their email account and go to File>Make a Copy.***
* ***Microsoft Users can use File>Download to download a Word Document.***

**Name:**

**Date:**

**Teacher name:**

**QUEST #1:** Collaboration

**As you go through the Quest, you will need to check off each step as you complete it. You will have the opportunity to learn about the following as well as be able to:**

* collaborate online to create a presentation

|  |  |
| --- | --- |
| Check off | Description |
|  | Watched the introductory video for Q1 Collaboration |
|  | Read the Introduction, Key Vocabulary and I Can Statements |
|  | Took the [Vocabulary Quizlet](https://quizlet.com/142762602/match) |
|  | Formed into groups, or with a partner (if possible) |
|  | Opened and read the Important **Group Information section** and viewed the [Characteristics of an Exceptional Group Member](https://docs.google.com/document/d/150jGYAK9-yFoVSOzHGgP9uk1vweCja67tUqTcA20SEA/edit?usp=sharing) |
|  | Opened the Design recommendations and watched the [What Not to do in PowerPoint video](https://www.youtube.com/watch?v=Sbfactc12Vw) |
|  | **Read the Important Steps for Presentation Preparation** |
|  | Created a team work folder with my team member(s) and shared with editing permissions |
|  | Copied or downloaded the Thing11 **Presentation Planning Document (Google doc or Microsoft Word version)** and one of us uploaded it to our shared Drive Folder. |
|  | The rest of the steps 4-7 were completed in the Planning Document |
|  | **Topic and Message:** Group members asked the teacher for requirements and added them to the Planning Document |
|  | We completed the Topic and Message steps and proceeded to the Planning Out Your Project section. |
|  | We identified the audience, the graphic organizer, and identified and split up the main points to research. |
|  | Shared our folder and Planning Document with the teacher and Checked it off on my 21t4s Roadmap |