**Online Collaboration Tasks**

Pupils can make use of online collaboration tools such as Office 365 on Hwb. These are typically carried out effectively, however pupils may sometimes share documents online but work on the same computer to complete the task, rather than making use of real-time collaboration. When ICT facilities allow, pupils should be encouraged to make use of true collaboration tools by using separate devices to work collaboratively in real time.

**Success Criteria**

* Use online collaboration tools such as Office 365 on Hwb.
* Determine whether to share as view only or give editing rights.