Collaboration

Lesson Transcript

Slide 1 - Let's begin with the TWEN Wiki feature. You may be familiar with wikis from other sources, and TWEN's is very similar. Tap "Wiki" in your Navigation menu.

Slide 2 - The current wiki pages will appear by page name. Select the relevant page name. Let's choose "Gmail Options for Lawyers."

Slide 3 - On the wiki page, the current text of the wiki will appear. To edit the page, select "Edit Page."

Slide 4 - Enter your edits in the message field, utilizing the editing tools as described in previous Units. If you would like to tag your edits, enter your tag heading at "Add Tag," and select "Submit Tag." Once your edits are complete, select "Update."

Slide 5 - A blue window will appear above the wiki page, indicating that the page has been successfully updated. Select home to return to the Wiki home page.

Slide 6 - Wikis are great way to collaborate with your classmates and team members, eliminating the need for multiple document versions and allowing for constant update and revision. One additional means of collaboration withTWEN is through the use of customized polls. Law professors

frequently use polls during class to ask questions, survey students, and receive responses anonymously. Select "Customized Polling" from your navigation menu.

Slide 7 - The current polls will be listed by title. Select the relevant poll. Let's choose "Advertising Language."

Slide 8 - The poll question will appear. Choose your answer, and tap "Finish Poll."

Slide 9 - A pop up will alert you that you have completed the poll successfully. To view the poll results, select "View Results."

Slides 10-13 - The poll question and answer distribution will appear. You may then view the results in a bar graph by selecting "Show Bar Graph" or in pie chart form, by selecting "Show Pie Chart."

Slide 14 - Hide the graph or chart by selecting "Hide Bar Graph" or "Hide Pie Chart."

Slide 15 - When you are finished viewing the results, select Home to return to the Customized Polling home page.