

Collaborative Bulletin Board Project

Using the collaborative features of Office 365, Canvas, and Teams, you will need to work with assigned group members, from a distance, to design a **WINTER** themed bulletin board meant to **INFORM** and **CREATE INTEREST** about your theme. This could be a winter holiday, a winter sport, the north pole or another Wintery community, a winter or holiday themed movie, an animal that is associated with winter.....or other ideas you come up with related to winter.

As a group, you will NOT be allowed verbal conversations about the project.

You will be placed in different areas of the room, and you will have to work collaboratively through technology features in order to plan, organize, and complete the requirements.

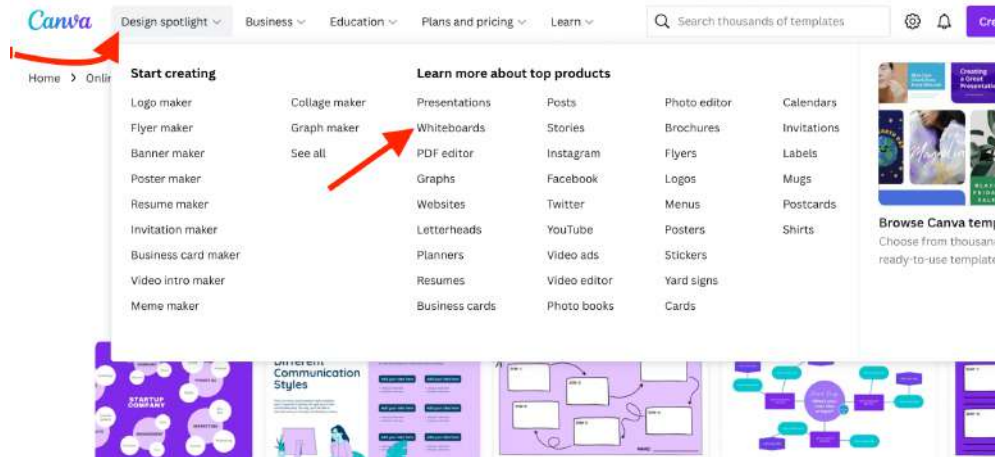
Your bulletin board will need to include the following:

- 1) A pre-planned and organized **THEME**
- 2) A **TITLE** for your bulletin board
- 3) An **INFOGRAPHIC** related to your them
- 4) **IMAGES** related to your topic
- 5) **TEXT INFORMATION** related to your topic, presented in more than one way (ex. A large bulleted list, text bubbles, a graphically designed quote, etc.)
- 6) A **POSTER** advertising a website where they can learn more about the theme topic
- 7) An **ACTIVITY or EXTRA BONUS** related to your theme. This could be something like:
 - a) A Word Search
 - b) A Cross-Word
 - c) A Recipe
 - d) A Trivia question set
 - e) Other ideas you come up with are permitted

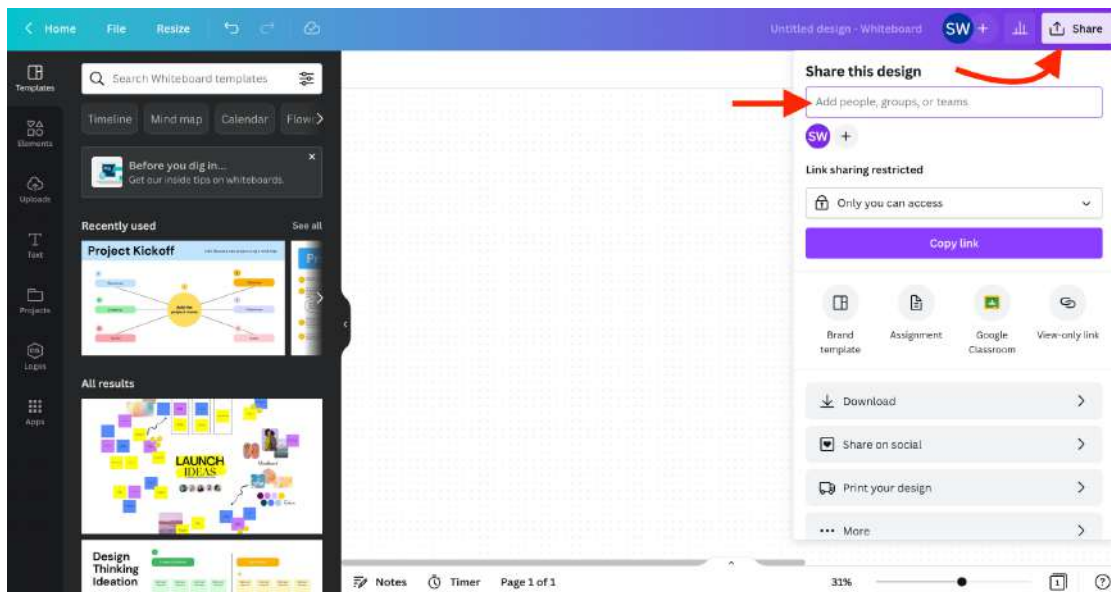
Steps:

1) Use Microsoft **TEAMS** to start your communication. The first tasks to be discussed is

a) who will setup and share the **WHITEBOARD** planning document from **Canva.com**



b) Whoever sets up the WHITEBOARD will need to share it with the rest of the group and make sure each group member can edit the document.



2) Discuss on **TEAMS** what your bulletin board theme should be.

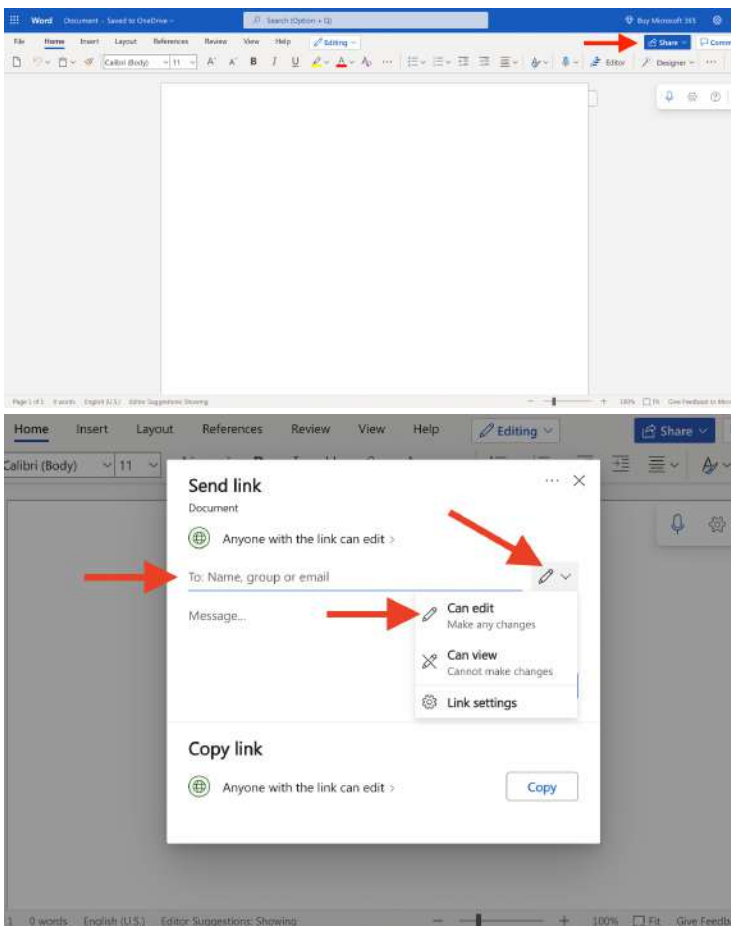
3) Use the **WHITEBOARD** feature on **Canva.com** to plan as a group how your bulletin board is going to look, what you are going to include, and who is going to do what job.

a) Each group member will use the whiteboard to help plan out the features of your bulletin board.

4) Use **WHITEBOARD** to create a mock-up of what your final bulletin board will look like.

5) Use **OFFICE 365** programs (such as Microsoft Word or Powerpoint) and/or Canva to create the different components of your bulletin board.

a) Each file that is created by a group member should be shared with the other group members.



6) Before anything is printed off, **group members should work together by editing and evaluating each other's work.** Changes should be made based on feedback given to each other.

7) Print off the different components and organize your actual bulletin board based on the mock-up you planned on Office 365.

Grading Rubric

	4 - Exceptional	3 - Good	2 - Acceptable	1 - Below Expectations
Visual Appeal (Group Mark) Mark X 2	The final bulletin board was exceptionally attractive, with all elements fitting the theme and being made with quality in mind.	The final bulletin board was attractive, with everything fitting the theme, however 1 or 2 components could have been improved (ex. Pixelation, cleaner cutting out, etc.)	The final bulletin board fit the theme, however more than 2 components needed more visual appeal.	The final bulletin board was not created with quality in mind. It was messy, unappealing, or had no attention to the theme
Creativity (Group Mark)	High amounts of creativity were used in the theme and all of the components that were included. Group members did not "take the easy way".	Creativity was used in most components that were included.	Creativity was used in some of the components that were included, however several were done in a simple or generic format	Minimal creativity was shown.
Components (Group Mark)	All required components from the instructions were included	1 of the components from the instructions was not included	2 of the components from the instructions were not included	More than 2 of the components from the instructions were not included.
Collaboration (Individual Mark) Mark x 3	As an individual, you participated with consistency in online discussions in a constructive manner. You were respectful of other people's ideas, you helped review other's work, you volunteered ideas/thoughts, and you completed your portion of the work in a timely manner.	As an individual, you participated in most online discussions in a constructive manner, you were respectful of other people's ideas, you helped review other's work, you volunteered ideas/thoughts, and you completed your portion of the work in a timely manner.	As an individual, you participated in some online discussions in a constructive manner, you were respectful of other people's ideas. You occasionally helped review other's work, volunteered ideas/thoughts, and you completed your portion of the work in a timely manner.	As an individual you showed minimal attempt to collaborate, did not complete your portion of the project on-time, or were not constructive in your participation.
Use of Technology (Individual Mark)	You utilized a variety of programs such as Canva, Word, Teams, etc. in an efficient way. You showed a strong understanding of how to problem solve independently while using the programs.	You utilized a variety of programs such as Canva, Word, Teams, etc. in an efficient way. You showed some attempt to problem-solve independently, but relied on teacher guidance too often	You utilized some programs, but did not show much understanding of the features. You had to be guided with most steps	Your use of programs was not efficient. You showed minimal understanding of the features beyond the basics.
Professionalism (Individual Mark)	Each component was created free from errors, with neatness, accuracy, and effort.	Most components were created free from errors, with neatness, accuracy, and effort.	Some components were created free from errors, with neatness, accuracy, and effort.	Many components contained errors, were not neat, had accuracy issues, and minimal effort was shown.
Total Marks	Out of 36 Marks			