

FLIPBOARD **GROUP COLLABORATION** JOB TASKS

GOOGLE DRIVE For Gathering Sources and Information: Images, Websites, Articles, Videos, the Infographic, and Precis.		ALL GROUP MEMBERS SHOULD HAVE A GOOGLE ACCOUNT. Complete your work in a Google Docs Folder on Google Drive. This will allow the group to see each other's contributions, edit and comment. If you do not know how to use Google Drive, there is a tab [HOW TO USE GOOGLE DRIVE] that will walk each member through the process.
PRIMARY RESPONSIBILITIES		SECONDARY TASKS – GROUP COLLABORATION
FLIPBOARD EDITOR Technology computer skills	Responsible for flipping the articles, images and videos into the Flipboard magazine and arranging them in correct order. Although this is the primary task, all group members should participate in providing feedback and commentary on the visual presentation and flow of information. (Infographic Submission) No blank or duplicate pages; images & print can be enlarged and are legible.	Assist the Researcher in gathering articles, the Visual Editor with gathering videos and images and communicating with the Content Flow Editor to arrange the sequence of information in the Flipboard.
RESEARCHER Analytical Reading - writing skills	Responsible for gathering the required number of articles (possible videos) for the assigned topic. Although this is the primary task, all group members should participate in gathering articles. Work with Visual Editor in locating videos for the assigned topic. (Precis submission) Well-acquainted with information; no unrelated or duplicate articles.	Work with Visual Editor to ensure there are cover images for all articles. Work with Content Flow Editor to create a fluid information narrative for the topic. Work with Flipboard Editor to make sure the final product reflects the group's choices of articles.
SOUND EDITOR Listening, aesthetics and music skills	Responsible for choosing music that compliments the theme of the articles and purpose of the Flipboard. Although this is the primary task, all group members should participate in looking for and assessing song choices. (Precis submission) Song length is appropriate. School appropriate lyrics. Plays when supposed to.	Work with Researcher identifying articles that might benefit from music. Work with Visual Editor to capture tone. Work with Content Flow Editor to make sure choices capture overall theme.
VISUAL EDITOR Aesthetic, creative composition skills	Responsible for gathering images for the cover of articles to compliment the topic as well as locating videos to draw viewers in. Group members should make comments and provide feedback to ensure the visuals illuminate the topic. (Infographic submission) No odd images that do not connect. Images accurately reflect content.	Work with Researcher to ensure that the images compliment the articles. Work with Content Flow Editor to create a fluid information narrative for the topic. Work with Flipboard Editor to make sure the final product reflects the group's decisions.
CONTENT FLOW EDITOR Analytical – composition, Editing skills	Responsible for gathering the required number of articles for the assigned topic. Although this is the primary task, all group members should participate in gathering articles. Work with Visual Editor in locating videos for the assigned topic. (Precis submission) Information will be presented in a logical order anyone can follow.	Work with Researcher to verify content of articles. Work with Visual Editor to ensure fluidity of images. Work with Flipboard Editor to make sure the final product reflects the group's decision on articles and information inclusion.