

Environment: Homes of Students

Purpose: The purpose is to aid in the production and submission of a report on 'School Life'

INFORMATION PROCESSES

Collecting: Collecting data from students, e.g. Activities at recess and lunch, thoughts on educational ability of teachers and peers, sport activities, collected stuff is inputted into computer

Organising: Word document is changed from .docx to .pdf for electronic transmission to other editors

Analysing: Data collected is sorted into appropriate categories i.e. Sport Life, Maths, English etc.

Storing and Retrieving: The report is saved on a memory stick or a hard disk drive and is loaded when required

Processing: Editing the word document, images

Transmitting and Receiving: Documents and images are emailed to other people in the group for for further editing.

Displaying: Data/Information is displayed on monitor, sound is projected by speakers, report is printed

Participants - The people doing the report.

Data/Information - Text, images, logs, word documents

IT - printers, laptops, internet, USBs, email, software, hardware,