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Digital Toolkit for 50+ Handbook for Teachers



DIGITISE

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Table of Contents

<u>Introduction</u>	4
Core digital competencies necessary for a 21st century educator	
<u>Google Workspace</u>	7
<u>Prezi</u>	12
<u>Canva</u>	17
<u>Loom</u>	21
<u>Video Conferencing Tools</u>	25
Digital applications and social media in education	
<u>Nearpod</u>	32
<u>Socrative</u>	36
<u>Kahoot</u>	41
<u>Quizlet</u>	44
<u>Quiziz</u>	48
<u>Mentimeter</u>	53
<u>Facebook</u>	59
Learning Management Systems	
<u>Moodle</u>	65
<u>Google classroom</u>	71
<u>Facebook Groups</u>	76
<u>Key take-away points</u>	81
<u>Keywords</u>	87
<u>Shortcuts</u>	91



Introduction

The recently launched Digital Educational Action Plan 2021-2027 demonstrates that digitalisation is a top priority across Europe. At the start of the pandemic, educators across the globe had difficulties and were ill-equipped to teach online. Teachers had to learn how to use digital platforms and conduct online instruction on their own because the majority of schools lacked the necessary resources (hardware, software, and human). The absence of Learning Management Systems (LMS) to provide a thorough and clear structure for the courses and instructional materials causes a number of issues. Emailing and other messaging platforms are still used often for communication and the exchange of teaching materials, but this is hardly what online learning should be about.

The major target audience for the DigiTise! Digital Toolkit for 50+ Teachers projects is VET instructors/trainers and general subject teachers who are 50+ years old and work in VET and continuing education and have lately had to switch to online teaching. The main issue that we have identified in the current COVID-19 situation is the difficulty that many senior (50+) educators, VET, secondary- and high-school teachers have in teaching online and delivering appealing and challenging lessons. In many cases, their digital literacy is extremely low, and they do not receive much training or assistance in order to improve their digital skills. The parents are under a lot of stress during this process because they are the ones who must provide guidance and explain things to their children. Because 50+ teachers do not conduct their online classes according to the expected standards and do not have a strong and motivating online presence, students become demotivated and lose interest in the subject. This situation is favourable for the spread of delinquency among learners, with an increasing number of



students skipping online classes or signing in but doing something completely different in the meantime. As a result, this target group will benefit from the project's one of the main outcomes, which will foster their professional development in a variety of ways: - by creating and disseminating the Handbook, which includes a general description of the target Digital Toolkit as well as practical examples of exercises, tasks, and projects for each target digital tool. There are three key sections in the handbook:

- I. DESCRIPTION OF THE DIGITAL TOOLKIT FOR EDUCATION IN GENERAL- a general rundown of all Digital tools (core digital tools, apps, social media for education, and LMS platforms) were the main emphasis of the staff training sessions.
- II. PRACTICAL EXERCISES, TASKS, PROJECTS, QUIZZES, AND ASSIGNMENTS USING THE DIGITAL TOOLKIT- The teachers' committee developed some of the exercises, tasks, projects, and quizzes created during the training events into a collection of model applications of the digital toolkit in online teaching.
- III. A GUIDE ON HOW THE DIGITAL TOOLKIT CAN BE INTEGRATED INTO ONLINE COURSES III - This section of the Handbook covered the practical adaptability and didactic guidelines for integrating the digital toolkit into the teaching process of online classes, with a focus on the learning peculiarities and needs of the 50+ age group. This section has also included best practices for integrating the digital toolkit into online teaching. Furthermore, it will highlight lessons learned as well as useful tips and tricks for teachers.



Chapter 1:

Core digital competencies necessary for a 21st century educator



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GOOGLE WORKSPACE

INTRODUCTION

Google Workspace is a cloud-based package of digital tools designed for collaborative work available to all users of Google/Gmail. It is a workspace where teachers and students can communicate, store files and class materials, and collaborate. Below you will find a selection of the Google Workspace tools that we have identified as the most useful for teachers working in an online learning environment.

	NAME OF THE TOOL	WHAT CAN ONLINE TEACHERS USE IT FOR?
	Google Forms	<ul style="list-style-type: none"> ▶ Quizzes ▶ Tests ▶ Feedback forms
	Google Drive	<ul style="list-style-type: none"> ▶ Storing and organising materials ▶ Sharing class materials with students ▶ Organising class files and materials
	Google Jamboard	<ul style="list-style-type: none"> ▶ Collaborative work ▶ Teaching board ▶ Presentations
	Google Docs	<ul style="list-style-type: none"> ▶ Collaborative work ▶ Managing assignments ▶ Providing feedback on assignments



The first tool we have selected is **Google Forms**. With Google Forms, you can easily create, share, and analyse surveys, needs analyses, quizzes, and more. You get instant results as they get submitted as well as visually enhanced summaries of your survey results. You can also create self-grading quizzes and tests which don't require manual marking!

Next on the list is Google Drive, a cloud-based storage tool where users can store and access files from any device. Teachers can use this tool to upload their materials and class documents and organise them into folders according to their needs (e.g., by class, student, term, etc). All files and folders stored on Google Drive can be shared with anyone through a link. This makes it a great choice for teachers who need to share files with students.

We have also included Jamboard, a digital whiteboard that allows users to collaborate in real time. The free version can accommodate up to 50 people working on a jam at once up to 500 miles away from each other. Your jam work saves automatically to your Drive, and you can view and edit your jams from any device. With Jamboard, you can create and share jams from your phone, tablet, or computer and even export them as PDFs. Jam can be used for presentation purposes and for various interactive activities.

The last tool in our selection is Google Docs, a browser-based word processor with similar features to Microsoft Word. Google Docs allows you to create documents that can be accessed from any device. Documents can be shared with other users for collaboration. They can also be accessed and edited simultaneously by several users. These features make Google Docs a great tool for collaborative work among students (e.g., for a group project) as well as for providing feedback on students' assignments.

NOTE: TO ACCESS THESE TOOLS, LOG INTO YOUR GOOGLE OR GMAIL ACCOUNT AND CLICK ON THE APP LAUNCHER (THE NINE DOTS ICON) AT THE TOP RIGHT CORNER. THEN, FIND AND CHOOSE THE APP YOU WANT TO USE.

To find out more about Google Workspace, please visit [this website](#).



PRACTICAL ACTIVITIES

ACTIVITY 1 CREATING A SELF-GRADING QUIZ ON GOOGLE FORMS

- ▶ Open Google Forms.
- ▶ Click on *Blank*, a new form will open.
- ▶ In the top-left corner, click *Untitled form* and name your quiz.
- ▶ At the top of the form, click on *Settings* and turn on *Make this a quiz*.
- ▶ Select *Collect email addresses* under *Responses*.
- ▶ Go back to the *Questions* tab and start entering questions. You can select from a variety of question types, including multiple choice, checkboxes, drop-down, and others.
- ▶ At the bottom, left to the question, click the *Answer key* button. Choose the answer/answers that are correct, then *Done*.
- ▶ Make sure the *Required* field at the bottom right to the question is marked if you would like this question to be mandatory.
- ▶ Add new questions as needed.
- ▶ When the quiz is ready, scroll all the way up to the top of the page, then go to the top right of the page and click on *Send*. A pop-up window will open giving you three options to send the quiz. We recommend using the middle option (*Link*). Here you will find a link to the quiz which you can copy and paste to share as needed.

TIP: ONCE YOUR QUIZ IS READY, YOU SHOULD MAKE SURE THAT IT IS WORKING FINE BEFORE SENDING IT OUT. TO THIS END, WE RECOMMEND THAT YOU OPEN AN INCOGNITO WINDOW ON YOUR BROWSER AND TRY THE LINK TO THE QUIZ THERE. COMPLETE AND SUBMIT THE QUIZ TO MAKE SURE THAT EVERYTHING HAS BEEN SET UP CORRECTLY AND THE QUIZ IS COLLECTING AND MARKING RESPONSES AS EXPECTED .

ACTIVITY 2 CREATING AND SHARING A GOOGLE DRIVE FOLDER

- ▶ Open Google Drive.
- ▶ Go to the left upper corner of the screen and click on *New*, then *New Folder*.
- ▶ Give a title to your folder and click on *Create*.
- ▶ Once the folder is created, find and open it with a double-click.
- ▶ When you open the folder, go to the left upper corner of the screen and click on *New* again, then *File upload*.
- ▶ Select the file and then click on *Open* to upload it.



- ▶ Once the upload is complete, right-click on the document and select *Get link* from the drop-down menu. This will generate a link which you can then share with others.

ACTIVITY 3 CREATING AND SHARING A JAMBOARD

- ▶ Open Jamboard.
- ▶ Click on the plus icon on the bottom left of the screen to create a new jam.
- ▶ Click on *Untitled Jam* at the top left corner of the screen to name your jam.
- ▶ Click share at the top right corner and enter the emails of the people you want to share it with. Make sure you give your students editor rights so they can edit the jam. When you are ready, press *Send*.
- ▶ Alternatively, copy a link to the jam which you can then share with your students. If you choose this option, adjust the *General access* settings as needed before sharing the link.

ACTIVITY 4 GIVE FEEDBACK ON AN ASSIGNMENT WITH GOOGLE DOCS

NOTE: TO BE ABLE TO GIVE FEEDBACK ON AN ASSIGNMENT WITH GOOGLE DOCS, YOU WILL FIRST NEED TO ASK YOUR STUDENTS TO UPLOAD THEIR ASSIGNMENTS TO A GOOGLE DRIVE FOLDER. FOR GUIDANCE ON HOW TO CREATE A GOOGLE DRIVE FOLDER, PLEASE SEE ACTIVITY 2 ABOVE. ONCE THE ASSIGNMENTS ARE AVAILABLE ON A GOOGLE DRIVE FOLDER, YOU CAN FOLLOW THE STEPS BELOW.

- ▶ Open the document with Google Docs.
- ▶ To give general feedback, click on the right-hand edge of the document and three icons will pop up.
- ▶ Alternatively, if you would like to make a comment about a specific part of the text, select the specific part of the text and the same three icons will pop up.
- ▶ If you would like to add a comment, click on the top icon and a textbox will appear where you can type your comment.
- ▶ If you would like to add a reaction, click on the second icon and select your emoji reaction from the drop-down menu.
- ▶ If you would like to add suggestions, click on the third icon and start typing your suggestions. When you finish making your suggestions, click on *Suggesting* in green switch back to *Editing mode*.



GUIDANCE AND TIPS FOR ONLINE TEACHERS

Delivering lessons and courses requires arousing interest among students, presenting content, setting tasks, creating space for collaboration, evaluating performance, and providing feedback, among other things. Google Workspace enables you to accomplish these and transform the online classroom into a highly immersive, collaborative, and interactive environment. Below you will find some suggestions for ways that you can use Google Workspace to make up for some of the limitations that online teaching presents in comparison to the traditional classroom.

- ▶ You can use Google Forms for many purposes, including not only class activities but also course tests and even to collect student feedback. You could even add images, links, and videos to your form to make it a dynamic and interactive multimedia experience.
- ▶ You can use Google Drive to share your course documents with your students seamlessly. Simply create a class folder and share it with your students at the beginning of your course. Then, upload the relevant materials as the course progresses and your students will be able to access them instantly.
- ▶ You can use Jamboard as a board to display lesson aims, introduce a topic, or present new content. You can also use Jamboard as an interactive board where the students can participate and contribute ideas. For example, Jamboard would be the perfect choice for a brainstorming activity, to conduct a poll, or to get your students to reflect on their learning outcomes at the end of the lesson.
- ▶ You can use Google Docs for group projects. Simply create a shared document that all the students in a group have access to so that they can work together. Google Docs can transform written assignments into an interactive and collaborative experience. You can view and edit your students' work in real time, which means that you can leave immediate feedback and suggest corrections that will help them fine-tune their assignments.

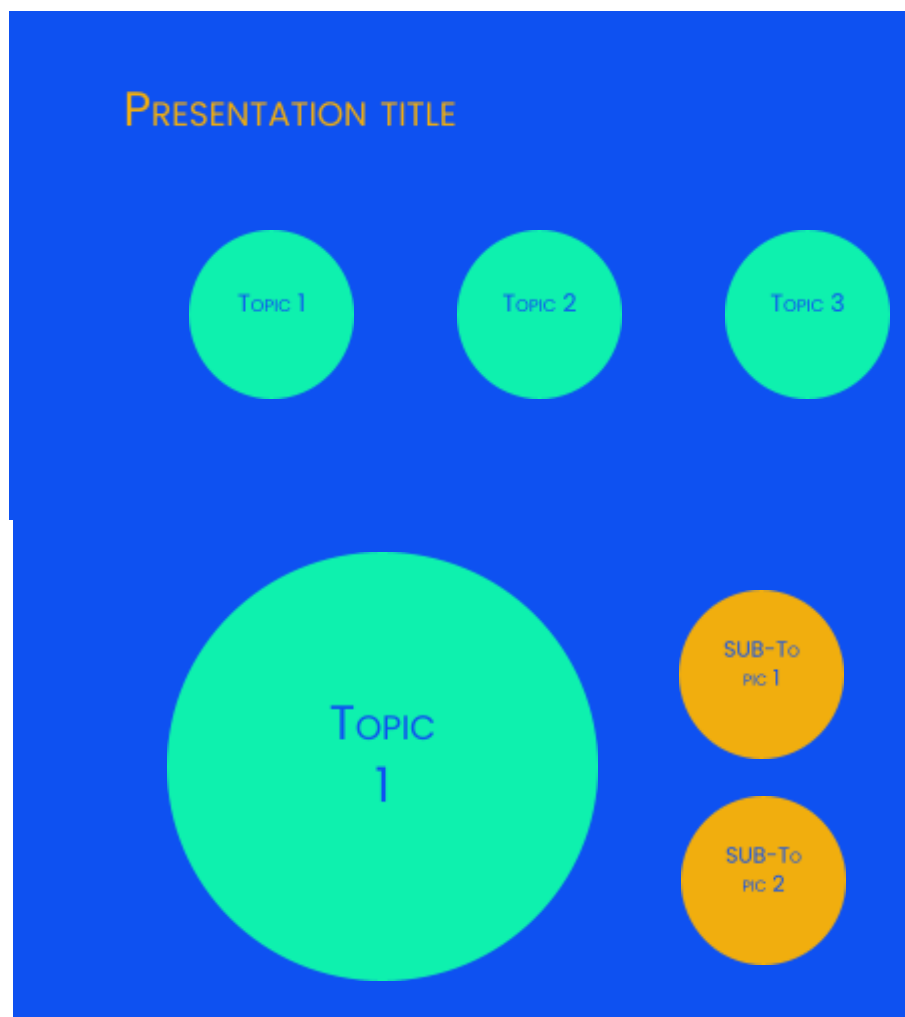
Google Workspace offers many benefits to online teachers. It can help you run your courses smoothly and make your lessons highly interactive. Its user-friendly interface will make it easy for yourself and your students to access all the tools described in this chapter and more. Best of all, it's free.



PREZI

INTRODUCTION

Prezi is a cloud-based interactive tool designed to help you and your students create astounding presentations. With overview and zoom features, it uses motion to bring your ideas to life. You can use Prezi anywhere and from any device as long as you have an internet connection. Conveniently, it has unlimited storage for your presentations, and you can integrate it into popular online video conferencing tools such as Zoom and Google Meet to make your online lessons more engaging and fun.





Prezi offers very dynamic, visually-appealing designs. You can easily place text, images, and videos on your slides and take advantage of a full library of ready-to-use templates for your presentations. Besides this, Prezi also allows you to create videos of your presentations which you can then share with your students.

A key benefit of Prezi is that it makes signposting easy, which can help your audience follow your presentation as it unfolds. When you create your slides, you will begin by laying out the main topics of your presentation. Within each of these topics, you will then add subtopics, and these will only be revealed when you enter each topic during your presentation. The slides below will give you an idea of what this looks like in practice.

With this kind of design, you can zoom in to focus on detail or zoom out to emphasize the bigger picture during your presentation. This will help your audience follow your ideas with ease as your presentation progresses. Note, however, that it is also possible to prepare presentations in a more traditional and linear manner by simply stacking topics, which would allow you to arrange your content on different slides.

To find out more about Prezi, please visit [this website](#).



PRACTICAL ACTIVITIES

ACTIVITY 1 EXPLORE THE FREE TEMPLATES

- ▶ Open Prezi.
- ▶ Select *Prezi Present* from the side menu on the left.
- ▶ At the top, you will find the option to *Create from template*. Select this option.
- ▶ You will now see a variety of templates. To filter down according to your needs, select *Education & Non-profit* from the bar on the left.
- ▶ If relevant, you can also filter for colour.
- ▶ Scroll down to browse through the templates.
- ▶ When you see a template that you like, click on that template.
- ▶ A preview of the template will pop up. Use the arrows at the bottom of the template to navigate it.
- ▶ If you would like to try using that template, tap *Use this template* at the bottom.

ACTIVITY 2 CREATE A PRESENTATION

- ▶ Select *Prezi Present*, then *Create from template*.
- ▶ Choose a template according to your needs.
- ▶ Enter the title of your presentation and select *Anyone on the web can see the presentation*.
- ▶ Add text as needed. To add new topics, click on the *+Topic* icon at the top left. To delete a topic, select the topic then press delete on your keyboard.
- ▶ To navigate between topics and subtopics, you can use the menu on the left-hand side, which allows you to see the structure of your presentation at a glance. Alternatively, you can use the *Go back* button at the top of this menu when you are viewing a subtopic. You can also zoom in and out with your mouse wheel.
- ▶ If you would like to insert images, audio, video, or other elements into a subtopic, click on the *Insert* button that appears on the top menu.
- ▶ Repeat the process to add subtopics and information to your presentation.
- ▶ When your presentation is ready, click on *Present* on the upper-right corner. To exit presentation mode, press *Esc* on your keyboard.

ACTIVITY 3 CREATING A SHORT VIDEO

- ▶ Click on *Prezi Video* on the menu on the left-hand side.



- ▶ Click on *Quick record* and allow Prezi to access your microphone and camera.
- ▶ On the right-hand side menu, click on the box with a plus sign to add text, images or stickers to your first slide.
- ▶ To add new slides, continue clicking on the box with a plus sign.
- ▶ When your slides are ready, click on *Practice and record* at the bottom of the screen.
- ▶ Use the bar menu at the bottom of the screen to choose the video mode. You can have the text displayed on a solid background or over a video of yourself presenting.
- ▶ If you would like to share your screen, click on *Screen share* at the bottom right.
- ▶ Start recording when you are ready.
- ▶ When you finish, click on *Done recording* and your video will be processed.
- ▶ Select *Trim* if you would like to remove the parts of the video and then press *Done* and *Save the Video* when you're ready.

GUIDANCE AND TIPS FOR ONLINE TEACHERS

Online teachers can use Prezi for multiple purposes. First, with Prezi you can easily create slides to present new content in your classes or to revise previous topics. This can help you reinforce the spoken message during your lessons. It can also support your students by providing them with a clear, well-organised visual aid, thus making it easier for them to follow your explanations. As Prezi can be integrated into Zoom, Google Meet, and other video conferencing tools, you can easily display your presentations during your online lessons.

As mentioned in the introduction of this chapter, Prezi also allows you to create videos. This means that the use of Prezi for teachers is not limited to real-time delivery of presentations; you can also create videos for your students which they can then access in their own time. These videos can be downloaded and shared with your students following a few simple steps. This makes Prezi a great tool for those delivering courses with an asynchronous component.

Prezi can also be a great tool for student activities. As it is free and open to everyone, you can have your students create presentations of their own on Prezi. This may often take the form of individual presentations, but Prezi is also ideal for groupwork. This is because presentations can be shared with others, allowing up



to 10 people to edit them simultaneously. This makes it possible for students to work together from different locations and for teachers to provide guidance and feedback without delay.

Prezi is a great tool for those who want to make their presentations truly dynamic and engaging. Besides allowing teachers and students to create slides and videos, it also allows for smooth collaboration and groupwork. With a user-friendly interface and a large collection of free designs, it can allow teachers and students to take their presentations to the next level and make their online class more exciting.



CANVA

INTRODUCTION

Canva is a free graphic design platform where you can create presentations, posters, social media graphics, documents, and other visual content. Users can access a collection of professionally-designed templates or create their own designs. The free plan allows access to thousands of templates, photos and of graphic elements, as well as a 5 GB of storage space. There are different plans available, such as Canva Pro and Canva for Education, which require a subscription in order to access premium design elements.

Canva is a fun and versatile tool that offers a variety of options for online teachers. It will allow you to create a range of materials to give structure to your courses, including planners or even calendars. You can also create posters and other resources that will help you keep your virtual learning environment stimulating. Also, you can use Canva to create presentations that are visually-appealing and help you keep your students engaged in your lesson.

Canva is also a great resource for teamwork as it allows users to invite others to collaborate on any design. This feature allows you to leave feedback and to share the latest updates on your designs with your group instantly. This can help if you and your colleagues are working together on a project, and it can also be useful if you are planning to set groupwork activities for your students.

To find out more about Canva, please visit [this website](#).



PRACTICAL ACTIVITIES

ACTIVITY 1 EXPLORE TEMPLATES AND LEARN THE BASICS

- ▶ Open Canva.
- ▶ Click on *Templates* on the search bar on the left.
- ▶ Once the Templates page is displayed, scroll to the bottom on the search bar on the left and select *Free* under price if you have a free account.
- ▶ Set the remaining filters. Under category, you may want to select *Education*, then start with *Education presentation*. Use the other filters too if you have something specific in mind in terms of theme and style.
- ▶ Browse through the templates available. You will be able to preview any template by clicking on it. When you open the preview of a template, you will also be able to see other similar designs underneath.
- ▶ If you would like to move on and try using one of the templates, click on *Customise this template*. Otherwise, you can do this later on during the next activity.
- ▶ Once you have had a look at the resources available, reset the filters on the search bar on the left and continue exploring. There are many types of templates for teachers besides presentations, including posters, worksheets, and flashcards among others.

ACTIVITY 2 CREATE A PRESENTATION

- ▶ From the homepage, click on *Templates* on the search bar on the left.
- ▶ Set the filters as you did in Activity 1. Set the specifications for presentation templates that would suit your teaching context.
- ▶ Browse through the designs available and select one that you would like to try.
- ▶ Click on the design, then click on *Customise this template*.
- ▶ Create your content by adding text to the slides.
- ▶ If you would like to change the font, size, or colour of the text, or if you would like to check effects and text animations available, use the menu that appears at the top of the page when the text is selected.
- ▶ If you would like to insert a hyperlink, click on the three dots that appear above the selected text.
- ▶ To better see the design of the template, you can zoom in or out by using the zoom bar at the bottom right.



- ▶ Once your designs are ready, press the top right button Present to choose whether to visualize your presentation as a speaker by reading your notes or just as a listener

TIP: SOME OF THE ELEMENTS YOU CAN USE IN YOUR DESIGN MIGHT COME WITH A WATERMARK. THIS MEANS THESE ARE PAID ELEMENTS. BE SURE TO CHOOSE ELEMENTS THAT DO NOT REQUIRE EXTRA PAYMENTS.

ACTIVITY 3 CREATE AN INFOGRAPHIC

- ▶ From the homepage, click on *Templates* on the search bar on the left.
- ▶ Set the filters as you did in Activity 1. Set the specifications for infographic templates that would suit your teaching context and the content you have in mind.
- ▶ Browse through the designs available and select one that you would like to try.
- ▶ Click on the design, then click on *Customise this template*.
- ▶ Before you start adding content, set the layout according to your needs. How many sections will you need? How should they be arranged?
- ▶ Add or remove elements such as boxes as needed. You can easily new ones by duplicating the existing elements. Just select the relevant element and a small pop-up menu will appear above. Click on the icon with a + sign to create a duplicate.
- ▶ Resize your elements as needed. Resize by clicking and dragging the corners of the element.
- ▶ Rearrange the elements as needed.
- ▶ Once the background is ready, you can start adding text. To add a new text box, use the menu on the left side panel.

TIP: IF YOU WANT TO EXPERIMENT WITH DIFFERENT COLOUR PALETTES AND FONTS, GO TO STYLES ON THE LEFT SIDE PANEL AND EXPLORE DIFFERENT COMBINATIONS.

GUIDANCE AND TIPS FOR ONLINE TEACHERS

Canva is a powerful tool for teachers working in an online context. It comes with a wide range of options for colour, fonts, visual elements, and other design components. It also has a user-friendly interface that makes it accessible to everyone, regardless of prior knowledge and experience with design tools. With



Canva, you create truly unique designs and take your online courses to the next level.

Canva offers plenty of possibilities for online teachers. For a start, it allows teachers and students to work together. This can be highly useful for group projects, where students can collaborate and teachers can monitor progress and provide feedback. Canva also allows users to design a variety of top-notch educational resources. This includes professional-looking presentations, worksheets, posters, flowcharts, and much more. All you need to do is browse through the templates available and customise and edit them according to your needs. Further, Canva comes with several design features (e.g., effects and animation features) that will help you make your designs more vibrant and dynamic. Together, all these features have the potential to help you inspire your learners and transform your online courses.



LOOM

INTRODUCTION

Loom is a free and easy-to-use screen casting tool that allows users to record themselves and their computer screens. This makes Loom an ideal tool for teaching contexts where teachers or students have to share presentations with one another. Users can simply record themselves and/or their screens while delivering their presentations and then download or share the resulting videos seamlessly.

BENEFITS AND KEY FEATURES

- ▶ User-friendly, intuitive interface
- ▶ Available for PC and mobile devices
- ▶ Users can record face only, screen only, or both
- ▶ Viewers can make comments and react with emojis
- ▶ Videos in HD, with no watermarks
- ▶ Transcripts are automatically generated
- ▶ Videos can be easily edited
- ▶ Videos can be downloaded in different formats
- ▶ Videos can be shared across multiple platforms

Different types of profiles are available on Loom. The *Starter* profile allows creating 25 videos per person and up to 5 minutes per video. The *Education* profile allows for unlimited videos of up to 45 minutes per video. Both types of profiles are free for teachers, students, and educational institutions.

To find out more about Loom, please visit [this website](#).



PRACTICAL ACTIVITIES

GETTING STARTED: Making a video on Loom is easy. click on the loom icon in the bottom menu bar and configure the video settings, then tap *start recording*. When you finish your video, tap *finish recording*. Now you are ready to edit and share!

ACTIVITY 1 SHARING A SPECIFIC PART OF A VIDEO

- ▶ Go to your library on the side menu and click on the video to open it.
- ▶ Select the time point in the video that you would like to share.
- ▶ Tap *Share* at the top of the screen.
- ▶ A pop-up menu will appear prompting you to enter emails or copy the link to the video. At the bottom of this pop-up menu, you will find the option to share your video at a specific time point; select this box.
- ▶ Adjust the privacy settings as you see fit.
- ▶ Share the video either by sharing the link or by sending an email.

ACTIVITY 2 GIVE YOUR STUDENTS FEEDBACK

- ▶ Open the video that you would like to give feedback on.
- ▶ At the bottom of the video, you will find three ways that you can give feedback: with emojis, written comments, or a recording.
- ▶ To give feedback with emojis, simply click on the emoji that best represents your feedback.
- ▶ To make a comment, tap *Comment* and type in your text. If you would like to tag people in your comment, use @ followed by their username.
- ▶ To give feedback through a new recording, click on *Record a comment*, then configure the video and recording settings, and tap *Start recording*.

ACTIVITY 3 EDIT YOUR VIDEOS

- ▶ Go to your library on the side menu and open the video that you would like to edit.
- ▶ When you open the video, a menu will appear on the right-hand side giving you options to edit your video in multiple ways.
- ▶ To modify the automatically generated transcript for your video, tap *Review transcript*, then make any adjustments needed.
- ▶ To configure the settings up the video, click on *Video preferences*



- ▶ To trim the video, click on *Trim and add clips*, then adjust the duration of the video as needed with the bars at the bottom of the screen.
- ▶ To add a clip to your video, tap *Add clip* just below the right-hand bottom corner of the video, then select the videos you would like to add.
- ▶ When you are finished, don't forget to save your changes!

TIP: YOU CAN INVITE YOUR STUDENTS TO YOUR LOOM WORKSPACE SO THEY CAN ACCESS ALL YOUR VIDEOS ANY TIME. TO DO THIS, CLICK ON YOUR WORKSPACE AT THE TOP OF THE SIDE MENU ON THE RIGHT, THEN INVITE TEAMMATES.

GUIDANCE AND TIPS FOR ONLINE TEACHERS

Loom is an innovative digital tool which allows online teachers to screencast their classes and to create tailor-made materials for their students. Students can also create their own video activities to share with their classmates and teacher. Conveniently, it allows teachers and students to work asynchronously, as videos can be prepared and viewed at different times. This also means that students can watch videos at their own pace and as many times as needed.

One important use of Loom for teachers is for collaborative learning activities. You can get your students to record their presentations and share them with their classmates to encourage peer interaction. This could involve, for example, watching and responding to each other's videos. You could also create extension tasks such as collaborative presentations with Loom. Such tasks can be very helpful, for example, for learners who need to reinforce their understanding of previous lessons or for more advanced students who need an extra challenge.

Loom can also be useful for the purposes of giving feedback. Videos may be a more personalised and engaging format for providing feedback than more traditional approaches. Loom would allow you to easily identify and elaborate on your students' strengths and weaknesses and to present and explain your suggestions for improvement. Further, you could use Loom as a tool for self-assessment and get your students to screencast their own evaluation of their work.

You can also incorporate Loom into your online courses at the stages of course design and lesson planning. You could design some of the course materials with



Loom, notably materials designed to deliver instructions or present new content. Some of its built-in features make Loom a particularly useful option for these purposes. For example, Loom allows you to add notes and highlight important information while delivering your presentations.

In short, as this chapter has shown, Loom can be a very helpful tool for online teachers. It is free and easy to navigate, and it has been built in such a way that students and teachers can easily engage with each other's videos, thus creating opportunities for a richer, more interactive learning experience for online learners.

TIP: LOOM HAS MADE RESOURCES AVAILABLE FOR TEACHERS THAT WILL HELP YOU CONTINUE GETTING BETTER AT USING LOOM. YOU CAN FIND OUT MORE ABOUT THIS AT [THIS PAGE](#) SPECIFICALLY CREATED FOR EDUCATION PROFESSIONALS



VIDEO-CONFERENCING TOOLS

INTRODUCTION

This chapter provides an overview of Zoom and Google Meet, two of the most popular video-conferencing tools for professionals across sectors. These tools allow users to easily set and manage multi-person meetings, which makes them ideal for holding online meetings and events. In the context of online teaching, they are a great choice for the purposes of delivering synchronous sessions.



These tools make it easy for anyone to hold enterprise-grade, secured video calls. Both tools have free plans which include all their basic functionalities, and they are compatible with all major operating systems. Conveniently, they can be used from any browser, which means that they don't require downloading and installing desktop apps. Meeting hosts must have a Zoom or Google account to be able to hold meetings, but the same is not true for guests, who can join meetings without signing up for an account. Both platforms have a range of benefits for online educators. Some important benefits are listed below.

BENEFITS FOR ONLINE EDUCATORS

- ▶ They can be used to deliver one-to-one and group lessons.
- ▶ They allow teachers to easily schedule meetings and invite their class to those meetings.
- ▶ They have screen and audio sharing functionalities.
- ▶ They allow teachers to write on a virtual whiteboard.
- ▶ They give teachers permissions to manage meetings, e.g., allowing them to mute and remove participants as needed.
- ▶ They have a built-in chat box for quick written communication among participants.
- ▶ They allow teachers to split a meeting into separate sessions through break-out rooms, e.g., for group work.
- ▶ They allow teachers to create recordings of their lessons.



Although Zoom and Google Meet have been designed for the same function and have many similarities, there are some important differences between them which online educators should consider. Some important considerations are summarised in the table below.

	 ZOOM	 GOOGLE MEET
Time limit for free plan	40 minutes	24 hours for 1-1 meetings, 60 minutes for 3+ participants
Participant limit for free version	100 participants	100 participants
Pricing	From €13.99/month	From \$7.99/month
Meeting recordings	Included in free plan	Paid plan only
Breakout rooms	Included in free plan	Paid plan only
Whiteboard	Yes	Yes, but through an external Google app (Jamboard)

For more information about Zoom please visit [this website](#). For more information about Google Meet, please visit [this website](#).



PRACTICAL ACTIVITIES

NOTE: To get a feel for zoom and google meet, we recommend exploring their features and practising with the activities below. Ideally, you would have a meeting with somebody else while you do this, e.g., with a colleague. If this is not possible, we recommend that you start a meeting as a host and then access the same meeting as a guest simultaneously. You can do this by joining the meeting from an incognito window.

ACTIVITY 1 SCHEDULING A MEETING ON ZOOM

- ▶ Open the Zoom app and sign into your account.
- ▶ From the Home page, click on *Schedule*.
- ▶ Set the details for the meeting: topic, date, and time. If you would like this to be a recurrent meeting, tick the box next to *Recurring*.
- ▶ Once this is ready, customise the settings of the meeting, including meeting ID and passcode (which your students can then use to access the meeting).
- ▶ Decide if you would like to have a waiting room. If you do, guests will not be able to enter the meeting until you accept them.
- ▶ Decide if you would like the host's and guests' cameras to be on or off by default.
- ▶ Link the meeting to any calendars if appropriate.
- ▶ Click on *Save*.
- ▶ A new window will pop up displaying the invitation to the meeting. Simply copy this information, then email it to your students to invite them to the meeting.
- ▶ If you would like to access this invitation at a later stage, simply click on *Meetings* at the top menu of the Zoom app, then find and select the relevant meeting. When you select the meeting, you will see the options to copy or show the meeting invitation.

ACTIVITY 2 PRACTICE SCREEN SHARING ON ZOOM

- ▶ Start a meeting on Zoom.
- ▶ From the bottom menu, click on *Share screen*.
- ▶ A new window will open prompting you to select what you would like to share. Here you will find several options: sharing your entire screen, sharing



a particular window (e.g., a PDF, a website, etc.), or opening the Zoom whiteboard.

- ▶ If you would like to share your computer audio, click on *Share sound*. This will be important, for example, if you are going to play a video.
- ▶ Select what you would like to share, then tap *Share* at the bottom.
- ▶ Now you are sharing your screen. You can stop sharing any time by tapping *Stop Share* from the top menu (in red). If you hover that top menu, you will also see several options, from pausing share to making annotations.

ACTIVITY 3 MANAGING PARTICIPANTS ON GOOGLE MEET

- ▶ Start a call on Google Meet.
- ▶ From the bottom-right menu, click on the *Show everyone* icon.
- ▶ The first thing you will see is a button that will allow you to mute every participant during a call.
- ▶ To add participants, click on *Add people*. This will then allow you to enter their email addresses to send them an invitation via email.
- ▶ If you prefer to invite participants through a link, click on the *Meeting details* icon next to the *Show everyone* icon. When you do, you will see the option to *Copy joining info*. Tap this to copy the meeting link, then share this link as needed.
- ▶ Go back to the *Show everyone* section. You will notice that the participants will show in this section as they join the call.
- ▶ Next to each participant, you will see a circle with three dots. Click on this if you would like to mute any individual participant (e.g., if you need to suppress background noise).
- ▶ Further to the right, you will also see three dots. When you click on these dots, you will see the option to remove participants from the call.

TIP: FOR LARGE MEETINGS WITH A HIGH NUMBER OF PARTICIPANTS, YOU MAY WANT TO USE THE PARTICIPANT SEARCH BOX THAT APPEARS ABOVE THE LIST OF PARTICIPANTS, SIMPLY TYPE IN THE PARTICIPANTS' NAME, AS YOU BEGIN TO TYPE, YOU WILL SEE THAT THE LIST OF PARTICIPANTS BEGINS TO NARROW DOWN.



GUIDANCE AND TIPS FOR ONLINE TEACHERS

Zoom and Google Meet have become the first choice for many teachers. They boast a range of functionalities that make them fit perfectly the needs of online teachers. In addition to that, their user-friendly, intuitive interfaces make them great choices for most people regardless of technical knowledge and skills. Below, you will find a list of important considerations for inexperienced teachers to help them make the best use of these video-conferencing tools.

- ▶ Pay attention to the lighting in your room. Have a good light source facing you so that your face is well lit. If your light source is behind you, it can cause glares and make it difficult for others to see you.
- ▶ Place your camera just slightly above eye level. This will make others feel like they are looking directly at you instead of looking up or down at you. Your camera should also be on a steady surface.
- ▶ Ensure you have a professional-looking background. Make sure you don't have any personal items that you would not want your students to notice right behind you.
- ▶ Use a reliable internet connection. Set your space in an area where you get a strong connection.
- ▶ If possible, install the Zoom or Google Meet desktop apps on your computer, rather than hosting meetings from a browser.
- ▶ Work from a quiet room with minimum background noise, be visible to your students, and use a quality microphone – a headset is sometimes the best option.
- ▶ If you are planning to share your entire screen with students, clear it from any personal files, pictures, social media, etc.
- ▶ For the first few lessons, start the meeting a few minutes early and get your students to do the same. This will give you a chance to check your internet connection and address any technical issues.
- ▶ If possible, make use of breakout rooms, as this is the main way that you can establish a truly collaborative environment online.
- ▶ Spend some time training your students during the first lessons. Explain to them how to join meetings, mute and unmute their microphones, etc. Also, discuss with them your expectations. For example, do you expect them to have their cameras on during lessons?
- ▶ Don't hesitate to mute students if you are getting background noise from their computers. While it may seem harsh at first, you can easily explain to them why you are doing so, and this can make a huge difference to the whole class.



- ▶ If possible, have some IT support available during your lessons. It is difficult to communicate with students that are experiencing issues while you are teaching.



Chapter 2:

Digital applications and social media in education



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DIGITISE

NEARPOD

INTRODUCTION

Nearpod is a website and app-based digital tool that is free in its most basic package, called **Silver**. With more than 20 media and formative assessment features, the Silver package offers teachers the ability to create lessons from scratch or use the existing library of more than 15,000 lessons and videos.

Nearpod is a **slides-based presentation tool**, but thanks to intelligent extras such as assessment features, it can be used as an interactive learning platform for students. Teachers can use the live teaching mode or the student paced one, where they can guide each student at their own pace. It can easily be integrated with Zoom to include all students regardless of their location, and it works well with pre-existing tools, such as Google slides, Microsoft Powerpoint, Canva, and Youtube, enabling teachers to import media for easy integration with a quiz, to make a lesson.

Nearpod is also useful as an *assessment tool* and can output students' efforts in *easy-to-analyze graphs and charts* for a clear snapshot of their progress.

For more add-ons (more storage, more students joining per lesson, a Google Slides Add-on, the ability to create your own VR tours), you can opt for the Gold package.

To have access to all the great features that Nearpod has to offer, you will need to:

- (1) Sign up for a free account;
- (2) Provide **the access code/ link** to your students
- (3) Your students, then, can join your lesson by using the provided access code.



PRACTICAL ACTIVITIES

ACTIVITY 1 Creating an interactive video

- ▶ Start on the My library page.
- ▶ Click Create and then Video
- ▶ Select any option from the blue bar: search Library/ search Youtube/ upload your own video
- ▶ Once you choose the video you want to use, save it.
- ▶ If the video is too long, you can click Trim on the right -hand side.
- ▶ Play the video and select the frame during the video where you would like to add a question
- ▶ Click the Add activity button
- ▶ Select the question type you would like to add: open ended questions/multiple-choice questions, and type your question. For open-ended questions, you will also need to add answer choices, and don't forget to select the correct answer.
- ▶ Save your question and repeat steps 3 and 4 to add additional questions.
- ▶ Once you are ready, you can click settings to name your video, add a subject & grade by clicking the pencil in the blue bar above the video.
- ▶ Click Save on the bottom right.
- ▶ Now you are ready to launch your video with your students/ assign it as homework.

ACTIVITY 2 Adding activities into a Nearpod

- ▶ Click **Create lesson**.
- ▶ Click **Add Slide** to add content.
- ▶ Click **the Activities tab** to find the assessment tools you want to add in.
- ▶ Select the activity type you want to use: *Draw it, Matching pairs, Time to climb, Collaborate board, Quiz* etc.
- ▶ On the right-hand sidebar you will see an option to explore the activities given the activities chosen
- ▶ Click **Save** to add the activity to your lesson.
- ▶ Repeat steps 2 & 3 to add additional slides and activities.
- ▶ Once you are done, **Save** the lesson and **Go back to the dashboard** - it will appear in your library, ready to use for your students.



GUIDANCE AND TIPS FOR ONLINE TEACHERS

Nearpod can be used as an all-in-one solution for the synchronized use of iPads in the classroom to make lessons/lectures more engaging. Teachers can create from scratch mobile-friendly content presentations, engage all students in class and get instant feedback from students through interactive activities like polls, drawing and others.

Thanks to the **Nearpod's Activity Bank**, it is very easy to save valuable time in preparing the lesson because teachers can use the ready-to-use standard-aligned activities, edit them and customize the lessons to meet the needs of their students by adding a timer, increasing the amount of time for each question, removing or adding questions.

How it works: when teachers launch a session, they will be provided with a link they can share in their Google classroom or a code for students to join in by introducing themselves and adding the code.

If you are teaching **three different classes**, you can launch **three different Nearpod codes** for the same lesson and, that way, all of the data gets filtered into a separate report.

You have the option to extend the duration of the code by stating how long the code is available. When using the student paced mode, you can duplicate, edit, and modify to deliver differentiated content to your students.

Use Nearpod for interactive presentations

Using this **live mode** is a great way to follow a reading activity, go through diagrams with your students, or conduct a poll. Since the students are all seeing what you're seeing, it's a superb way to facilitate group discussions in real time while pulling in rich media resources.

A great way to work on a **project for class** is to create a link that can be shared in collaborating groups. Students in each working group can use the link to collaborate and create the best end result. Teachers can then use these project



results as valuable resources for the entire class because they can be easily shared and accessible on lots of devices.

Snap reading passages for Nearpod

By using Nearpod on smartphones or tablets, teachers can take a photo and upload it into their Nearpod slides deck. This is a great way to set a reading task for students in which a single image could be used as a page for writing. This feature allows teachers to quickly share as much as they need.

Students can interact with the shared images, annotating what they need, which could be used as a teaching task itself - making sure students show they've read the text and understood what was happening.

With the students' notes feature, students can save the presentation to their drive to access the information later when studying for an exam or completing an assignment.

For more information or resources on how to get the most out of Neapord you can access: [Teacher Resources \(nearpod.com\)](https://nearpod.com/teacher-resources)



SOCRATIVE

INTRODUCTION

Socrative is a cloud-based student response system that helps teachers engage their students through a series of educational exercises and games. It allows educators to create simple quizzes that students can take quickly on laptops – or, more often, via classroom tablet computers or their own smartphones. Through Socrative, students can be involved in challenging and interactive activities wherever they are, at school or at home, both during class time or as homework. Thanks to the Space race, learners can also take part in friendly competitions in groups, thus fostering collaboration and team-building and even during online classes.

You'll find more information following this link to [the website](#)

Advantages of Socrative:

- ▶ Visual, straightforward, easy-to-use interface.
- ▶ The students won't need to create an account to log in, they just need to type the name of your room to do the activity.
- ▶ Excellent tool for formative assessment as you can create quick questions even during the lesson.
- ▶ It is effective even with a large number of students as the answers are automatically graded and you get live results instantly on your screen, clearly organized in Excel charts if needed.
- ▶ Receiving instant feedback can make the students more aware of their learning process and enhance their ability to self-evaluate their understanding of a topic.
- ▶ Learners don't need to provide any personal data to take part in the activity, they only need to identify themselves if you want to assess their individual results and give them personalized feedback.



- ▶ Socrative activities provide you with feedback even from the ones who didn't get a chance (or don't want) to speak out loud in front of the whole class.
- ▶ The Space Race is a fun and engaging way to make the students collaborate and learn from each other.

Disadvantages of Socrative:

- ▶ In the free version you're allowed one room only, but it's sufficient to do everything you need during your lesson.
- ▶ No audio or video.

PRACTICAL ACTIVITIES

ACTIVITY 1 CREATE A QUIZ

- ▶ Click on *Quizzes* on the top left of your screen and press *Add* on the top right.
- ▶ Choose *New Quiz* and substitute *Untitled Quiz* with the name of your lesson. Now you can choose among three kinds of questions: A) *Multiple Choice*, B) *True/False*, or C) *Short-answer*.
- ▶ Select the number of points you want to give to each question to get the graded test once your students complete it, and, if you want, add a picture.
- ▶ If it is a *Multiple-Choice* question, write the possible answers close to the capital letters on the left and tick the correct one in green.
- ▶ If it is a *True/False* question, click on the correct answer that will appear green.
- ▶ If it is a *Short-answer* question, add all the possible answers – notice that they should be exactly the same as your students' ones, so, if there is more than one way to answer, try to write them all.
- ▶ Follow the same steps to add as many questions as you want. You can also add an explanation that will appear together with the feedback so that the students will better understand their results. To conclude, click on *Save and Exit* at the top right of your screen.



ACTIVITY 2 LAUNCH A QUIZ

- ▶ Once your students are logged in, you can click on *Launch* to let them start the activity. Click on *Quiz* on the top left, select the activity you want your students to do and click on the orange button *Next*.
- ▶ Select *Instant Feedback* if you want to keep the given order, to know immediately which is the right answer to the question and don't allow your students to change their answers later. Select *Open Navigation* if you want to let your students modify their answers before finishing the quiz.
- ▶ Select *Teacher Paced* if you want to control the order of the questions, skip or revisit some of them. On the right side of your screen, opt for *Require Names* by clicking on the small balls that will turn blue if you want to identify your student, *Shuffle Questions* or *Answers* if you want to have them in a random order so that the students can't exchange information easily.
- ▶ You can see your students' answers live on the *Results* part (on the top right of your screen) or you can download them afterwards.
- ▶ Click on *Reports* at the top centre of your screen and select one of the completed activities. A chart with the score of your students will appear and, if you click on *Show names/responses/results* (so that they become green), you will see all participants' answers.
- ▶ Once you click on the numbers on the top of the chart, you will be redirected to the corresponding question, so you will know exactly which aspects need revision.

If you want to share or export the Reports with your students' results, click on *Export* on the right side of the screen and select *Download* at the bottom of the tab to get the complete Excel charts on your device. Alternatively, select *Email me* to receive the Reports in your email, or *Save to Drive* to get them in your Google Drive account. On the left side of the tab, you can choose the option *Individual Student PDFs* if you want to get the results of each student individually and share individual feedback with them.

ACTIVITY 3 SPACE RACE

- ▶ Click on *Launch*, select *Space Race* in the top centre of the screen and choose the quiz that you want to use for the Space race among the ones you have created. Press *Next* on the bottom right of your screen.



- ▶ Now choose how to divide your class: select the number of teams to be created either letting the students choose their team or assign them randomly.
- ▶ Choose the icon that will represent the teams during the race among six coloured icons. Students will see the results of their answers on the live race among the icons on the screen.
- ▶ If you want, you can select a maximum amount of time during which the students should finish the quiz by clicking on the countdown button and selecting the number of minutes you prefer.
- ▶ On the right side of the box Launch Space Race, you'll be able to choose whether you want to provide your students with instant feedback, if you want to Shuffle the questions or the answers, or if you want to show the final score on the screen.
- ▶ Click on Start and your students will be redirected to their teams and start the Space race.

GUIDANCE AND TIPS FOR ONLINE TEACHERS

You may use Socrative to create personalized activities, and easily modify them whenever you want. It is especially useful to get instant feedback from your students, as the app grades the quizzes live and provides you with an immediate overview of students' learning process. You can integrate the quizzes in your face-to-face or online lessons, to make them more engaging and, at the same time, taking track of all students' improvements thanks to Socrative live Reports. Your learners will have fun collaborating and competing during the Space Race, and, as a consequence, they will learn more easily. You can also use the quizzes as final assessment, as Socrative will provide you with complete results that can be easily downloaded and shared with students, colleagues, or parents.

The interface is intuitive and user-friendly, however, here you will find some final tips that may be useful for inexperienced teachers.

- ▶ You can change the name of your room by clicking on *Rooms* on the top left of your screen and selecting the editor's pen so that it's easier for your students to remember your room name and log in.



- ▶ When you use the split screen, you'll find all the links to the number of students joining your room, the rooms, the quizzes, etc. by clicking on the three horizontal lines on the top right corner of your screen.
- ▶ In the free version of Socrative you can have only 5 quizzes, but you can delete the ones you don't use anymore and make space for new ones.
- ▶ You can always download your quizzes as a PDF document if you want to use a printed version, by clicking on the arrow pointing downward on the right side of the screen on the *Quizzes* part.
- ▶ If you want to share your quizzes with your colleagues, you can click on the three connected dots on the right of your quiz and get a link that you can send to your colleagues.
- ▶ Following this [link](#) you will find a video tutorial that will guide you to learn the basic functions of Socrative.

In short, as this chapter has shown, Socrative is a great tool for both distance and in-person learning, as it provides educators with the chance of creating fun, attractive and challenging activities for their students in a fast and effective way. Your students can get immediate feedback through the instant grading system, and the possibility of sharing the ready-made activities with colleagues makes it even more convenient and time-saving.



KAHOOT

INTRODUCTION

Kahoot! is a social gaming-based educational platform that has both paid and free versions. It can be used to review your students' knowledge, for formative assessment, or as a break from traditional classroom activities. Users of Kahoot can use ready-made game layouts or create their own games. The free plan allows access to many quizzes in the subjects of math, science, geography, social sciences, language learning and trivia available in 15 languages. There are different versions of Kahoot such as Kahoot Pro, Kahoot Premium and Kahoot Premium, which require subscription in order to access more customizable elements.

Kahoot is a platform with a friendly user interface that is very fun to use to collect students' opinions and review their learning without extra effort with the game options. Students can get competitive, pay attention, and have fun when they engage with the game through their phones. If you're on a budget and can't afford the expensive polling systems that require you to buy clickers or additional devices, Kahoot is a great option since most students will have a cell phone they can use to participate. Even if they don't, they can still use Kahoot from a computer or tablet, or work in pairs.

Kahoot is compatible with a variety of devices, and most of the time students don't even need to download an app to play the games. You can create games online through the web app on <https://kahoot.com/> as well as through the mobile app for Android and Apple devices. To access a game, go to <https://kahoot.it/> and enter its game pin on the homescreen.

Note: To create a Kahoot! account, click the green Sign Up button on the home page and choose your email address you want to use to access Kahoot.



PRACTICAL ACTIVITIES

ACTIVITY 1 EDIT A READY-MADE KAHOOT GAME

- ▶ STEP 1: Go to create.kahoot.it and login to your account
- ▶ STEP 2: Click discover from the top panel to see games that other teachers have made.
- ▶ STEP 3: Enter the keywords that define the theme of your quiz in the search bar, and select one of the results that looks interesting to you.
- ▶ STEP 4: If the game is made public, you can use it as it is. If you want to change some elements in the quiz click on the three vertical dots that are next to the star sign, and select duplicate.
- ▶ STEP 5: You can continue to edit this duplicate version of the game as much as you like!

ACTIVITY 2 CREATE A BRAND NEW KAHOOT GAME

- ▶ STEP 1: On the top right corner of the panel click **“Create”** (or the plus sign) and select **“New Kahoot”**.
- ▶ STEP 2: On the top left side click on **“Settings”** and from the opened Settings panel, give your game a title, description and a cover image, then click **“Done”**.
- ▶ STEP 3: Follow the prompts, at the center of your screen. Type your question on the box on the top, add an image below and add all answers on the white boxes below.
- ▶ STEP 4: To mark the solution, click on the circle icon that appears next to the answer you want to select as correct.
- ▶ STEP 5: From the left side panel click on **“add question”** and select the type of question you want to add.
- ▶ STEP 6: After you’re happy with your game click on **“Save”**
- ▶ STEP 7: From the opened up panel you can either **“Test”** in which you can test both the main screen and the students’ screen, b the game, or **“Share”** it with your students to be experienced later on
- ▶ TIP: In the settings you can also decide how your “lobby” will feel like (lobby: the waiting area for players when waiting for the game and in-between questions). Select upbeat music and a fun short video to keep your students attention!



ACTIVITY 3 HOST A KAHOOT SESSION REMOTELY

- ▶ STEP 1: Select a Kahoot from the Discover tab or from your own courses and click on “Start”
- ▶ STEP 2: Choose a mode to play the game
- ▶ STEP 3: Choose “classic mode” if you want every player to use their own device.
- ▶ STEP 4: Choose “team mode” if you want players to form teams and use one device per team.
- ▶ STEP 5: After you select your mode, a game pin will be generated by the website. Share this pin with your students with a projector if you’re in the classroom or via a third-party app like Zoom if you’re online.
- ▶ STEP 6: Students then can go to kahoot.it or open the app on their devices and type the game pin on their screen to participate in the game.
- ▶ TIP: Free version allows a limited number of groups so if you have more than 10 students at once, choose the classic mode.

GUIDANCE AND TIPS FOR ONLINE TEACHERS

Kahoot is a platform with a friendly user interface. Use Kahoot in the review stage of the unit covered in your class. Students will participate and be excited to be the leader at the end of each game. You probably experienced awkward silences in the classroom because nobody wants to answer the questions in fear of being wrong. However, with Kahoot, everyone is able to participate, and it makes the classroom setting livelier.

To explore the vast library of Kahoot! use the “discover” tab to select games that other people have created, and save and/or tweak them to use as you want. You can duplicate others’ quizzes and favorite them to use as needed. Quizzes and games can be assigned and played during virtual teaching as well, so wherever your students are, they can still participate in your lesson.

Kahoot provides a graph of the student answers to the teachers so you can see which students have trouble understanding a certain concept. This allows you to explain the question further for not only the students who are having difficulty with it, but also for the rest of the students in the class.

In conclusion, online teachers can benefit significantly from Kahoot. It has many features to attract students to the online classrooms and make your work easier and joyful, compared to the traditional way of writing quizzes and assignments.



QUIZLET

INTRODUCTION

Quizlet is an online study tool that allows teachers to create engaging learning materials such as interactive flashcards, tests or study games. As a teacher, you can use Quizlet to create your own class where you can share study sets with your students. Teachers can decide either to design their own study sets from scratch or search for already made sets that they can clone and edit to use directly in their classrooms.

BENEFITS AND KEY FEATURES

- ▶ User-friendly interface
- ▶ Available for PC and mobile devices
- ▶ Easy sign-up with email or authentication via Google, Facebook or Apple
- ▶ Five different study modes:
 - *Flashcards*, to review customised terms and definitions
 - *Learn*, to study with different types of questions (flashcards, multiple choice, written)
 - *Write*, to keep track of their progress with written questions
 - *Spell*, to make the students type the term or definition that they hear
 - *Test*, to check different question types and simulate a test in class
- ▶ Two games to review: *Match* and *Gravity*.
- ▶ Two different in-class, fun and fast-paced classroom learning modes: *Live* and *Checkpoint*
- ▶ Possibility to add visual learning aids with a huge pool of licensed Flickr images
- ▶ Browsing pre-made study sets



Quizlet has two different types of profiles available for teachers. The basic *Quizlet* profile provides free tools thanks to the ads during its use. The *Quizlet Plus for teachers* profile, for €31.99 per year, has some extra features, such as tracking students' progress, organising classes with unlimited number or customising materials with your own images and audio, in addition to an ad-free experience.

To find out more about Quizlet, visit [this website](#).

PRACTICAL ACTIVITIES

GETTING STARTED: MAKING STUDY MATERIALS ON QUIZLET IS EASY. CLICK ON THE CREATE ICON IN THE TOP MENU BAR. WHEN YOU FINISH MAKING YOUR NOTECARDS, TAP CREATE. NOW YOU ARE READY TO SHARE!

ACTIVITY 1 SHARE YOUR VIRTUAL CLASS

- ▶ When you make your Quizlet account as a teacher, you will be able to make a *Class*.
- ▶ Click “Classes” at the top of the page, then the class you would like to share.
- ▶ Click the small person icon under the class name to invite participants.
- ▶ Add members by typing in their quizlet username, or email address.
- ▶ You can also share an automatic join link.

ACTIVITY 2 CREATE A STUDY SET BY IMPORTING A WORD, EXCEL, OR GOOGLE DOCS

- ▶ Click on “create”, then “study set” at the top of the screen.
- ▶ Make the title and description.
- ▶ Underneath the description, click “import from word, excel, google docs, etc”
- ▶ Decide on if between the word and definition there is a tab or a comma. Decide on if between cards there is a new line or a semicolon.
- ▶ Copy and paste your document text into the box. Click import.



ACTIVITY 3 SHOW YOUR STUDENTS HOW TO MATCH, LEARN, USE FLASHCARDS, OR TEST THEIR SKILLS.

- ▶ Go to “Your library”, then “study sets” at the top of the page.
- ▶ Click on the study set you would like to share.
- ▶ Underneath the flashcards, show the students the “Self-study activity” option.
- ▶ Explain to them that match is a timing activity, learn will be matching and/or written exercises, flashcards will have a term and definition, and test will have them answer questions then receive a score once they submit the test.

TIP: YOU CAN FIND A WIDE SELECTION OF PREVIOUSLY MADE STUDY SETS, FOLDERS, ETC BY STUDENTS AND TEACHERS. YOU WILL BE ABLE TO ADD THESE TO YOUR QUIZLET CLASS.

GUIDANCE AND TIPS FOR ONLINE TEACHERS

Quizlet is a great tool for online teaching that allows teachers to create formative assessment quizzes and exercises to test where their students need more work and focus. Teachers can create quizzes in both individual and team modes, so that students can compete against their classmates on their own or collaboratively as teams. In total, Quizlet offers five learning modes: *Learn*, *Flashcards*, *Write*, *Spell*, and *Test*, two games: *Match* and *Gravity*, and two in-class modes: *Live* and *Checkpoint*. Through the different learning modes, Quizlet transforms common study tools into online tools. For example, physical flashcards are difficult to incorporate in an online teaching environment, but with Quizlet, students can access their flashcards from any device, either online via the website or offline with the Quizlet App, so they can study from anywhere. Flashcards also promote visual learning, which is proven to help students comprehend and retain more information.

One important feature for teachers within Quizlet is the “Classes” feature. *Classes*, like digital folders, allow teachers to organise study sets and share them with certain groups of students. This way students are invited to use relevant materials for their learning needs and teachers are able to monitor and manage who has access to certain materials. Within their *Classes*, teachers can share (and edit) already created quizzes, with more than 300 million categorised by subject



matter, or they can create original sets. Additionally, students can create their own study sets, which can be a great interactive exercise for extra revision. *Classes* help to maintain organisation and categorization of learning materials.

In conclusion, Quizlet is a very helpful tool for online teachers to create more engaging assessment exercises. It is low priced, easy to use and allows teachers to make use of original, as well as existing materials that help students revise and continue learning in an interactive way.

TIPS: QUIZLET HAS AVAILABLE RESOURCES FOR TEACHERS THAT WILL HELP YOU CONTINUE LEARNING TO USE IT IN YOUR CLASSES. FIND OUT ALL ABOUT THIS IN [THIS GUIDE SPECIFICALLY MADE FOR EDUCATION PROFESSIONALS](#)

CHECK OUT HOW TO USE ALL THE [QUIZLET STUDY MODES AND GAMES](#)



QUIZZZ

INTRODUCTION

Quizizz is a learning platform that offers multiple tools to make a classroom fun, interactive and engaging. This is an online tool allowing teachers to conduct student-paced various activities (presentation, practice, revision as well as assessment) in a stress-free and engaging way. This tool can be used for students of all ages. It's simple to learn and free to use! You need to provide students with an access code and the quiz can be conducted live as a timed competition or used as homework with a specific deadline. What is more, students can review their answers after the quizzes have been completed. Furthermore, the resulting data is compiled into a spreadsheet, which gives the instructor a clear visual of the students' performance allowing the analysis of areas that may need more focus in the future.

Quizizz offers a library of ready-made quizzes which can be easily used or edited.

So as to play a game on Quizizz, you can either choose one from **the** library of a variety of public quizzes, or you can decide to create your own quiz. Students can use any device (personal computer, a tablet or even their own smartphone) with an Internet browser to join the game.

Since students only need an access code, they don't need to sign-up for an account, making it super simple to access for everyone. It also means their



privacy and personal details can be protected. Quizizz does not require a projector because players see questions and answer options on their own screens. The question order is randomized for each student, which makes it impossible for players to cheat. As a teacher, you can create lessons, conduct formative assessments, assign homework, and have other interactions with your students (for all grades) in a captivating way. With Quizizz students' progress at their own pace and you see a leader board and live results for each question or lesson. You may access millions of Quizzes. You can import any public quiz, edit and customize it. Quizizz has a very straightforward layout and the site does a great job of walking you through the quiz-making process step by step, so as not to overwhelm the user. Taking the quizzes themselves is also extremely intuitive. Once the students have entered the access code, all they need to do is select an answer to the questions as they appear.

PRACTICAL ACTIVITIES

ACTIVITY 1 CREATING YOUR OWN QUIZ

- ▶ Go to www.quizizz.com and log in.
- ▶ Go to CREATE on the left of the screen.
- ▶ Choose the QUIZ option.
- ▶ Name the quiz, choose the relevant subject and click NEXT.
- ▶ Choose the MULTIPLE-CHOICE option.
- ▶ Type in your question and four answers (one correct and three distractors).
- ▶ Mark the correct answer by clicking the 'tick' in its upper right-hand corner – it will turn green.
- ▶ Click SAVE.



- ▶ Go to CREATE A QUESTION and choose a NEW QUESTION and repeat the procedure.
- ▶ Click PREVIEW to see your questions.
- ▶ SAVE the quiz in the upper right-hand corner.

ACTIVITY 2 USING AN EXISTING QUIZ

- ▶ Go to www.quizizz.com and log in.
- ▶ Go to QUIZZIZ LIBRARY and choose the subject as well as the topic.
- ▶ Click on the chosen quiz and check if the questions are satisfactory for you.
- ▶ Click on START THE QUIZ and pick the CLASSIC MODE. Click CONTINUE.
- ▶ Ask students to go to joinmyquiz.com and share the JOIN CODE with them.
- ▶ Click START.
- ▶ You may choose the TEAM MODE, but then remember that:
 - ▶ each team can have a different number of players
 - ▶ teams with fewer players receive an equaliser bonus
 - ▶ participants cannot join after the game begins

ACTIVITY 3 ASSIGN QUIZ AS HOMEWORK

- ▶ Go to www.quizizz.com and log in.
- ▶ Access "My quizzes" on the left of the screen to select the quiz you want to give as homework.



- ▶ After selecting a quiz, click on the “homework” tab and set a deadline for the task. When the due time passes the students won't be able to take this assessment.
- ▶ Click “Host Game” and a code will be generated.
- ▶ Provide the students with the link and the code.
- ▶ Once the students submit all of their questions, you will get the results immediately in the reports section.

GUIDANCE AND TIPS FOR ONLINE TEACHERS

Quizizz offers plenty of possibilities for online teachers and it is fun and interactive for the students. It engages every student regardless of their personality traits because each of them can answer the questions at their own pace without feeling rushed. They also work on their own devices, which means the tool automatically uses their preferred language. That means we can use it in a multi-linguistic group without the need to translate the tasks. The activities help the teachers and the students to know what and how much they have understood about a subject. This technique is important to be given at the beginning or the end of the class.

With Quizizz, students can work within a team in Team Mode. There are two modes available: classic quizzes and team games. Students answer the questions using their own devices, but within the Team Mode their efforts are combined into one team result. After every group or individual Quizizz activity, the teacher instantly sees a detailed report on the results, which offers insight on class progress and performance and also helps to plan future activities. It is also possible to monitor progress and improvement across multiple attempts at taking the same quiz.



Frequent quizzing helps students to put what they've learned into practice. These questions also help students learn to apply their knowledge effectively in various situations. Therefore, students are prepared to take higher-stakes exams like standardized tests and final exams.

To sum up, online teachers can benefit a lot from Quizizz. It has many features that attract students to the online classrooms and make teachers' work easier and more efficient, compared to the traditional way of writing quizzes and assignments. Moreover, interactive online Quizizz does not only help teachers with teaching techniques during e-learning, but it also has a beneficial impact on the students. The use of Quizizz increases students' involvement, motivation, guarantees better scores and reduces stress. Quizizz seems to be one of the best tools for helping online teachers. Not only does it make the teachers' job easier, but also more efficient and effortless. Don't think twice, use quizizz for your next online lesson.



MENTIMETER

INTRODUCTION

Mentimeter is a web-based interactive digital tool that facilitates *teacher-student interaction* in real time. It can be used as interactive visual support where teachers can integrate different open questions, polls, quizzes, slides, and images for synchronous feedback in class.

With the free plan for educators, teachers can use up to 2 question slides and up to 5 quiz slides, but if they want to use other features such as *ready-to-use templates* that can help teachers and trainers to make their presentations more engaging and fun there is a basic package plan for 11, 99 \$ per month.

Simply put, when using Mentimeter for a presentation, students can use their smartphones or laptops to answer questions and give feedback, so that their responses are visualized in real time, creating a unique and interactive experience. Once the Mentimeter presentation is completed, teachers can share and export the results for further analysis or study material.

To use the great features of Mentimeter, teachers need to create an account on [this website](#) while there is no need for students to log in, but, access, instead, [this URL](#) on their internet-enabled device where they can enter the code provided by their teachers.



Key features of Mentimeter

VERSATILITY

- ▶ it is a quick and easy to use tool for building interactive presentations

INTERACTIVITY

- ▶ it is mostly used to facilitate audience engagement in real time.
- ▶ It can be used as a learning tool with contributions of all participants in order to provide an effective forum for dialogue and debate.

LIVE AND INSTANT POLLING

- ▶ it instantly collects polls, data and opinions from all participants
- ▶ it can be used as a simple evaluation tool or to collect feedback that is visible to all participants

VISUAL DYNAMIC WORD CLOUDS

- ▶ can be used as a visual brainstorm of ideas, icebreaker activities, vocabulary revision, feedback, etc.

You can find out more about how to use Mentimeter on this [link](#).



PRACTICAL ACTIVITIES

ACTIVITY 1 CREATING A QUIZ COMPETITION

- ▶ Log in to your Mentimeter account.
- ▶ Start in My presentations page.
- ▶ Click Create presentation and name it.
- ▶ Click on New slide from the upper left corner.

Select one of the Quiz competition questions: either Select answer* or Type answer

- ▶ *Select Answer slides give participants predefined options to choose from, just like a Multiple-Choice Question.*
- ▶ *In Type Answer Slides, participants need to write the answer themselves instead of choosing from a list.*
- ▶ Choose a Select answer type.
- ▶ Enter your question and possible answers.
- ▶ Mark what answer (s) or answers is/are correct.
- ▶ Add New slide.
- ▶ Select the Type answer question type.
- ▶ Enter you question and the possible answers.
- ▶ To start the Quiz competition, press the Present button on the top right corner of the window.
- ▶ Start the countdown and the game is on. The results will appear on the leader board when the game is over.



How to customize your Quiz competition.

You can also adjust the time to answer, give students extra time to think, or add a stress element. You can even choose the number of points awarded: e.g. The faster some students answered, the more points they scored. All the correct answers get 1.000 points. To make the quiz more dynamic and interesting, you can add music or even a leaderboard slide that shows in real time the total points of the students taking part in the quiz. You can choose to delete or move these slides, or show them according to your objective.

- ▶ Select scoring setting (Choose Faster correct answer gets more points. All correct answers get 1.000 points.)
- ▶ Select time to answer (Choose whether the countdown starts automatically or manually).
- ▶ Add music.
- ▶ Add a leaderboard slide to display your students' results.

ACTIVITY 2 CREATING INTERACTIVE SURVEYS

- ▶ Start in *My presentations* page
- ▶ Click Create presentation.
- ▶ Under Slide type, choose the question type you want (scales, ranking, Q&A, open-ended).
- ▶ Type your question. Depending on the type of question you choose, type in the items (ranking); your statements (scales).
- ▶ Go to Settings on the upper right corner and click on Audience Pace.
- ▶ Share the generated link or code that students can access to answer your survey.



ACTIVITY 3 CREATING A WORD CLOUD

- ▶ Click on Create new presentation.
- ▶ Under Slide type click Word Cloud.
- ▶ Type in your question.
- ▶ Select the number of entries learners can add.
- ▶ Choose whether you want to allow voters to vote more than once.
- ▶ Click Present. As learners submit their answers, repeated words in their answers will show up larger in the word cloud that is displayed on the screen.

GUIDANCE AND TIPS FOR ONLINE TEACHERS

Why use Mentimeter in online classes? Because it is an easy way to boost creativity, spontaneity, and energy in online classes where all learners can be engaged and real-time feedback can be obtained. Participants could also answer and see their results in real-time. The work gets automatically saved. When the presentation is completed, the generated code is shared with the learners. From Settings (right panel) you can choose how the audience can advance in the presentation: Presenter pace / Audience pace)

Here are the main features of Mentimeter and how you can include this digital tool in your online classes for different small engaging activities:

- ▶ With the Word cloud feature one can emphasize a topic, brainstorm ideas, or create fun and engaging icebreakers. Ideally, exit tickets should be created.



- ▶ Another fun way to use Mentimeter in online teaching is to use Polls and Surveys as discussion starters, for example where even more reluctant students can contribute and share their feedback. You could use them at the beginning of a course for a needs analysis, for a mid-course or final feedback, as well as during sessions to enable students to share their opinions on the text they have read or to take part in decision-making, such as setting the criteria for a team project. Another dynamic way to use this tool is to facilitate quick formative assessments to evaluate students' understanding with Quiz competitions.
- ▶ Teachers can easily raise interest in a topic they want to introduce in a class by using a picture, a video, or quote on a slide (see the Content slides under the Slide type). All of the slide types support the addition of images and Gifs. Moreover, you can share a plan for a written production/assignment, for example, by choosing Bullets and keeping students engaged in classes by asking them to complete these quick, short, and interactive activities. Note that the free plan only supports up to 2 questions slides and 5 quiz slides, though enough for activities with these purposes!

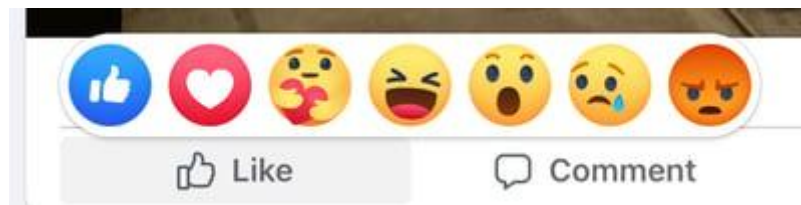
In conclusion, Mentimeter can be a simple and easy-to-use digital tool, ideal for creating short activities that can easily be integrated into both online teaching and inverted classrooms to boost students' engagement in the class. It is a quick and flexible solution to change the dynamics of any class or presentation as it gives both teachers and students the possibility to communicate and connect ideas in real time with a positive impact on students' attitude and performance.



FACEBOOK

INTRODUCTION

Facebook is a free social networking site that allows users to connect with friends, students, colleagues, or people online. Users can share pictures, music, videos, and articles, as well as their own thoughts and opinions with people. Users can join conversations with other people commenting on and reacting to it with a like, a laugh, disapproval, and even a hug.



By using Facebook, teachers may promote community and collaboration, and improve their interaction with students. Indeed, this user-friendly tool will allow teachers to create a private group for their students, and it is beneficial to share the materials. It is a communication tool that makes it easier to interact with students, fostering also their language skills and their computer literacy competencies. Teachers can also create events, polls, and Q&A sessions that can be useful to stay up-to-date with students' progress and needs.



Important terms

Profile

The Facebook **profile** is where you find all your personal information, such as; your name, photo, hometown, workplace, and education history. One can have a public or private profile.

Newsfeed/Feed

Feed is the place where all of your friends' posts will appear.

Timeline

The **Timeline** is your personal record of all the posts you shared and posts you interacted with.

Post

A **Post** is something you share on newsfeed: text, images, videos, location, etc



Advantages for online educators

- ▶ Connecting students and teachers all over the world
- ▶ Enhancing communication
- ▶ Creating Community and promoting collaboration
- ▶ Easy to use
- ▶ Learning from a distance
- ▶ Involvement from parents
- ▶ Developing computer literacy skills
- ▶ Incorporating culture and current event



PRACTICAL ACTIVITIES

ACTIVITY 1 CREATE A GROUP


- ▶ You may want to use this tool to have all your students in the same online space, so that you can be sure that your communication will reach all of them and that they can interact quickly with one another.
- ▶ Tap  in the bottom right of Facebook and tap Groups. If you don't see Groups, tap See More.
- ▶ Tap  in the top right and select Create a new Group.
- ▶ Enter your group name.
- ▶ Select the privacy option as > public or private. If you select private, decide whether to make your group visible (anyone can find this group) or hidden (only members can find this group)..
- ▶ Add people to your group.
- ▶ Tap Create.
- ▶ Once a group is created, it can be personalized by uploading a cover photo.


ACTIVITY 2 CREATE A POLL

In this activity you will learn how to create a poll in a group, this tool may be useful to assess your students' needs, preferences or availability. It is fast and easy to use, so they can also use this tool for group projects.

- ▶ From your Feed, click the groups on the left menu and select your group. If you do not see Groups, click *See more*.




- ▶ Click *Write something...* and then click  in the bottom right and select *Poll*.
- ▶ Enter a question and fill out the options.
- ▶ Click Post.

You can edit the text of a poll before people start voting: click , then *Edit post*. Poll creators and group admins can add or delete poll options anytime. Only group members and admins can vote on the polls.

ACTIVITY 3 CREATE AN EVENT FOR A GROUP

Educators may use this tool to promote a public (or private) event. For instance, if there is a final presentation of a project, a conference, or a meeting that you want to promote among your students, this is one of the easiest and quickest ways to reach a large number of people.

- From your Feed, click the Groups on the left menu and select your group. If you do not see Groups, click *See more*.
- Click *Write something...* and then click  in the bottom right and select *Events*.
- Fill in the details for your event (online or in person)
- If you want to invite all members of your group, select Invite all members of [group name].
- Click Create Event.



GUIDANCE AND TIPS FOR ONLINE TEACHERS

Facebook is a potentially valuable educational tool that allows teachers to discover several ways of integrating this platform into their classrooms. Creating a group for their class teachers is a safe place where they can share information, and educational content online, such as videos and articles from reliable news sources related to the information they are studying in class. This can provide an opportunity for students to comment on articles and start a forum or brainstorming with the class. Teachers and students can also provide links to important documents, files, or materials that students can access through online storage. In addition, students love taking polls, so this added Facebook feature makes it easy to poll your students about simple things or class materials. Facebook can also be a great opportunity to document class adventures and share pictures with students and parents from class activities such as field trips. Furthermore, teachers can create events for their classes to remind their students of important deadlines, such as exam days or field trips.

Finally, Facebook is a wonderful way to make global connections with other teachers and students across the world as well as make connections with local (and international) public figures, and find out what is new and interesting in museums.

In conclusion, Facebook can be a great opportunity for students to know their teachers better, receive clarification on assignments, engage in discussions with their classmates, and connect with students all over the world. At the same time, teachers can help students acquire digital citizenship skills. They can help students comment and share online content correctly, and teach them how to distinguish between real and fake news.



Chapter 3:

LEARNING MANAGEMENT SYSTEMS



MOODLE

INTRODUCTION

Moodle LMS is a fully-customizable open-source learning management system that includes a vast array of tools and activities to engage students and fit various learning styles, whether you wish to use a totally online or blended learning method.

Moodle is a platform which is easy to navigate regardless of the user's experience or technical ability with its intuitive design and clear layout. Another important aspect of Moodle's accessibility is its compatibility with a wide range of devices. Moodle can be accessed from desktops, laptops, tablets and smartphones, and it supports a variety of operating systems and softwares. This makes it easy for students to access course materials from any device and provides the flexibility of creating a blended learning environment.

ALTERNATIVE WAYS TO ACCESS MOODLE

- ▶ Installing Moodle on your own computer and hosting it on your own servers
- ▶ Using Moodle Cloud, a cloud based solution that offers a 45-day free trial
- ▶ Consulting a Moodle professional who will set up the space for you



Moodle can be used to create learning materials, assist student feedback, and keep students updated with discussion boards, measure and manage student progress with its onsite features, and improve student learning with interesting add-ons that can be easily integrated through third-party platforms such as Zoom and Google Meet. Different types of profiles are available on Loom. The *Starter* profile allows creating 25 videos per person and up to 5 minutes per video. The *Education* profile allows for unlimited videos of up to 45 minutes per video. Both types of profile are free for teachers, students, and educational institutions.

The tutorials in this guide will consider Moodle Cloud, although you may still be able to follow them if your university has another version. Moodle Cloud is a version of Moodle that enables access to a learning management system via cloud technologies without the need for advanced technical knowledge. It is accessible via <https://moodlecloud.com/>. After the free 45-day trial, you can choose to continue with the commercial version which contains different plans that range in price and user capacity. Following the 45-day trial period, all Moodle Cloud paid plans include unlimited courses, activities, and maintenance support.

PRACTICAL ACTIVITIES

ACTIVITY 1 HOW TO ADD MATERIALS TO YOUR MOODLE COURSE

There are two ways to add a document, such as presentations or word files, to a Moodle course. One way is simply dragging and dropping them straight on your course page, and the other one is using Moodle's activity chooser.

- ▶ STEP 1: Enable the Edit Mode from the top right side.



- ▶ STEP 2: Choose the section you want to add the resource and click “add an activity or resource” This takes out to the resource’s chooser.
- ▶ STEP 3: Select “resources” tab and the type of resource you want to add.
- ▶ STEP 4: Write the name and description of the file and check the box if you want to display this description on the course page.
- ▶ STEP 5: Drag the file you want to upload directly by dragging into the “select files section” or use Moodle’s File Picker and click Upload.
- ▶ STEP 6: Change how this file is visible to your students by going to the Appearance section. You can choose to show the size of the document for students who have less than ideal internet settings.

TIP: EXPLORE BLOCKS! BLOCKS ARE ELEMENTS THAT ADD EXTRA INFORMATION OR LEARNING CONTENT TO A COURSE. ON THE TOP RIGHT, ENABLE EDIT MODE AND CLICK ON THE ARROW BELOW TO OPEN THE SIDEBAR. SELECT A BLOCK THAT SUITS YOUR NEEDS. SOME BLOCKS MIGHT BE AVAILABLE TO YOU DEPENDING ON THE ADMINISTRATIVE SETTINGS.

ACTIVITY 2 HOW TO ADD A QUIZ

Moodle’s onsite Quiz allows you to use different types of questions, and it also allows you to add media, images, video, and sound files as part of your questions.

- ▶ STEP 1: Enable Edit Mode from the top right side.
- ▶ STEP 2: Choose the section you want to add the quiz and click "add an activity or resource", select Quiz from the Activity tab.
- ▶ STEP 3: Give the quiz a name and description. Check the box if you want the description to appear on the course page.
- ▶ STEP 4: Set the quiz layout and question behavior in the “Layout” and “Question Behavior” tabs.



- ▶ STEP 5: Choose “Activity Completion” and then “Show activity as completed when conditions are met” to determine how the quiz is completed.
- ▶ STEP 6: Click “Save and Display” and you will be directed to a blank Quiz. By clicking “Add question” > “Add” > “A New Question” you can add a new question to your quiz
- ▶ STEP 7: From the opened setup screen, give your quiz a name if you want to find it later in the question bank. In the “question text” type the actual question, and scroll down., write the answers to your quiz question.
- ▶ STEP 8: Use the text editor's icons to set grades. Select "None" for incorrect questions and "%100" for correct answers.
- ▶ STEP 9: Click “Save Changes”, and the first quiz question is ready! By clicking on the magnifying glass icon, you can preview it. As you continue to add questions, you can change their order by dragging up or down.

TIP 1: IF YOU WANT TO REUSE THE QUESTIONS IN YOUR QUIZ LATER, USE THE QUESTION BANK. GO TO MORE > QUESTION BANK AND SELECT “CREATE A NEW QUESTION”. THE QUIZ YOU MADE CAN BE REUSED LATER IN A DIFFERENT QUIZ.

TIP 2: THERE ARE MANY DIFFERENT SETTINGS IN A QUIZ ACTIVITY, AND IT IS WORTH EXPLORING ALL OF THEM. IF THERE IS ANYTHING YOU ARE UNSURE OF, THE QUESTION MARK ICON GIVES YOU EXTRA INFORMATION.

ACTIVITY 3 HOW TO ADD A MOODLE GLOSSARY

With the Moodle Glossary, you can browse by alphabet, category, date or author, and you can also search for particular key terms.

- ▶ STEP 1: Enable the Edit Mode from the top-right side.



- ▶ STEP 2: Choose the section you want to add the quiz and click “add an activity or resource” Select “Activity” tab and Click “Glossary”
- ▶ STEP 3: Provide basic information like the name and description, and tick the box if you want to display your information on the course page.
- ▶ STEP 4: From the “Entries” tab, you can decide to allow all entries to appear immediately or whether you want to moderate them first, whether you want to allow duplicate entries, or to allow students to comment on each of these entries.
- ▶ STEP 5: After you decide on your settings, edit “Appearance” and “Activity Completion” to apply how you want the glossary to be displayed and track that students have accessed the glossary.
- ▶ STEP 6: Click “Save and Display” and you will be directed to the glossary edit page. Click “Add a new entry button”. In “concept” write the actual word and in “definition” type what it means, and save the changes.

TIP: YOU CAN CREATE HYPERLINKS TO GLOSSARY FROM YOUR EDUCATIONAL MATERIALS. GO TO “ENTRIES” AND CHOOSE YES ON “LINKING GLOSSARY” ENTRIES.

GUIDANCE AND TIPS FOR ONLINE TEACHERS

Providing classes and courses requires, among other things, generating student interest, presenting teaching materials, assigning assignments and tasks, creating a space for discussion, evaluating performance, and providing feedback. this is possible with Moodle LMS, which transforms online classrooms into a more immersive, collaborative, and dynamic environment.

The following are some suggestions on how to use Moodle LMS as an online teacher:



- ▶ Use moodle.net, an open-source platform for educators to curate collections of resources and activities from geography to language studies.
- ▶ You can integrate Moodle with a wide range of tools such as google classroom to create an ecosystem that supports the workflow.
- ▶ You can increase the interactivity of your classroom and interest of your students by integrating gamification and collaboration add-ons, as well as by creating discussion forums.
- ▶ You can automate the assessment process with a mini-calendar that shows the due dates, and organizes deadlines for your students.
- ▶ You can simplify your workload with document-sharing features from uploading videos to sharing pdfs.

In conclusion, Moodle can be extremely beneficial for online teachers to innovate the way they approach teaching and makes learning more enjoyable and interactive. With its user-friendly interface and extensive customization options Moodle is an important platform for educators who are looking to explore online teaching practices. Whether you are an experienced teacher or a newcomer to the field, Moodle LMS can help you streamline your teaching, reduce your workload, and enhance your students' academic achievements. By taking advantage of its many benefits, you can create an exciting, interactive, and effective online learning environment that will inspire your students and help them reach their full potential.



GOOGLE CLASSROOM

INTRODUCTION

Google Classroom is a free web-based learning platform developed by Google, which allows teachers to share materials with students, set assignments, carry out presentations, mark and return graded papers, and more; all from one place that works across a range of devices.

The platform simplifies teacher-student collaboration by leveraging various G Suite services, such as Google Docs, Sheets and Slides, and can be supplemented with Google Hangouts or Meet for face-to-face live teaching in Google Workspace for Education for schools and organisations.

BENEFITS AND KEY FEATURES

- ▶ Easy to sign-up for an account with Gmail
- ▶ User-friendly and intuitive
- ▶ Accessible from any device
- ▶ Available for individuals, schools and organisations
- ▶ Assignments with extensive materials, like Youtube videos or PDFs
- ▶ Customizable grading system



Google Classroom is free for everyone, but users with organisations or school accounts have access to applications under the Google Workspace for Education, with additional features that are not available to users with personal accounts. These features depend on the edition, Fundamentals, Standard or Plus, and have different prices, which the school has to ask Google for. To find out more about Google Classroom, visit [this website](#).

PRACTICAL ACTIVITIES

GETTING STARTED: MAKING A CLASSROOM ON GOOGLE CLASSROOM IS EASY. GO TO CLASSROOM.GOOGLE.COM AND CLICK ON THE PLUS ICON IN THE TOP MENU BAR. WHEN YOU FINISH FILLING IN THE INFORMATION, TAP CREATE. NOW YOU ARE READY TO SHARE!

ACTIVITY 1 CUSTOMISE “CLASSROOM” SETTINGS

- ▶ On the upper right corner of the class homepage, click on the gear shape to go to the settings.
- ▶ Fill in a class name, description, section, room, and subject.
- ▶ Share the invite code for the class as a link or as a class code that participants will enter upon going to classroom.google.com. Also, remove the classroom code to prevent new students from joining the class.
- ▶ Customise what students can share on the “stream” by choosing if students can post and/or comment. Choose how your class work posts appear on the “stream”.
- ▶ Customise how Google classroom will grade the students – no grade, weighted, grade by category, or total.



ACTIVITY 2 CREATE CLASSWORK FOR YOUR STUDENTS

- ▶ On the top of the homepage, click on the “classwork” button.
- ▶ You will be taken to a new screen, where you should click the “+ Create” button.
- ▶ You will be able to make an assignment, quiz assignment, question, material, or reupload old materials.
- ▶ Create a description, attach appropriate links, assign to specific students, give a point value, set a deadline, and/or put on a specific topic.

ACTIVITY 3 SCHEDULE A LESSON

- ▶ Click on the “classwork” button on the home screen.
- ▶ You will see a “Google calendar” button that you should click on to redirect you to your calendar.
- ▶ Click on the date and customise the time you would like to have a meeting.
- ▶ Fill out the name of the calendar event and ensure that you add the event to the calendar for the correct google classroom.

TIP: YOU CAN EASILY SHARE YOUR CLASS WITH YOUR STUDENTS. FIRST, GO TO THE SETTINGS AND SCROLL DOWN TO THE INVITE CODE. ON “CLASS VIEW” CLICK “DISPLAY CLASS CODE” TO SHOW THE CODE. YOUR STUDENTS GO TO CLASSROOM.GOOGLE.COM , CLICK ON THE PLUS SYMBOL, CLICK JOIN CLASS, THEN TYPE IN YOUR CLASS CODE.



GUIDANCE AND TIPS FOR ONLINE TEACHERS

Google Classroom is a great tool for taking the teaching basics online; it is very easy to learn, simple to use, and works across many devices, all for free. Classroom has vastly improved over the years, and teachers have learned how to make the most of it. The process of creating a class is very simple, and students can join the class with automatically generated code.

Some useful tips regarding this tool are as follows:

- ▶ Number your assignments to organise your files not only in Classroom but also in Google Drive.
- ▶ Create a Google Classroom template, once you have selected your favourite organisational method and tested it.
- ▶ Use direct links to assignments to easily refer back to a particular activity for your students.
- ▶ Use private comments for meaningful feedback and conversations with students.
- ▶ Create separate classes for enrichment and additional activities.
- ▶ Share the automatic Google Drive folder with your class.
- ▶ Double check that you added the upcoming event to the right class.

As mentioned before, there are some differences between Google Classroom for individuals and Google Classroom of the free version of Google Workspace for Education. In the Workspace for Education version, teachers can email summaries of student work to guardians, provide full administration of user accounts or add



additional privacy and security settings. Furthermore, in the Workspace for education, teachers can use the Meet for live classes or questions.

Google Classroom has many features, but the most important one is that it allows teachers to do more to help educate students remotely or in hybrid settings. A teacher can set assignments and upload documents that explain to the students what is required, providing extra information and a place where the students can actually work.

In conclusion, Google Classroom is a meaningful tool for self-employed and traditional teachers in that it provides a space for students to connect with their classroom learning outside of the physical classroom. Teachers will be able to share events, assignments, grades, and quizzes here. Lastly, Google Classroom is on the Google platform, which is widely used by the general public, making it easy for learners to connect with it. Google Classroom can make significant additions to the classroom.

TIP: YOU WANT TO KNOW MORE ABOUT THE DIFFERENT FEATURES IN THE VERSIONS OF GOOGLE WORKSPACE FOR EDUCATION? FIND OUT ALL ABOUT THE DIFFERENT EDITIONS [HERE](#).

Check out [this video](#) that shows the first steps to use Google classroom.



FACEBOOK GROUPS

INTRODUCTION

Facebook groups are online spaces within Facebook that gather people with similar interests, work experience, and for educational purposes and let them communicate with each other. While Facebook pages are public profiles and anyone can see them, Facebook groups can be private, and only its members will see the posted content. Owing to this, Facebook can be used as a learning management system that allows teachers to provide educational material for students, give feedback about their work, create quizzes to let the students evaluate themselves, and even hold an online meeting. Last but not least, Facebook groups are perfect to discuss lessons, deadlines, and general views on the class.

Important terms

Feed

The *Feed* or *Newsfeed* is the central column after logging on Facebook. Your friends' posts and posts from pages you like will appear there.



PRACTICAL ACTIVITIES

ACTIVITY 1 CREATE AND END A ROOM IN A FACEBOOK GROUP

Facebook groups allow you to hold an online meeting with the members of a group, which provides an opportunity to, among others, give feedback to an individual about their work, or even teach.

Create a room:

- ▶ From your Facebook Feed, click groups in the left column and choose your group from the groups you manage.
- ▶ Click manage on the left side and select add features from the settings.
- ▶ At the top of the page there is a section post formats. Click see all in the upper right-hand corner.
- ▶ Scroll down until you see the format rooms. Click on add.
- ▶ Select a community home in the left menu, click on the browse, and choose rooms.
- ▶ Click the button to create a room in the centre of the screen.
- ▶ Name the room, choose the start time, and select the audience (specific members or all members of the group).
- ▶ Click next and then post. By clicking on the join you can join the room with a microphone and camera.

End a room:

- ▶ After everyone leaves the room, it will remain available to restart anytime, unless you end it.
- ▶ From your Facebook Feed, click groups in the left column and choose your group from the groups you manage.



- ▶ Click on the browse in the left menu and select rooms.
- ▶ Choose the button with the three dots next to the particular room and click on the end room.

ACTIVITY 2 ADDING FEATURES TO GROUPS

Some of the Facebook groups features are not enabled by default and you have to choose them manually. The feature set that might be of your interest as a teacher is the Learning set that introduces guides. It is a special section allowing you to create quizzes and organise educational files and posts in one place.

- ▶ From your Facebook Feed, click on groups in the left column and choose your group from the groups you manage.
- ▶ Click manage on the left side and select add features from the settings.
- ▶ Click on a set from the section feature sets to learn more about it. Click add set to group.
- ▶ Different features sets can be added to the group simultaneously.
- ▶ To return to the main page of your group, select the *community home* in the left-hand column.

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ACTIVITY 3 TURN ON BADGES IN YOUR GROUP

If you want to encourage the students to participate in discussions and activities, consider enabling badges – visual features next to a member’s name that indicate, for instance, in which activities they engage.

- ▶ From your Facebook Feed, click on groups in the left column and choose your group from the groups you manage.
- ▶ Click manage in the left menu and select add features from the settings.
- ▶ Underneath the feature sets there are badges. Click see all in the upper right-hand corner to see all the possible badges you can add.
- ▶ Note that some of the badges might have already been enabled if you had added a feature set to your group during the previous activity.

GUIDANCE AND TIPS FOR ONLINE TEACHERS

Facebook groups are a useful learning management system that allows teachers to not only share learning materials, such as articles, videos, or images, but also communicate with students more easily and engage them in various ways.

Creating discussions encourages students to share their opinions on a topic without time pressure, which might be particularly useful for timid individuals who are less likely to participate in class discussions. Polls may perform a similar function. Moreover, teachers can enable students to provide their answers. As they have more time to think thoroughly about their beliefs and opinions, they



might manage to study a problem from different perspectives, which is not always possible during the limited duration of a class.

Events are another feature of Facebook groups that can be used in diverse ways. Teachers may set them up as reminders of important deadlines and exams, or to inform students about interesting educational events that will take place online or in their neighbourhood.

One of the most efficient ways to share learning material with students is to add a guide section as a feature to the group. Guides are separate from the main discussion page, so that teachers can put all the important information, articles, videos, etc. in one place and organise them. Moreover, they provide the opportunity to evaluate students by creating quizzes which at the same time help revise the material.

Last but not least, Facebook badges are visual features that appear next to a member's name if they have met certain conditions. They might increase the students' sense of competition and motivate them to participate actively in the provided activities. It is worth remembering that Facebook keeps improving groups so check occasionally if any new badges or learning features have appeared and see if they might be useful for educational purposes.

In conclusion, Facebook groups are free and user-friendly online spaces that can easily be incorporated into both online and in-person teaching. Not only is it possible to share learning materials via them but they also encourage students to discuss lessons with each other.



KEY TAKE-AWAY POINTS

Tool	Key-take away points
<p><u>Google Workspace</u></p>	<ul style="list-style-type: none"> ☒ A cloud-based package of digital tools designed for collaborative work available to all users of Google/Gmail. ☒ Provides you access to a range of Google workspace tools that are useful in classroom environment. To name a few: Google forms, Jamboard, Google Drive & Google Docs. ☒ Use Google forms for course tests, class feedback; Google drive for storing & sharing documents; Jamboard as an interactive board and lastly, Google docs for group projects.
<p><u>Prezi</u></p>	<ul style="list-style-type: none"> ☒ A cloud-based interactive tool designed to help you and your students create astounding presentations. Can be used anywhere and from any device, provided one must have an internet connection. ☒ An educator can easily create slides to present new content in the classes. ☒ Prezi can be integrated into Zoom, Google Meet, and other video conferencing tools, and one can easily display presentations during online lessons. ☒ Prezi also allows teachers to create videos thus, allowing access to students anywhere, anytime. Also ideal for groupwork as it allows editing by multiple users simultaneously.
<p><u>Canva</u></p>	<ul style="list-style-type: none"> ☒ A free graphic design platform where one can create presentations, posters, social media graphics, documents, and other visual content. ☒ Users are at liberty to create their own designs or can access to professionally-designed templates. ☒ Allows users to design a variety of top-notch educational resources e.g., professional-looking presentations, worksheets, posters, & flowcharts.

<p><u>Loom</u></p>	<ul style="list-style-type: none"> ☒ An easy-to-use screen casting tool that allows users to record themselves and their computer screens. ☒ An ideal tool for teaching contexts where teachers or students can share presentations with one another. ☒ One can design some of the course materials with Loom, notably materials designed to deliver instructions or present new content. ☒ Allows you to add notes and highlight important information while delivering the presentations.
<p><u>Video conferencing tools</u></p>	<ul style="list-style-type: none"> ☒ Two most popular video conferencing tools-zoom and google meet make it easy for anyone to hold enterprise-grade, secured video calls. ☒ Meeting hosts must have a Zoom or Google account to be able to hold meetings, but the same is not true for guests, who can join meetings without signing up for an account. ☒ user-friendly, intuitive interfaces make them great choices for most people regardless of technical knowledge and skills.
<p><u>Nearpod</u></p>	<ul style="list-style-type: none"> ☒ Nearpod is a slides-based presentation tool, but with intelligent assessment features, it can be used as an interactive learning platform for students. ☒ Teachers can use the live teaching mode or the student paced one, where they can guide each student at their own pace. ☒ can be easily integrated with Zoom to include all students regardless of their location, and it works well with pre-existing tools, such as Google slides, Microsoft Powerpoint, Canva, and Youtube, enabling teachers to import media for easy integration with a quiz, to make a lesson.
<p><u>Socrative</u></p>	<ul style="list-style-type: none"> ☒ Socrative is a cloud-based student response system that helps teachers engage their students through a series of educational exercises and games.



	<ul style="list-style-type: none"> ☒ It allows educators to create simple quizzes that students can take quickly on laptops – or, more often, via classroom tablet computers or their own smartphones. ☒ teachers may use Socrative to create personalized activities, and easily modify them whenever they want. ☒ It is especially useful to get instant feedback from students, as the app grades the quizzes live and provides the teachers with an immediate overview of students' learning process. ☒ Tutors can integrate the quizzes in face-to-face or online lessons, to make them more engaging and, at the same time, taking track of all students' improvements
<u>Kahoot</u>	<ul style="list-style-type: none"> ☒ Kahoot is a platform with a friendly user interface that is very fun to use to collect students' opinions and review their learning without extra effort with the game options. ☒ Students can get competitive, pay attention, and have fun when they engage with the game through their phones. ☒ with Kahoot, everyone is able to participate, and it makes the classroom setting livelier. ☒ Kahoot provides a graph of the student answers to the teachers so they can see which students have trouble understanding a certain concept. ☒ This allows teachers to explain the question further for not only the students who are having difficulty with it, but also for the rest of the students in the class.
<u>Quizlet</u>	<ul style="list-style-type: none"> ☒ Quizlet is an online study tool that allows teachers to create engaging learning materials such as interactive flashcards, tests or study games. ☒ Quizlet can be used to create your own class where you can share study sets with your students. Teachers can decide either to design their own study sets from scratch or search for already made sets that they can clone and edit to use directly in their classrooms.



	<ul style="list-style-type: none"> ☒ Very helpful tool for online teachers to create more engaging assessment exercises. ☒ Teachers can create quizzes in both individual and team modes, so that students can compete against their classmates on their own or collaboratively as teams.
<u>Quiziz</u>	<ul style="list-style-type: none"> ☒ Quizizz is a learning platform that offers multiple tools to make a classroom fun, interactive and engaging. ☒ An online tool allowing teachers to conduct student-paced various activities (presentation, practice, revision as well as assessment) in a stress-free and engaging way. ☒ Students can review their answers after the quizzes have been completed and the resulting data is compiled into a spreadsheet, which gives the instructor a clear visual of the students' performance allowing the analysis of areas that may need more focus in the future. ☒ Quizizz offers a library of ready-made quizzes which can be easily used or edited. ☒ Can create lessons, conduct formative assessments, assign homework, and have other interactions with students (for all grades) in a captivating way.
<u>Mentimeter</u>	<ul style="list-style-type: none"> ☒ Mentimeter is a web-based interactive digital tool that facilitates <i>teacher-student interaction</i> in real time. ☒ It can be used as interactive visual support where teachers can integrate different open questions, polls, quizzes, slides, and images for synchronous feedback in class. mostly used to facilitate audience engagement in real time. ☒ Instantly collects polls, data and opinions from all participants. can be used as a visual brainstorm of ideas, icebreaker activities, vocabulary revision, feedback, etc. ☒ It is a quick and flexible solution to change the dynamics of any class or presentation as it gives both teachers and students the possibility to communicate and connect



	ideas in real time with a positive impact on students' attitude and performance.
<u>Facebook</u>	<ul style="list-style-type: none"> ☒ Facebook is a free social networking site that allows users to connect with friends, students, colleagues, or people online. Users can share pictures, music, videos, and articles, as well as their own thoughts and opinions with people. ☒ Teachers may promote community and collaboration, and improve their interaction with students. ☒ Allow teachers to create a private group for their students, and it is beneficial to share the materials. ☒ It is a communication tool that, makes it easier to interact with students, fostering also their language skills and their computer literacy competencies. ☒ Facebook can be a great opportunity for students to know their teachers better, receive clarification on assignments, engage in discussions with their classmates, and connect with students all over the world
<u>Moodle</u>	<ul style="list-style-type: none"> ☒ Moodle is a platform which is easy to navigate regardless of the user's experience or technical ability with its intuitive design and clear layout. ☒ Can be accessed from desktops, laptops, tablets and smartphones, and it supports a variety of operating systems and softwares. ☒ This makes it easy for students to access course materials from any device and provides the flexibility of creating a blended learning environment. ☒ With its user-friendly interface and extensive customization options Moodle is an important platform for educators who are looking to explore online teaching practices.
<u>Google classroom</u>	<ul style="list-style-type: none"> ☒ A free web-based learning platform developed by Google, which allows teachers to share materials with students, set assignments, carry out presentations, mark



	<p>and return graded papers, and more; all from one place that works across a range of devices.</p> <ul style="list-style-type: none"> ☒ The platform simplifies teacher-student collaboration by leveraging various G Suite services, such as Google Docs, Sheets and Slides, and can be supplemented with Google Hangouts or Meet for face-to-face live teaching in Google Workspace for Education for schools and organisations. ☒ Google Classroom has many features, but the most important one is that it allows teachers to do more to help educate students remotely or in hybrid settings. A teacher can set assignments and upload documents that explain to the students what is required, providing extra information and a place where the students can actually work.
<p><u>Facebook Groups</u></p>	<ul style="list-style-type: none"> ☒ online spaces within Facebook that gather people with similar interests, work experience, and for educational purposes and let them communicate with each other. ☒ While Facebook pages are public profiles and anyone can see them, Facebook groups can be private, and only its members will see the posted content. Facebook groups are a useful learning management system that allows teachers to not only share learning materials, such as articles, videos, or images, but also communicate with students more easily and engage them in various ways. ☒ Creating discussions encourages students to share their opinions on a topic without time pressure, which might be particularly useful for timid individuals who are less likely to participate in class discussions. ☒ Polls may perform a similar function. Moreover, teachers can enable students to provide their answers



KEY WORDS

Account: Also known as user account; the means by which a user can access a computer system, or a digital space.

Access Code: a series of numbers and/or letters that allow access to a particular system

Backup: A backup, or data backup is a copy of computer data taken and stored elsewhere so that it may be used to restore the original after a data loss event. Backups can be used to recover data after its loss from data deletion or corruption, or to recover data from an earlier time. Backups provide a simple form of disaster recovery. A backup system contains at least one copy of all data considered worth saving.

Blended Learning: Blended learning is a style of education that combines online and face-to-face learning. It allows students to learn at their own pace and interact with both teachers and peers in different ways.

Break-Out Rooms: A 'room', separate session created during a meeting that allows the participants to discuss and work in small groups isolated from others.

Browser: A browser, often known as a web browser or Internet browser, is a piece of software used to display and browse content on the World Wide Web. Links between these materials, such as images, videos, and web sites, are used.

Cloud-Based: Cloud based platforms like Canva have the ability to be accessed from any device with an internet connection.

Cloud Storage: Cloud Storage is a mode of computer data storage in which digital data is stored on servers in off-site locations. The servers are maintained by a third-party provider who is responsible for hosting, managing, and securing data stored on its infrastructure.

Community Home: The main page of a Facebook group where group members' posts appear.

Feed/ Newsfeed: Feed is the place where all of your friends' posts will appear.



Game-based learning: Game-based learning uses gaming elements like competition, rewards, and challenges. It allows students to actively participate and explore while learning new things.

Hashtag: A feature of Twitter and other sites that assigns a keyword to a post or tweet. To make it simple for people to find and sort content related to computers, one may use the hashtag #computer. All hash tags start with a hash character, which on American keyboards is the sign (#) above the number 3.

Homepage: The introductory page of a website, typically serving as table of contents for the site.

HTML: HTML, or hypertext markup language, is a short form. The World Wide Web displays electronic documents, sometimes known as pages, that are created using HTML. Each page has numerous hyperlinks, which are connections to other pages. You are currently viewing one version of HTML on every web page.

Hyperlink: In computing, a hyperlink, or simply a link, is a digital reference to data that the user can follow or be guided by clicking or tapping. A hyperlink points to a whole document or to a specific element within a document. Hypertext is text with hyperlinks. The text that is linked from is known as anchor text. The document containing a hyperlink is known as its source document.

Information and communications technology: Information and communications technology (ICT) is an extensional term for information technology (IT) that stresses the role of unified communications and the integration of telecommunications (telephone lines and wireless signals) and computers, as well as necessary enterprise software, middleware, storage and audio-visual, that enable users to access, store, transmit, understand and manipulate information. ICT is also used to refer to the convergence of audio-visuals and telephone networks with computer networks through a single cabling or link system. ICT is an umbrella term that includes any communication device, encompassing radio, television, cell phones, computer and network hardware, satellite systems and so on, as well as the various services and appliances with them such as video conferencing and distance learning.

Instant Response System: students' answers are automatically graded and teachers instantly know learners' answers.



Internet Browser: An application program that provides a way to look at and interact with all the information on the World Wide Web (www). Google Chrome is currently one of the most commonly used browsers. Other browsers include: Firefox (which was developed by Mozilla), Microsoft Edge (used a replacement for Internet Explorer, with Windows 10).

Interface: An interface is a program that allows a user to interact computers in person or over a network. An interface may also refer to controls used in a program that allow the user to interact with the program.

LMS (Learning Management System): a software application that helps with the administration, delivery and tracking of educational courses. It utilizes a server for functionality and has a user interface that is accessible to instructors.

MOOCs (Massive Open Online Courses): The MOOC pedagogy automates the teaching and assessment processes. It employs an individualized, self-paced pedagogy where the learner interacts with the content which is presented in a modular format.

Multiplayer: Multi-player means that multiple players can simultaneously join and interact in the same quiz session by using their own devices.

Open Navigation: let the users modify their answers before finishing the quiz and choose the order in which they answer the questions.

Planet Topic: by default, Prezi's type of topic and will be multi-level (or multi-layer).

Pool: An image pool refers to the collection of photographs.

Post: A Post is something you share on newsfeed: text, images, videos, location, etc.

Profile: A profile is linked to an account; it is what other users see and you can update it with your personal information.

Screencast: A screencast is a video recording of your computer screen, that usually includes audio.



Screen sharing: Broadcasting the content of your screen so that the participants can see exactly the same website, file, etc. that you have opened on your computer

Spreadsheet: an electronic document in which data is arranged in the rows and columns of a grid and can be manipulated and used in calculations.

Stack Topic: the regular topic you have in a presentation displayed in a linear fashion, a stack of slides.

Sub Topic: A subject that is one of the parts or divisions of a larger topic, on Prezi it's a sub-container of a planet topic.

Template: Templates provide a starting point for Canva designs. They have placeholders for images, texts and other elements that users can customize.

Trim: In video editing, trimming is the process of removing either part of the beginning or end, or increasing the length of it.

Username: Identification used by a person with access to a computer, network, or online service.

URL: A URL (Uniform Resource Locator) is a standardised naming convention for addressing documents accessible over the Internet and Intranet. It is often referred to as an internet address or web address. A computer can find and open a web page on another computer through the Internet thanks to the URL.

Watermark: A Watermark is a semi-transparent Canva logo that is automatically added to premium elements, if you are using the free version of the platform.

Web-based: It refers to any program or application that is accessed via a web browser over the internet.



Shortcuts

Shortcut Keys	Description
Alt+F	File menu options in the current program.
Alt+E	Open <i>Edit</i> options in the current program.
Alt+Tab	Switch between open programs.
F1	View help information (F1 is used by almost every Windows program to display help).
F2	Rename a selected file.
F5	Refresh the current program window.
Ctrl+D	Bookmark the current page in most Internet browsers .
Ctrl+N	Create a new or blank document in some software, or open a new tab in most Internet browsers .
Ctrl+O	Open a file in the current software.
Ctrl+A	Select all text.
Ctrl+B	Change the selected text to bold or remove bold.
Ctrl+I	Change the selected text to italics or remove italics.
Ctrl+U	Change selected text to underlined or remove underline.
Ctrl+F	Open the find window for current document, web page, or window.
Ctrl+S	Save the current document file.
Ctrl+X	Cut the selected item.
Shift+Del	Cut the selected item.
Ctrl+C	Copy the selected item.



Ctrl+Ins	Copy the selected item.
Ctrl+V	Paste
Shift+Ins	Paste
Ctrl+Y	Redo the last action.
Ctrl+Z	Undo the last action.
Ctrl+K	Insert hyperlink for the selected text.
Ctrl+P	Print the current page or document.
Home	Go to the beginning of the current line.
Ctrl+Home	Go to the beginning of the document.
End	Go to the end of the current line.
Ctrl+End	Go to the end of the document.
Shift+Home	Highlight from the current position to the beginning of the line.
Shift+End	Highlight from the current position to the end of the line.
Ctrl+Left arrow	Move one word to the left at a time.
Ctrl+Right arrow	Move one word to the right at a time.
Ctrl+Esc	Open the Start menu.
Ctrl+Shift+Esc	Open Windows Task Manager.
Alt+F4	Close the currently active program.
Alt+Enter	Open the properties for the selected item (file, folder, shortcut, etc.).
Windows key+L	Lock the computer, requiring password entry to access again





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DIGITISE