

Module 6: Content Materials

1. VIDEOS FOR THE SESSIONS

- Video: [The benefits of online learning and teaching](#)
- Video: [How to create your first Mentimeter presentation](#)
- Video: [Introducing Canva:](#)
- Video: [What is Kahoot?](#)
- Video tutorial: [Genially for Teachers](#) (for self study, 14 min)

2. HANDOUT 1: TOOLS FOR PLANNING AND COORDINATING A TRAINING AND ORGANIZING A CLASSROOM

[Link](#)

Tools for preparing an online classroom

You can understand an online training session as a long-distance meeting, therefore it is important to create and schedule a classroom meeting time for your students. For that you can use tools such as :

Google Calendar: With [Google Calendar](#) you can create invitations for events and send them to your students. They will receive your invitation via email and can add it to their calendar if they have a gmail email address.

Video Conferencing tools

A video conferencing tool is part of the equipment needed to create, coordinate, and organize an online training. It is what will allow you to meet and communicate remotely through sound and video with your learners.

Many platforms are at your disposal for video conferencing:

Zoom: [Zoom](#) is a cloud-based video conferencing service that you can use to meet virtually with others either via video or audio only or both, while conducting live chats. This tool was massively used during the pandemic in the education sector, so it is familiar to many. One advantage of this tool is that it allows you to record your sessions for later viewing.

Google meet: [Google meet](#), formerly known as Hangouts Meet, is Google's video conferencing service designed for professionals. It allows them to organise video conferences easily. The application is easy to use: Just send an automatically generated link to your participants, who need to have a Google account to join.



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Microsoft Teams: [Microsoft Teams](#) is a customizable collaborative platform that integrates video conferencing, file storage and transfer with SharePoint, and a note-taking block with OneNote. Instant messaging allows team or workgroup exchanges while keeping track of all exchanges. Its integration with Microsoft Outlook allows planning team meetings and to share emails and contacts. It is a Microsoft software available as a stand-alone solution or as part of an Office 365 offer.

Tools for collaborative workspaces

Any face-to-face training relies on documents. With distance learning, you cannot hand them to the student like you would in a traditional classroom setting. So you will need another way to exchange the documents with your students.

In the case of online training, e-mail is not the most suitable solution because it does not allow for immediate sharing and could disturb the flow of the class. Moreover, it is better for the learners as well as the educator to have a space exclusively dedicated to the courses and to avoid having documents everywhere mixed with other information that have nothing to do with it. With a designated collaborative workspace, all your information exchanges and files are centralized in a simple way: It facilitates the organization of your classes and avoids the accumulation of mails.

A workspace like that works both ways: Your students can access homework and articles to read or a video to watch for the next class, for example. You will then be able to create your PowerPoints, your worksheets and your written files, directly within this space, which both parties will be able to consult and modify at any time. That way, it is a true group work space.

There are several online tools for collaborative working:

Google Classroom: [Classroom](#) is a free service for schools, non-profit organizations, and individuals with a personal Google account. The application facilitates communication between students and teachers. It saves time and paper and makes it easier for teachers to create lessons, distribute assignments, communicate, and organize. Classroom offers many benefits:

- Easy setup: Teachers can add students directly or share a code with them to participate in a class. Setup takes only a few minutes.
- Saves time: The simple, electronic homework management process allows teachers to assign, grade, and mark homework quickly and centrally.
- Better organization: A dedicated page allows students to view all of their assignments, and all course materials such as documents, photos and videos are automatically saved in Google Drive folders.
- Easier communication: Classroom allows teachers to send announcements and start discussions instantly. Students can share resources with their peers and answer questions in the stream.
- Security: Like other Google Workspace for Education services, Classroom does not display ads or use your content or student data for advertising.



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User	What you can do with classroom
Teacher	<p>Start a videoconference</p> <p>Create and manage online courses, assignments and grades without any paper</p> <p>Embed media in assignments, such as YouTube videos, Google Forms surveys and other Google Drive items</p> <p>Add comments directly and in real time</p> <p>Use the course feed to post announcements and invite students into the discussion with questions</p> <p>Invite parents or guardians to sign up to receive email summaries of assignments due or overdue</p>
Student	<p>Monitor work and assignments, and hand in homework</p> <p>Share resources, and interact in the course stream or via email</p>

Google Drive: With [Google Drive](#), you can organize and share permanently any types of document (PDF, Microsoft Word documents, Excel spreadsheets, music files, photos, videos) or files with your students. They can access these files from any device that has Drive installed or online.

Online courses platform

What is a MOOC and how to use it

Presentation: A MOOC (acronym of Massive Open Online Course) is an open type of distance learning capable of accommodating many participants. This online learning format was born from the initiative of major American universities such as Harvard and MIT. Thanks to MOOCs, it is now possible to access the knowledge delivered by the most prestigious institutions around the world. A MOOC is available to anybody by registration.

A MOOC is timed, with learning periods that are more or less strict and longer or shorter, allowing the creation of student promotions, just like in a face-to-face course. In general, it is nevertheless possible to learn at your own pace, where and when you want, at a lower cost.

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MOOCs are composed of pedagogical activities, such as short videos, quizzes (intermediate, by chapter), practical exercises, and even, depending on the MOOC, collaborative work. After completing a MOOC and meeting the expectations of the teaching team (quiz results, projects/assignments, peer evaluations), you can sometimes receive a certificate attesting to your success. This certificate can of course enrich your CV, but it is also possible to take a MOOC for personal reasons.

Why follow a MOOC?

- complete or acquire new professional skills
- enhance your resume with certifications
- take courses from the best schools/universities
- learn anytime, anywhere
- work at your own pace, whenever you want

European MOOCs platforms:

<https://www.dimpaproject.eu/fr/>

<http://fr.openclassrooms.com>

<http://www.edunao.com/accueil>



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3. HANDOUT 2

Toolkit for adult educators

[Link](#)

In this section, many digital tools are suggested to be used in adult teaching and learning. The selection includes different types of tools and it seeks to cover all the possible needs educators may have in order to achieve the best learning outcomes for their students. The tools are recommended for either Web Facilitated, Blended or Online courses; they allow educators to create high quality content, build a meaningful bank of materials, and ensure more fun in class. Using digital tools in the classroom brings added value to the learning process by increasing the desire to learn, by offering personal development, by stimulating peer learning as well as giving freedom to learn according to the pace, time and personal experience of the learners. Each tool has been assigned a score on 'ease of use'; where the scale is 1 = very intuitive, 2 = easy, 3 = quite easy, 4 = intermediate and 5 = advanced level.

BASIC TOOLS		QR LINK	EASE OF USE
	QR Code Generator - qr-code-generator.com - FREE - Online tool to create QR codes that can be used to link to specific websites, resources or even create a QR code treasure hunt/quiz. No more typing in long, complicated URLs.		1
	Gmail - gmail.com - FREE - Many of us, and our students already have a Gmail account. Bundled up together with the email account is G Suite: word processor, spreadsheet, presentations, as well as a lot of cloud storage space.		1

	<p>Mindmup - mindmup.com - FREE and SUBSCRIPTION PLANS - An app for individual note-taking, collaborative planning, teamwork and classrooms. Create maps that can be easily converted to pdf, ppt, outlines, etc., published and shared online, saved to GoogleDrive and managed using Google Apps. And more: structure writing, create storyboards, plan and manage projects, etc. etc.</p> <p>Other similar tools: popplet.com, xmind.net</p>		<p>2</p>
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TOOLS FOR INSTANT FEEDBACK AND GAMES		QR LINK	EASE OF USE
	<p>Socrative - socrative.com - FREE - The best tool to engage students as learning happens with the choice of activity type. Launch a quiz, receive exit tickets, or ask a quick question for instant student feedback during your frontal lesson! From quizzes to polls, you can create whatever type of activity suits your needs.</p>		<p>2</p>
	<p>Mentimeter - mentimeter.com - FREE or SUBSCRIPTION PLANS - The app enables users to share knowledge and real-time feedback on mobile with presentations, polls or brainstorming sessions in classes, meetings, gatherings, conferences and other group activities.</p>		<p>2</p>
	<p>Polleverywhere - polleverywhere.com - FREE or SUBSCRIPTION PLANS - Another app to energize online meetings and classes adding live audience response activities, watching engagement and comprehension by capturing powerful feedback instantly during virtual meetings, classes, events, etc.</p>		<p>2</p>

PRESENTATIONS		QR LINK	EASE OF USE
	Canva - canva.com - FREE or SUBSCRIPTION PLANS - the popular graphic design platform to create social media graphics, presentations, posters, documents and other visual content. Very professional results with the minimum effort.		3
	Prezi - prezi.com - FREE or SUBSCRIPTION PLANS - A presentation tool different from the classical slide making programs such as Powerpoint. Prezi makes use of one large canvas that allows you to pan and zoom to various parts and emphasize the ideas presented there. Use the arrow keys to navigate back and forth in the Prezi. You can also click and drag anywhere you want to go as well as zooming in and out.		4
	Genially - genial.ly - FREE or SUBSCRIPTION PLANS - It is a very complex platform that brings content to life! It allows educators to create interactive content like images, infographics, presentations, microsites, catalogs, maps, etc in a very creative way!		4

COLLABORATIVE PLATFORMS		QR LINK	EASE OF USE
	Google Classroom - classroom.google.com - is a free blended learning platform developed by Google for schools that aims to help with the transition to paperless system. Classroom is available on the web or by mobile app. This platform integrates many tools that you already use, such as Gmail, Google Docs, Google Forms, Google Drive, Google Calendar, etc. For the teachers it allows: start a video meeting; create and manage classes, assignments, and grades online without any papers; add materials to the assignments such as videos, Google Forms and other items from Google Drive or other sources; give direct, real-time feedback, etc.	 	2

	<p>Jamboard - https://workspace.google.com/products/jamboard/ - FREE or SUBSCRIPTION PLANS - a digital interactive whiteboard developed by Google. Once on a landing page, a user is able to create a “Jam” where they are able to draw, create shapes, lines, and add text.</p>	 	<p>2</p>
	<p>Padlet - padlet.com - FREE or SUBSCRIPTION PLANS - online platform with a simple and intuitive interface to store and share multimedia content. Create on a digital wall: personal or collaborative board where you can insert images, links, docs, videos, audios, presentations ... the ideal tool for making e-portfolios, creative collections, advertisements, didactic corners, virtual libraries, galleries, video libraries, glossaries, etc.</p>		<p>3</p>

GAMES & QUIZZES		QR LINK	EASE OF USE
	<p>Google Forms - docs.google.com/forms - FREE - survey administration software included as part of the free, web-based Google Docs Editors suite. The app allows users to create and edit surveys online while collaborating with other users in real-time.</p>	 	<p>1</p>
	<p>Educaplay - educaplay.com - FREE - A complete gamification tool to create (or find) your own games: ABC games, crossword puzzles, dialogue games, fill in the blanks, memory, quizzes, video quizzes, scrabbles, etc.</p>		<p>1</p>

	<p>Quizizz – quizizz.com – FREE – A gamified student engagement platform that offers multiple features to make a classroom fun, interactive and engaging.</p>		<p>1</p>
	<p>Kahoot - kahoot.com - FREE or SUBSCRIPTION PLANS - A game-based learning platform to use in online or face-to-face classes. Teachers can create quizzes or other types of “kahoots” about any topic. Kahoot can be played either individually or in teams.</p>		<p>2</p>