



Erasmus+

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eGuide for online pre-departure training (IO2)

Increasing the access and knowledge of the VET organisations about existing digital tools for online training implementation

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Introduction

The aim of ePassport project is **to strengthen the capacities** of organisations working in the field of Vocational Education and Training (VET) and to improve the techniques and methods of preparation and follow-up of beneficiaries participating in **a hybrid and virtual mobility project**.

This guide focuses on the preparatory phase of the mobility and it will be a user-friendly and adaptable tool for professionals in the vocational education and training field (VET), that will increase the access and knowledge to existing tools for online training.

The guide will gather the relevant methods and tools and will also provide the organizations with good practices on how to carry out online preparatory trainings for participants.

The main objectives of this guide are as follows:

- › To facilitate the access of the training
- › To facilitate work of VET professionals
- › To increase knowledge of predeparture training
- › To increase digital skills
- › To improve face to face training
- › To gather all the tools that can be used on predeparture training
- › To gain in effectiveness and efficiency in the preparation of the participants before the undertaking of a virtual or hybrid mobility period
- › To adapt their online pedagogy and skills through existing digital tools
- › To select new interactive online methods.
- › To organize an online interactive training



CONSORTIUM



ADICE is a French association located in Roubaix in the North of France. Since its creation in February 1999 in Roubaix, ADICE has been promoting equal opportunities by enabling everyone to experience life abroad, thanks to various French and European mobility programmes.

All mobility projects proposed by ADICE are developed in cooperation with local structures located in Europe and the rest of the world. In order to build its projects in a coherent and sustainable way, ADICE has developed partnerships with organisations and institutions to work on the themes of international mobility, education, youth and employability.

> www.adice.asso.fr



KERIC is a non-governmental, non-profit youth organisation working with children and young people from 7 to 30 years old, but also with adults in the Kysuce region of Slovakia. KERIC was founded in February 2003 by Mirka Petříková and Ivka Hrušková in response to the needs of local youth.

They offer various activities with an international dimension, which develop the personality of children and young people and vary according to the needs of individuals and groups. They try to connect the Kysuce region with Europe and gradually with the whole world.

> www.keric.sk



Forum Educativo is a Spanish organisation with residence in Seville, focused to the training and educational development of people of all ages, in different areas ranging from language, training and social inclusion, through the teaching of courses oriented courses in different sectors.

Their training plans are based on enhancing the skills of students for their future immersion in the labour market, expanding and updating their knowledge, as well as courses specifically aimed at employed or unemployed workers who want to acquire new skills for their development and projection within the working market.

> www.forumeducativo.eu



Social Youth Development, KANE, is a non-profit organization situated in Kalamata, Greece. Their main target group is young people aged 15-30, youth workers, youth leaders, mentors and trainers and also working with all the local community.

Their vision is to foster youth motivation in order to take initiatives and become more active citizens. Their mission is to provide educational and training opportunities for youth and people that work in the youth field. They also aim at fighting discrimination, fostering intercultural and social development, and promoting social inclusion and equality, particularly for young people. At organizational level, they promote cooperation among local, regional and international organizations and public bodies.

> www.ngokane.org



PURPOSE AND METHODOLOGY

Objectives

This guide will provide an overview of the main digital tools that are used today on a personal and professional level.

Digital tools are understood as packages that are on computers, or on electronic devices such as mobile phones and tablets, among others. They are intended to facilitate everyday tasks for professionals in the VET field, and can be classified according to the needs of the user.

Among the large number of existing digital tools, the consortium included in this guide about

20 of them identified as supporting improved online pre-departure training for VET participants.

The tools have been classified into 6 chapters depending on their purpose:

- › Plan / Management
- › Facilitation
- › Interactive
- › Presentation
- › Interactive whiteboard and group work
- › Evaluation

Methodology

The methodology followed for the selection of the applications is the result of a workshop among the members of the consortium. The pros and cons of a large number of them were analysed and those that best suited the needs of the project were chosen.

Each digital tool includes the following information:

- › Tool description
- › Learning objectives
- › How to use it?
- › How to get access?
- › Tips from practice
- › Practical example
- › Link to other similar tools





PLANNING & MANAGEMENT

Covid-19 could be the catalyst that has taken the evolution of the 'work-from-anywhere' organizations to another level, greatly enhancing opportunities to collaborate, think, create and connect productively.

The digital management and administration software and applications that have been created to address this new situation provide organizations with an opportunity to simplify, organize and optimize many of their tasks.

In this chapter we propose three management tools: Trello, Google Calendar and Google Drive, that will help to optimize the organization of any event in pre-departure training.



GOOGLE CALENDAR

Planning & management

Google Calendar allows you to create and modify a virtual calendar with the great advantage of being able to access it from any place and/or mobile device with internet access.

It will be possible to keep up to date with appointments, interviews, work to be delivered, special dates, holidays, etc. This tool replaces the well-known personal diary.

Google Calendar is designed for teams, so it is possible to share it with others and create multiple calendars that can be used together individually or in teams. This tool can be very useful for pre-departure departments, as it can help to organize the most relevant events, as well as for any key dates.

Learning objectives

Google Calendar has an endless number of options, some of which are: Create an event, add guests, add room, location and conferencing, add event description, add attachment, choose event color, calendar and default visibility, set up notifications, save events, update an existing event, check guest attendance list, delete an event, restore a deleted event.

How to use it?



As indicated above, the only requirement to use Google Calendar is to create a personal Google account in which the user's personal data (name, address, phone number, etc.) must be added. Once the account is created, a weekly calendar will appear on the screen (the application allows changing the calendar format) in which events can be added that the user deems appropriate. On the left side of the screen, the user can add the type of events they want according to the color of each event (For example, green for events related to work, etc).

How to get access?

Google Calendar is one of the many tools that Google makes available to its users, so it is only necessary to have a personal Google account to access this service.

In addition, Google Calendar is an online application tool accessible through a browser, Android

app and IOS app. If accessed through a browser, there is no need to download any software.

In the case of wanting to access it from a mobile, the app needs to be downloaded first. Moreover, it is a completely free service that can be accessed by anyone.

calendar.google.com >

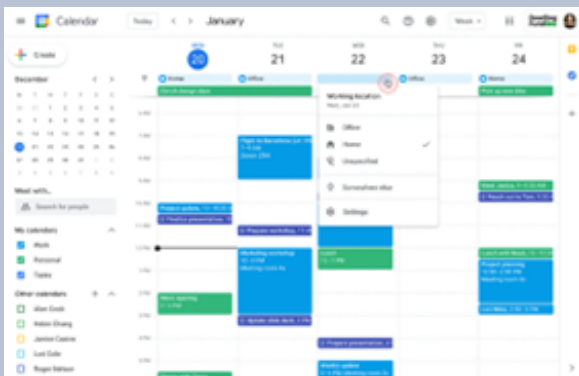
Tips from practice

Google Calendar not only serves to create personal events, it also has a wide variety of tools that can be very effective for users. Two of them will be discussed below:

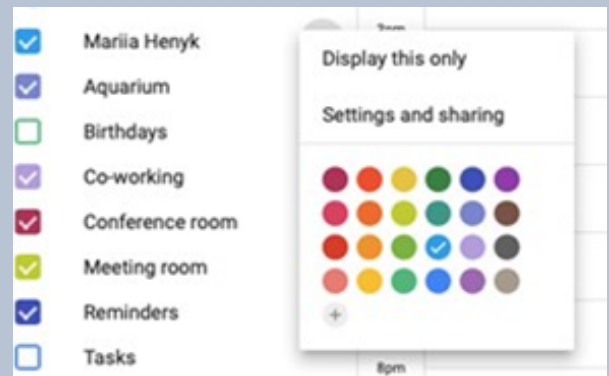
Update and respond to events: users can forward meeting links to other users. However, in order for an uninvited user to join the meeting, a person from their organization, who is participating in the meeting, must accept a request on their behalf. On the other hand, users can invite more people and change the location of meetings. They also have the option to check which invitees will attend the created event, and even delete such events.

Sharing and viewing calendars: Google Calendar users have the ability to share their calendars with co-workers, family and friends so they can see their availability, as well as viewing other people's calendars. Users can share their calendars with specific people, keep their calendars private, share their calendars to the public, and even share their calendars with people who do not use Google Calendar.

With Google Calendar, users can create a specific calendar to share with participants in mobility programs. Through this calendar they can schedule and notify participants of key events and tasks to ensure a smooth and satisfactory experience:



Source : site web : Partenaire de l'intelligence



Source : site web : Partenaire de l'intelligence

Link with other tools

An alternative to Google Calendar is One Calendar, a tool that has a very similar purpose to Google Calendar, to organize the day-to-day life of users. The main difference is that One Calendar is the product that Microsoft (Google's competitor) offers to its users.



GOOGLE DRIVE

Planning & management

Google Drive is the internet data storage service provided by Google in its free version and includes a storage capacity of 15 GB. This service works like a Windows Office or OpenOffice package but online, allowing users to create folders to store and upload files of any type. Drive is also available for Android and iOS (mobile operating systems).

Learning objectives

This tool is user-friendly for students, researchers, administrative staff, etc. because it allows them to create documents in different formats, work online on the same file from any device simply by accessing the cloud through their email. It can also be shared with other users and invite them to edit, comment or download documents.

How to use it?



Once the personal Google account is created, you will be able to access the Google Drive service. On the one hand, most of the screen is occupied by a section that shows the folders that can be created to store all the documents you want. These folders can be created depending on the type of document to be added.

On the other hand, on the left side of the screen there is a menu that shows the different categories of Google Drive (for example, my drive, devices synchronized with the Google Drive account, etc).

How to get access?

To access the Google Drive suite of resources, all a user needs is a Gmail email account. This is the only requirement for anyone to be able to start enjoying the benefits offered by Drive. Access can be made both through the computer and through mobile devices, as long as they have the Drive application downloaded on these devices.

It is available for computers running Windows XP, 7 and 8 (32 and 64 Bit), Mac OS X, Android and iOS (iPhone and iPad) operating systems. It is available for any computer with a web browser. Internet connection and an email account are required.

drive.google.com >

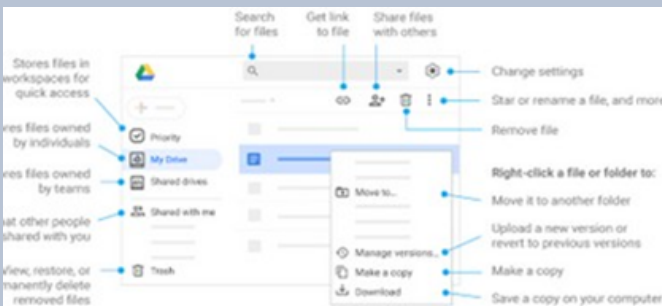
Tips from practice

Google Drive not only serves to add any type of documents, it also has a wide variety of tools that can be very effective for users, two of them will be discussed below:

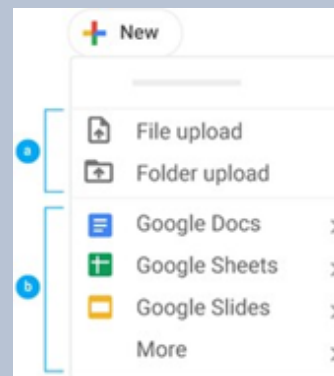
Customize the organization’s Drive account: Google Drive allows all kinds of settings to be made in the personal accounts of each user, such as creating custom Drive templates, or allowing other users to see the activity of the files created in the Drive. The latter feature allows administrators of these files to control whether other users can see on an activity panel what other users have done to the files. This panel shows the names of users who have viewed files in Google Documents, Spreadsheets and Presentations, as well as the time spent on it.

Create custom Drive templates: With Google Documents, Spreadsheets, Presentations, Forms and Google Sites templates, you can create formatted files, such as project plans or budgets. You can use the standard template gallery and create a custom template gallery for your organization. Users can manage their organization’s template gallery categories or disable their custom templates gallery altogether. Regardless of the configuration, administrators can always add and remove templates.

This image shows the different types of documents that Google Drive allows users to create, such as Excel templates or Power Point style presentations.



Source : site web : Centre d'apprentissage Google Workspace



Source : site web:Centre d'apprentissage Google Workspace

Link with other tools

An alternative to Google Drive is Dropbox. The main difference between the two tools is that Dropbox actions are performed from the desktop application, while with Google Drive they can only be shared through the web application.



TRELLO

Planning & management

Trello is an application used to manage tasks, allowing group work to be organized in a collaborative way by means of virtual boards made up of lists of tasks in the form of columns.

It is suitable for project management as it can represent different states and can be shared with different people involved in it. It is intended to improve the work routines of a team by generating priorities, times, notifications and other options to organize a project in which several people collaborate.



Learning objectives

Trello is based on the Kanban method where the famous To Do, Doing and Done are used. This methodology will help the professional and the user to recognize at each moment which activities they have to do, which ones they are doing and which ones they have already done. Trello lists all the tasks that make up a mobility and places them in three columns according to their status:

- 1st column: To do
- 2nd column: Doing
- 3rd column: Done

How to use it

Here are some relevant features of Trello:

- Collaborative working system
- Assignment of tasks to each member of the work team
- Sending notifications by e-mail with alerts and reminders
- Registration of activities in the logs, through which we can know in a updated way all the novelties carried out and their details.
- The free version is very complete and covers the basic principles of project management
- It is possible to customise the appearance of each of the boards you have
- Attach files
- Organize tasks with tags
- It is possible to apply due dates to tasks

How to get access?

Trello is available for any computer with a web browser. The mobile app is similar in structure and has a version in the App Store as well as in the Android Play Store.

Mac and Windows users now have their own

apps. It is no longer necessary to log in to the Trello website to use it. By downloading the app from the Windows Store or the iTunes Store, it is possible to work without having to enter the browser. Trello supports these modern browsers for desktop: Chrome, Safari, Firefox, Edge.

trello.com >

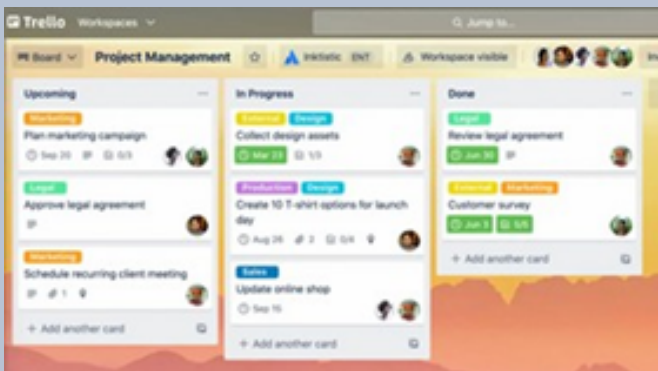
Tips from practice

A Trello board has only four key elements, but unlimited possibilities:

A board (A) represents a place to keep track of information — Trello board is the place to organize tasks, all the little details, and most importantly—collaborate with the user’s colleagues.

Lists (B) keep cards, or specific tasks or pieces of information, organized in their various stages of progress. Lists can be used to create a workflow where cards are moved across each step in the process from start to finish, or simply act as a place to keep track of ideas and information. There’s no limit to the number of lists they can add to a board, and they can be arranged and titled however you’d like.

The smallest, but most detailed unit of a board is a **card (C)**. Cards are used to represent tasks and ideas. A card can be something that needs to get done, like a blog post to be written, or something that needs to be remembered, like company vacation policies



Source : site web : Trello



Source : site web : La Fábrica del Tiempo

Link with other tools

An application similar to Trello is **Asana**, a work management tool designed to help teams organize, track and manage their work. The main difference between these two tools is that Trello only allows you to view projects on Kanban-type boards, while Asana has many ways to visualize them.





FACILITATION

The best facilitation tools provide facilitators and participants with everything they need for online workshops and meetings. As the corona pandemic has affected every aspect of our daily lives, businesses and organisations need these online facilitation tools more than ever.

In fact, remote working is becoming the new normal in many fields and industries. The hybrid model is projected to be the way of the future. Digital facilitation software and professional facilitators are needed here more than ever. Having knowledge of various tools for remote working is also becoming important.

The global digital economy depends on many types of digital software. Remote working and hybrid models require diverse tools for companies and organisations, sometimes starting with the simplest things, such as VPN services.

In this chapter we will look at three tools: Zoom, Microsoft Teams and Discord.



ZOOM

Facilitation

Zoom is a cloud-based video conferencing service that can be used to meet virtually with other people, either by video or audio, or both, all while conducting live chats, and allows you to record those sessions for later viewing.

You can join these meetings via webcam or phone. A Zoom Room is the physical hardware configuration that allows companies to schedule and launch Zoom meetings from their conference rooms.

Learning objectives

These are the main features of Zoom :

- One-on-one meetings: Organise unlimited one-to-one meetings even with the free plan.
- Group video conferences: Organise up to 500 participants (if you purchase the «large meeting» add-on). The free plan, however, allows you to organise video conferences of up to 40 minutes and up to 100 participants.
- Screen sharing: Meet one-on-one or with large groups and share your screen with them so they can see what you see
- Recording : You can also record your meetings or events

How to use it?



There are two ways to organise the interface of the meeting:

- **Gallery view:** this is the viewing mode in which it is possible to see all the participants of the meeting. The screen is divided into a maximum of 49 (7 x 7) frames in which you can see each person if they have their webcam on. If not, you see a grey box with their name..
- **Speaker's view:** in this mode you only see the speaker or their screen if they have made use of the «screen sharing» function. At the top you see some of the participants in small boxes.

How to get access?

To create a zoom account, you need to log in to Zoom and choose the level you desire.

- Free zoom: this level is free of charge. You can hold an unlimited number of meetings. Group meetings with multiple participants are limited to 40 minutes, 100 participants and cannot be recorded.
- Zoom Pro: this level costs \$14.99 / £11.99 per month. It allows hosts to create personal meeting IDs for repeat Zoom meetings and allows

recording of meetings on the cloud or on your device, but limits the duration of group meetings to 24 hours.

- There are also higher levels

The desktop application is available for Windows and macOS, while the mobile application is available for Android and iOS.

We recommend installation before first use.

Tips from practice

Zoom offers multiple functionalities:

- › **SCHEDULE A MEETING** - This feature allows you to create a meeting and leave it on standby until it is time to hold it. Give it a title, a day and a time. You can create a reminder and send the link to the other participants
- › **RECORD MEETING** - You can record the meeting in case you want to view it again later or send it to all the people who are present or have signed up for the session.
- › **VIRTUAL WHITEBOARD** - You can set up a blank whiteboard to write or draw whatever you want.
- › **CHAT** – A key element in any online meeting between several people, especially in webinars or classes. You can choose whether you want participants to chat privately or whether you want all their interactions to be public.
- › **CALENDAR INTEGRATION** - You can link Zoom with calendar applications such as Google Calendar, Outlook and Exchange.



Source d'image :Site web : Zoom



Source : site web : Zoom

Link with other tools

It is also necessary to briefly mention the 2 most used applications for video calls: *Skype* and *Google Meet*. The first one was the pioneer application in the world of video calls. As for Google Meet, it is important to highlight its recent growth thanks to the expansion of the various Google tools.

MICROSOFT TEAMS

Facilitation

Microsoft Teams is a chat-based collaboration tool that gives global, remote and dispersed teams the ability to work together and share information across a common space. You can use great features like document collaboration, one-to-one chat, team chat and much more. Microsoft Teams is also fully integrated with many other Office 365 services, such as Skype, SharePoint, Exchange and Yammer.

Learning objectives

The benefits of channels are not limited to team chat. Microsoft Teams integrates a range of Office 365 capabilities including: SharePoint, Word, PowerPoint, Project, Power BI, etc.

Team members can use channels to create, edit and collaborate on documents and tasks, with each user's changes visible in real time. Changes can also be automatically synchronized with OneDrive or SharePoint to ensure the latest version is always available and accessible.

Microsoft Teams provides companies and their employees with a variety of intelligent tools and services that support teamwork. More than 500,000 organizations currently use this tool

How to use it?

Teams makes it easy to create dedicated spaces for project teams, business units, work teams and other groups to communicate and collaborate. By creating a 'team' and assigning users, organisations can set up private group chat rooms (called 'channels') to plan, manage and deliver work. Each team can set up multiple channels to keep discussion topics focused and organised.

The channels are easy to use and offer a familiar experience to other popular messaging applications. Conversations are grouped into one thread so you can access all group chat messages in one place. Users receive notifications when a new message is available. Group calls and video chats can also be initiated with one click from each channel.



How to get access?

Microsoft Teams is included in Office 365 and has extensions that can be integrated with «non-Microsoft» products. It replaces, among other applications, Skype for business. One of its main advantages is that it is cloud-based, so it can be accessed from anywhere via desktop or mobile app, on both iOS and Android. As a new feature, Microsoft Teams has also been available on Linux for a few months now.

Teams needs to be installed and there is an emphasis on security, as you need to log in via a Google authenticator. You need a Microsoft account to install Teams.

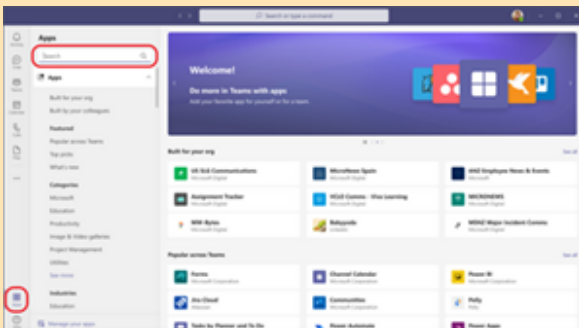
For non-profit organizations, it is possible to obtain a license free of charge after registration

teams.microsoft.com >

Tips from practice

The main features of this tool are as follows:

- › Seamless integration with the rest of Office 365. Users don't need to switch between applications to schedule a meeting, edit a Word document or ask a colleague a question.
- › All documents and conversations are in one easy-to-access location. And because Teams is a cloud-based application, team members can edit documents together in real time
- › On-the-go communication. With Microsoft Teams, you can also schedule and join meetings, access files and chat with colleagues on mobile devices.
- › Customisable to meet your business needs. Microsoft Teams has a suite of applications and bots that you can use to enhance functionality.
- › Scheduling meetings. Microsoft Teams meetings are easy to schedule, sync with Outlook and have built-in audio, video and screen sharing capabilities. For group meetings, you don't need a dial-in number or PIN - everyone on the team can join.



Source: Site web : Infobae



Source d'information : Site web : Infobae

Link with other tools

Slack is an enterprise messaging app that connects people to the information they need. By bringing people together to work as if they were part of the same team, Slack transforms the way organizations communicate.



DISCORD

Facilitation

Discord is a free voice, video, and text chat app that's used by tens of millions of people ages 13+ to talk and hang out with their communities and friends.

It provides a social environment in which people can easily engage themselves as part of communities called "servers". It is much more informal compared to Slack, Telegram, or other competitors.

Learning objectives

With Discord users can interact with other professionals in a more practical way when organizing the interested party's trip, through the different rooms provided by this tool.

It has many advantages, such as the large number of users that can participate in the same room live, as well as the number of facilities that this tool offers, such as controlling the functions of the various administrators of a room.

How to use it?

Once the Discord account is created, the user has the possibility to create as many servers as he/she wants (a server is a private space that can only be accessed by invitation by those that the server administrator wants).

Within these servers two different types of channels can be created, text channels and voice channels. In text channels participants can communicate by exchanging messages, while in voice channels they can participate by voice and live video.

Once these channels have been created, the different participants will be able to interact with each other as if they were physically present



How to get access?

To access the app, you need to go to Discord. There you will be prompted to either use the web-based app or to download the app to your device. To use Discord, it is necessary to create an account.

After logging in you can either create your own server to which you will invite your friends, or you will join a server that is already created. To join the server, you must receive an invite.

It is also possible to create separate channels where you can discuss different topics with your friends/audience.

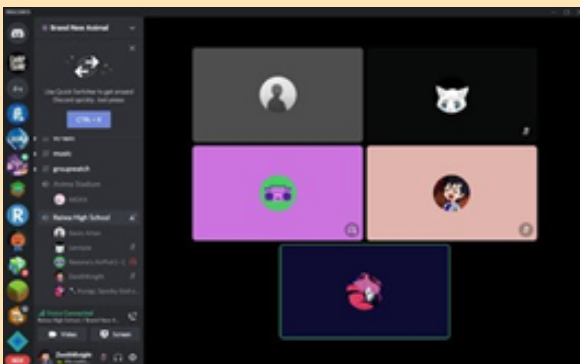
You can use either the web version of the app or download the app directly to your Mac, Windows, Linux, or Android. It's free and you need an account to use it.

discord.com >

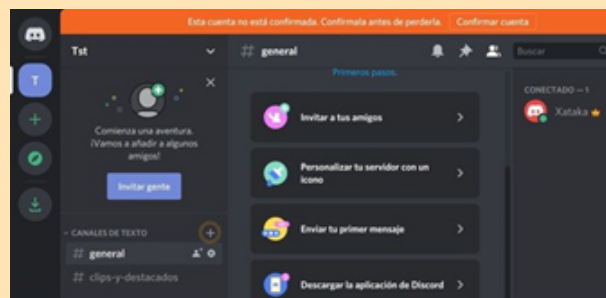
Tips from practice

Discord has a wide variety of features, three of which are worth mentioning:

- › **Creation of roles to manage a particular channel:** in case the user has a very large server, he has the possibility to delegate different administrative functions to other users to make the server administration more bearable.
- › **Creation of a channel in which not everyone can talk:** the server administrator user has the possibility to restrict the participation of other people on the server, in order to make communication smoother for all participants.
- › **Sharing the administrator's screen:** the administrator has the possibility of sharing his screen with the rest of the participants for different purposes, e.g. when he wants to show the procedure to follow when carrying out for certain steps on the trip.



Source d'image :Site web : boutique web de chrome



Source d'image :Site web : Xataka.com

Link with other tools

An application similar to Discord is **TeamSpeak**, a voice-over-IP chat software that allows users to talk in a chat channel with other users, just like a traditional conference call.





INTERACTIVE

Digital tools provide a way to implement text, images, audio and video for an immersive experience. They can be defined as a collection of graphic windows with active, dynamic and/or interactive components, which aim to facilitate the understanding of some concepts.

One requirement that must be taken into account when making presentations is the content to be understandable to our audience. Mentimeter, Flippity and Framindmap are tools that do exactly this! It is a simple way to create interactive games or tools to engage participants in learning activities in person and online.

These three tools can organize our ideas better, make them more comprehensible and more fun to the audience.



MENTIMETER

Interactive

Mentimeter is an interactive presentation tool that helps to engage students and enables every voice in a classroom or lecture hall to be heard. You can use it to gauge student comprehension, test knowledge retention, or as a fun way to break up learning.

During the presentations the teachers can enable questions and answers, the students get connected with a number to this presentation and so the questions can be discussed, explained, and clarified.

Learning objectives

The benefits of online teaching with Mentimeter are related to continuous learning that is engaging and interactive. The person who presents can communicate and interact with the students as well as track learning and understanding by asking them questions and downloading the results. With this interactive tool, the students stay up-to-date with the teaching syllabus so that no one misses a thing.

How to use it?

Mentimeter has incredible potential and adapts to any area, level or methodology. It offers word clouds, brainstorming, mind maps, etc. With it, it is possible to make students work on written expression and comprehension in a very enjoyable way.

Also very interesting is the open text function (OPEN ENDED), which allows participants to insert texts and have them appear in a panel. Perfect for asking questions, making comments or sending ideas on a topic. Link to tutorial



How to get access?

It is a website where it is possible to register with a Google username. Another advantage is that students do not have to register to use this tool, they only need to enter a six-digit code that is automatically generated when creating a resource offered by Mentimeter. There is also no need to install anything, it is an online resource available on any device and browser.

Mentimeter offers various resources to graphically organise our ideas and share them with others in a simple and participative way.

It offers a free version to start testing the platform, for more advanced features you can access the «basic» version that allows unlimited questions and the data to be downloaded to excel for analysis.

[mentimeter.com](https://www.mentimeter.com) >

Tips from practice

- › **Graphic organisation.** Mentimeter offers you several resources to graphically organise your ideas and share them with others in a simple and participative way
- › **Surveys.** It offers many options to create surveys or questionnaires: creation of word clouds, bar graphs, tests, scales, etc. And all of this is updated on the fly with the participants' responses.
- › **Brainstorming.** It is possible to check what participants know about a topic before starting to work on it through the world cloud or collaborative wall option. Everything they write is « thrown » on the big screen of the PDI or the projector to join all their answer together. With the collaborative wall option, it is possible to pose a question to the participants



Source d'image : Site web : Institut Karolinska



Source d'image : Site web : Mentimeter

Link with other tools

Kahoot, Baamboozle, Quizizz



FLIPPITY

Interactive

Flippity is a free website that allows you to turn Google spreadsheets into interactive digital manipulatives, activities, and tools. The site offers a wide range of ready-made templates that you can copy and customize such as flashcards, a badge creator, a spelling quiz, a memory game, a word search, and more. Teachers can use Flippity for a variety of purposes: to present to the class, or to assess individual students.

Learning objectives

This is a great tool for schools that use G Suite for Education. It's an excellent tool for turning what would otherwise be abstract into something more concrete, which affords teachers and learners more opportunities to explore ideas in greater depth without relying strictly on static visuals and verbal explanation.

How to use it?

Once you sign in, you will be met with lots of template options down the page, from flashcards and quiz shows to random name pickers and scavenger hunts. On each one there are three options: Demo, Instructions, and Templates. The demo will take you to an example of the template in use, so that could be a flashcard with arrows that allow you to click through to see how these could appear.

Select Instructions and you'll be given a step-by-step guide on how to create your Flippity. This includes making a copy of the template, editing side one and side two, naming, then going to File, Publish to the Web, and Publish...



How to get access?

It is an online tool that uses G Suite for Education and it is compatible with Google and its applications. There is no need for downloading, but there is this option for the desktop.

Flippity is free to use, including all the templates and guidance. Be warned though, that the

platform is funded by some advertising. When you access the Flippity website, you can see the different models that you can use, such as Flippity Flashcards, the Flippity Quiz Show or the Flippity Random Name Quicker.

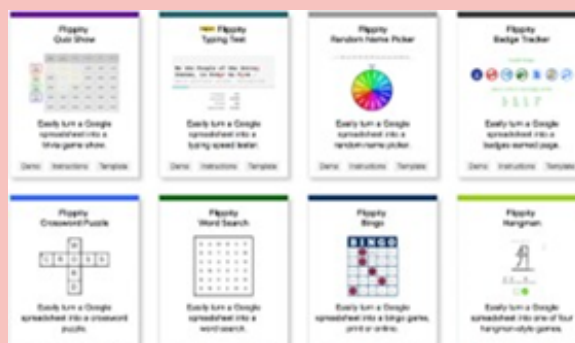
flippity.net >

Tips from practice

- › **Practice** shows the question with a text box for entering the answer. Type correctly, hit enter, and get a green check. Matching shows all the options in boxes so you can select two to match the question and the answer, and they will glow green and vanish.
- › Aside from the games, a nice feature is the **Random NamePicker**, which allows teachers to enter students' names so they can call on each one fairly, knowing they're spreading the attention evenly across the class.
- › **Save a local copy** of the Flippity in most browsers by pressing Control + S. This should save all the necessary files so that the game, or whatever it is, will work on that device even after the internet connection has been lost.



Source d'image : Site web : Instituto Nacional Tecnologías Educativas y Formación del Profesorado



Source d'image : Site web : L'éducation au bon sens

Link with other tools

A similar tool is the **Mentimeter**, which is used to create presentations with annotations in real time, but without so many games.

 **FRAMINDMAP****Interactive**

Framindmap is a tool that allows you to create and share mental maps. As far as uses are concerned, Framindmap can be useful in situations of brainstorming, note-taking, training, classification, structuring a project, etc. It allows you to make pretty mind maps directly online from the browser.

Learning objectives

Mind maps are particularly used in the context of brainstorming or in teaching. These maps make it possible to order ideas or highlight important elements. Framindmap gives the possibility to share and work with several people on a mental map, but not simultaneously. Once completed, it is possible to export and download a mind map in different formats, but also to insert it into your website.

How to use it?

When creating a map, the «name» of the map is the central node of the map. To create nodes around the main node, simply select the latter and click Enter. Nodes are easy to handle and position on your mind map as needed.

Options concerning the appearance of the nodes (shape, color, background) include allowing them to be linked together, the addition of an icon, a note, or even a link to an idea. Framindmap is a tool developed by Framasoft. This software is free and can be easily used from all browsers and without prior installation.

**How to get access?**

Once the Framindmap account is created, the user has the possibility of organizing what interests him in different ways or styles, although the most used is the one in which the main idea is

indicated in more colorful colors, and in which the corresponding arrows indicate the components of that idea. From there, the user has the option of designing this plan in a wide variety of ways.

framindmap.org >

Tips from practice

Some tips to have in mind:

- › The main theme is in the center
- › For each sub-theme, we create a new branch
- › As soon as possible, the concept is illustrated by a drawing or picture.
- › Use colour to bring out the main point or group concepts by theme.
- › The map should be read clockwise



Source : site web : Framindmap



Source d'image : Site web : Formateurduweb

Link with other tools

Framapad (or **Framacalc**). These allows collaboration on the same map.





PRESENTATION

The ability to do well designed presentations, that effectively communicate the desired message, are an indispensable skill in the modern education & workplace.

Digital presentations are multimedia files made up of special pages called slides, which can contain a variety of information such as text, graphics, photographs, music and video.

They are very useful in oral presentations and are used to generate documents that serve as visual support for the presenter.

In this chapter we propose two proficient tools, Canva and Genially, that will contribute to improving the pedagogy skills and help to create eye-catching and explicit presentations



CANVA


Presentation

Canva is a complete design tool to use for people with no design experience. Most people see it as an image design tool, but it is much more. Canva offers a variety of content types. From pre-sized social media image and header templates to marketing materials, documents, presentations, invitations, ads and videos.

Learning objectives

Canva provides access to hundreds of designs for creating presentations, social media images, posters, brochures, invitations and more. With this tool, professionals and non-designers alike can create custom images for web and print. Users can customise their work with a stock library of over one million photos, illustrations, graphics, fonts and more to add to their designs.

How to use it?

- 
- **Teams and collaboration.** Canva allows you create teams so you can work on designs in real time.
 - **Templates.** The great thing about Canva is that it allows you to use ready-made templates. So it is not necessary to know about design or have any specialized software to create them from scratch.
 - **Video editor and creator.** This tool promises high quality videos, without any experience in the area.

How to get access?

To start creating new designs, first of all it is necessary to create an account in order to access the application and benefit from all the possibilities that this tool offers. There are two ways to access the tool. On the one hand, by accessing the website or, on the other hand, through the application for mobile devices.

There are two versions, a free version that allows you to use images, templates and different typographies. For more professional designs you can hire the pro version

canva.com >

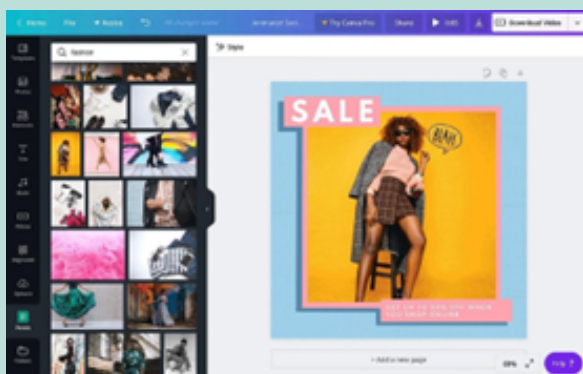
Tips from practice

One very useful feature is that you can predefine the colours, logos and fonts of your brand and then have them at your disposal whenever you need them.

This is a very useful tool for making your presentations interactive. When you present online, you can add YouTube videos, Spotify songs, links to pages, Google maps, gifs or files to download from your favourite cloud computing solution.

Even if you're not a professional designer, it's easy to use. Simply choose a template from a vast library of templates, edit the content and you're ready to share. You can also animate your creations.

After connecting your social networking pages, it even lets you programme your creations.



Source : site web : Canva



Source : site web : Canva

Link with other tools

Snappa; Pixlr

The Genially logo, a colorful circular icon with a white 'G' inside.

GENIALLY

Presentation

Genially is an online creativity tool, which allows creating eye-catching presentations and helps to transmit information in a visually appealing way. It also proposes a series of interactive and animated effects that can help communicate the information to the audience.

Learning objectives

The interactive and animated effects have a huge advantage during a presentation. For instance, they add another dimension to the text on the slides, give clarity to the content, engage the audience more, and help get the information into their long-term memory.

How to use it?

Genially offers many advantages thanks to its versatility. Besides its interactive effects, it also offers the possibility to integrate all kinds of external content (maps, questionnaires, videos, audio...). More details about its interactive possibilities are described further in Tips from practice.



How to get access?

Genially can be accessed exclusively online directly on Genially's website. It is available for computers running Windows XP, 7 and 8 (32 and 64 Bit), Mac OS X, Android and iOS (iPhone and iPad) operating systems. It is available for any computer with a web browser Apple Safari, Google Chrome and Mozilla Firefox.

Internet connection required. An e-mail account is required.

Genially is both free and payable. However, the free version offers a wide range of interactive and animated tools, free templates and resources.

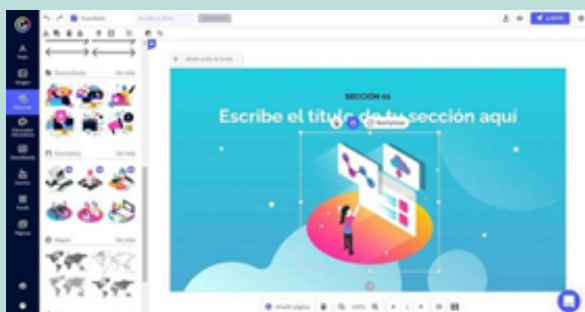
genial.ly >

Tips from practice

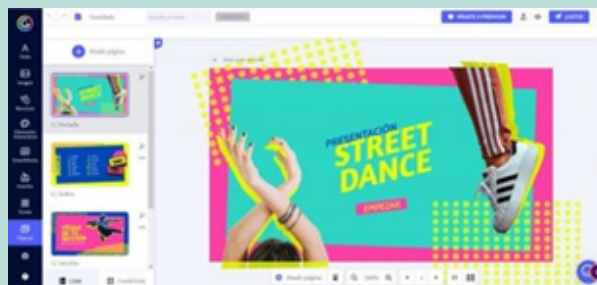
Genially is known for its interactive tools. For example, you can apply interactivity to an element that you have on your canvas, just by clicking on it. Then you will see a few buttons appear: the hand and the meteor. The hand is the icon for interactivity, upon clicking it we will see 4 types of interactivity that are available:

- › Tooltips are extremely useful for showing a small amount of content, such as a brief text or a few images.
- › The «window» makes the content more accessible and simplifies the communication. It gives you the possibility to link 2 or more pages of the presentation together.
- › «hyperlink» to other websites» - redirect your audience to your social media page.
- › «Animation to texts » - allows us to configure what kind of movement and when a text should appear. It's very useful when we have many different elements on a page.

If you work together with a team, you should know that Genially can also be integrated into both google classroom and microsoft teams. So if you work in an educational or professional environment that uses these platforms, you can share creations with your teams really easily, directly from the menu.



Source : site web : Computer Hoy



Source : site web : Formacionele.com

Link with other tools

Genially is indeed a similar tool to **Canva**, however it possesses more interactive possibilities. Another tool of visual communication are the digital white boards, that enable you to share the desired information with your audience in an interactive and more engaging way is **Miro**.





INTERACTIVE WHITEBOARD & GROUP WORK

Due to the major shift to remote work catalyzed by the COVID pandemic, it's more important than ever for organizations to be able to successfully communicate with the participants through interactive online group work sessions, which will invite participants to interact online; exactly like they would in real life.

In this chapter are presented 4 Interactive tools: Miro, Mural, Jamboard, Padlet that can be used for carrying out in an efficient way different activities, for instance, pre-departure training for future participants.



MIRO

Group work

Miro is the online collaborative whiteboarding platform that enables teams to work effectively together, from brainstorming with digital sticky notes, to planning and managing agile workflows, on an unlimited size whiteboard.

Learning objectives

Miro has huge benefits for remote collaboration. It can make meetings or workshops more visual, collaborative, and engaging. Teams can share their ideas, do brainstorming, SWOT analysis, project management, all in real time simultaneous collaboration. It is a great tool to use during zoom calls for animating the meetings and making the communication more interactive.

How to use it?

The tool proposes different types of templates: meetings, workshops, brainstorming, mapping & diagramming, research & design, to be used regarding the activity you want to organize. Once you choose the template, the board has unlimited canvas that can be zoomed in and out.

It is possible to use multiple templates within a single whiteboard and once inserted, those templates are fully customizable.

- It allows people to use a common online collaborative whiteboard at a time, allowing them to follow up and to participate in team building exercises.
- It is useful during presentations, kickoff meetings and brainstorm activities. On the Miro's white board, you can add text with different available forms, format it, change color, add shapes, sticky notes or arrows.



How to get access?

Miro is an online tool that can be accessed directly from the website. An internet connection and an email account are required. It can be downloaded to desktop, mobile, tablet and Surface Hub

Miro proposes a Free account version, with limitations, but still gives a good overview for the platform. There is also a team business and enterprise plan.

miro.com >

Tips from practice

Miro also offers smart drawing, where the software recognizes the shape that you would like to draw and converts it into a smart object, for example, into a circle, triangle or a square. Besides the fact that this function is time saving, it allows you to have nice and coherent visuals.

You can also write with a digital pencil, and try different thicknesses. A good function is that you can also add comments on the board, and activate the bell to receive notifications if somebody is responding to the comment. You can also add reactions. Once the comment is not relevant anymore, you can mark it as resolved. Another practical fact is that the board can be saved as an image, as a PDF as well as a few other options.

Miro also offers a chat function for internal team communication. A great plus of this platform is the possibility to work on a platform together with an unlimited number of participants. To do so you just have to click on the share button to invite people.

Miro integrates with many apps for a smooth workflow: Prezi, Youtube, Google Sheets etc.



Source : site web : Shadrychant.com



Source : site web : Creatividad.ciloud

Link with other tools

A similar tool to Miro is **Mural**. It works after the same principles, however while Miro has integration with Google, Mural has integration with Microsoft, as well as with Jira, Microsoft Teams, and ZOOM.

MURAL

Group work

Mural is a collaboration app for team brainstorming and mind-mapping. It follows the same principles as Miro. It can be used to make virtual canvases and whiteboards where a team of people can draw, add notes, pin images and files, and otherwise interact with one another in real time.

Learning objectives

Instead of using PowerPoint Presentations, instructors can use Mural for telling a story, showing a poster, and more, allowing students to put feedback and comments next to the “presentation.” Mural is a perfect tool to generate great ideas, structure complex processes, and optimize user experiences.

It is useful for courses and workshops that require collaborative activities, such as an activity asking students to brainstorm ideas, write them on the sticky notes, put them on the whiteboard, and discuss in groups.

How to use it?

Mural’s website offers a full template library that you can use to get started with your own innovation or design thinking project work. There are more than 200 templates for nearly every step of the process, including planning, storyboarding, accessing, and brainstorming.

On their website, they offer a full range of tutorials that will allow you to easily understand the tool: <https://learning.mural.co>



How to get access?

Mural is an HTML5 web application and works best with Google Chrome, but we also support Firefox, Edge, and Safari.

Besides the online version, Mural also has native apps for Windows10, iOS (see app store), Mac OS, Android, and the Microsoft Surface Hub.

Mural requires an account in order to be able to use it. It is available in both free and payable versions, offering four tiers of membership. The free plan has a lot of useful features, however has a limited functionality: there’s no limit to how many collaborators you can invite to join you, and you are limited to having only five murals.

mural.co >

Tips from practice

Mural is great for brainstorming -- gathering ideas, sorting them by color, organizing them on different frames, moving them together, drawing lines to connect important ideas, etc. by proposing different sizes and shapes of sticky notes.

A great feature are the connectors: these are the lines or arrows that connect two objects. Once placed the two objects remain connected, and that's very handy to link ideas and keep the connection if we need to move them around the board. The application also proposes a number of very cool icons that we can resize and format. It has pre-built frameworks, such as: empathy map, or a business model.

On the right top corner, you can click on share to invite participants, and decide which right we want to give them. You can also explore chatting with other participants. The application proposes also 3 types of reactions, such as: a celebration that drops lots of confetti over the board.



Source : site web : Mural



Source : site web : Mural

Link with other tools

Like Miro, in **Mural** (<https://www.mural.co/>) you can add Post-its, text, lines, comments, voting, and uploading images. From its benefits, Mural has very useful templates and frameworks (approx. 120 in all). However, compared to Miro, Mural doesn't have an infinite canvas. You can zoom in and out, but the canvas's size is limited and can be increased. Also, it doesn't have charts, graphs, and tables.



JAMBOARD

Group work

Jamboard is a collaboration management software (included in Google Workspace), which helps businesses create and manage virtual workspaces to capture and discuss ideas. The platform enables users to use it as a digital whiteboard, where they could directly import images, documents, spreadsheets, slides, and more from the web or local drives.

Learning objectives

Same as other online whiteboards, Jamboard is extremely useful in collaboration on projects, being a perfect tool for brainstorming ideas collaboratively—for writing, projects, and more. Just exactly as the 2 previous tools Miro and Mural, it can be used during remote teaching and learning as an online 'chalk board' to lead activities for a better understanding of a presentation.

How to use it?

Within the Jamboard app, you will see the tools menu on the left-hand side of your screen. These tools will help you write, draw, create, and communicate within the app. With Jamboard, all the members can contribute to the workflows and view them. You can use Jamboard to communicate with your auditory in real-time. They can take part in a live session by drawing ideas, filling checklists, marking problems, etc. It is a powerful way to communicate with volunteers but also with partners, and receive immediate feedback.



How to get access?

To use Jamboard you can collaborate with any device. You can create, edit, and share jams directly from your phone, tablet, or computer.

Jamboard can be accessed on your computer's web browser on jamboard.google.com But also you can install the Android or Apple® iOS® app

on your phone or tablet.

The Jamboard app can be accessed for free if you have a google account.

jamboard.google.com >

Tips from practice

To create your first jam, go in the right down corner and click on “new jam”. It will open a wide blank canvas. On the left part of the board you will see several different tools that you can use to add content to your jam. For example, you can add images/ For this you should click on the Add image icon, which will propose very different ways to add photos to your jam: a useful tip is that you can upload a photo from your computer, search it directly on Google or select it from your drive.

Using Jamboard as a teaching whiteboard has lots of benefits. For remote learning, it’s a whiteboard you can share on your screen during a video call through the application Meet, allowing for screen sharing. Jamboard also integrates with Google Classroom and Google Drive. Plus, when used anytime in any setting, you can always share your whiteboard with students to view later, by saving it either in an image form, or directly on the app. It allows you to collaborate with 50 other people at the same time.



Source : site web : Inventum.pe



Source : site web : workspaceupdates-es.googleblog.com

Link with other tools

Miro, **Mural** and **Padlet** are 3 tools that offer a wide range of possibilities to communicate and interact with your audience. However, another tool that can effectively communicate and share your information is Padlet.



PADLET

Group work

Padlet is an online collaborative platform for both teachers and students, by offering a single place for a notice board. This digital notice board is able to store images, links, videos, and documents, all collated on a «wall» that can be made public or private.

Learning objectives

Padlet has lots of benefits. It can be used as a classroom bulletin board, students can use it as a reference for a lesson topic or look back at daily lessons, keep up to date with school events, or access it as a class document hub.

This tool facilitates students sharing their ideas and work with the teacher, and with each other. It creates opportunities for students to feel like they are still part of the community, letting them share their thoughts and ideas really easily and creatively.

How to use it?

Padlet presents to users a blank canvas where they can place and organize collected webPa-
dlet has lots of benefits. It can be used as a classroom bulletin board, students can use it as a reference for a lesson topic or look back at daily lessons, keep up to date with school events, or access it as a class document hub.

This tool facilitates students sharing their ideas and work with the teacher, and with each other. It creates opportunities for students to feel like they are still part of the community, letting them share their thoughts and ideas really easily and creatively. items (bookmarks, images, audio recordings, selfies, uploaded documents and many others), drag & drop them to the desired location, add your personalized notes, and make the entire canvas presentable and intuitive. On the dashboard students can post an array of different types of content and then see what their classmates are doing in real time.



How to get access?

Padlet is an HTML5 web application and works best with Google Chrome, but we also support Firefox, Edge, and Safari. It can be downloaded on the smartphone.

You have to make an account in order to be able to use the tool. Padlet offers a basic and a Pro version. The difference between these two is the number of boards that you can have running at one time as well as the overall storage space

padlet.com >

Tips from practice

You can make a Padlet by choosing among 8 layout based (wall, Canvas, Map, Timeline)

› For example, the template «The Wall» is a grid with interlocking boxes; this template can be used for You can choose the background you want (either the suggested images/photos or you can upload your own background image).

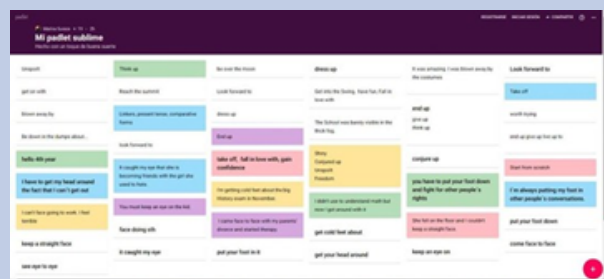
› Map» template - allows students to contribute to the padlet in an interactive way. It can be used in training courses or presentations to encourage students to present themselves (e.g., in the form of a map).

For example, if you have students from different countries, you can ask them to introduce the class to their country of origin on the map and show interesting information about them on the map).

Another useful tip is that Padlet also offers the possibility of having a conversation, thanks to its «Backchannel» function.



Source : site web : Gobierno de Canarias, Consejería de Educación,



Source : site web : Site web : Instituto Ballester

Link with other tools

Microsoft Whiteboard





EVALUATION

Teaching a large number of students in different classes and let students take a test or quiz is a tough challenge. Instructors not only find it time-consuming to conduct assessments such as assignments, tests, quizzes and surveys through manual processes, but also could not communicate the results with students and parents in real-time. Moreover, using automated tools is the easiest way to streamline the academic and administrative processes. With advancements in technologies, and faculty and students getting computer and mobile savvy, institutions want to transform teaching and learning in the classroom.

For these reasons, online questionnaires are getting more and more useful each time. The comfort of remote access to learning resources and doing it in one's own space are influencing educators to effectively use online assessment tools to evaluate students and increase student success.

In this chapter we will see two evaluation tools: Google Forms and Kahoot.



GOOGLE FORMS

Evaluation

Google Forms is a free online software that allows you to create surveys, quizzes, and questionnaires. It's part of Google's web-based apps suite, including Google Docs, Google Sheets et Google Slides, and more. It's a versatile tool that can be used for various applications, from gathering RSVPs for an event to creating a pop quiz.

Learning objectives

With Google Forms, you can create and analyze surveys right in your mobile or web browser—no special software required. You get instant results as they come in. And, you can summarize survey results at a glance with charts and graphs.

The forms are integrated with Google spreadsheets therefore we can access a spreadsheet view of the collected data. The general configuration of forms or surveys allows you to collect the recipient's email address and limit the answers

How to use it?

A Google Docs document can be made available offline once you download it. You can also edit and share the document like the other files after it is downloaded. You can download files from Google Docs on any computer or mobile for offline use and sharing.

To start using this tool, it only needs a Google account, the same one you need to access Gmail, YouTube, or Google Drive.

It is totally free. With this tool, you can get unlimited questions and answers at no cost, while other survey tools require payment depending on the number of questions and recipients



How to get access?

This tool also allows us to plan events, ask questions to colleagues or friends and collect other information easily and simply. A Google Form can be connected to a Google Spreadsheet. If there is a spreadsheet linked to the form, the answers will automatically be sent to the spreadsheet. If not, users can view them on the «Summary of answers» page, accessible from the «Answers» menu.

Another advantage of working with this type of file is that our survey can be shared with any user by sending them the address that is generated or by using the option to share our form via social networks.

In order to create a form through our accounts we can do it with the help of our email and enter the Drive option where we can find the option to create forms.

docs.google.com/forms >

Tips from practice

You can create several types of forms for your business. The main ones are quizzes, contact forms, invitations, surveys and event registrations.

You can use them for your brand to learn more about your buyer persona, conduct market research, receive registrations for online events or use them as a capture page to capture new leads.

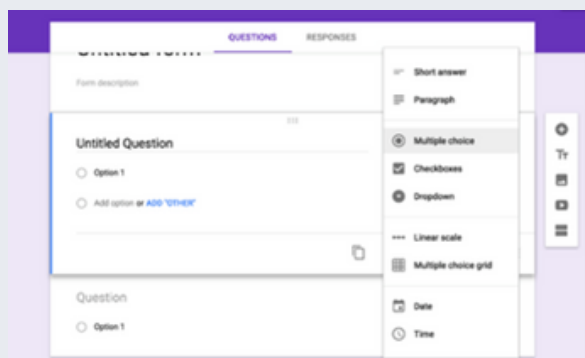
On the form creation page there will be a gallery of ready-made templates. These templates have specific purposes, such as collecting contact information, creating an invitation to an event, among others.

It is also possible to create a form completely from scratch by clicking on the «Blank» option.

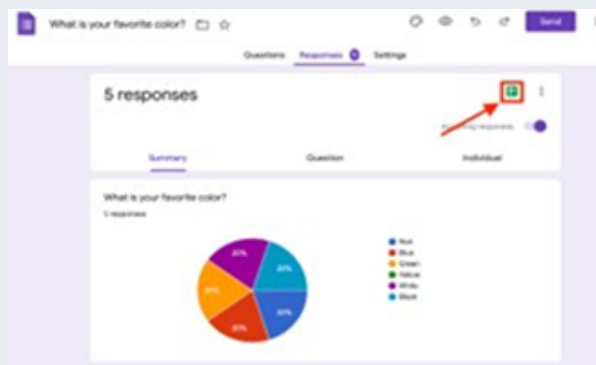
It is possible to create answer sections, place multiple choice questions, long or short answers, insert images, select answers as obligatory and receive all the analysis after the Internet users have answered the form.

You can analyse the answers through Google Forms in three ways: by question, individually or in summary form, through a graph with the percentage of answers for each question.

Finally, you can download the answers, transform them into a spreadsheet in Google and even send them directly to the emails collected individually in the forms



Source : site web : dztech.com



Source : site web : Thriveymyway.com

Link with other tools

Jotform

K! KAHOOT

Evaluation

Kahoot is a game-based learning platform that makes it easy to create, share and play learning games or trivia quizzes in minutes. Unleash the fun in classrooms, offices, and living rooms! Kahoots are best played in a group setting, for example, a classroom. Players answer the questions on their own devices, while games are displayed on a shared screen to unite the lesson. It creates a 'campfire moment' encouraging players to look up and celebrate together.

Learning objectives

The first advantage of Kahoot is that it offers a great engagement from the users' side. They enjoy it as it is a visualized and unique type of quiz. Kahoot has become very successful in reducing monotony and boredom as it is an energetic and lively platform. It has also been successful in creating a positive environment among the users by creating motivation. It has increased the users' performance due to an increase in the users' attendance

How to use it?

Creators create and display questions on the screen, and the participants answer them with the help of a smartphone, tablet, or computer. Teachers can even create surveys and polls through this platform. There are no limitations as long as it fits into one of the four types of applications available today. "Quiz/Jumble/Survey/Discussion".

The creator or moderator, the one who has opened the Kahoot! website, is in charge of setting the rules and the type of game. The main thing is to choose whether it will be a classic all-against-all competition or a team competition. By tapping on Game options you can set other options such as whether the questions will be automatically shuffled or if there will be a podium.



How to get access?

Kahoot is an online tool that can be accessed directly on the website. It is divided into two sites: Kahoot.it and GetKahoot.com. The first is for joining a game, while the second is the real command centre, where the teacher can start a Kahoot! game, use others' games or create their own.

There is a Kahoot app for iOS and Android

mobile phones but there is also the option to join a game by going to Kahoot.it in their browser.

The basic version of Kahoot is free. If you plan to opt for a premium one with more enhanced features, you will have to pay a certain amount of fees

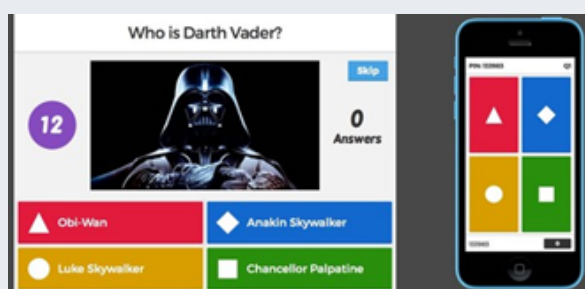
kahoot.it >

Tips from practice

- › Kahoot offers an extensive public library with millions of sample quizzes that can be tailored to any specific audience.
- › Kahoot also offers a question bank that helps the user to avoid having to create questions from scratch and to create a quiz in a quick and easy way.
- › In addition to playing live in a group setting, you can also assign kahoots as homework with the challenge function.

Some advantages of using Kahoot :

- › **Cooperative work.** Neuroimaging shows that when we cooperate, the brain's reward system is activated and dopamine is released.
- › **Learning and emotion.** The use of Kahoot adds that component of a break from routine as it is a creative exercise.
- › **Motivation.** Cognitive neuroscience has shown how difficult it is to learn unless there is some motivation, meaning or curiosity.
- › **Learning from error.** Based on the idea of error as part of the learning process, students find that the use Kahoot enhances self-awareness and individual learning, as they can self-evaluate as they play the game.



Source : site web : Université de Valparaiso du Chili



Source : site web : webdelmaestrocmf.com

Link with other tools

An application similar to Kahoot is the *Mentimeter* which makes online and interactive quizzes. There is also a similarity with Google Forms as far as it concerns the questionnaires and the results.



CONCLUSION

Conclusion

This guide is aimed at professionals in the field of VET, in order to facilitate the day-to-day issues that may arise in their respective jobs during a hybrid mobility. In particular, the training of the tools mentioned in the 6 sections:

- Plan/Management
- Facilitation
- Interactive
- Presentation
- Interactive Whiteboard & Group Work
- Evaluation tools

After an exhaustive consortium-wide study of the existing applications in each group, it has been decided that those mentioned in the guide are the ones that can contribute most effectively to the purpose of the project. These applications can be a great tool for people wishing to go mobile, both for the people moving themselves and for the organisations managing the whole mobility process.

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