

**VIVE
DIASPO+**

**ECO-RESPONSIBILITY
AND DIGITALISATION
IN YOUTH WORK**

*a step towards a fair green
and digital transformation*



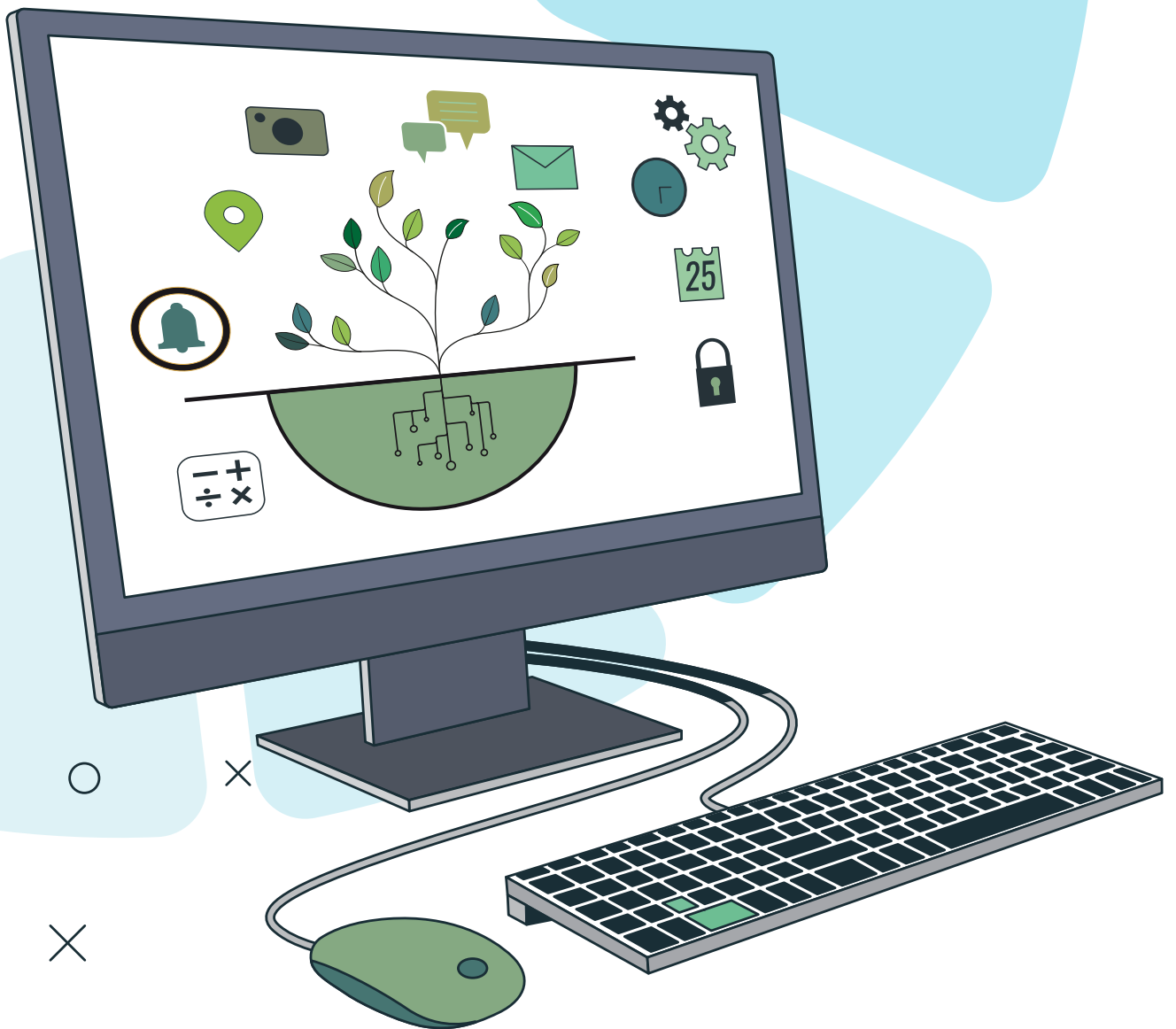


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FOREWORD

The project *Vive la durabilité des actions de jeunesse - Vive*¹ - aims to meet the needs of Moroccan youth structures operating in the Oriental region (provinces of Jerada and Nador) and in the provinces of Chichaoua and Taroudant.

These fragile areas are characterised by a low labour supply, high unemployment, a lack of digital and entrepreneurial skills, as well as environmental problems due to climate change and human intervention.

The overall aim of this project is to provide partner youth organisations with the knowledge, methods and tools to strengthen their ability to respond directly and effectively to the needs of their beneficiaries, particularly young people and women. It is therefore a capacity-building programme actively involving six partner organisations.

Over the 24 months of the project, the Moroccan organisations are taking part in exchanges of good practice on various themes and are co-facilitating a cycle of training courses based on non-formal education tools and methods, alongside the two European partners. In this way, the participating organisations are improving the quality of their practices and strengthening the support they offer young people, particularly those with fewer opportunities.



Previous Vive training courses have focused on needs assessment, planning, impact and sustainability of youth projects and volunteer management.

This brochure addresses the theme of eco-responsibility and responsible digitalisation for youth workers. In a context of climate change and digital evolution, the aim of this training course was to provide organisations with tools and advice on how to dematerialise their work with young people and reduce their carbon footprint.

On the Vive platform and on the various social networks of the six project partners, two videos presenting the key points of this brochure are available for viewing.

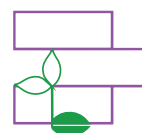
This project is coordinated by *Association pour le Développement des Initiatives Citoyennes et Européennes - ADICE* (France), co-financed by the *European Union as part of the Erasmus Youth programme* and carried out in partnership with *Associazione Solidarietà Paesi Emergenti - ASPeM* (Italy), *Association Isaaf Jerada Solidarité et Développement* (Morocco), *Association Amuddu Chantiers Sans Frontières* (Morocco), *Association Thissaghnasse pour la culture et développement - ASTICUDE* (Morocco), *TILDAT pour le développement et la coopération* (Morocco).



¹ This project is co-financed by the European Union. However, the views and opinions expressed are those of the authors alone and do not necessarily reflect those of the European Union. Neither the European Union nor the funding authority can be held responsible.



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INTRODUCTION

Climate change is the consequence of thousands of years of human activity, which has influenced the Earth's natural geological processes.

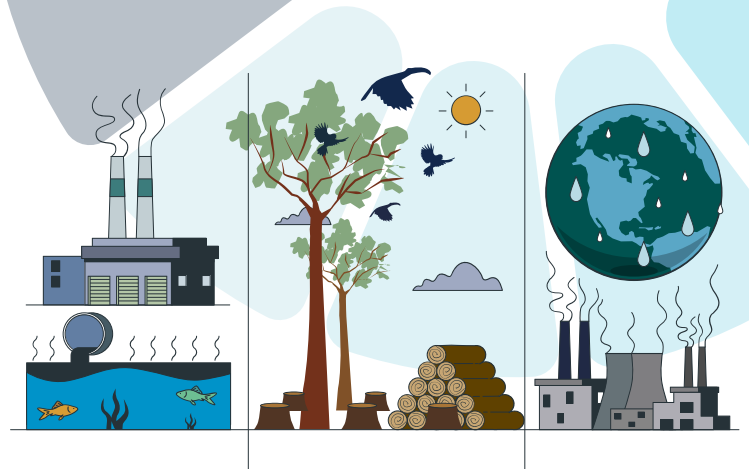
Among the most damaging activities are the excessive use of fossil fuels (coal, oil and gas); deforestation; the production of goods from non-renewable sources; the use of chemicals and pharmaceuticals in agriculture; and our lifestyles geared towards mass consumption.

Climate change is having an impact on a personal and associative level in a number of ways, such as higher temperatures, which are already quite high in Morocco in summer, longer periods of flooding, a lack of resources - particularly water resources, higher prices for raw materials, air pollution, and so on.

To tackle climate change, in 2015 the United Nations (UN) adopted a universal sustainable development agenda for 2030.

This agenda includes 17 Sustainable Development Goals (SDGs), aimed at improving the general well-being of people around the world. Seven of the SDGs are directly linked to environmental protection, such as SDG 12 («ensure sustainable consumption and production patterns») or SDG 13 («take urgent action to combat climate change and its impacts»).

Others SDGs have different goals but are linked to the environment, such as SDG 4,



which aims to «ensure inclusive and equitable quality education for all», which involves environmental education and awareness-raising.

Climate change is an issue that impacts every living person on Earth, and it is everyone's responsibility to help fight it. That is why this brochure has been designed for associations and youth workers, to guide them in changing their habits:

how can they digitise their work responsibly and adopt eco-responsible gestures?



1

RESPONSIBLE DIGITAL BEST PRACTICE

«Eco-responsibility refers to all actions aimed at limiting the environmental impact of the day-to-day activities of local authorities». (ADEME, French Agency for Ecological Transition).

Eco-responsibility means implementing sustainable practices to reduce the environmental impact of digital technology. Youth workers need to change their habits in terms of paper consumption, management and organisational choices, and raising awareness among staff and volunteers.

METHODOLOGY

Each practice will be presented as follows:

- Its use at work or in everyday life.
- Its impact.
- Recommendations to reduce this impact (non-exhaustive list).

1.1 SENDING AND RECEIVING E-MAILS

Instant and simple, communication by e-mail is a daily practice in voluntary sector work. It is a way of keeping in touch with beneficiaries, partners, institutions, etc., and sharing information and documents quickly. However, overuse of e-mail is harmful to the environment.

Indeed, Berners-Leen, founder of the World Wide Web (WWW), estimates in his book «How Bad Are Bananas? The Carbon



Footprint of Everything» (2020), that emails could be responsible for **150 million tonnes of CO2 in 2019, or around 0.3% of the global carbon footprint**. This figure is based on the fact that around half of all emails sent are spam and the rest are reasonably useful messages that have taken the sender 3 minutes to write and the reader around 1 minute to read. On this basis, the **average use of e-mail is equivalent to driving a small petrol-powered car around 205 km**.

RECOMMENDATIONS

- Download documents online instead of downloading them to your computer.
- Create organised folders to avoid duplication of documents.
- Avoid sending attachments as much as possible: use We-Transfer to send documents so as not to clutter up your inbox.
- Avoid replying to e-mails unless really necessary. For example, do not reply if it is only to thank for sending a document.
- Speak directly to colleagues when they are present instead of sending them an email.
- Clean up your inbox daily by permanently deleting e-mails.
- Permanently delete advertising messages received (spam).
- Install anti-spam software.
- Inform colleagues to encourage the use of cloud storage rather than emails and attachments.



1.2. USE OF DIGITAL DEVICES AND TOOLS

Digital devices and tools include smart-phones, laptops, tablets and games consoles. These are technologies that associations and youth workers use on a daily basis to facilitate their work and optimise their tasks.

Digital devices contribute to global greenhouse gas emissions through their production, use and disposal. **In 2020, the ICT sector was responsible for around 1.5 billion metric tonnes of CO2 equivalent emissions, equivalent to the emissions of the entire aviation industry.**

According to the Carbon Trust, **using a smartphone for one hour a day for a year emits around 44kg of CO2 equivalent, which is roughly equivalent to driving a car 161 km.**

RECOMMENDATIONS

- Only buy new digital equipment when you really need it.
- Buy refurbished or second-hand appliances.
- Use fewer appliances to save energy and repair those that no longer work, rather than throwing them away.
- Periodically review PCs and laptops to upgrade and update hardware instead of changing them completely when performance drops.
- Turn off the computer screen when you have finished using it.
- Switch off appliances when not in use (avoid leaving them on standby).

1.3. DOCUMENTS, GUIDES, BROCHURES

Working with young people involves sharing teaching and educational tools designed to help them in their approach, such as guides or brochures. The simplest practice would be to print out these documents and send them directly to young people.

However, the printing of documents, guides and brochures also contributes to greenhouse gas emissions. **The paper industry is a significant contributor to deforestation, which results in carbon emissions.** The energy consumption required to produce paper products also adds to their carbon footprint.

The pulp and paper sector were responsible for around 190 Mt of CO2 emissions in 2021, or around 2% of the industry's total emissions, which is an all-time record. Paper production and disposal is estimated to account for 4% of global greenhouse gas emissions.

RECOMMENDATIONS

- Use recycled cartridges in the printer and reuse printed paper.
- Do not print brochures and guides where practical exercises are not required.
- Reduce the use of paper by using documents in digital form instead of printing them.



1.5. DATA STORAGE

More and more organisations and businesses are transferring their activities to the cloud, as it is preferable to systematically sending emails.

For example, according to an analysis by the International Energy Agency², **data centres and data transmission networks each account for 1 to 1.5% of global electricity consumption**, and this figure is set to continue rising.

While cloud computing can be more energy efficient than traditional computing methods, the sheer scale of data storage and processing required by cloud services means they still have a significant environmental impact. A 2019 study by Greenpeace found that energy consumption by large cloud computing companies was increasing by 14% a year and that **the sector as a whole was responsible for 2% of global greenhouse gas emissions**.

1.4. PLATFORM, SOFTWARE AND BROWSER

The use of online meeting software, office software (Word, Excel), interactive platforms, browsers, etc. is recurrent in the work of associations. Each site or piece of software uses data that consumes energy.

Global energy consumption by data centres was estimated at 205 TWh in 2018, representing around **1% of global electricity consumption**.

RECOMMENDATIONS

- Try to increase the number of physical meetings, avoiding online meetings and unnecessary e-mail communication.
- Use the Ecosia browser as often as possible on PCs and mobiles.
- Pay attention to the use of software data to avoid unnecessary energy consumption.

RECOMMENDATIONS

- Copy contacts, work and save locally, and share files via the cloud.
- Carry out monthly digital cleaning (set up a monthly reminder if necessary).
- Set up a shared document storage area.
- Delete duplicate files.

² «Data centres and data transmission networks - Analysis». AIE, <https://www.iea.org/reports/data-centres-and-data-transmission-networks>.



1.6. STREAMING/VIDEO

As part of their activities with participants, youth workers can show videos (found on YouTube, for example) to liven up a training session or presentation by using a different type of medium to quickly explain a given subject.

According to a report published in 2019 by The Shift Project, a French think tank, on-line video (streaming and downloading) accounted for around **1% of global greenhouse gas emissions in 2018, or around 300 million tonnes of CO2 equivalent**. The report found that the majority of emissions associated with video streaming came from the energy used to power data centres and networks, and that this energy consumption is expected to continue to rise as more people access streaming services and the quality of video content improves.

RECOMMENDATIONS

- Download rather than stream.
- Use energy-efficient appliances.
- Understand local regulations on digital sustainability.

1.7. THE IMPACT OF SOCIAL NETWORKS

Organisations and associations generally have a presence on social networks such as *Facebook*, *Instagram* or *LinkedIn* to promote their activities and increase their visibility. Employees and volunteers may also have their own personal social networks.

Yet social networking platforms generate significant carbon emissions due to their energy consumption. The ICT sector, which includes social networking platforms, accounts for around 2.5% of global greenhouse gas emissions, and this figure is expected to rise to 4% by 2025.

Facebook alone reported that its data centres consumed 5.8 million megawatt hours of energy in 2020, equivalent to the energy consumption of more than 500,000 homes in the US.

RECOMMENDATIONS

- Disconnect from social networks in the evening and at weekends.
- Close background applications and notifications several times a day.
- Limit personal screen time and switch off digital devices (mobile phones, tablets) as soon as possible.
- Regularly clean out your social network inboxes.





1.8. CYBER SECURITY

The rise of digital technologies and devices has led to an increase in cyber security and data protection measures. These measures also contribute to greenhouse gas emissions.

In 2019, cyber security measures such as firewalls, encryption and intrusion detection systems accounted for around 1.7% of global CO₂ emissions, and this figure is expected to rise to 3.5% by 2025.

This is largely due to the energy consumption of the data centres that host and power these measures, as well as the energy required to manufacture and dispose of the devices and equipment used for cyber security.

RECOMMENDATIONS

- Making users aware of the risks associated with sharing personal information online.
- Encourage regular checks of your online identity (e.g. typing your first and last name into your browser's search bar).
- Implement strict data protection regulations.
- Invest in cyber security technologies and training.
- Foster a culture of safety and privacy among employees and volunteers.



2

GOOD PRACTICE DURING EVENTS AND TRAVEL

Some youth worker activities involve organising events or travelling abroad, which can have an impact on the environment. It is therefore essential to be able to implement eco-responsible practices when carrying out these activities. The aim of this chapter is to present these practices and make recommendations for their implementation.

METHODOLOGY

Each practice will be presented as follows:

- Its use at work or in everyday life.
- Its impact.
- Recommendations to reduce this impact (non-exhaustive list).

2.1. ORGANISATION OF EVENTS

The organisation of cultural and associative events can be carried out with less environmental impact if certain requirements are met during preparation, promotion and communication, during the event itself and during post-event activities.

An event attended by **1,000 people consumes an average of 500 kg of waste** (the output of one person living in France in one year), **200 kWh of energy** (3 years of lighting with an energy-saving bulb) and **100 kg of paper** (2 trees)³.

There are online calculators for calculating the ecological impact of your event.

RECOMMENDATIONS

- Offer participants public transport to get to the event.
- Reduce energy consumption with solar-powered lights, low-energy digital devices, etc.
- Organise waste management during the event.
- Inform the public and encourage them to adopt good practice during the event.
- Use recycled and reused materials (for exhibitions, displays, etc.).
- Offer catering with a low environmental impact (local products, no plastic packaging, etc.).
- Use QR codes to distribute information, to avoid excessive paper production.
- Digital communication (invitations on social networks and by email, without attachments and light).

³ ADEME https://communication-responsable.ademe.fr/evenementiel/eco-concevoir-un-evenement#Les_impacts_de_levenementiel

⁴ <https://www.statistiques.developpement-durable.gouv.fr/edition-numerique/chiffres-cles-du-climat/7-repartition-sectorielle-des-emissions-de>

⁵ <https://www.iea.org/data-and-statistics/charts/global-co2-emissions-from-transport-by-subsector-2000-2030>



2.2. TRAVEL ABROAD

As part of their job, youth workers may have to travel abroad, for example to meet partners or as part of a training course. It is important to travel as responsibly as possible, given the catastrophic environmental impact of transport.

According to the French Ministry for Ecological Transition, in 2018, **25% of global CO₂ emissions came from the transport sector**⁴. In 2020, air transport emitted **640 million tonnes of CO₂**, while trains accounted for **94 million tonnes** (International Energy Agency⁵).

RECOMMENDATIONS

- Favour «green» transport (train or bus, and avoid planes and private cars if possible).
- Take a reusable water bottle with you on your journey, not a plastic bottle.
- Prepare your own snacks for the trip, so you do not have to buy non-recyclable waste.
- Choose responsible accommodation.
- On site, travel by public transport (bus, metro, tram) and not by taxi or car.
- Do not use plastic bags when shopping (carry a collapsible or cloth bag).
- Download maps from geolocation applications (Mapsme, Google Maps) on Wi-Fi to access them without the data once you are there.

3 DEMATERIALIZATION IN WORK WITH YOUNG PEOPLE



This third chapter provides an overview of the main digital tools used today for personal and professional purposes, and which can be adopted in youth work. The main aim is to empower youth workers, facilitate their day-to-day work and improve their practice. Digital tools can be used on computers, or on electronic devices such as mobile phones and tablets.

The tools have been classified into five categories according to their purpose:

1. Management, planning
2. Facilitation, communication
3. Interaction
4. Group work
5. Evaluation

METHODOLOGY

Each digital tool includes the following information:

- Description of the tool.
- Learning objectives.
- How to use it?
- Useful tips.
- Example.

3.1 MANAGEMENT TOOLS

Covid-19 could be seen as the catalyst that has taken the evolution of 'work anywhere' organisations to another level, improving significantly the opportunities to collaborate, think, create and connect productively.

The digital management and administration software and applications that have been created to deal with this new situation offer organisations the opportunity to simplify, organise and optimise many of their tasks.

Three management tools are available: **Google Workspace**, **Google Calendar** and **Google Drive**, which will help to optimise the organisation of any event related to working with young people.





Google Workspace

➤ DESCRIPTION OF THE TOOL

Google Workspace is a collection of tools offered by Google that enable professionals to facilitate and organise their digital workspace.

It includes tools such as *Gmail*, *Google Chat*, *Google Meet*, *Google Calendar* and *Google Drive*. The diversity of the tools on offer means that there are features to meet all users' needs.

➤ LEARNING OBJECTIVES

Google Workspace has a multitude of tools, so each person can use it according to their own needs and expectations. It may or may not be possible to use all the tools, as they are linked, but they can also be used individually.

➤ HOW TO USE IT?

To access the various features of *Google Workspace*, it is necessary to have a Google account. Each tool works in a different way, which needs to be explained individually. The rest of the brochure explains how to use *Google Calendar* and *Google Drive* (one of the most widely used tools).

➤ USEFUL TIPS

To get the most out of *Google Workspace*, it is a good idea to find out how to use the various tools on an individual basis.



Google Calendar

➤ DESCRIPTION OF THE TOOL

Google Calendar enables create and edit a virtual calendar, with the great advantage of being able to access it from any location and/or mobile device with Internet access.

It allows to keep up to date with appointments, interviews, work to be delivered, special dates, holidays and so on. This tool replaces the well-known personal diary.

The calendar is designed for teams, so it can be shared with other people and create several calendars that can be used together, individually or as a team.

➤ LEARNING OBJECTIVES

Google Calendar has an infinite number of options, including:

creating an event, adding guests, adding a room, venue and conference, adding an event description, adding an attachment, choosing the event colour, calendar and default visibility, configuring notifications, saving events, updating an existing event, checking the guest list, deleting an event, restoring a deleted event.

➤ HOW TO USE IT?

Google Calendar is one of the many tools that Google makes available to its users. All it takes is a **personal Google account to access this service**.

Google Calendar is also an **online application that can be accessed via a browser, an Android application or an IOS application**. To access it via a browser, you do not need to download any software. To access it from a Smartphone/IOS, the application must be downloaded first. It is a **completely free service that anyone** can access.

USEFUL TIPS

Google Calendar is not just for creating personal events, it also has a wide variety of tools that can be very effective for users. Two of them are presented below:

- **Update and reply to events:** users can send meeting links to other users. However, in order for an uninvited user to join the meeting, someone from their organisation who is attending the meeting must accept a request on their behalf. In addition, users can invite more people and change the location of meetings. They can also check which invitees will be taking part in the event they have created, and even delete these events.
- **Sharing and viewing calendars:** Google Calendar users can share their agenda with colleagues, family and friends so that they can find out their availability, as well as view their calendars if they need to.

Users can share their calendar with specific people, keep it private, share it with the public, and even share it with people who do not use *Google Calendar*.

EXAMPLE

With *Google Calendar*, users can create a specific calendar to share with others by selecting from the left-hand column. Using this calendar, they can schedule and notify participants of key events and tasks to ensure a smooth and satisfying experience.

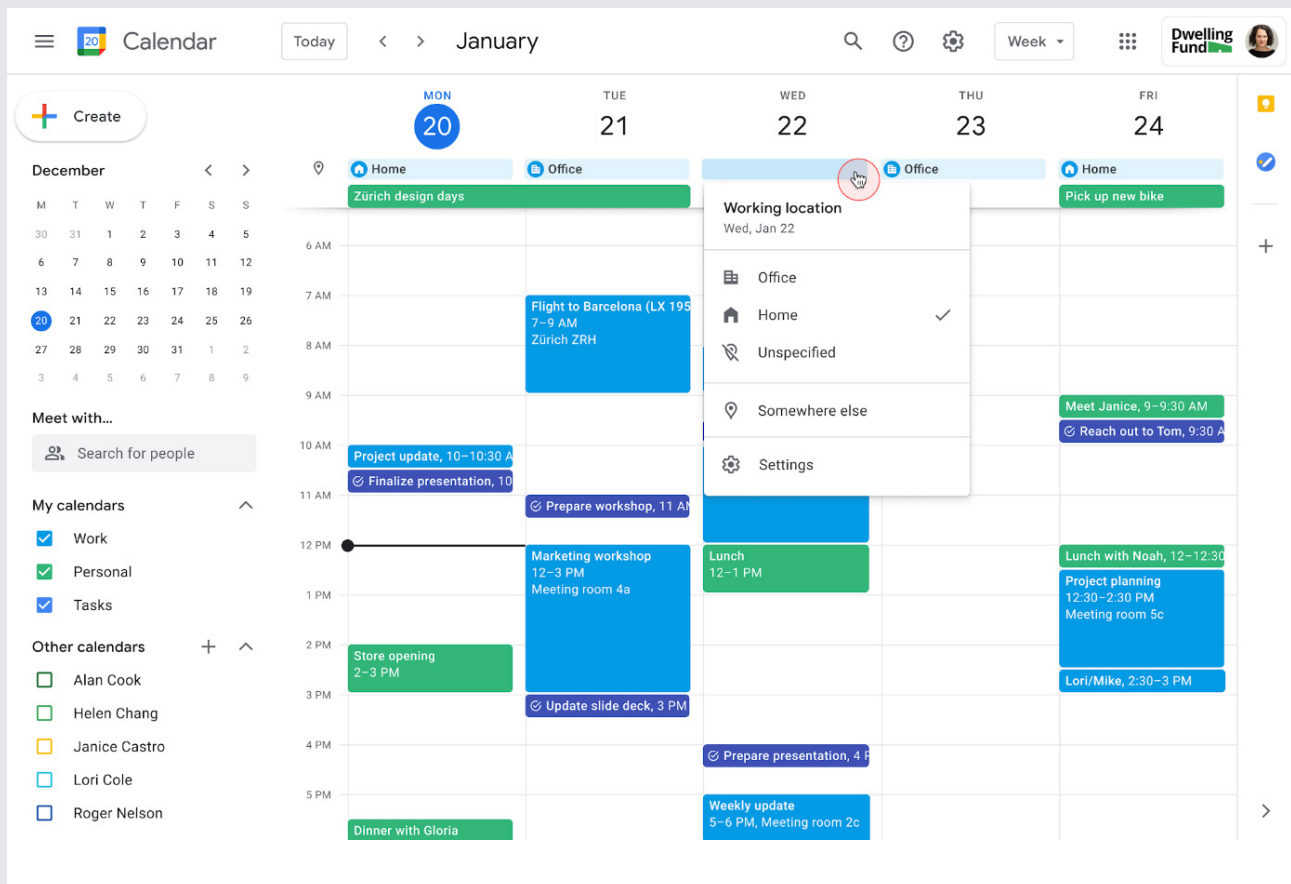


Image source: blog.google.com



Google Drive

DESCRIPTION OF THE TOOL

Google Drive is the free Internet data storage service provided by Google, with a storage capacity of 15 GB. The service works like a *Windows Office* or *OpenOffice* package but online, allowing users to create folders to store and download 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. as it allows them to create documents in different formats, work online on the same file from any device by simply accessing the cloud via their email. **It can also be shared with other users, inviting them to modify, comment on or download documents.**

HOW TO USE IT?

To access the *Google Drive* suite of resources, **all a user needs is a Gmail email account.** This is really the only requirement to be able to start enjoying the benefits offered by Drive. Access can be gained both via the computer and via mobile devices, as long as the Drive application is downloaded to these devices.

USEFUL TIPS

Google Drive is not just for adding all kinds of documents; it also has a wide variety of tools that can be very effective for users:

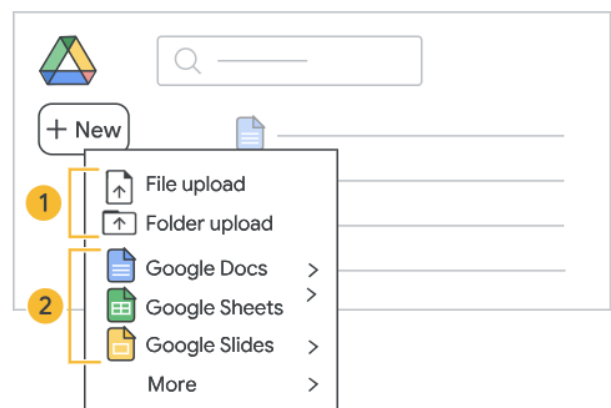
- **Customise the organisation's Drive account**
Google Drive lets you make all sorts of settings in each user's personal account, such as creating custom Drive templates

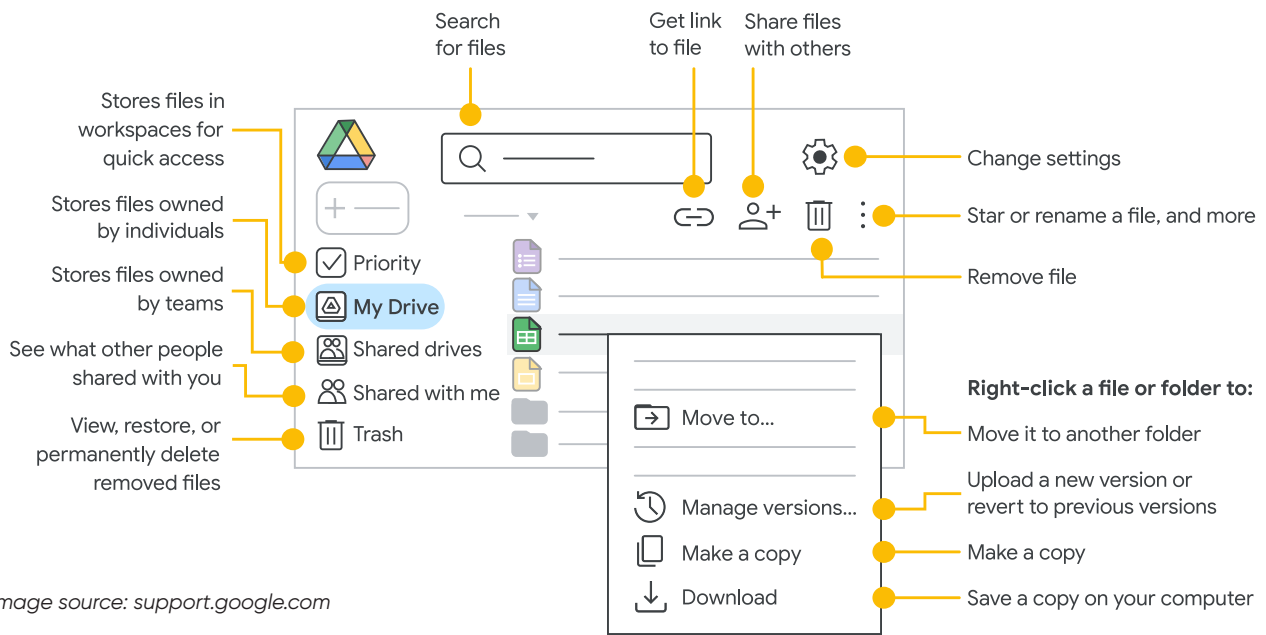
or allowing other users to see the activity of files created in the Drive. The latter feature allows administrators of these files to control whether other users can see on an activity panel what other users have done to the files. This panel displays the names of users who have viewed files in *Google Docs*, *Spreadsheets* and *Presentations*, as well as the time spent on them.

- **Create customised Drive templates**
using *Google Docs*, *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 or create a custom template gallery for your organisation. Users can manage their organisation's template gallery categories or disable their custom template gallery completely. Whatever the configuration, administrators can always add and remove templates.

EXAMPLE

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





3.2. FACILITATION TOOLS

Facilitation tools provide facilitators and participants with everything they need for online workshops and meetings.

The pandemic has had a major impact on all aspects of our daily lives: businesses and organisations need these online communication tools more than ever.

In fact, remote working is becoming the new norm in many areas and sectors. The hybrid model should be the way of the future. Digital facilitation software and professional facilitators are needed more than ever. It is also becoming important to be familiar with the various remote working tools.

We are going to look at two tools: **Zoom** and **Microsoft Teams**.



Zoom

DESCRIPTION OF THE TOOL

Zoom is a videoconferencing service that can be used to meet other people virtually, either by video or audio, or both, while conducting live discussions, and allowing the users to record these sessions for later viewing.

These meetings can be joined by webcam or telephone.

A *Zoom Room* is the physical hardware configuration that enables companies to schedule and launch *Zoom meetings* from their conference rooms.

▶ LEARNING OBJECTIVES

The main features of **Zoom**:

- **One-to-one meetings**
organise an unlimited number of one-to-one meetings, even with the free version.
- **Group videoconferences**
invite up to 500 participants (the «large meeting» add-on module must be purchased). However, the free version allows to organise videoconferences lasting up to 40 minutes with up to 100 participants.
- **Screen sharing**
for one-to-one meetings or meetings with large groups, the user can share your screen with all the participants.
- **Recording**
record the meetings or events.

▶ HOW TO USE IT?

To create an account, log on to Zoom and choose the package you want.

- **Free Zoom**
this level is free. It allows the users to organise an unlimited number of meetings. Group meetings with several participants are limited to 40 minutes, 100 participants and cannot be recorded.
- **Zoom Pro**
this level is chargeable. It allows hosts to create personal meeting IDs for repeated Zoom meetings and allows meetings to be recorded in the cloud or on a 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*.

▶ USEFUL TIPS

Zoom offers a host of features:

- **Schedule a meeting**
this function enables to create a meeting and leave it until the time comes to hold it. Give it a title, a day and a time. Users can create a reminder and send the link to other participants.
- **Save the meeting**
save the meeting in case it is needed to revisit it later, or to send it to everyone who attended or registered for the session.
- **Virtual whiteboard**
create a whiteboard for writing or drawing.
- **Chat**
a key element of any online meeting between several people, particularly in webinars or classes. Users can choose whether participants chat privately or whether all their interactions are public.
- **Calendar integration**
link Zoom to calendar applications such as *Google Calendar, Outlook and Exchange*.

▶ EXAMPLE



Image source: zoom.us



Microsoft Teams

DESCRIPTION OF THE TOOL

Microsoft Teams is a chat-based collaboration tool that gives remote and dispersed teams around the world the ability to work together and share information in a common space. There are great features such as document collaboration, one-to-one chat, team chat and much more.

LEARNING OBJECTIVES

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

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

Microsoft Teams offers businesses and their employees a variety of intelligent tools and services that promote teamwork. More than 500,000 organisations currently use this tool.

HOW TO USE IT?

Microsoft Teams is included in *Office 365* and has extensions that can be integrated with «non-Microsoft» products. It replaces *Skype for Business*, among other applications. One of its main advantages is that it is cloud-based, so it can be accessed from anywhere via a desktop computer or a mobile application on **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 the emphasis is on security, as users need

to connect via a Google authenticator. *Microsoft* account is necessary to install Teams.

Non-profit organisations can obtain a licence free of charge once they have registered.

USEFUL TIPS

The main features of this tool are as follows:

- **Integration with the rest of Office 365**
Users do not need to switch between applications to plan a meeting, edit a *Word* document or ask a colleague a question.
- **All documents and conversations are in a single, easy-to-access location.**
And because *Teams* is a cloud-based application, team members can edit documents together in real time.
- **Communication on the move.**
With *Microsoft Teams*, users can also plan and take part in meetings, access files and chat with colleagues on mobile devices.
- **Customisable to meet the needs of your business.**
Microsoft Teams has a suite of applications and bots to enhance functionality.
- **Meeting planning.**
Microsoft Teams meetings are easy to schedule, sync with *Outlook* and have built-in audio, video and screen sharing. For group meetings, there is no need for a dial-in number or PIN - all team members can participate.

EXAMPLE

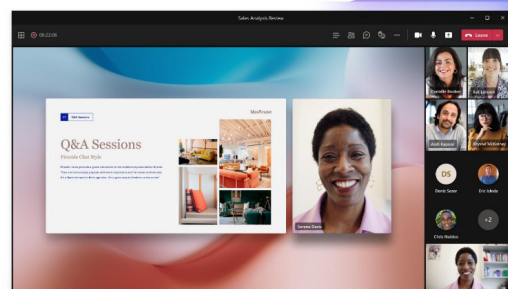


Image source: microsoft.com

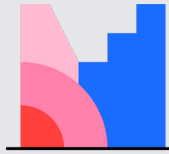


3.3 INTERACTIVE TOOLS

Digital tools make it possible to use text, images, audio and video to create an immersive experience. They can be defined as a collection of graphical windows with active, dynamic and/or interactive components, aimed at facilitating the understanding of certain concepts.

One of the requirements when creating presentations is that the content is understandable to the audience, such as **Mentimeter** and **Framindmap**. These are a simple way of creating games or interactive tools to engage young people in face-to-face and online learning activities.

These two tools enable you to organise your ideas more effectively, making them easier to understand and more entertaining for your audience.



Mentimeter

Mentimeter

➤ DESCRIPTION OF THE TOOL

Mentimeter is an interactive presentation tool that helps to engage the audience and allows every voice in a room to be heard. It is used to assess participants' understanding, test knowledge retention, or as a means of making learning more joyful.

During the presentations, the trainers can allow time for questions and answers, and the participants are connected by number to the presentation so that requests and questions can be discussed, explained and clarified.

➤ LEARNING OBJECTIVES

The benefits of e-learning with **Mentimeter** are linked to **continuous, engaging and interactive learning**.

The course presenter can communicate and interact with participants, as well as monitor learning and understanding by asking questions and downloading results. With this interactive tool, participants stay up to date with the programme, so no one misses anything.

➤ HOW TO USE IT?

This is a website where users can register with a *Google* username. Another advantage is that **participants do not need to register to use this tool**, they just need to enter a six-digit code that is automatically generated when a resource offered by *Mentimeter* is created. There is no need to install anything either – it is an online resource available on any device and browser.

It offers a free version to start testing the platform. For more advanced functions, there is the 'basic' version, which allows you to ask an unlimited number of questions and download the data to *Excel* for analysis.

USEFUL TIPS

• Graphic organisation

Mentimeter offers a number of resources for graphically organising your ideas and sharing them in a simple, participative way.

• Surveys

there are many options for creating surveys or questionnaires: creating word clouds, bar graphs, tests, scales, etc. And it is all updated with new responses from participants.

• Brainstorming

users can check what participants know about a subject before starting to work on it using the word cloud or collaborative wall option. Everything they write is 'projected' onto the big screen or projector to bring together all their answers. With the collaborative wall option, it is possible to ask participants a question.

EXAMPLE

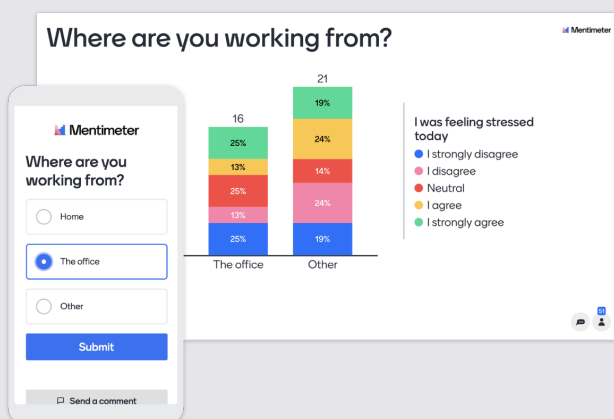


Image source: [mentimeter.com](https://www.mentimeter.com)



Framindmap

DESCRIPTION OF THE TOOL

Framindmap is a tool for creating and sharing mind maps. Framindmap can be used for **brainstorming, note-taking, training, classification, structuring a project**, and so on. Users can create attractive mind maps directly online from your browser.

LEARNING OBJECTIVES

Mind maps are particularly useful for brainstorming and teaching. These maps can be used to organise ideas or highlight important elements.

Framindmap makes it possible for several people to share and work on a mind map, but not simultaneously. Once completed, a mind map can be exported and downloaded in a variety of formats, and can also be placed on a 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 it and click Enter. Nodes are easy to manipulate and position on the mind map to suit one's needs.

The options for the appearance of the nodes (shape, colour, background) allow users to link them together, add an icon, a note or even a link to an idea. *Framindmap* is a tool developed by *Framasoft*. **The software is free and can be used easily from any browser without prior installation.**

USEFUL TIPS

Here are a few tips to keep in mind:

- The main theme must be central.
- For each sub-theme, create a new branch.
- Wherever possible, the concept is illustrated by a drawing or image.
- Use colour to highlight the main point or group concepts by theme.
- The map reads clockwise.

EXAMPLE

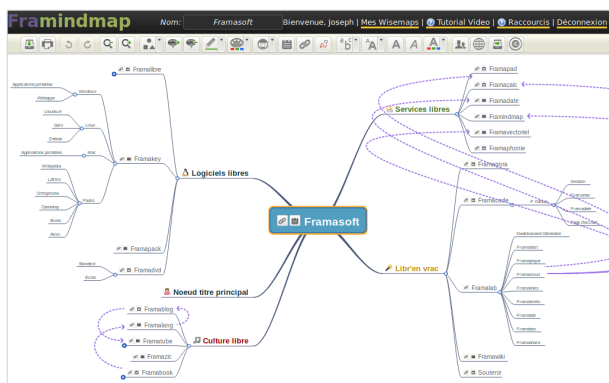
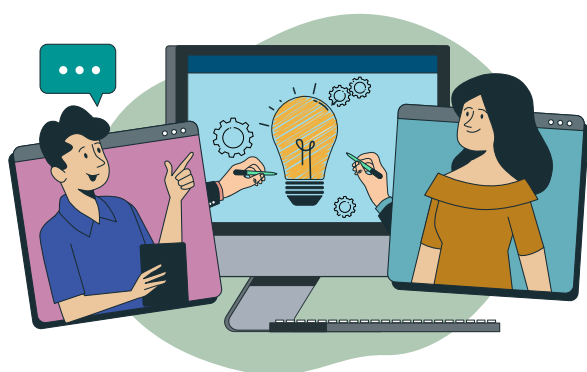


Image source: framindmap.org



3.4 GROUP WORK TOOLS

The major shift towards remote working, catalysed by the COVID-19 pandemic, makes it more important for organisations to successfully communicate with young people, just as they would in real life, through interactive online group work sessions.

This section presents two interactive tools: **Mural** and **Jamboard**, which can be used to effectively carry out a range of activities with young people.



DESCRIPTION OF THE TOOL

Mural is a collaborative application for team brainstorming and mind-mapping. It can be used to create virtual canvases and whiteboards where a team of people can draw, add notes, pin images and files and interact with each other in real time.

LEARNING OBJECTIVES

Instead of using PowerPoint presentations, instructors can use Mural to tell a story, show a poster, and more, allowing participants to add comments alongside the «presentation». **Mural is a perfect tool for generating big ideas, structuring complex processes and optimising user experiences.**

It is useful for workshops that require collaborative activities, such as an activity requiring participants to brainstorm ideas, write them on sticky notes, put them on the whiteboard and discuss them as a group.

➤ HOW TO USE IT?

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

In addition to the online version, *Mural* also has applications for Windows10, iOS, Mac OS, Android and Microsoft's Surface Hub.

Mural requires an account to be used. There is a free version and a paid version, with four membership levels. The free version offers many useful features, but it is limited: there is no limit to the number of collaborators that can be invited, but no more than five murals created at the same time.

➤ USEFUL TIPS

- ***Mural* is ideal for brainstorming**
gathering ideas, sorting them by colour, organising them in different frames, moving them around together, drawing lines to link important ideas, etc. with different sizes and shapes of sticky notes.
- **Connectors are an interesting feature**
they are lines or arrows that link two objects. Once placed, the two objects remain connected, which is very useful for linking ideas and maintaining the connection if you need to move them around the board. The application also offers a number of icons that can be resized and formatted. It has predefined frameworks, such as an empathy map or a business model.
- In the top right-hand corner, **click on «Share» to invite participants** and decide what rights to give them. Users can also chat with other participants. The application also offers three types of reaction, such as a celebration that causes a lot of confetti to fall onto the stage.

➤ EXAMPLE

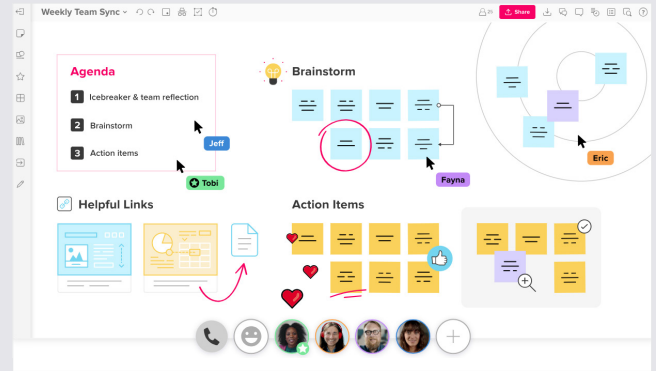


Image source: mural.co



Jamboard

➤ DESCRIPTION OF THE TOOL

***Jamboard* is collaboration management software** (included in Google Workspace) that helps professionals create and manage virtual workspaces for writing and discussing ideas. **The platform allows users to use it as a digital whiteboard, where they can directly import images, documents, spreadsheets, slides and more from the web or local drives.**

➤ LEARNING OBJECTIVES

Like other online whiteboards, ***Jamboard* is extremely useful for collaboration on projects or during trainings, being a perfect tool for brainstorming ideas in groups** – for writing, projects, interactive exchanges and more. It can be used in teaching and distance learning as an online 'blackboard' to conduct activities to enhance understanding of a presentation.

HOW TO USE IT?

Jamboard can be accessed via a web browser. But you can also install the *Android* or *Apple® iOS®* application on a phone or tablet.

Jams can be created, modified and shared directly from a phone, tablet or computer.

The *Jamboard* application is free with a *Google* account.

USEFUL TIPS

- To create a *Jam*, go to the bottom right-hand corner and click on «New Jam». This will open a large blank canvas. On the left-hand side of the canvas, there are several different tools for adding content to the *Jam*.

For example, **it is possible to add images**. To do this, click on the «Add an image» icon, which offers different ways of adding photos to the *Jam*. The trick is to upload a photo from the computer or search for it directly on *Google*.

- There are many advantages to using *Jamboard* as an educational whiteboard. For distance learning, a whiteboard can be shared on the screen during a video call. What's more, it is **always possible to share the whiteboard with participants so that they can consult it later, by saving it as an image or directly on the application**. This means users can collaborate with up to 50 other people at the same time.

EXAMPLE



Image source: latelierduformateur.fr



3.3 ASSESSMENT TOOLS

Digital evaluation tools are increasingly being used by youth workers to assess the impact of their actions, question their practices or investigate the needs of young people. The real added value is that they allow the results to be communicated to participants in real time.

Furthermore, using automated tools is the simplest way of streamlining administrative processes. Their use and ease of access make it easier to evaluate and analyse the results obtained.



Google Forms

DESCRIPTION OF THE TOOL

Google Forms is a free online software for creating surveys, quizzes and questionnaires. It is part of Google's suite of web applications, which includes *Google Docs*, *Google Sheets* and *Google Slides*. It is a versatile tool that can be used for a variety of applications, from collecting responses to an event to creating a quiz.

LEARNING OBJECTIVES

With **Google Forms**, users can create and analyse surveys directly from their mobile phone or web browser, without the need for any special software. This means users get **instant results** as soon as they receive them. And **survey results can be summarised at a glance using tables and graphs**.

Forms are integrated with *Google Spreadsheets*, providing a spreadsheet **view of the data collected**. The general configuration of forms or surveys allows to collect the recipient's email address and limit responses.

HOW TO USE IT?

To start using this tool, it is necessary to have a **Google account**.

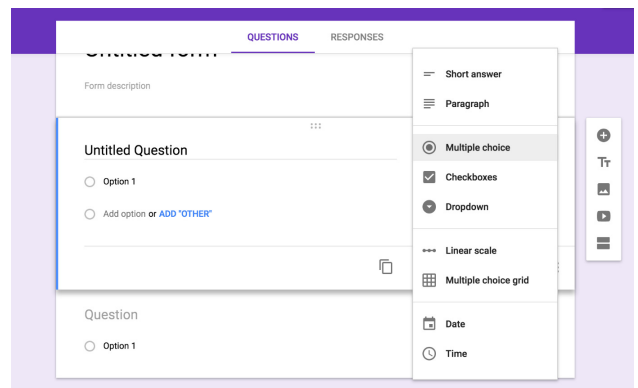
It is completely free. This tool allows users to obtain an unlimited number of questions and answers free of charge, whereas other survey tools require payment based on the number of questions and recipients.

USEFUL TIPS

- There are several types of form. **The main ones are quizzes, contact forms, invitations, surveys and event registrations.** They can be used to carry out market research, receive registrations for online events or use them as a capture page to capture new leads.
- On the form creation page, there is a **gallery of ready-to-use templates**. These templates have specific purposes, such as collecting contact information, creating an invitation to an event, and so on.
- **It is also possible to create a form entirely 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 compulsory and receive all analyses after visitors have answered the form.

- Responses can be analysed using **Google Forms** in three ways: by question, individually or in summary form, using a graph showing the percentage of responses for each question.
- Finally, it is possible to **download the responses, transform them into a spreadsheet** in *Google* and even send them directly to the emails collected individually in the forms.

EXAMPLE



Source: zapier.com



Kahoot

DESCRIPTION OF THE TOOL

Kahoot is a game-based learning platform that lets users create, share and play learning games or quizzes in just a few minutes. *Kahoots* are easier to play in a group, for example in a training room. **Players answer questions on their own devices, while the answers are displayed on a shared screen.**

LEARNING OBJECTIVES

The first advantage of Kahoot is that it offers a high level of user engagement. Kahoot has succeeded in reducing monotony and boredom because it is an energetic and lively platform.

It has also succeeded in creating a positive environment among users by creating motivation.

It has increased user performance due to an increase in user assiduity.

HOW TO USE IT?

Kahoot is an online tool that can be accessed directly from the website. It is divided into two sites: Kahoot.it and GetKahoot.com. The former allows you to join a game, while the latter is the real command centre, where the trainer can launch a Kahoot game, use the games available or create their own.

There is a Kahoot application for iOS and Android mobile phones. However, it is possible to take part in a game by visiting Kahoot.it in its browser.

The basic version of Kahoot is free. For a premium version with more advanced features, you need to pay a certain amount.

USEFUL TIPS

- *Kahoot* offers a vast public library with millions of examples of quizzes that can be adapted to any specific audience.
- Kahoot also offers a question bank, so users do not have to create questions from scratch, and can create a quiz quickly and easily.
- As well as playing live in a group setting, users can also assign Kahoots as homework using 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**

Using Kahoot adds this element of breaking with routine, because it is an exercise in creativity.

- **Motivation**

Cognitive neuroscience has shown how difficult it is to learn without a certain amount of motivation, meaning or curiosity.

- **Learning from mistakes**

Based on the idea that mistakes are part of the learning process, participants find that using Kahoot improves self-awareness and individual learning, as they can assess themselves while they play.

EXAMPLE

The screenshot displays the Kahoot question editor. The main content area contains the following text: "Chapitre 4", "Description du formulaire", "ur une échelle de 1 à 10, évaluez l'importance e ...", and two "Libellé (facultatif)" fields. A settings menu on the right is open, showing various question types: "Réponse courte", "Paragraphe", "Choix multiples" (selected), "Cases à cocher", "Liste déroulante", "Échelle linéaire" (highlighted), "Grille à choix multiples", "Date", and "Heure". At the bottom right, there is a toggle for "Obligatoire" and a three-dot menu.

Source: kahoot.com

4

CONCLUSION

In a context of climate change and digital evolution, it is essential to put in place eco-responsible practices in terms of the use of digital tools and day-to-day activities within youth work organisations.

This brochure is aimed at youth professionals and sets out some general recommendations for making their digital practices more sustainable. Adopting these practices will significantly reduce the environmental impact of digital technology:

1. Efficient data management;
2. Backing up devices;
3. Reducing paper consumption;
4. Effective communication management;
5. Energy-saving practices;
6. Encouraging the use of cleaner software;
7. Limiting the use of social networks.

The tools described in this brochure are designed to support youth work organisations in digitalising their work with young people and adapting to the rapid evolution of digital technology.





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