SET OF RESOURCES

Developing Digital Pedagogy
Competences for C_VET Trainers
2020-1-ES01-KA226-VET-095377

CONTENT

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INTRODUCTION

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INTRODUCTION

The use of digital tools has become crucial in order to modernize educational services, improve trainers' skills and increase students' performance. In this document, you will find digital resources to help you create digital content, as well as communication and collaboration channels for your online classes, in line with the course content of the Leaders InTeach project.

ALL OF THE RESOURCES LINKED TO BE EITHER FREE OR OFFER FREE VERSIONS

The contents of the course address 3 of the 5 areas defined by the Reference Framework for Teaching Digital Competence defined by DIGCOMP:

Area 2. Communication and collaboration:

• To interact, communicate and collaborate through digital technologies while being aware of cultural and generational diversity.

• To participate in society through public and private digital services and participatory citizenship.

• To manage one's digital identity and reputation.

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Area 3. Digital Content creation:

• To create and edit digital content.

• To improve and integrate information and content into an existing body of knowledge while understanding how copyright and licences are to be applied.

• To know how to give understandable instructions for a computer system.

Area 5. Problem solving:

• To identify needs and problems, and to resolve conceptual problems and problem situations in digital environments.

• To use digital tools to innovate processes and products.

• To keep up-to-date with the digital evolution.

Throughout the course, these areas are addressed through the following skills:

• **2.4. Collaborating through digital channels:** to use technologies and media for teamwork, collaborative processes and co-construction and co-creation of resources, knowledge and content.

• **3.1. Development of digital content:** to create content in different formats including multimedia, to edit and improve content that s/he has created or that others have created, to express creatively through digital media and technologies.

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• **3.2. Integration and re-elaboration of digital content:** to modify, refine and mash-up existing resources to create new, original and relevant content and knowledge.

• **3.3. Copyright and licenses:** to understand how copyright and licences apply to information and content.

• **5.2. Identifying need and technological responses:** to assess needs and to identify, evaluate, select and use digital tools and possible technological responses to solve them. To adjust and customise digital environments to personal needs (e.g. accessibility).

• **5.3. Creatively using digital technologies:** to use digital tools and technologies to create knowledge and to innovate processes and products. To engage individually and collectively in cognitive processing to understand and resolve conceptual problems and problem situations in digital environments.

• **5.4. Identification of gaps in digital competence:** to understand where own competence needs to be improved or updated, to support others in the development of their digital competence, to keep up-to-date with new developments.

Below you will find a summary table of all areas and competencies of DigComp:

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Dimension 1	Dimension 2	Dimension 3
5 Areas	21 Competencies	Competence Levels

AREA		COMPETENCE
Core	1. INFORMATION	1.1 **Browsing, searching** and **filtering** information 1.2 **Evaluating** information 1.3 **Managing** information and digital content
Core	2. COMUNICATION	2.1 **Interacting** through digital technologies 2.2 **Sharing** through digital technologies 2.3 **Engaging in citizenship** through digital tech 2.4 **Collaborating** through digital technologies 2.5 **Netiquette** 2.6 Managing **digital identity**
Core	3. CONTENT CREATION	3.1 **Developing digital content** 3.2 **Integrating and re-elaborating digital content** 3.3 **Copyright** and licenses 3.4 **Programming**
Transversals	4. SAFETY	4.1 Protecting **devices** 4.2 Protecting **personal data** and **privacy** 4.3 Protecting **health** and **well-being** 4.4 Protecting the **environment**
Transversals	5. PROBLEM SOLVING	5.1 Solving **technical problems** 5.2 Identifying **needs** and **tech. responses** 5.3 **Creatively using** digital technologies 5.4 Identifying **digital competence gaps**

Taken from ikanos.eus - https://ikanos.eus/en/digital-competences/

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SET OF
RESOURCES

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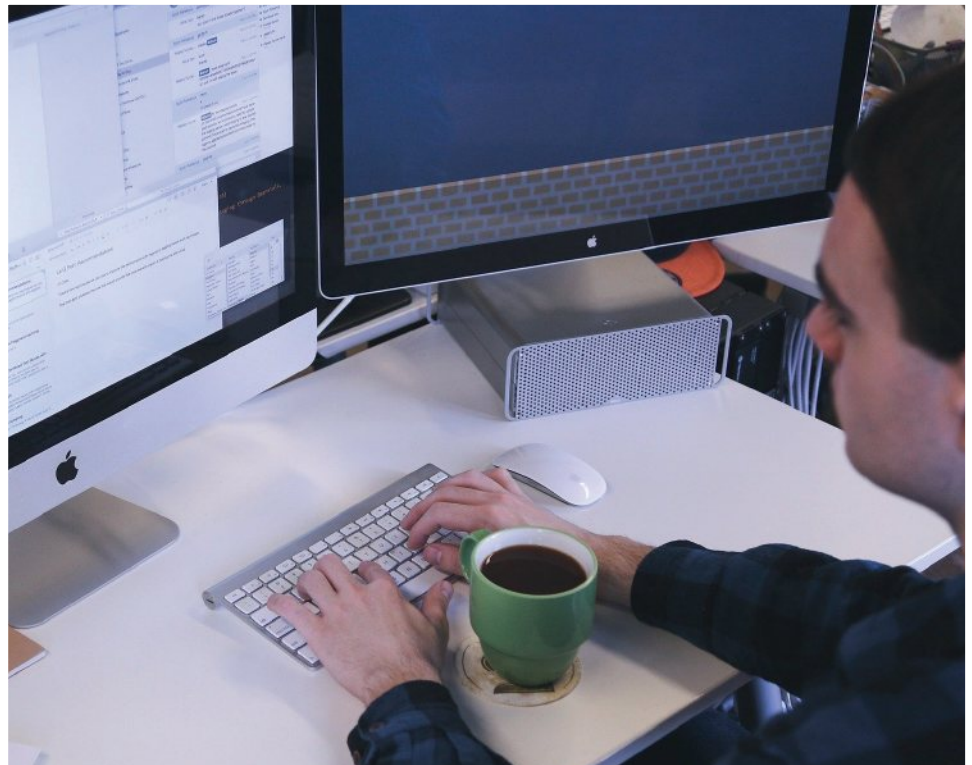
COMMUNICATION

RESOURCES

COMMUNICATION

Connectivity and rich communicative channels now available on the Web provide an environment for supporting a rich diversity of digital communities. There are various programmes and applications that allow you to communicate in real time, by voice or video, with your students. Here we present several of them, so that you can find the one that is most suitable for your classes and needs:

● **Discord:** Discord is platform where users can communicate with voice calls, video calls, text messaging, media and files in private chats or as part of communities called "servers".
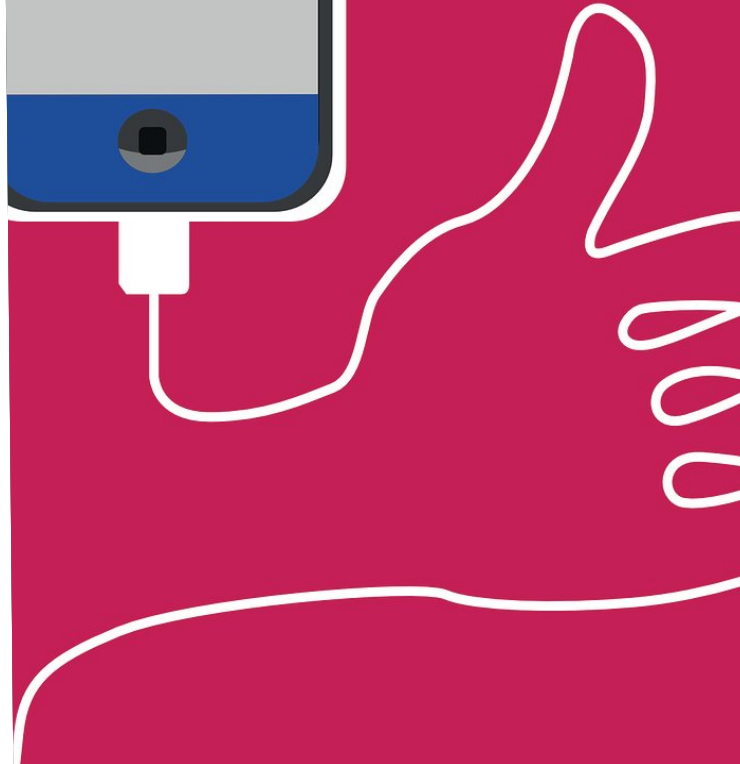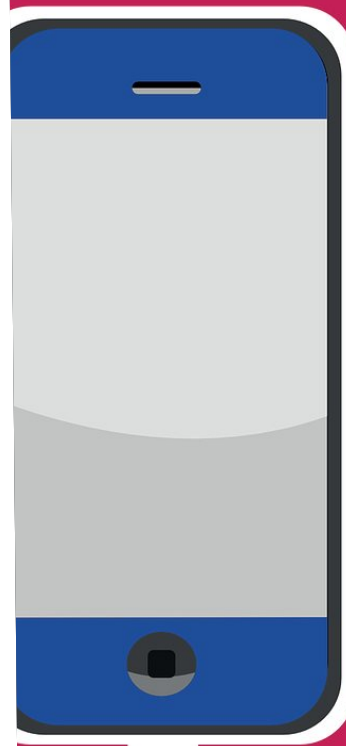
● **Slack:** Slack offers features such as persistent chat rooms (channels) organized by topic, private groups, and direct messaging. Content, including files, conversations, and people, is all searchable within Slack. Users can add emoji buttons to their messages, on which other users can then click to express their reactions to messages.

- **Microsoft Teams:** similar to Slack, offers workspace chat and videoconferencing, file storage, and application integration. Whether it's chat, calls, or video, anyone can engage at any time, and your docs, photos, videos, chat history, and meeting notes are always there.

- **Skype:** Skype is a telecommunications application that specializes in providing internet-based videotelephony, videoconferencing and voice calls. It also has instant messaging, file transfer, debit-based calls to landline and mobile telephones, and other features.

- **Zoom:** Zoom provides videotelephony and online chat services through a cloud-based peer-to-peer software platform. Is used broadly for teleconferencing, telecommuting, distance education, and social relations.

- **WebEx:** a cloud-based web and video conferencing service that enables global and virtual teams to collaborate in real time. Supports large-scale events such as webinars and virtual training.

- **GoToMeeting**: an online meeting, desktop sharing, and video conferencing software package that enables the user to meet with other computer users in real time.

- **Monday.com:** build custom team collaboration tools so you have exactly what you need to keep your team aligned.

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- **Front:** gives you a simple, intuitive communication dashboard to help your team work together like a well-oiled machine.

- **ClickUp:** stay on track to hit your goals with targets for task completions, numbers, monetary values and more. Track progress in real-time connecting tasks to goals and keep your objectives organized with Goal Folders.

- **Google Meet:** real-time meetings by Google. Using your browser, share your video, desktop, and presentations with teammates and customers.

- **Jitsi Meet:** free tool for making group calls with several participants. It is characterised above all by its ease of use, it is not necessary to have an account either to join a call or to create it.

- **YO Teach:** is a tool that allows creating a backchannel chat by creating a room and then setting a password. Students can then join via a URL, and the admin feature allows educators to set privacy settings and moderate users. There's an option to have students draw on a whiteboard and insert those drawings into a chat.
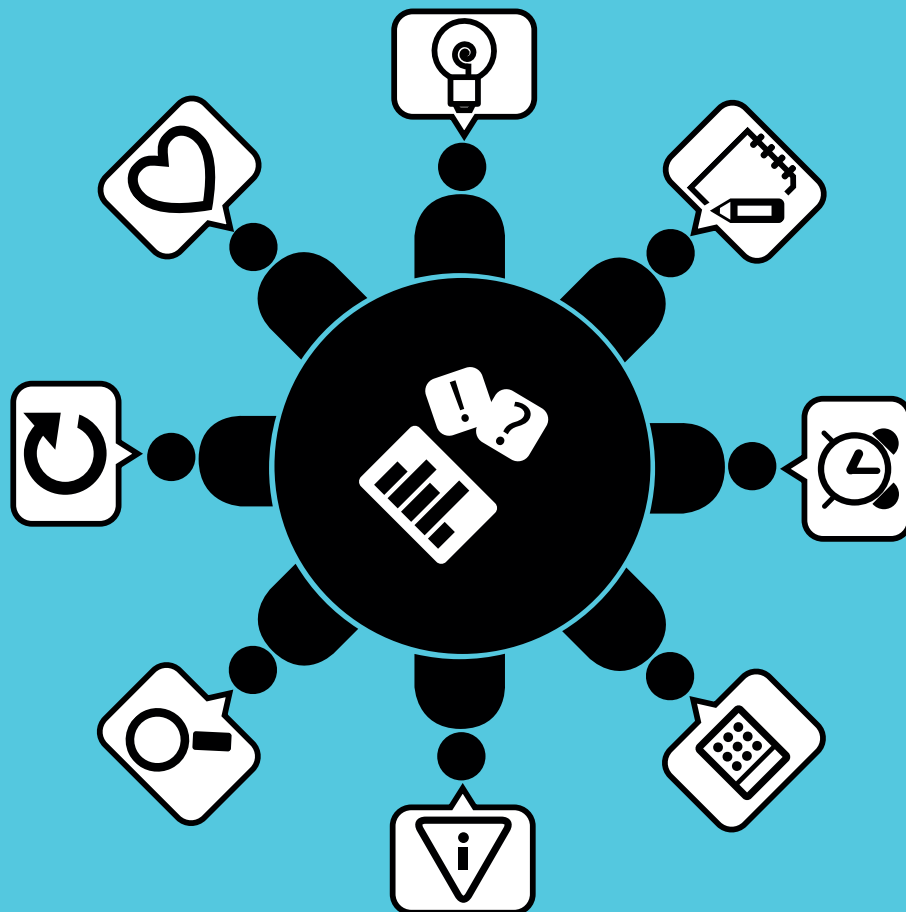
COLLABORATION

COLLABORATION

Thanks to online tools, students and teachers can share and edit work together. Individuals can collate and order content to suit their individual needs and personal preferences, and individual content can be enriched collectively by the wider community (via tagging, multiple distribution, social bookmarking...).

- **bubbl.us:** is a browser-based mind-mapping tool that is great for project planning, collaboration, and brainstorming purposes.

- **Popplet:** is a mind-mapping application and graphic organizer that helps students think and learn visually.

- **SimpleMind:** is a tool used for mind mapping. It helps you think, collect knowledge, remember and create ideas.

- **MindMeister:** a completely web-based mind mapping software that runs in any standard web browser.

- **Coggle:** is a mind-mapping tool designed to help you understand student thinking.

- **Conceptboard:** is a software that facilitates team collaboration in a visual format, similar to mind mapping but using visual and text inputs.

- **Educreations Whiteboard:** is a whiteboard app that lets students share what they know.

- **Miro:** allows for whole-class collaboration in real time. Miro provides an engaging, intuitive, in-person collaboration experience with multiple options for real-time or asynchronous teamwork on an online whiteboard.

- **Padlet:** provides a cloud-based software-as-a-service, hosting a real-time collaborative web platform in which users can upload, organize, and share content to virtual bulletin boards called "padlets".

- **Linoit:** is an online site that allows one to create boards using sticky notes. The user can create a board for private use, for sharing with the public, or to share with individuals who have been given a link to the owner's board.

- **Classtools:** offers online games, quiz, and concept map generators.
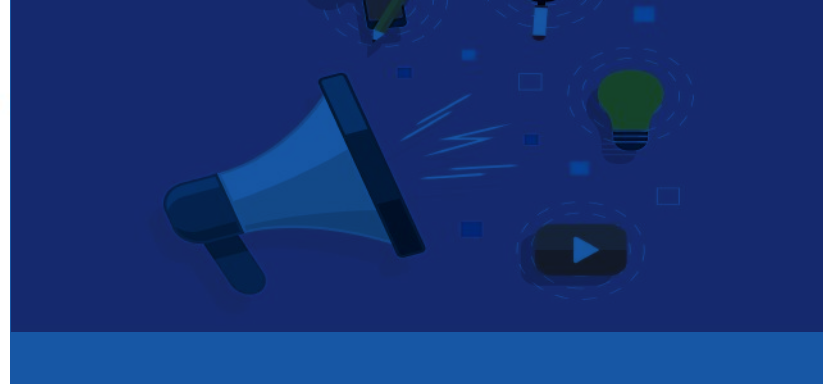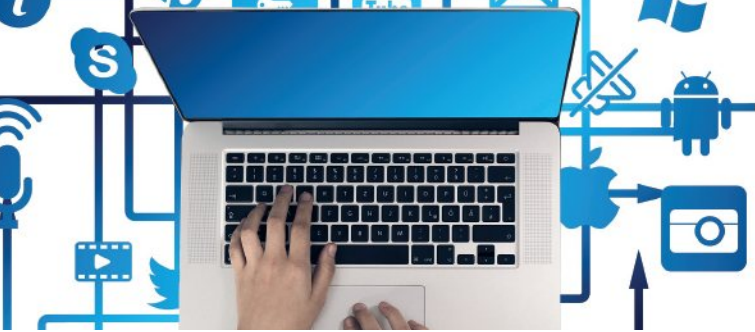
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● **Moodle:** Moodle is designed to provide educators, administrators, and learners with a free platform to create and deliver personalized learning environments. It is the platform used for the Leaders InTeach online learning environment. Using Moodle, trainers can:

- Create labels which are simply headings for each topic or week

- Create text pages or web pages with a combination of text

- Add images and links

- Add links to files or web sites/pages

- Give assignments

- Chat with students

- Create choice exercise (one question with a choice of answers)

- Start discussion threads with forum

- Create glossaries

● **Google Classroom:** Google Classroom is a learning management system (LMS) that aims to simplify creating, distributing, and grading assignments and engaging students in learning online or remotely.

• Allows to post lecture notes, create assignments, make announcements, set due dates for assignments

• Allows to create different groups in one classroom, and give to each group a different assignment, thus making the class to be active and interesting

• Allows to easily identify training participants that miss the workshop session

• Previous posts made by trainers can be reused and then posted to the same group or to a different group (Hussaini, et al., 2020)

- **Dropbox paper:** Dropbox Paper is an online document work-space, where users can organize and display text, media, and files all in one place. Paper lets easily collaborate with others and access your Paper docs from anywhere.

- **Hackpad**: Hackpad is a web-based, collaborative real-time text editor.

- **Explain everything:** use videos and interactive whiteboards to stimulate students' interest and creativity.

- **GitMind:** is a mind mapping and brainstorming tool for PC and mobile devices. GitMind allows visualizing ideas with mind maps, concept maps and flowcharts. Users can co-create a map with their team.
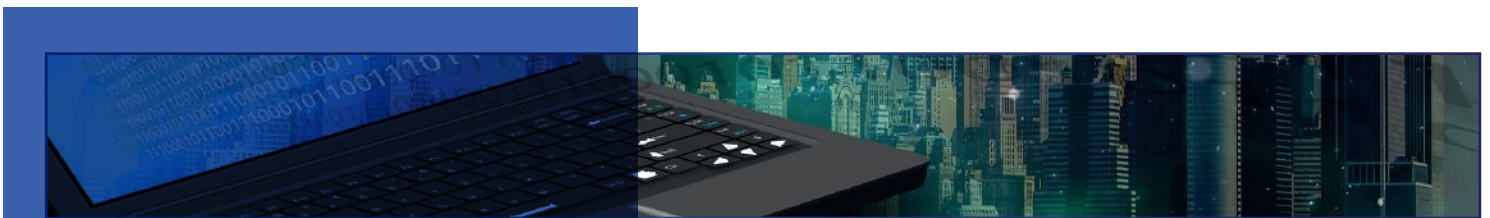
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BOOKMARKING

TOOLS

BOOKMARKING TOOLS

Bookmarking tools are useful for managing research groups focused on a specific topic, generating knowledge by organizing and managing relevant information. They also help to organize, communicate, and update bibliographical lists or recommended readings, adding value to the shared information.

- **Clipix:** is a web service for online bookmarking. It enables saving web content, uploading and sharing photos, and organizing documents all in one completely private or shareable space.

- **Symbaloo:** is a cloud-based site that allows users to organize and categorize web links in the form of buttons.

- **Diigo:** is a social bookmarking website that allows signed-up users to bookmark and tag Web pages. Additionally, it allows users to highlight any part of a web page and attach sticky notes to specific highlights or to a whole page.

- **Scoop.it!:** this website enables its users to discover content on their topics of interest that they can curate and publish to their own web page and share to their social networks.

- **Flokd:** is a Social Bookmarking site that allows its users to save their favorite bookmarks online, and share them with their friends, family and followers. The folkd community is one of the largest and most active bookmarking communities in the world.

- **Bibsonomy:** an easy way to manage scientific publications and bookmarks, it helps you manage your publications and bookmarks, collaborate with your colleagues and find new interesting material for your research.

- **Pearltrees:** is a free service that lets you organize, explore and share everything you like. Add web pages, files, photos or notes and organize them naturally.

- **Booky:** with booky, you can store your favorite links online in private collections. All your bookmarks are kept confidential and are only visible to you. Customizable design. Customize booky to your needs.

- **eLearning Tags:** is the 1st Free social bookmarking site where you can discover, share, vote and discuss interesting and remarkable eLearning and Educational Technology content! eLearning Tags offers helpful information on a number of topics concerning distance education including eLearning, Instructional Design, Gamification, Social Learning, MOOCs, mLearning and more.

- **linkaGoGo:** the free Online Favorites manager and Social Book-marking application. Storing your Bookmarks (also known as Favorites, Anchors, Links or Hotlists) online. Your bookmarks are available on any computer with access to the Internet, protected by a password. So you can access them from everywhere, not only from home, but also from work, when you are visiting friends, when you are traveling etc.

- **Pocket:** no internet connection is required to save it in the cloud for later reading on Smartphone, tablet or PC.

- **Pinterest:** is a social curation website for sharing and categorizing images found online. The site is described in its own content as a visual bookmarking site. Pinterest is a portmanteau of the words "pin" and "interest."

- **Raindrop.io:** is a bookmark manager. The app displays user's bookmarks in a neat list. Raindrop.io permits creating collections and adding tags, it lets to save pictures from the web or upload them. When the user saves a picture from the web, it automatically captures the URL, which comes in handy if you want to go back to the source.

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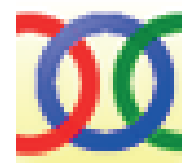
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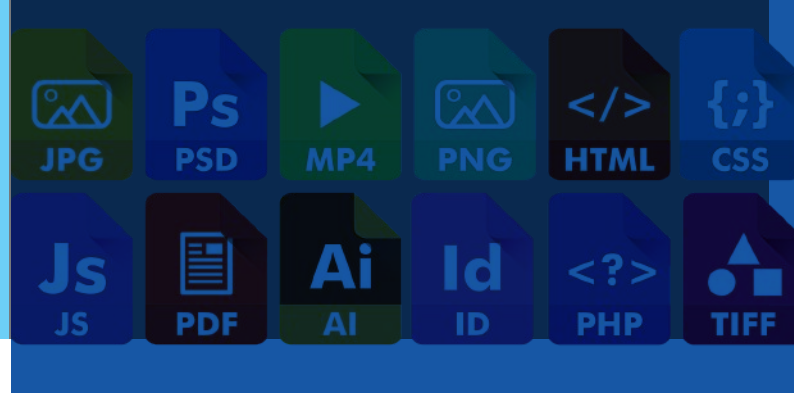CREATION

CONTENT CREATION

There are a number of free online tools and programmes that allow you to create interesting and visually appealing content. Creating digital content doesn't have to be overly difficult; using the resources below, you can create interesting presentations, images, videos and audios for your online classes.

- **Canva:** is a graphic design platform, used to create social media graphics, presentations, posters, videos, documents and other visual content.

- **Crello:** is a video and graphic design tool used to create business cards, flyers, social and blog posts, as well as long-form content like presentations and eBooks.

- **Prezi:** Prezi is a web-based tool for creating presentations (called prezis for short). It's similar to other presentation software like Microsoft PowerPoint, but it offers some unique features that make it a good alternative. Instead of using slides, Prezi has one very large canvas that your presentation moves around on, zooming in and out to view various frames.

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- **Screencast-O-Matic:** is a file creation program that allow users to record video from a webcam, capture their computer screen, and record their voice.

- **QuickTime Player:** is a multimedia development, storage, and playback technology. Quicktime can combine sound, text, animation, and video in a single file.

- **Wevideo:** is a tool that allow users to create, edit, and share video content all in one place.

- **Moovly:** is cloud-based program that helps users to quickly create professional videos and share them online: animations, presentations, infographics, explainer videos.

- **Vocaroo:** creates audio recordings without the need for software.

- **Stencil:** allows creating amazing looking graphics that can surely attract people and help you to put your ideas on to the board. You can use it for boards, blogs, ads, social media marketing etc...

- **Snappa:** is a graphic design tool that will surely help you to put your imagination to good use.

- **Designbold:** has a huge collection of stock photos and templates that will surely give your imagination wings and to you, a wide range of options to choose from. DesignBold has a simple UI and one can work on it with ease and confidence.

- **Lumen5:** is one of the more interesting visual content creation tools on our list. That's because it uses artificial intelligence to let you create a video from text. Enter a URL and the software will create videos to match, including photos and music. This is definitely one to keep an eye on.

- **Genially:** Genially is a content creation platform, both free and paid. An account is required to use it.

- **GIMP:** is a cross-platform image editor available for GNU/Linux, macOS, Windows and more operating systems. It is free software, you can change its source code and distribute your changes.

- **Inkscape:** is a Free and open source vector graphics editor for GNU/Linux, Windows and MacOS X. It offers a rich set of features and is widely used for both artistic and technical illustrations such as cartoons, clip art, logos, typography, diagramming and flowcharting.

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- **Adobe Express:** is a web and mobile app developed by Adobe Inc. With drag-and-drop technology it enables users to make multi-media content including social media posts and stories, invitations, and marketing materials like logos, flyers and banners. It includes templates, fonts, royalty-free photos and other creative assets.

- **Visme:** create and collaborate on visual content creation. From presentations to videos and more, Visme helps to bring your ideas to life and centralize your company's assets. Terms of use: Special plans for nonprofits and education users, just contact them and get an offer. Free users have limited access but can create up to 5 projects and download assets as JPG For other users paid plans start at $15/month.
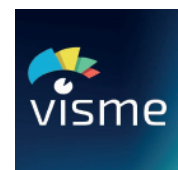
- **Blender:** free software for 3D creation. Everything from modelling, animation, and simulation to rendering, motion tracker, and video editing can be done with Blender. Terms of use: Free to download.

- **DaVinci:** combining visual effects, photo editing, motion graphics, and audio production, DaVinci is an all-in-one tool for creatives. Terms of use: Free to download Studio 17 version available for $295

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SURVEYS, POLLS

AND QUIZZES

SURVEYS, POLLS AND QUIZZES

Creating surveys, polls, and quizzes will help you to check if the students are grasping the needed concepts before you move on with the rest of the content.

- **Google forms:** is a free online software for creating surveys and questionnaires. You need a Google account to make a Google Form, but you don't necessarily need an account to complete a form. You can personalize your Google Form with question types, a header image, and a colour theme.

- **Microsoft forms:** is an application which allows you to create shareable surveys, quizzes and polls in minutes. Forms tracks participant responses, providing real-time results and analytics for your survey.

- **SurveyMonkey:** is online survey software that helps you to create and run professional online surveys. SurveyMonkey collects and stores data for you.

- **Poll everywhere:** is an online service that allows teachers to ask their students a question. The students answer the question using their mobile phones, Twitter, or web browsers. Both the question and the students' responses are displayed live in Keynote, PowerPoint, and/or on the web.

- **LimeSurvey:** (formerly PHPSurveyor) is an open source online survey application. LimeSurvey enables users to develop and publish surveys from a web-interface, and collect responses, from a web-interface without requiring any programming.

- **Socrative:** is a game-based learning platform that makes it easy to create, share and play learning games or trivia quizzes in minutes.

- **Quizlet:** is a cloud-based student response system. It allows creating simple quizzes.

- **Kahoot!:** is a free website providing learning tools for students, including flashcards, study and game modes.

- **Quizzizz:** the website is very user friendly and attractive, and the service itself is used by over 20 million students in homes and workplaces globally. One of the best things about Quizizz is that it supports live video conferencing, so teachers can get involved and engage their students. Questions can also be seen at all times on the student's screen, making it a user-friendly experience. The service supports quizzes and polls, and these can be answered in real time, or at the student's own leisure.

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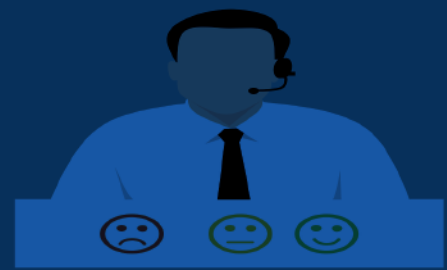
- **Gimkit:** where other services simply offer teacher-created polls and quizzes, Gimkit takes this one step further by making a game out of it. When questions are answered correctly, students can earn in-game money.

- **Classtime:** the power of ClassTime is that it offers teachers a way to create worksheets and quizzes and get real time feedback during class.

- **Polly:** purpose-built for Slack and Microsoft Teams, Polly is anapp to collect feedback in seconds. Send a polly and get responses, anonymous or voluntarily, within seconds.

- **Proprofs:** with Proprofs you can create surveys, multimedia material or insert links, and it also offers the possibility of making learning games. It has both free and paid versions.

- **Typeform:** is online software that specializes in online surveys making. The "typeforms" show only one question at a time to keep users engaged. They can include images, and GIFs or videos. Typeform includes "Calculator," custom "Thank You" screens, it allows questions to be added to sections or include sub- questions and "Logic Jump" which customizes the questions a user sees based on their selections.

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• OVERVIEW

Improving your pedagogical digital competence will help you make teaching and learning more effective and will help you to motivate your students and keep them interested in your online classes. On the next page you will find a summary table with all the resources, which you can consult to get a quick idea of what free material is available depending on your needs.

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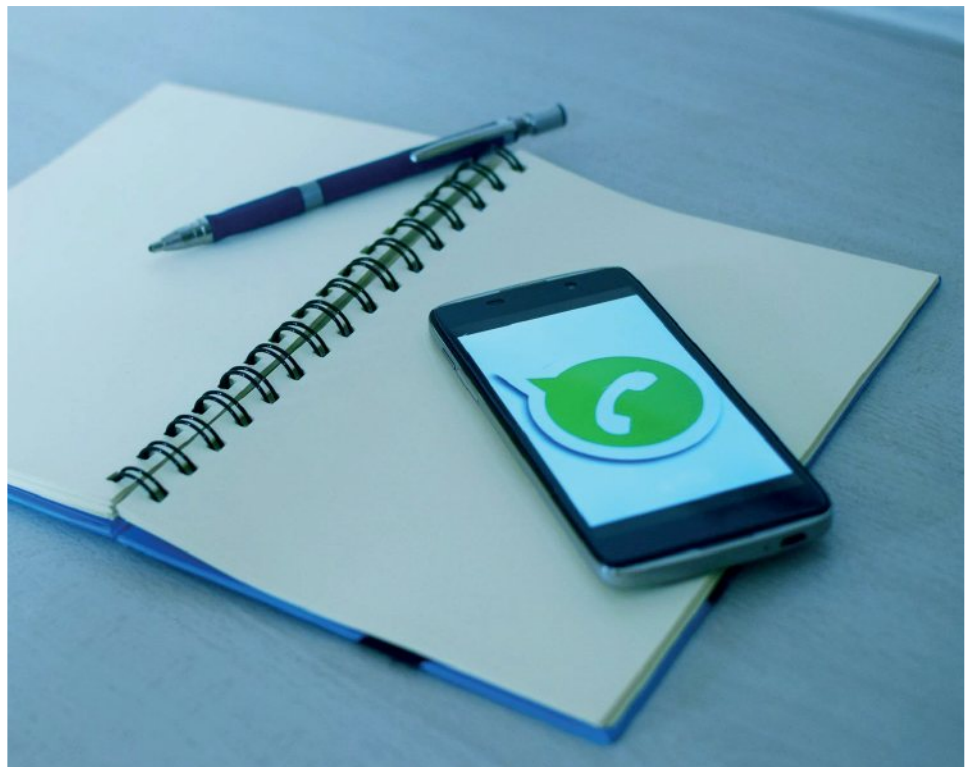
TRY OUT THE RESOURCES PROVIDED IN THIS DOCUMENT AND IMPROVE YOUR PEDAGOGICAL DIGITAL COMPETENCE!

Communication

DISCORD · Skype · zoom · Cisco Webex · slack · GoToMeeting · Microsoft Teams · YO! YO Teach! · Google Meet · monday.com · FRONT · Front · ClickUp

Collaboration

popplet · simplemind · bubbl.us · coggle · mindmeister · miro · Google Classroom · Conceptboard · padlet · moodle · educreations · Dropbox Paper · lino it · Explain Everything · ClassTools.net · HACKPAD

Bookmarking tools

clipix · symbaloo · diigo · Scoop.it! · Pinterest · RAINDROP.IO · pocket · booky · pearltrees · eLearning tags · BibSonomy

Content creation

Canva · moovly · QuickTime · Vocaroo · SNAPPA · SCREENCAST MATIC · crello · Prezi · visme · weVIDEO · David Resolve · blender · Stencil · lumen5 · designbold · genially · gimp · INKSCAPE

Surveys, Polls and Quizzes

Google Forms · Microsoft Forms · SurveyMonkey · Poll Everywhere · LimeSurvey · socrative by MasteryConnect · Quizlet · Kahoot! · Typeform · Polly · ProProfs Quiz Maker · Quizizz · Gimkit · Classtime

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