DigiGo - Apprenticeships in the digital era

Module 4 – Digital resources for teaching and training

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Introduction

The digital resources used for teaching and training should aim to fulfill one or more Digital Competences, as defined by *DigiCompEdu.* More specifically, educators need to first be able to **identify and select** the proper **digital resources** that best fit each purpose. This is achieved through assessing the specific objective, context, pedagogical approach, and learner group.
The most prominent categories that educators can choose from are the following:

Table 1: Examples of digital resources by type of use.

Integrated cloud computing, productivity and collaboration tools and software	Video conference tools	Visual representation tools	Open educational resources
Microsoft 365	Slack	Canva	OER Commons
Google Workspace	GoTo Meeting	Prezi	School Forge
	Skype	Unsplash	Khan Academy
	Webex	Piktochart	
	Zoom	Mindmeister	

As seen in the previous module, educators need to be able to correctly work on and with the many existing digital resources. They need to organize content and make it available to their audience (learners, parents, other educators), something that can be done through cloud drives or collaboration tools like the ones mentioned in the table above. For this reason, in this module we will deepen the knowledge about them.

Integrated cloud computing, productivity and collaboration tools and software

In this lesson two digital resources, which can be used in different aspects of training and work, will be presented.

Microsoft 365 and Google Workspace both include a collection of email, video conference, calendar, note taking, survey and cloud storage services, as well as word processor, spreadsheet and presentation programs that can also be used in a collaborative manner through the respective cloud.

4.1.1

Microsoft 365

Microsoft 365 is a software that combines Windows 11, Windows 10, Office 365 and Enterprise Mobility and Security authentication into one turnkey solution. You can use all features at once to save time and resources. It is a useful tool because in one software there are more functions integrated and it enables collaboration. There are two versions of Microsoft 365: Microsoft 365 Business and Microsoft 365 Enterprise. Microsoft 365 is a mobile, collaborative work environment that is both productive and secure. It is a combination of desktop tools that provides companies of all sizes productivity, saving time and money. (TechRepublic, 2022)

Main features

In Microsoft Office 365 you can find:

- Word, Excel, PowerPoint, and One Note
- Email and calendars (by using Outlook and Exchange)
- Group chat, online meetings, and calling in Microsoft Teams
- OneDrive storage
- Frequent updates

Get started:

First of all, go to Download and install or reinstall Microsoft 365 or Office 2021 on a PC or Mac section in Microsoft website, and follow the instructions to download, install and start to use the app. Before starting it's important to be sure to have a license; either your school or workplace had provided one for you, or you had to buy it. Then it is necessary to sign in to download and install Office.
The installation process is finished when you see the phrase, "*You're all set! Office is installed now*".

4.1.2

Google Workspace

What is it? Workspace is basically Google's version of Microsoft Office. Formerly called G Suite, it's a hub for office productivity apps and collaborative tools. It includes its Docs, Sheets and Slides all in one place, and it adds also some business-oriented features. It's a secure tool, as Google recently announced its renewed commitment to the security and privacy of its Workspace customers.

Main features

- Google Docs, Google Sheets, Google Slides and Google Keep
- Email (by using Gmail) and shared calendars
- Group chat, online meetings, and calling in Google Meet

Get started:

First of all, go to Google Workspace | Business Apps & Collaboration Tools, click on "get started" and follow the instructions of the website to sign in and start to work. On the same website can be found a detailed guide to understand how to use the different tools.

Main differences between the two tools:

Both products have high productivity in running operations whether it's for single use or for teamwork. The two tools allow users to work, collaborate and store files "in the cloud".

Google was born online, and this means that its products were created to work in the cloud, but it also has options for working offline.

Using Microsoft 365 offline can be considered more immediate and practical, mainly thanks to the desktop applications and OneDrive which automatically syncs files.

Extra Resources

2toLead. Digital Communication Tools -Collaborate Anywhere, Anytime, Any Device.

Kenmar Bernardino. What is an ONLINE COLLABORATION TOOL?

admin ekkhs. Cloud Computing & Online Collaboration Tools.

Video conference – communication tools

This category of software offers video & voice calls, as well as chat and file sharing options or even conference hosting, making digital communication more direct than ever.

4.2.1

The first free team chat software that this module will deal with is the one called Slack. It is perfectly balanced between simplicity and functionality, as you can connect in real-time with your team members through video calls, voice calls, messages and organized channels. The software is available in both desktop and mobile applications, and the unlimited free plan can be considered enough for the SMEs. To start using the application visit their website and follow the procedure indicated until the initial setup is completed.
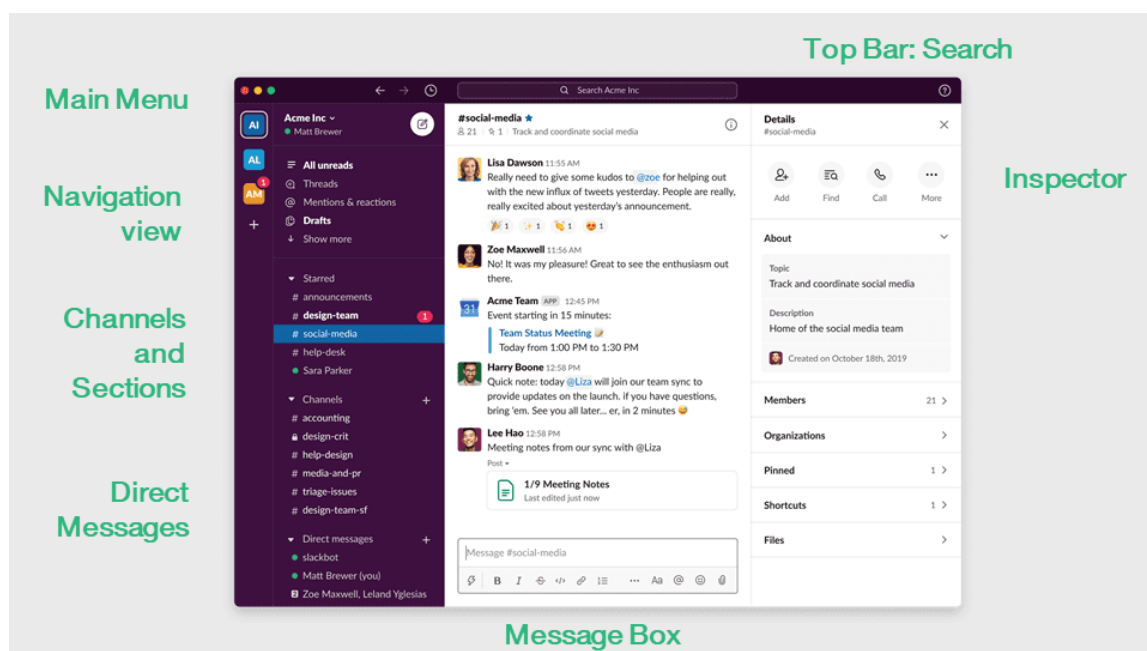

Once arrived at the Slack workspace, the process of adding team members can begin. In this regard the main elements to introduce are the "channels"; they can be used to organize and manage the communication for specific activities. They have the same function as emails, but more streamlined. It's like a chat, but every Slack channel can be set as public or private by using a toggle.

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4.2.2

GoToMeeting

This is a tool to simplify web conferences, it's similar to the others of the category, but it's tailored for larger teams. After the choice of the option which best suits the team needs, and after having logged in, the following step is to create a meeting or join one.
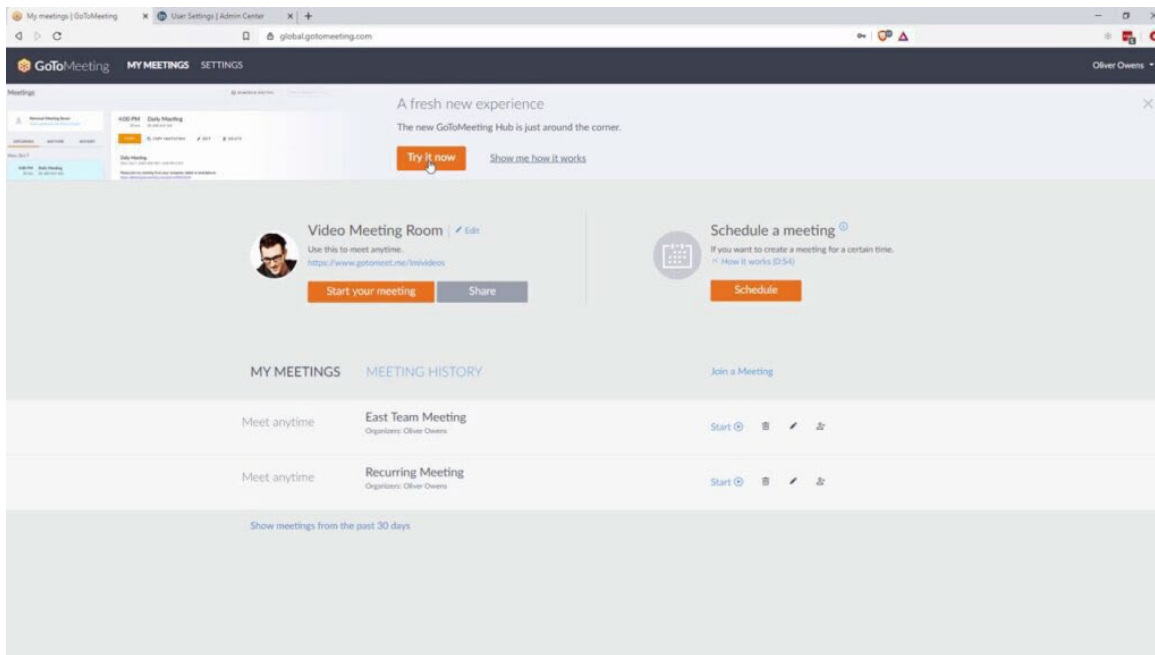

Like in other video conference software, in GoToMeeting is possible to create a custom meeting link to easily invite participants; then through the "invite" button in the "attendees" panel, hosts can invite their team members by email or copying the "Join URL" too. During the meeting the speaker can easily mute and unmute the participants in the meeting, share the screen and give the opportunity to the attendees to share their screen, keyboard and mouse too.

However, the most uncommon features are: the possibility to use meeting drawing tools to draw on the screen in real-time, and to use the commuter mode for mobile meetings using less bandwidth. Moreover, besides recording the meeting, it is possible to share automatic meeting transcriptions.

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4.2.3

Skype is a popular calling application which main functions are text chats, voice calls and video calls. The first step to start using this app is to go to Skype | Stay connected with free video calls worldwide website, start the download and then set up the account. Once logged in, it's possible to start looking for contacts.
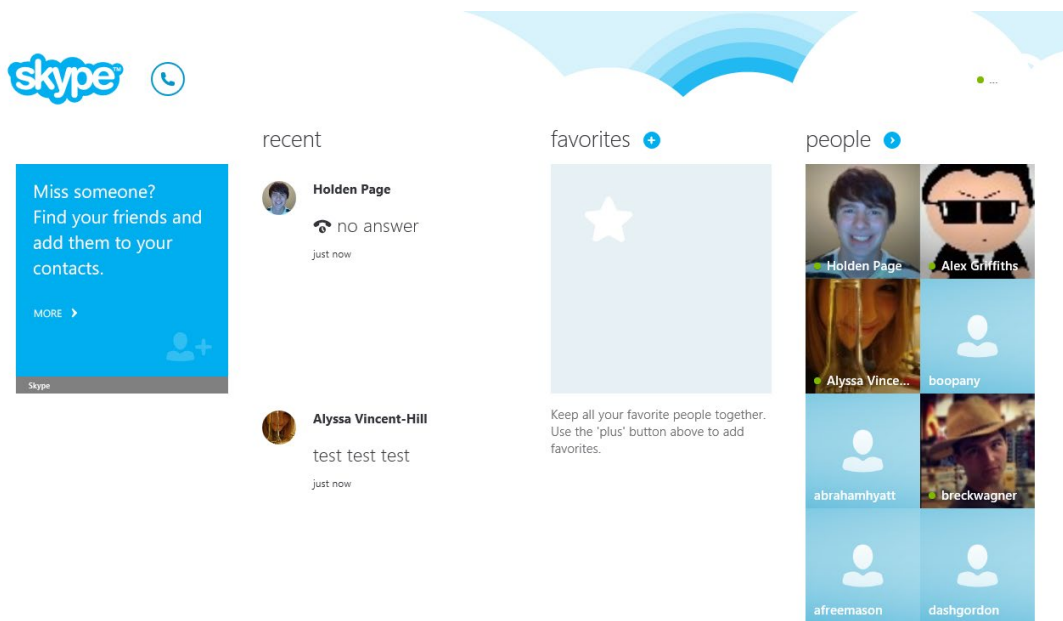
The use of this app is quite of immediate comprehension: to start a text chat is sufficient to select the chosen contact, and once the chat window opens click the bottom of the conversation panel where it says Type a Message. For what concerns voice calls and video calls, once having selected the contact, the user should just click on the blue phone icon or the blue camera one and wait for the other person to reply.
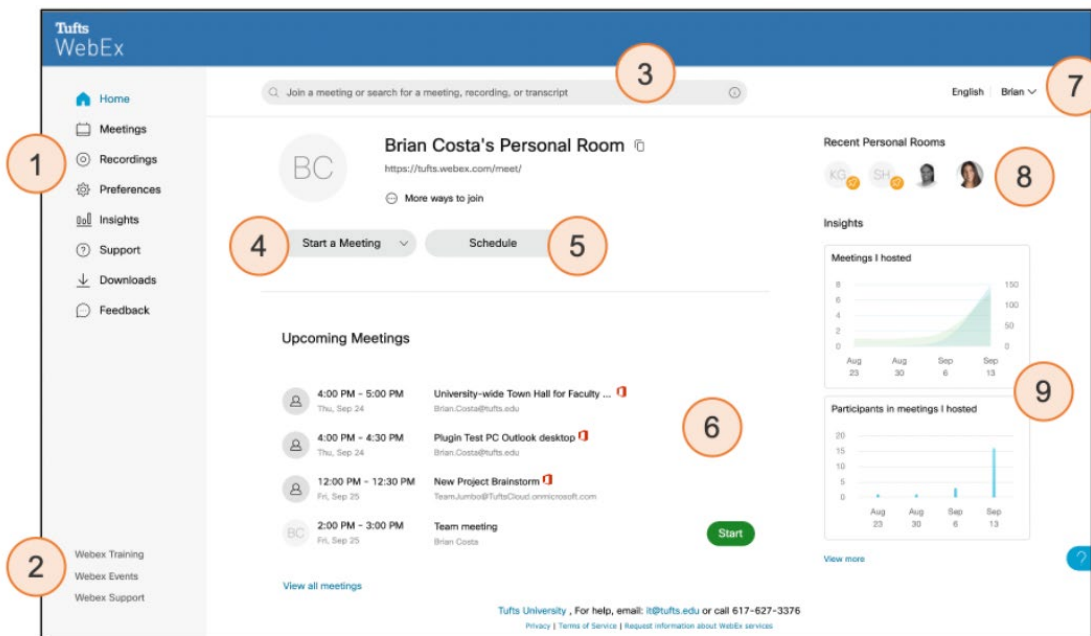
4.2.4

Webex Meetings

Webex is another tool that allows people to meet online through video conferences or screen sharing, and it can be used through the WebEx desktop, web, and mobile apps. The user can decide whether to use the web application or the desktop one as default method of joining previously scheduled meetings. (Home Screen Overview | Technology Services (tufts.edu))

1	The left-hand menu bar allows you to return to the home screen, start or schedule meetings, manage recordings, adjust preferences, and more.
2	Access other versions of WebEx and Cisco's WebEx Support center.
3	Join a meeting by entering the meeting number or the Host's Personal Room ID.
4	Launch an instant meeting. By default, instant meetings happen in your personal room.
5	Schedule an upcoming meeting.
6	See a list of the upcoming meetings in your calendar. Meetings that were scheduled through WebEx will have a "Start" button, making it easier for you to join.
7	Use the dropdown arrow next to your name to access additional settings, meeting reports, and log out of your Tufts WebEx account.
8	See personal rooms you've recently joined. You can pin important personal rooms to this section, keeping them there for easy access in the future.
9	See data about your recent meetings.

Once entered a meeting the toolbar at the bottom of the screen allows quick access to some basic meeting room functions; for instance management of audio and video functions, the possibility to share the screen., to record the meeting, and to access the list of participants, the chat and the notes panels.

There is also a user's personal room, where a meeting can be instantly started without having scheduled it ahead of time. The personal room will always have the same URL and Access Code, but once the meeting has started it can be locked so that no one else may enter.

A feature that differentiates this tool from the others is the possibility to create and join breakout sessions. These are like mini-WebEx meetings within the main one that can be used when attendees need to participate in small-group activities and discussions.

Other tools are the Training Center and the Event Center: the former can host up to 1,000 participants and it's possible to conduct polling and Q&A in it, and the latter can host up to 3,000 participants and offers more robust registration options.

4.2.5

Zoom is the last video conference software presented in this module. One of its key strengths is its simplicity, but it also offers many useful advanced features. To get started go to Video Conferencing, Cloud Phone, Webinars, Chat, Virtual Events | Zoom website and choose among the four plans available. Here we will use the free trial plan to explain the main features of this app. (The complete Zoom guide: From basic help to advanced tips and tricks | ZDNet)

This option is the most popular one and in it virtual meetings can be held with up to 100 participants; moreover, it offers 1-on-1 meetings and meetings with multiple participants but both have a time limit (respectively of 30 and 40 minutes). In these situations, when the time is over, it's simply possible to restart a meeting if needed be.

Private and group chats are included too, participants can join via their PC or a telephone line, and both desktops and apps can be shared. Other packages like Zoom's Pro, Business, and Enterprise offer additional features.

Extra Resources

Kevin Stratvert. How to use Slack.

Slack. What is Slack?

GoTo. GoToMeeting Organizer Training - Part 1 - Scheduling.

GoTo. GoTo Meeting - How to Join a Meeting.

Howfinity. How to Use Skype - Beginner's Guide.

Tech Insider. How To Use Skype

Kevin Stratvert. How to use Webex Meetings - Tutorial.

Deepak Mehta. How to use webex app(Beginner Tutorial).

Dorothy Tutorials. ZOOM TUTORIAL 2022 | How To Use Zoom STEP BY STEP For Beginners! [COMPLETE GUIDE].

ENGin program. Zoom Tutorial.

Simon Sez IT. Zoom Tutorial for Beginners: How to Use Zoom Video Conferencing.

Visual representation tools

The tools and software of this category can be used to find pictures, create infographics, presentations, mind maps and every type of visual content.
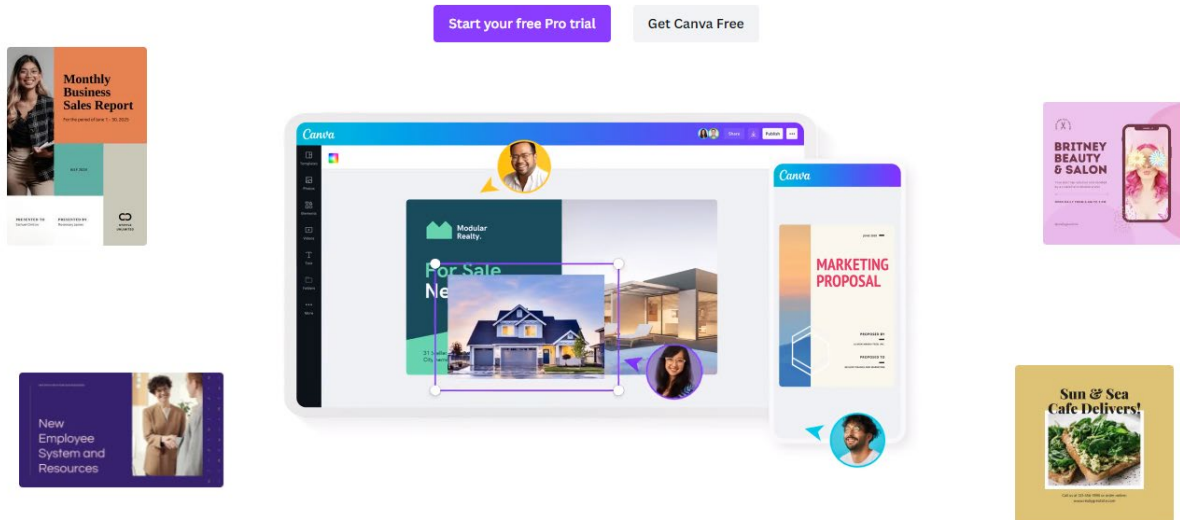
4.3.1

The first online platform for graphic design we are going to analyze in this chapter is Canva. It has numerous templates that can be applied to many different needs.

First of all, connect to [Free Design Tool: Presentations, Video, Social Media | Canva](#) website and either log in or sign up. Then, based on the creative goal it's possible to customize an already existing template or create a new more personal one. The templates page is arranged into types of content categories and subcategories for different topics; for instance, it's possible to choose between templates for posters, presentations or social media posts, and then look for the images that better fit the topic. Moreover, it's possible to choose between many different fonts the one that complements the rest of the content and Canva offers a shortcut for that. ([The Ultimate Guide to Font Pairing — Learn (canva.com)](#))

On this website is also easy to collaborate with others by sharing the template with them and choose between the "can edit" option or the "can view" one, depending on if the other person should have the possibility to edit the design or not. Once having finished the design it's possible to download it in order to have an offline copy of it, but the original one will remain saved on the user's profile.

4.3.2

Another visual representation tool is Prezi. As for the previous one, it's an interactive way to create and present different type of contents, through numerous features that helps grab the attention of the listeners. To begin, go to the Presentations and videos with engaging visuals for hybrid teams | Prezi website and click on "log in", or on "get started" to create a new account if needed. Once having done this, there are two options: either to repurpose one of the designer templates, or to start from scratch.

Among the main features:

- Create a Prezi brand kit to create branded contents
- "Zoom reveal" function to easily focus in and unveil critical details during the presentation
- Navigate freely through the conversational presentation to easily find topics
- Present offline using our desktop app
- Present over video: the speaker can appear alongside with the content while presenting remotely.

4.3.3

Unsplash is a website form which it is possible to download high-resolution images and use them for personal, editorial, and commercial purposes. Behind this, there is a community of photographers that besides uploading their photos for the uses described, they can offer technical information about their work and share their contact information. As others stock photography site, on Unsplash it's possible to search for and download images of different sizes. People can like the images and add them to their collections if they are registered users but create a profile on the website is not required to use it. Moreover, the download and use of the photos if free, under s specific and permissive Unsplash license; there is no expressed need to cite and give credits to the photographer, even if it could be appreciated.

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4.3.4

PIKTOCHART

Another graphic design tool is Piktochart. It's a website through which it is possible to create creative and appealing infographics, presentations, posters and many other things in a very simple way. For instance, it gives the chance to realize understandable data visualizations through charts, graphs, and interactive maps. Concerning the creation of videos, some interesting features are the automatic transcriptions, the possibility to add subtitles and to crop the video to optimize it based on the requirements of different social media channels. In this case too it is required to either register or to log in an already existing profile, and it is possible to either modify existing templates or to create a completely new one. After having created the graphic material is possible to easily download it and share it with colleagues and friends via email or present it while being offline. As the others previously presented, it can be used both in work environments and for educational purposes. In fact, besides the free version, there are also different options at different prices, based on the users necessities.

4.3.5

mind meister

Mindmeister is quite a different tool from the other ones presented in this module. This software helps you create mind maps. It can be used through the website or by downloading the app and it helps the users to visualize, share and present their thoughts online. It could be project planning, brainstorming, or meeting management: Mindmeister helps users set creativity free and collaborate with others creating intuitive and innovative mind maps.
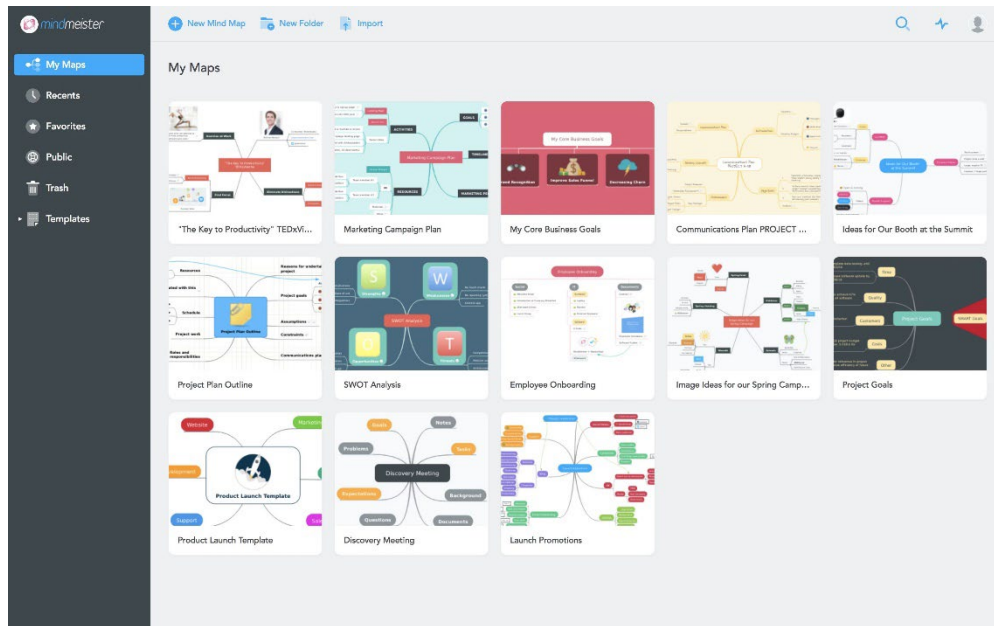
On [MindMeister - Getting Started Training Course | MindMeister](#) website can be found several explanatory videos organized by category on how to get started with the software and on its main features.

Extra Resources

Ziovo. How To Use Canva For BEGINNERS! (Canva Tutorial 2020).

Natalia Kalinska. How To Use Canva For BEGINNERS! [FULL Canva Tutorial 2021].

https://www.youtube.com/watch?v=vCkvy4Gvqw8&list=PLec0paekHnuPliFSNq4lust4B0d6ja2Nb&index=3

https://www.youtube.com/watch?v=-hVaJuTYKss&list=PLec0paekHnuPliFSNq4lust4B0d6ja2Nb&index=4

https://www.youtube.com/watch?v=tsdOzknvcT4&list=PLec0paekHnuPliFSNq4lust4B0d6ja2Nb&index=5

https://www.youtube.com/watch?v=JKxbCYFSf6E&list=PLec0paekHnuPliFSNq4lust4B0d6ja2Nb&index=6

https://www.youtube.com/watch?v=L0sgHdTmzfs&list=PLec0paekHnuPliFSNq4lust4B0d6ja2Nb&index=7

https://www.youtube.com/watch?v=ZACEZT2Zebk&list=PLec0paekHnuPliFSNq4lust4B0d6ja2Nb&index=8

https://www.youtube.com/watch?v=Eq-85gzw3GI&list=PLec0paekHnuPliFSNq4lust4B0d6ja2Nb&index=9

https://www.youtube.com/watch?v=jTRxyxDVHuw&list=PLec0paekHnuPliFSNq4lust4B0d6ja2Nb&index=10

https://www.youtube.com/watch?v=AOdK3PCfuMI&list=PLec0paekHnuPliFSNq4lust4B0d6ja2Nb&index=11

https://www.youtube.com/watch?v=VHgU9mv9mD4&list=PLec0paekHnuPliFSNq4lust4B0d6ja2Nb&index=12
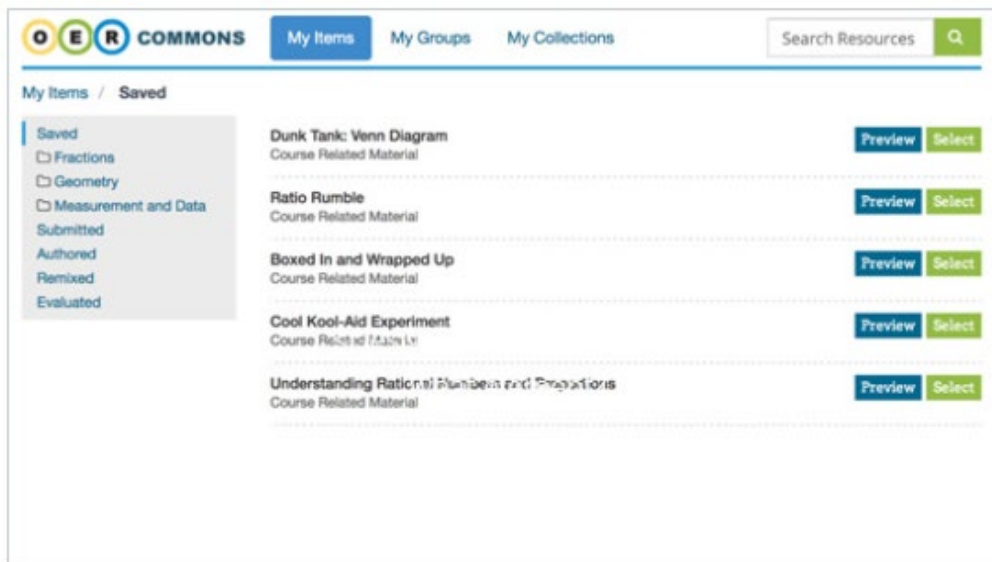
Open educational resources

Open Educational Resources (OER) are teaching, learning and research materials in any medium – digital or otherwise – that reside in the public domain or have been released under an open license that permits no-cost access, use, adaptation and redistribution by others with no or limited restrictions. Digital OER make this more easily attainable by offering a vast array of open software, open educational resource databases and search engines and better enabling dissemination of knowledge.

In this part of the module some examples of OER platforms and databases will be presented, alongside with organizations that support and promote their use.

4.4.1

OER COMMONS is an online library that thanks to its free accessibility allows teachers and educators in general to search and find open educational resources and other freely available educational resources. It has been created by the Institute for the Study of Knowledge Management in Education and its development led to collaboration of curriculum experts and educators on the use, evaluation and improvement of freely accessible evaluation resources. The material on the website can be searched through many different filters and the users enrich these "metadata" by tagging, rating and reviewing the resources used, sharing their opinions and experiences. Among what can be found on the website there are also OER commons hubs, customizable, branded resource centres where a network of users can create and share collections, and spread news and events related to a project or organization.

4.4.2

SchoolForge is a website that offer a directory of many free software that might be needed in an educational environment. They encourage the use of open texts and lessons, open curricula and open source, and their main objective is to unify independent organizations that do the same.

Among the numerous kinds of software needed in an educational environment, alongside the already mentioned ones for students, some examples are: software for network security and

monitoring for the school, grade and timetable tracking software for the teachers, and network clients for domain and web access.

4.4.3

Khan Academy is an American non-profit organization whose founder is Sal Khan, an educator whose mission is to "accelerate learning for students of all age". Since 2008 this academy works in the educational domain, offering online tools that helps educate students. Its members produce videos to be used as short lessons material for a wide spectrum of academic subjects, although at the beginning it focused on mathematics and sciences. All resources, made of videos, supplementary exercises, and other types of material for educators, are available for free on the website or application.

The main strength of this academy is the idea of differentiated learning: students practice and learn at their own pace; teachers try to meet their needs through a tailored instruction, identifying their gaps and using the most appropriate materials.

Moreover, kids can also learn independently from their school thanks to the Khan Academy Kids Library, a well-stocked collection of books and others useful activities including a book reader.

A good way to understand if your school is doing its best to keep pace with all the new digital technology tools for teaching and learning is to use SELFIE.

SELFIE (Self-reflection on Effective Learning by Fostering the use of Innovative Educational technologies) is a customisable free tool designed to help teacher and students assess where their schools stand with learning in this digital age. It has been launched in 2018, it is available in all EU languages and it can be used by schools and education institutions of every level.

Check About SELFIE | European Education Area (europa.eu) to learn more about it.

Extra. Table of Comparison: Digital Tools

ZOOM	GOOGLE MEET
Free, Paid	Free
Computer, Mobile, Tablet	Computer, Mobile, Tablet
Very easy	Easy
English, Greek, Italian, Portuguese, Spanish	English, Greek, Italian, Portuguese, Spanish
App	App
SLACK	**GO TO MEETING**
Free, Paid	Free, Paid
Computer, Mobile, Tablet	Computer, Mobile, Tablet
Easy	Very easy
English, Greek, Italian, Portuguese, Spanish	English, Italian, Portuguese, Spanish
App, Website	App
CANVA	**PREZI**
Free, Paid	Free, Paid
Computer, Mobile, Tablet	Computer, Mobile, Tablet
Very easy	Easy
English	English, Italian, Portuguese, Spanish
App, Website	App, Website

Evaluation

Extra exercise

Google Workplace – Create a Google Meet event on Google calendar. During the meeting keep notes on Google Docs. After the meeting make a presentation of the key points discussed in the meeting using Google slides.

Zoom – Create a Zoom meeting and add 5 or 6 breakout rooms.

MULTIPLE CHOICE QUESTIONS

1) Which one of the following is a visual representation tool?

- OER Commons (f)
- Slack (f)
- Prezi (t)

2) Google Workplace includes:

- only email services (f)
- only video services (f)
- a collection of email, video conference, note-taking services (t)

3) Unsplash is:

- a video conference tool (f)
- a platform for downloading images (t)
- a note-taking app (f)

4) In Khan Academy..

a) <u>students practice and learn at their own pace</u>

b) students and teachers hold synchronous classes

c) students are obliged to create learning material for the platform in order to become enrolled

5) In OER Commons..

a) students and teachers can find freely accessible learning material

b) users can tag, rate and review the resources that they used

c) users can create and share collections, and spread news and events related to a project or organization

d) <u>all of the above</u>

e) none of the above

Practical exercise:

Launch a zoom meeting with the following properties:

1. Obligatory registration (with at least 2 custom questions)
2. An entry passcode
3. At least one panelist
4. A survey
5. A follow-up email

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17. MindMeister (https://www.mindmeister.com/)
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