

Module 1



**COMMUNICATION AND COLLABORATION.
SHARING THROUGH DIGITAL
TECHNOLOGIES – DATA , VOICE AND VIDEO**



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About Us



i-DREAM is an Erasmus+ project that aims to support and guide trainers/ tutors and facilitators to transition to online and blended learning provision.

The project aims to:

- Assist trainers' transition to the new training landscapes which resulted due to the COVID-19 pandemic;
- Develop the training toolkit, curricula, modules & resources in order to meet the identified training needs of the trainers, so as to be able to deliver through online/ blended learning methods, as a result of the COVID-19 pandemic;
- Support and guidance to trainers/ tutors and facilitators for the transition process towards online and blended learning provision.



Module aims



The aim of this module is to present a wide variety of digital tools that are used during communication and collaboration in an online environment. The module provides the presentation of particular topics and methods of work, thus inviting teachers to use more and more sophisticated digital tools, facilitate and make their work online more attractive and inclusive. Thanks to this module teachers and educators will expand their knowledge and skills in the scope of storing and exchanging the documentation, digital tools for collecting answers, opinions, collaboration, and finally evaluation.



Presentations are communication tools that can be used as demonstrations, lectures, speeches, reports, and more.

Services



Experience



Our consortium consists of the organisations that have a huge experience in providing new methodologies, handbooks, toolkits or guidelines to facilitate educators' work. All partners offer innovative pedagogical recommendations not only for adult learners, but also for other age groups. In their results Partners always take learners' needs and experiences into account, thus adopting agility in teaching materials.



What about you



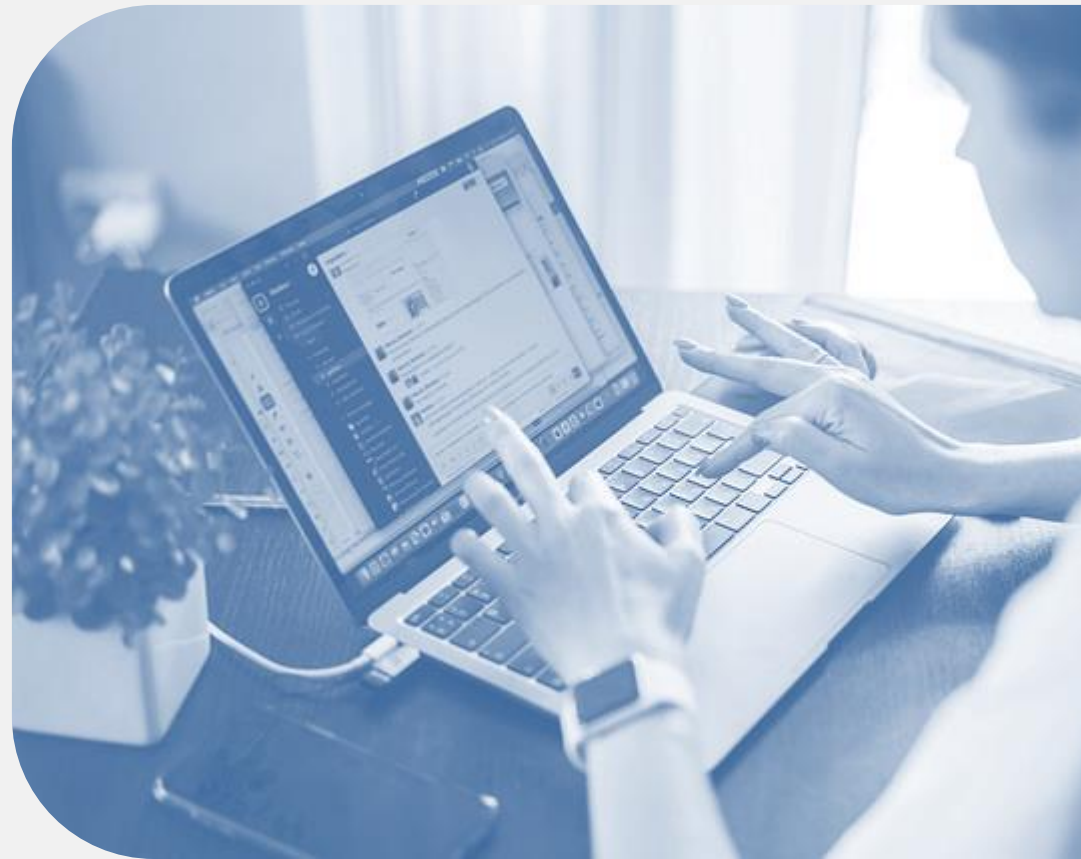
- Short introduction (e.g. nationality, profession, etc.)
- What do you expect from this workshop?
- What competencies would you like to obtain from this session?



Session 1



Online solutions for
storing and exchanging
documentation during training





- Introduction (15 minutes)
- Discussion (10 minutes)
- Examples of cloud drives - group work (15 minutes)
- Break (5 minutes)
- Energizer – optional (5 minutes)
- Inspirations for me and others - a common board of good practices (15 minutes)
- Advantages and disadvantages of a cloud drive (10 minutes)
- Summary of the session (10 minutes)
- Participant's own work (40 minutes)

Introduction



Presentation of the topic and method of work.

Presentation on cloud drives.

15 minutes

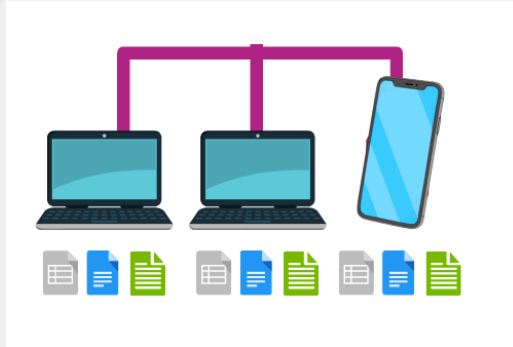


Cloud data storage



- Cloud data storage is common these days, as it makes it easy to access your data.
- Cloud computing means operating with the use of applications installed on the provider's server, i.e. Cloud.
- Examples: Google Drive / Mega / Tresorit / Dropbox / OneDrive / iCloud Drive





Local Computing



Programs, applications, word processors, spreadsheets are installed on the user's computer. This means that only the owner has access to it.

Sharing involves sending the document to other recipients, e.g. via e-mail.



Cloud Computing



The software, applications, and files are available on the Internet. There is no need to install programs on the computer. Everything happens within the browser.

All authorized users have access to files. Cloud computing allows multiple users to work on one file without having to transfer it to others.

All changes are visible immediately

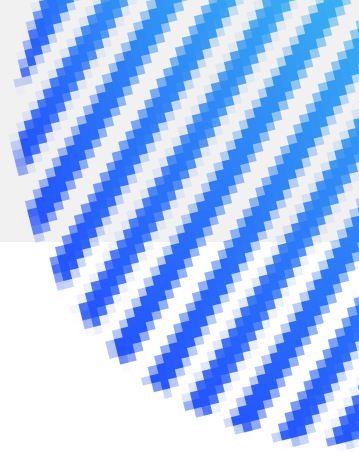
In addition, files can be edited using a tablet or smartphone with the proper application installed.



What factors affect the choice of cloud storage?



- ❖ the largest disk space
- ❖ costs
- ❖ compatibility
- ❖ data security



Optional

Google Drive video (English language version):

<https://www.youtube.com/watch?v=wKJ9KzGQq0w>

Dropbox video (English language version):

<https://www.youtube.com/watch?v=WRrBE28KTXI>

Discussion



Why is online
data storage
popular?

10 minutes



Examples of cloud drives - group work



Participants are divided into teams of 2-3 people. Their task is to search the web for information about the selected cloud disk by completing APPENDIX 1.

Drives to describe: Google Drive / Mega / Tresorit / Dropbox / OneDrive / iCloud Drive

Then the groups present their results by sharing their notes.

15 minutes





BREAK



5 minutes



ENERGIZER

10 minutes



INSPIRATIONS FOR ME AND OTHERS - A COMMON BOARD OF GOOD PRACTICES



Individual work using the whiteboard.fi tool.

Think about your chosen training - single lesson (offline lesson plan) - which elements you can transfer to any cloud drive; how you can use the cloud drive for your training. Give an example of an exercise. Briefly describe the switch from offline to online.

15 minutes

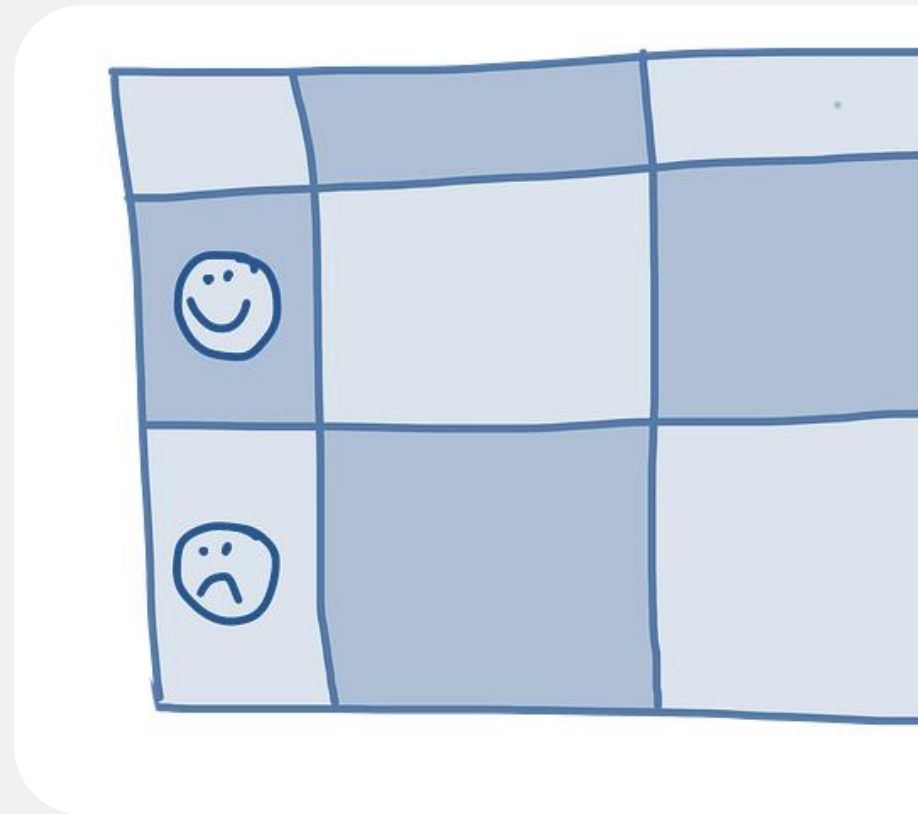
ADVANTAGES AND DISADVANTAGES OF A CLOUD DRIVE

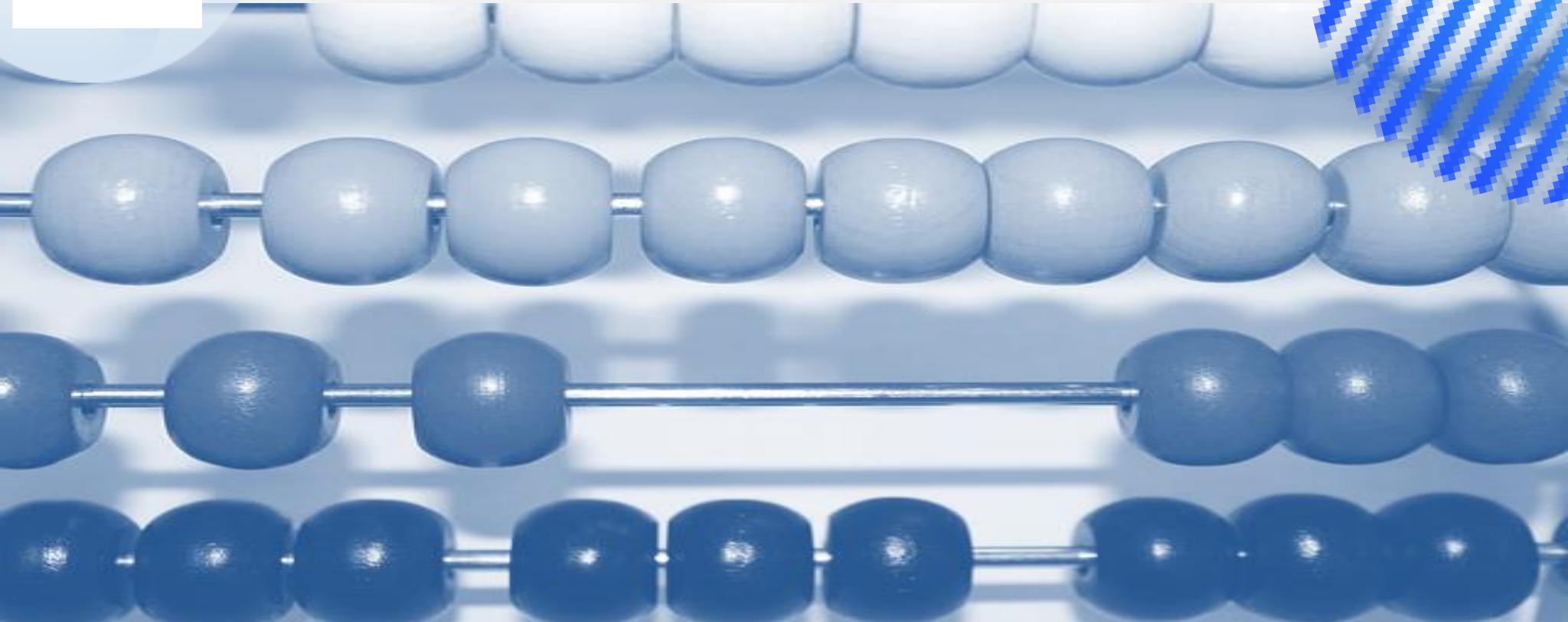


APPENDIX 2

Participants enter the platform and, working together, match passwords with the appropriate columns.

10 minutes





Summary of the session

10 minutes

Participant's own work



Time to test selected cloud drives and check their functionality.

40 minutes



Session 2

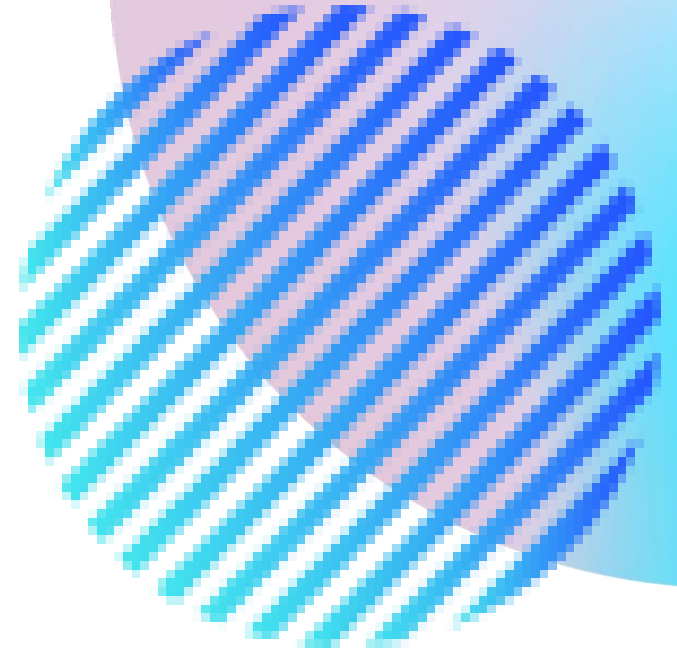


Online tools for
collecting answers and collaborating
during training





- Welcome (5 minutes)
- Padlet (20 minutes)
- Jamboard (20 minutes)
- Break (5 minutes)
- Energizer – optional (5 minutes)
- MindMeister (25 minutes)
- Summary of the session (10 minutes)
- Participant's own work (40 minutes)



Introduction

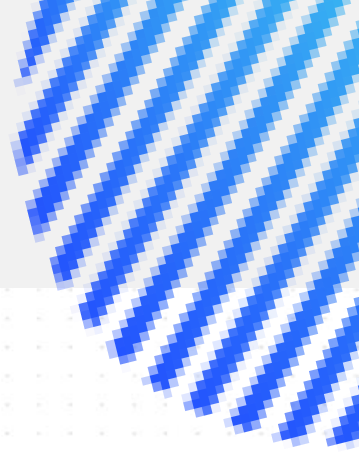


Presentation of the topic and the way of work.

During the session, 3 tools for cooperation during online training will be presented.



10 minutes



Padlet

Log in >

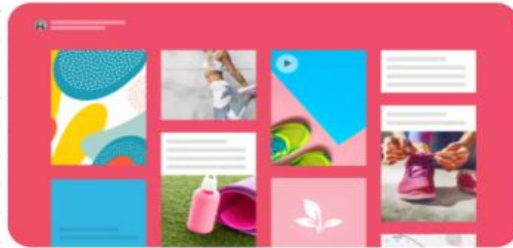
- Home
- Product
- Personal
- Business
- Schools

Privacy More v

It's a beautiful day.
Make something beautiful.

Sign up for free

Install windows app



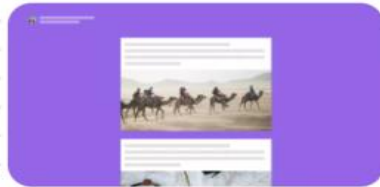
Wall



Canvas



Shelf



Stream



Grid



Timeline



Map

PADLET



Padlet is an application/virtual board that allows you to share digital content with other users.



- ❖ padlet.com
 - ❖ It allows you to gather resources on a selected topic and to organize them
 - ❖ The website requires account registration.
- Padlet is partially paid.
- ❖ The basic version allows users to use Padlet for free. The limit applies to, e.g. the number of created padlets, privacy, and disk space.



How can you use padlet?



- ❖ You can create digital resources on various topics.
 - ❖ You can conduct discussions, share opinions.
- ❖ You can create brain storms, simple competitions, receive feedback.

Website and app activities



- ❖ user account creation, website operation
 - ❖ Padlet creation (board)
 - ❖ Padlet sharing
 - ❖ Padlet searching.

We create a common Padlet



Padlet called
"Online
Educator"

10 minutes





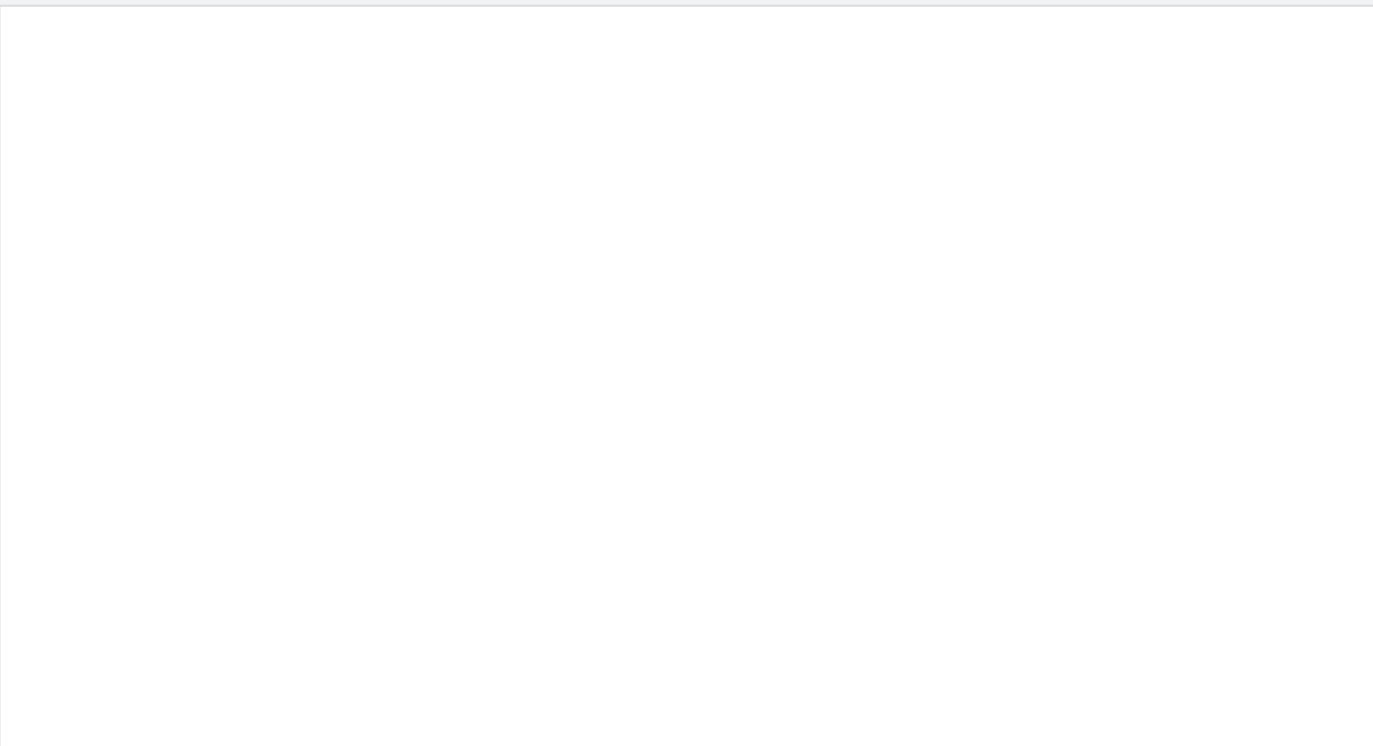
My New Jamboard



🔒 dost. onij



↶ ↷ 🔍 - Ustaw tło Wyczyść ramkę



Jamboard



10 minutes

What is Jamboard?



- ❖ www.jamboard.google.com
- ❖ Jamboard is a free digital whiteboard integrated with Google Drive.
- ❖ It is also available as an app for Android and iOS.
- ❖ It allows even several dozen people to collaborate on the same file.



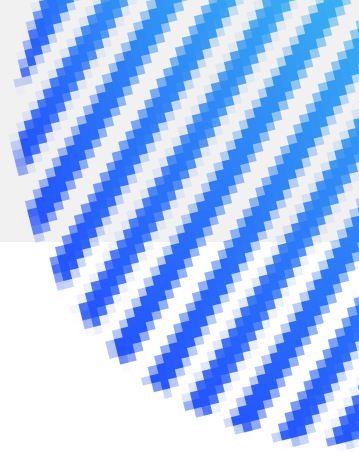


How can you use Jamboard?



- ❖ You can write and draw with felt-tip pens,
 - ❖ Insert sticky notes with text,
 - ❖ Insert google images,
 - ❖ Set any background for the whiteboard,
 - ❖ Use the pointer (laser),
- ❖ Upload files from your Google Drive (app).
- ❖ Use auto-recognition of handwriting, shapes, and drawings (app).
 - ❖ Upload from your phone photos you just took (app).

We can share whiteboard with participants and manage granted authorizations.



Optional

Video This is Jamboard (English version)
<https://www.youtube.com/watch?v=-RaT2sHL4aw>

How can I use Jamboard during the training?



Brainstorm

My ideas for using
Jamboard during the
training

10 minutes





BREAK



5 minutes





ENERGIZER

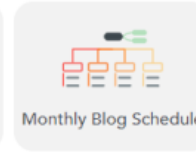
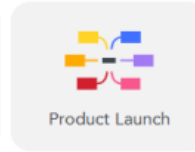
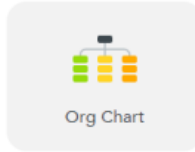
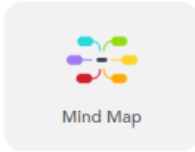
5 minutes



Go Pro
Get unlimited maps,
attached files and images,
export to PDF & more.

Upgrade

My Maps



My New Mind Map
4 days

Share

PERSONAL

Upgrade Now
for unlimited mind maps

[Compare Plans](#)

Upgrade Now



Activity

Older

4 days ago
Hello Magda, welcome to Mindmeister!
Have a minute? Learn what mind mapping is all about

Let's do it!

Mind Meister



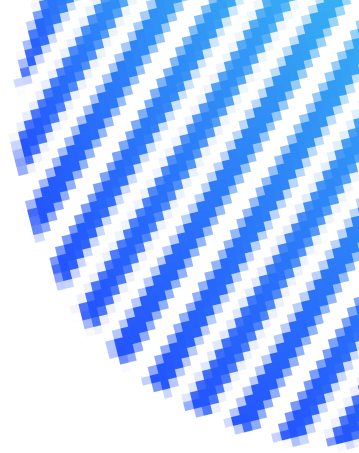
10 minutes

MindMeister is an online mind mapping tool



- ❖ www.mindmeister.com
- ❖ It is simple and intuitive. The program offers many templates and the possibility of personalization.
- ❖ Thanks to the integration with the Internet, you can quickly add images and videos available through the search engine installed in the program.
- ❖ Sharing is important – it allows to work together. It is an interesting tool for online brainstorming.
- ❖ MindMeister also allows you to create presentations.





Optional

Video Introducing MindMeister: First Look at the New Mind Map Editor (English version):

<https://www.youtube.com/watch?v=LK031sB5sb8>

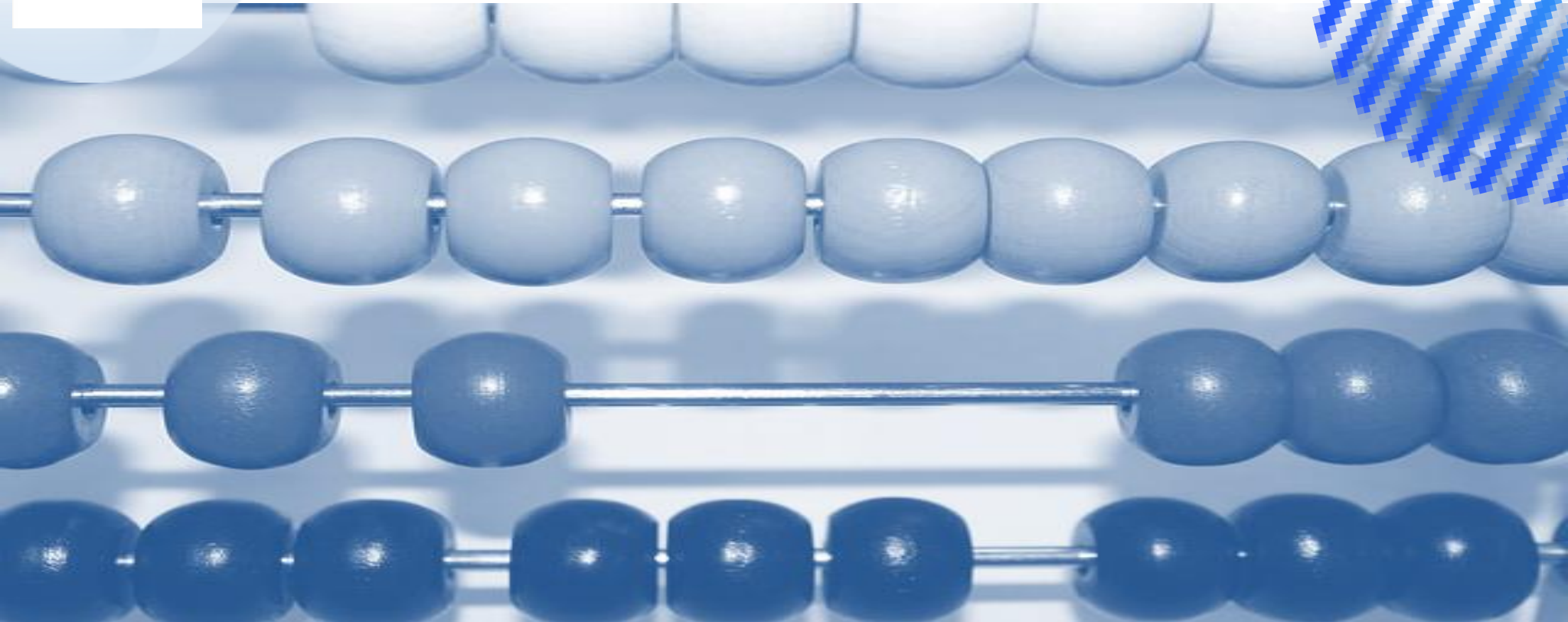
We create a MindMeister mind map



Together in the group,
the participants use the
functionalities to create a
mind map on the subject
of "DIGITAL MENTOR".

15 minutes





Summary of the session

5 minutes

Participant's own work



Time to create virtual boards using Padlet and Jamboard tools and test the MindMeister tool.

40 minutes



Session 3

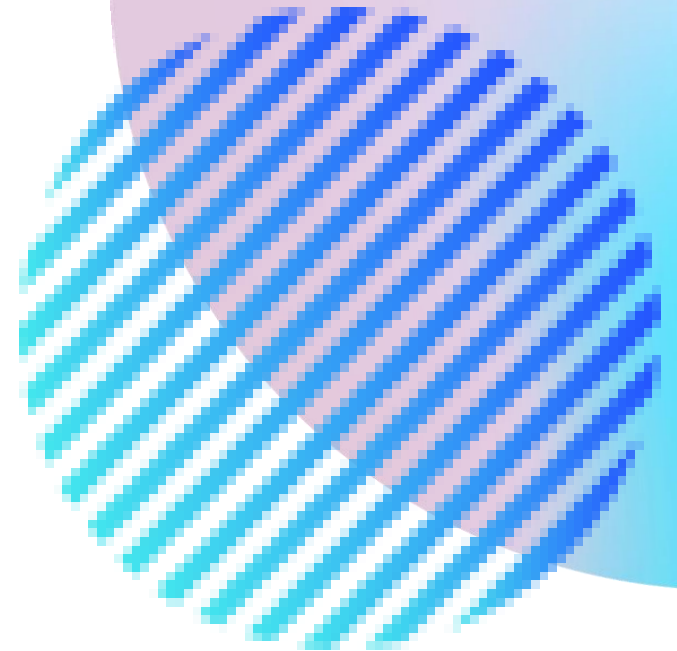


Tools (not only) for evaluation and
collecting opinions





- Welcome (5 minutes)
- Kahoot! (30 minutes)
- Break (5 minutes)
- Relaxing exercise –optional (5 minutes)
- Mentimeter (30 minutes)
- Summary of the session (10 minutes)
- Participant's own work (40 minutes)



Introduction



Presentation of the topic and the working method.

During the session, 2 tools for cooperation during online training will be presented.

5 minutes



Add name +

magsen3210

Plan: [Upgrade](#)

My interests [Add interests](#)

Verified profile

Apply for your verified profile today!

[Go to application](#)

Assignments

Students play independently during a set time frame with questions and answers displayed on their devices.

[Learn more](#)

Need some extra support? Kahoot! EDU is here to help!
Free for 60 days, create lessons collaboratively with teachers across your entire school or district; no commitment or credit card required.
[Try Kahoot! EDU free!](#)

Well done!
Now, on to the next task

- [Play demo game](#)
- [Create a Kahoot](#)
- [Host kahoot](#)

Courses

Welcome to Courses! Link a series of kahoots and assign them to learners as a course. Track progress with detailed course reports, send reminders, and edit content to match learners' needs.

[Create course](#)

My Kahoots [Team space](#)

Create your first kahoot using one of our templates.

[Create kahoot](#)

Latest reports

Host your first kahoot to see reports here.

[Host kahoot](#)

[Learn more](#)

Kahoot!

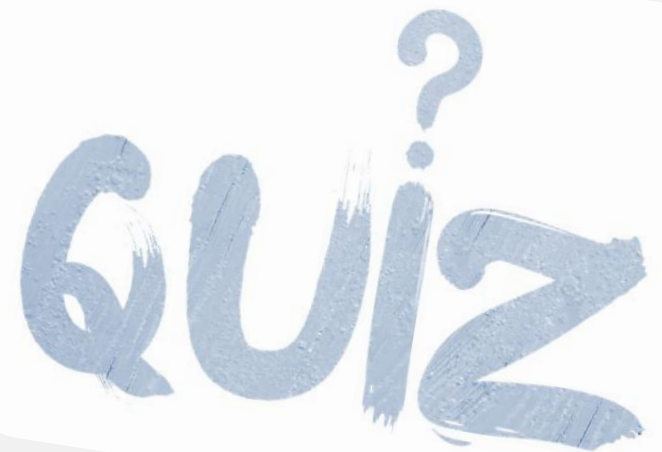


10 minutes

Kahoot (www.kahoot.com) is a free platform for creating competitive quizzes and polls



- ❖ The Kahoot quiz can be an energetic component of online and offline training sessions and workshops.



QUIZ?



- ❖ Creating and editing quizzes is very simple. The app allows you to add images and videos. You can create quizzes on the basis of different types of questions.
- ❖ There are also additionally paid options: e.g. image library and advanced questions: puzzles, polls, open-ended questions and slides.
- ❖ The Kahoot app also allows you to use resources prepared by other users.



QUESTIONS

1- A B C D

2- A B C D

3- A B C D

4- A B C D

5- A B C D

Kahoot in action



The Kahoot - Online
Tools Test -
APPENDIX 3

20 minutes



BREAK



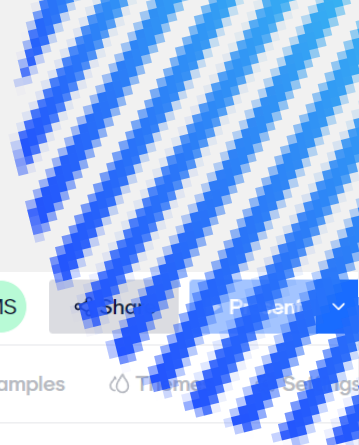
5 minutes





RELAXING EXERCISE

5 minutes



+ Add slide | Import

Examples | Themes | Settings

1 | MS

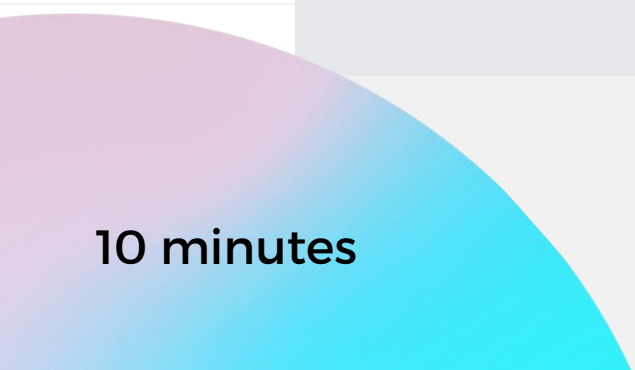
Choose a slide type →

Type	Content	Customize
Popular question types ?		
Multiple Choice	Word Cloud	Open Ended
Scales	Ranking	Q&A
Quiz Competition ?		
Select Answer	Type Answer	
Content slides ?		
Heading	Paragraph	Bullets
Big Number	Image	Video

Mentimeter!



10 minutes



www.mentimeter.com



- ❖ Mentimeter is a tool that offers several ways to measure the opinions of training participants.
- ❖ Mentimeter offers various forms of collecting and presenting opinions, evaluations.
 - ❖ The results appear immediately on the screen.
- ❖ In the free version, Mentimeter offers a limited number of questions that you can ask.

Examples of activities:



- ❖ Word cloud
- ❖ Multiple choice
- ❖ Picture selection
- ❖ Slider scales
- ❖ Response rankings
- ❖ Open-ended responses
- ❖ Simple quizzes





Optional

Movie Engage your Audience with Mentimeter (English version)

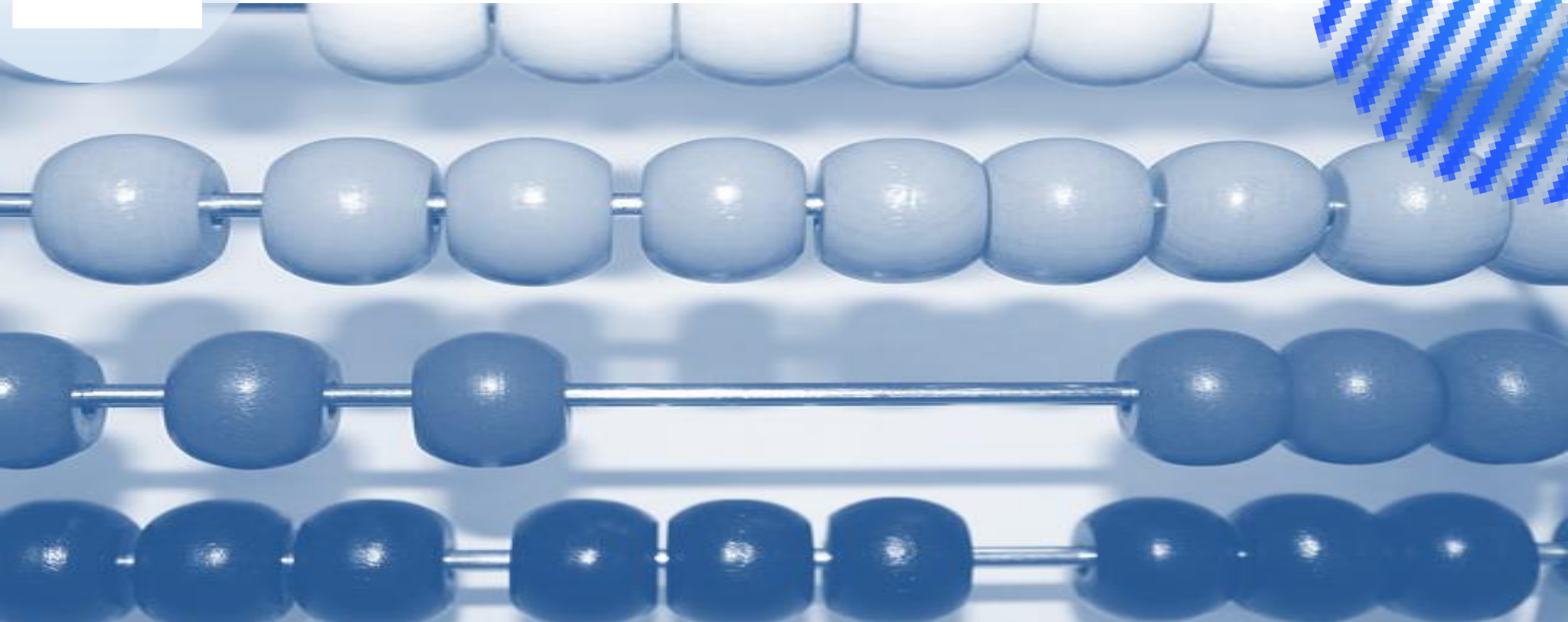
<https://vimeo.com/401017176>

My evaluation with Mentimeter



- Participants join the game - they describe the training in 3 words.
- Participants are divided into groups of 2-3 people. Their task is to create an evaluation exercise using Mentimeter.

20 minutes



Summary of the session

10 minutes

Participant's own work



Time to create virtual boards using Kahoot, Mentimeter tools.

Additionally, time to test the Wordwall tool.

40 minutes





Our Advance



The advance of the outputs developed in the course of the project lies in the partners' holistic approach to teachers and learners, following their needs and expectations during the transition to online education process. As a result the evolvement of web-based technology, and learner acceptance of distance learning has fostered widespread and multi-layered support for the online teaching and learning paradigm.



REFERENCES



- ❖ www.padlet.com
- ❖ www.jamboard.com
- ❖ www.mindmeister.com
- ❖ www.kahoot.com
- ❖ www.mentimeter.com
- ❖ <https://www.cloudwards.net/dropbox-vs-google-drive-vs-onedrive/>

Contact Us



- ❖ KILCOOLEY WOMENS CENTRE / United Kingdom
- ❖ Fundacja Instytut Re-Integracji Społecznej / Poland
- ❖ VI One Consultancy / Netherlands
- ❖ Confederation of European Firms, Employment Initiatives and Cooperatives / Belgium
- ❖ DOMSPAIN SLU /Spain
- ❖ G.G. EUROSUCCESS CONSULTING LIMITED / Cyprus



<https://www.facebook.com/iDream-Project-110162444835596>

Thank You

