Skills Development and Certification
for Trainers of Synchronous
Electronic Learning

PROJECT RESULT 4

TOOLKIT
"MAKING ONLINE TRAINING INTERACTIVE ON DIFFERENT PLATFORMS"

Contents

Introduction

What is this document?

This document is called <MAKING ONLINE TRAINING INTERACTIVE ON DIFFERENT PLATFORMS>.
This is a set of innovative tools for synchronous electronic learning to respond to the challenge of making online training aligned with adult education principles (interactive, participative, interesting, and fun).
It demonstrates how to select the most appropriate technique and convert it into an online technique depending on the topic they teach and the platform they use.
It is a set of digital tools that can be used for interactivity in the following categories:

1. PLATFORMS
2. ICEBREAKERS OR ENERGIZERS to start or boost online training activities.
3. QUIZZES AND MULTIPLE-CHOICE QUESTIONS to stimulate active participation.
4. ONLINE BRAINSTORMING, SNOWBALL TECHNIQUES, GROUP AND EXPERIENTIAL EXERCISES
5. ONLINE EVALUATIONS OR TRAINING NEEDS ANALYSIS

What is the objective of the toolkit?

The objective is at the end of the training the Synchronous Electronic Learning Trainers to:

- leave the training with a toolkit on how to transform different training techniques into online learning.
- to develop the mindset that online learning is still participative, interactive and fun.

The toolkit will not focus on a specific platform and part of the training materials will be a document explaining how different training techniques can be accommodated by different platforms (Zoom, Teams etc.).

It focuses on choosing the appropriate platform(s) for e-learning (e.g., Moodle, Blackboard etc.) and other material and apps that will make synchronous electronic learning more interactive and exciting. It also refers to the changes needed for the learning activities in the technological domain to be transformed into electronic ones.

What are the needs and target groups for this toolkit?

The target group are the VOCATIONAL, PROFESSIONAL AND ADULT TRAINERS interested in delivering online learning with the Synchronous Electronic Learning (SEL) method.
SEL TRAINER will use digital tools to integrate and valorize Synchronous Electronic Learning (SEL).

About project

SELCERT (Skills Development and Certification for Trainers of Synchronous Electronic Learning) is an Erasmus+ cooperation partnership in the field of Vocational Education and Training.

Online training also known as computer-based training, synchronous electronic learning, distance learning or e-learning is a form of instruction that takes place using ICT and the Internet. Learners and the trainer are not in the same place but interact simultaneously.
The pandemic has revealed many benefits of electronic learning in terms of timesaving and accessibility (no need to move, accessible even to people that are at a distance, and more accessible to disadvantaged groups including disabled individuals).
Synchronous electronic learning has changed the whole process of learning as described by the ADDIE model of synchronous electronic learning.
This model focuses on the Analysis of training needs, Design and Development of materials being provided electronically and Implemented through a platform which is then evaluated electronically.
Quality Synchronous Electronic Learning requires special trainer skills. Selcert aims to develop a qualification (ISO certified) for trainers that deliver Synchronous Electronic Learning accompanied by training materials and tools as well as a certification.

More info at: https://selcert.projectsgallery.eu
Agreement Number 2021-2-PL01-KA220-VET-000051360

Chapter 1: PLATFORMS

Context

Technology can assist Trainers of Synchronous Electronic Learning teachers in meeting the needs of learners in electronic learning environments. Some digital tools provide free access for educators and are beneficial to students.

Here we present to you several tools and focus on choosing the appropriate **platform(s) for e-learning)** and other material and apps that will make synchronous electronic learning more interactive and exciting.
It also refers to the changes needed for the learning activities in the technological domain to be transformed into electronic ones.

This chapter describes the details of the platforms that can be used for SEL.

Structure of the chapter

The project partners detected the platforms in use in several countries and contexts where Synchronous Electronic Learning is provided.

The platforms detected are the following:

- Moodle
- Microsoft Teams
- Google Classroom
- Zoom
- Classcraft
- EdApp

The description of the single platforms includes:

- Name of the tool
- Tool category
- Description of the tool
- Where is the tool used?
- How to use the tool?
- Specifics for SEL contexts
- Learning activities
- Accessibility and technical specifics
- Links to videos and instructions
- Images and pictures

1.1 Moodle

Name of the tool	**Moodle**
Tool category	Platforms
Description of the tool	Moodle is a free and open-source learning platform designed to provide educators, administrators and learners with a single robust, secure and integrated system to create personalized learning environments.
Where is the tool used?	Moodle is used for blended learning, distance education, flipped classrooms and other online learning projects in schools, universities, workplaces and other sectors.
How to use the tool?	Moodle is a platform for online learning that enables you to create online courses, add assignments, and keep an eye on your students' progress. It also allows you to communicate with the students and encourage communication between them in forums and discussions. In short, the platform is multi-faceted and flexible, so it's easy to get confused when learning your way around for the first time.
Specifics for SEL contexts	Moodle can be used for SEL training by: ○ Customizing Your Teacher Profile ○ Creating an eLearning course ○ Adding Activities and Resources ○ Managing Learners
Learning activities	○ **Manage the courses**: distribute the material to the users of the course so that they can study and practice. ○ **Manage users**: add, modify and remove different users to create classes according to your needs. ○ **Verify knowledge**: provides methods for examining the knowledge acquired during the course through different tools. ○ **Manage the class**: monitoring the participants with different features such as the calendar, which allows you to better manage the group. ○ **Create content**: most of the teaching material can be created externally and then uploaded but there is some content, such as tests, that can be created internally.

	○ **Collaborate with users**: through social media, forums, chats and many other tools you can collaborate with all users enrolled in the course to facilitate learning. ○ **Take advantage of social tools**: it offers different possibilities for users to collaborate, communicate and exchange opinions, just as if it were a social media. ○ **Issuing certifications**: many of the users of the LMS platforms, primarily companies, need to issue the students with certifications that can be used in the world of work. ○ **Working with gamification**: to make learning more interactive and engaging, prizes, rankings, badges and other incentives are provided for users. ○ **Implement integrations:** To customize the course even more, third-party integrations are available to implement to increase the functions.
Accessibility and technical specifics	**Type of tool:** - Free and Open-source **Materials needed:** - Internet - Videocamera - Microphone **Accessibility:** The application is accessible online on the Moodle platform in standard and extended mode. It is also available on Mobile mode. It provides clear instructions, FAQs, and tutorials for users who may need more support when first using the app.
Links to videos and instructions	*Moodle tutorial for beginners:* https://youtu.be/p2TzL09NbdQ *Moodle Tutorial | Introduction and Site Overview* https://youtu.be/YG8C2BsQaec *Complete tutorial on using video in Moodle Beginner to Advanced* https://www.youtube.com/watch?v=-hrRWWkKCS0

Images and pictures	 Source: 12/07/2023 https://moodle.org

1.2 Microsoft Teams

Name of the tool	**Microsoft Teams**
Tool category	Platforms
Description of the tool	Microsoft Teams is a free online communication platform from Microsoft including a workspace chat and videoconferencing, file storage, and application integration. The tool is part of the Microsoft 365.
Where is the tool used?	Microsoft Teams can be used in daily classroom life as a tool to organize both meetings and simple chats between students. In addition to this, in the case of distance learning Microsoft Teams can be a useful tool to store data and files and to communicate in a general way between teams, for example, classes or courses. This makes communication much easier, and it can also substitute channels such as WhatsApp which are less effective when it comes to storing data.
How to use the tool?	It is needed a valid Microsoft account. The account can be created for free on the website of Microsoft. The account can be created for free on the website of Microsoft. In addition to that, you need a valid Microsoft 365 license. With Microsoft 365 you have access to all tools offered by Microsoft and formerly promoted under the name Office (this means Word, Excel, Publisher, Outlook, etc.). For educational use and members of educational organizations such as schools, Vet providers, but also universities access to Microsoft 365 is often free.
Specifics for SEL contexts	Microsoft Teams can be a useful tool to store data and files and to communicate in a general way between teams, for example, classes or courses. Microsoft Teams in the SEL context could support: - Easier connection with other people online. - Communication in real-time. - Meeting from everywhere. - Collaborate seamlessly by sending links to documents, uploading files, or sharing photos with up to 5GB of cloud storage.

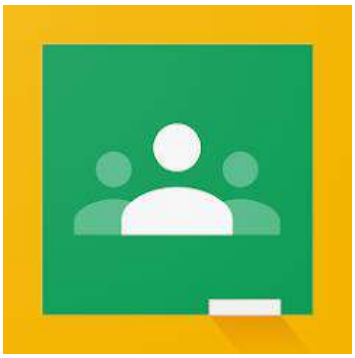
	- Get things done together: create communities with like-minded people to connect on ideas and make plans.
Learning activities	○ **Distance Learning** The tool was widely used during the Covid-19 pandemic and the lockdowns for distance learning and it is suitable to organise online classes. Microsoft Teams allows for creating groups for classes or for other educators. It lets you chat, post messages and files, and video chat from any device. ○ **Improve the level of communication** With Microsoft Teams it is possible to improve communication between team or class. The available functions are helpful for this. It has an integrated calendar which allows for scheduling meetings. Different types of documents can be shared with learners – as well as a class notebook which allows for additional content sharing. ○ **Additionally handouts, quizzes, tests, and homework can be assigned and even graded online.** The learner's progress can also be tracked and feed-backed instantly.
Accessibility and technical specifics	**Type of tool:** - Free version of Teams is available for anyone to use, including business owners. However, for upgraded options with expanded features, you'll want to start with a business-class solution **Materials needed:** - Internet - Videocamera - Microphone **Accessibility:** The application is accessible online, even if you don't have a Teams account, you can still join a Teams meeting on the mobile app. In the meeting invite, select Click here to join the meeting. If you don't already have the Teams mobile app, you'll be taken to your app store to download it. It is easy-to use and largely in use in educational contexts.

Links to videos and instructions	*Microsoft Teams video training:* https://support.microsoft.com/en-us/office/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7 *How to use Microsoft Teams for Teachers - Beginner's Tutorial* https://youtu.be/5-2t-KSPlqE *How to Teach Online with Microsoft Teams - A Guide for Teachers* https://youtu.be/_nHeFu32aUQ
Images and pictures	 Source: 12/07/2023 https://www.microsoft.com/en-us/education/products/teams

1.3 Google Classroom

Name of the tool	**Google Classroom**
Tool category	Platforms
Description of the tool	Google Classroom is a free blended learning platform developed by Google for educational institutions that aim to simplify creating, distributing, and grading assignments.
Where is the tool used?	Google Classroom helps educators create engaging learning experiences they can personalize, manage, and measure. It is designed as ad-free and for educational purposes. Digital classroom space that allows educators to post assignments, educational material, and grades. Provides an online platform that is

	organized, interactive, and paperless. Educators can easily progress monitor students, as well as provide instant feedback on all assignment.
How to use the tool?	Depending on your learning setting, you can sign into Classroom with one of the following accounts: - **School account**—Also known as a Google Workspace for Education account, this account is set up by an accredited school. It looks like you@yourschool.edu. If you don't know your Google Workspace for Education account details, ask your teacher or the school's IT administrator. - **Personal Google Account**—Set up by you or your parent or guardian. Typically, you use a personal Google Account outside of a school setting, such as in a homeschool or club. It looks like you@example.com. - **Google Workspace account**—Set up by your organization's admin. It looks like you@yourorganization.com.
Specifics for SEL contexts	Google Classroom is designed with feedback from the educational community, and it has been developed in the last years also under the pandemic needs in terms of electronic learning. It is useful for SEL contexts because of: - personalization of learning - simplification of tasks - design of learning outcome
Learning activities	○ **Enrich and personalize learning.** Drive student agency with tools that meet students where they are – and build skills for their future such as: Power student potential e.g., creating interactive assignments, Help students develop literacy skills, Reinforce concepts with self-paced learning, Enhance lessons with popular integrations. ○ **Amplify instruction with tools that simplify everyday tasks.** With Google Classroom is possible to use several tools purpose-built for teaching, productivity, and collaboration such as: Support originality with plagiarism detection, streamline lesson planning, inform instruction with data-driven insights. ○ **Operate with solutions designed to gain visibility, insights, and control**. Create learning environments that are easier to manage and support educators and students with connected, safer tools e.g., make data-driven decisions, distribute high-quality class templates

	to educators, virtually visit classes to support teachers and students, manage classes at scale.
Accessibility and technical specifics	**Type of tool:** Free blended learning platform developed by Google for educational institutions. **Materials needed:** - Internet - Videocamera - Microphone **Accessibility:** Google Classroom is a powerful learning management system that can help you create and manage online courses. It is free to use, and there is no need to create a separate account. Teachers can create and manage their courses using the web browser, Google Docs, or a third-party application such as Adobe Connect.
Links to videos and instructions	*How to Use Google Classroom - Beginner's Guide:* https://youtu.be/zUjU7xY-ZvQ *Classroom 101 by Google for education* https://youtu.be/GIN-EtPa0lw Google Workspace for Education: Using Google Classroom as an LMS https://youtu.be/XQ0Ja_vaM0o
Images and pictures	 Source: 12/07/2023 https://play.google.com/store/apps/details?id=com.google.android.apps.classroom&hl=en

1.4 Zoom

Name of the tool	**Zoom**
Tool category	Platforms
Description of the tool	Zoom is a communications platform that allows users to connect with video, audio, phone, and chat. Zoom is a cloud-based video conferencing platform that can be used for video conferencing meetings, audio conferencing, webinars, meeting recordings, and live chat.
Where is the tool used?	Zoom helps consolidate communications, connect people, and collaborate better together in the boardroom, classroom, operating room, and everywhere in between. It is in use in: - Education - Financial Services - Government - Healthcare - Manufacturing - Retail
How to use the tool?	Users can join Zoom meetings or webinars from their web browser and bypass downloading Zoom: - Locate the meeting invite link from your email or calendar invitation. - Click the join link to join the meeting. - If a pop-up window prompts you to open or install the Zoom desktop client, click Cancel. - At the bottom of the page, click the Join from your Browser link. - Note: If you don't see this option, make sure to enable Join From Browser. - If prompted, sign in to your Zoom account. If you do not have a Zoom account, create a new account. - You will be prompted to enter your name and the meeting password if it was not included in the join link. - Click Join.
Specifics for SEL contexts	Zoom is a video conferencing tool that provides instructors and students a way to meet online synchronously via a personal PC/laptop or cell phone with or without using video. Zoom offers robust collaboration and engagement tools as part of its standard free license, including the ability to connect using VoIP or via

	traditional phone when the internet is not available. Administrators, teachers, parents, and students also have access to - Unlimited meetings for up to 100 participants - HD audio and video - Screen sharing - Whiteboarding - Annotation - Breakout Rooms - Virtual backgrounds - In-meeting chat - Local recording - Nonverbal feedback
Learning activities	**Zoom provides:** ○ HD Video & Audio ○ Exceptional clarity and quality for virtual and hybrid classes. ○ Security & Compliance ○ Zoom enables FERPA/HIPAA compliance and provides 256-bit encryption. ○ Session Recording & Transcription ○ Record classes and lessons to allow students to learn at their own pace. ○ Enhanced Collaboration Features ○ One-click content sharing, real-time co- annotation, and digital whiteboarding. ○ Seamless LMS Integration ○ Zoom supports integrations with Moodle, Canvas, Desire2Learn, Sakai, and Blackboard. ○ Accessibility for All Learners
Accessibility and technical specifics	**Type of tool:** - Free under limitations (e.g., 40 minutes meetings) **Materials needed:** - An internet connection – broadband wired or wireless (3G or 4G/LTE) - Speakers and a microphone – built-in, USB plug-in, or wireless Bluetooth. - A webcam or HD webcam - built-in, USB plug-in, or: An HD cam or HD camcorder with a video-capture card. **Accessibility:**

	The application is really easy to use even if the free Basic plan is restricted to a large series of features e.g., number of attendees, duration etc.
Links to videos and instructions	*ZOOM has developed a series of videos to support the use of the platform: https://learn-zoom.us/show-me*
Images and pictures	 Source: 12/07/2023 https://zoom.us

1.5 Classcraft

Name of the tool	**Classcraft**
Tool category	Platforms
Description of the tool	Classcraft is a free online, educational role-playing game that teachers and students play together in the classroom. By using many of the conventions traditionally found in games today, students can level up, work in teams, and earn powers that have real-world consequences. Acting as a gamification layer around any existing curriculum, the game transforms the way a class is experienced throughout the school year.
Where is the tool used?	Designed by educators, its ability to support the whole child is proven to resonate with students and deliver meaningful outcomes. Classcraft is student-centred, so it's designed to generate a consistent flow of high-fidelity data that provides clear insights into student behaviour and school culture. Most importantly, it shows you what's working and what should be improved. The most effective behaviour support is preventative and data driven.
How to use the tool?	Classcraft is available via web browser and native apps for iOS and Android devices.

	With Classcraft, students get an amazing combination of time-tested teaching methods with a modern approach to engagement. Classcraft is designed to resemble a game-like experience, where students earn points for their good behaviours and have unique powers, they can use to influence real life. It helps make students feel empowered, work together, and develop soft skills while speaking a language that they understand and that matters to them. Here's how it works: - Each student has a character in Classcraft that represents them and their progress. - When students meet expectations, they'll get Experience Points (and sometimes Gold Pieces). - By earning enough Experience Points, student level up, earning rewards both in Classcraft and in real life (because their powers take effect in real life!). -
Specifics for SEL contexts	Classcraft can be used for SEL training by: ○ Increasing intrinsic motivation ○ Spark students' engagement. ○ Improve students' behaviour. It should be considered as an added value for SEL training, and it could easily get integrated with other SEL features.
Learning activities	○ **Get students immersed in their learning with customizable characters:** When students first access their accounts, they'll get to select the appearance of their character. ○ **Incentivize and reward positive behaviours with a gamified point system:** When you see positive behavior in class, you can reward it directly from your Game Dashboard ○ **Save time on classroom management with a streamlined interface and templates.** ○ **Foster student collaboration and peer recognition.** ○ **Easily turn lesson plans into personalized learning adventures.** ○ **Seamlessly integrate class materials from Google Classroom and Canvas.** ○ **Make formative assessments fun and effective.** ○ **Keep students motivated and excited during class time.** ○ **Boost engagement**

Accessibility and technical specifics	**Type of tool:** - Free version – premium with advanced features (customizable characters, personalized learning quests and advanced interactive class tools). **Materials needed:** - Internet - Videocamera - Microphone **Accessibility:** Classcraft is available via web browser and native apps for iOS and Android devices. Classcraft works as a layer over the regular classroom structure. Students will still learn all their normal lessons, but Classcraft improves how they connect with one another, the teacher, and what they're learning.
Links to videos and instructions	*Promoting positive behavior change with the power of games:* https://vimeo.com/372633649 *A set of video tutorials on a Vimeo channel from basic to advanced e.g. how to use it for remote/distant learning:* *https://vimeo.com/classcraftgame*
Images and pictures	 Source: 15/07/2023 https://www.classcraft.com

1.6 EdApp

Name of the tool	**EdApp**
Tool category	Platforms
Description of the tool	EdApp is a mobile training platform. A better mobile LMS (Learning management System) and integrated authoring tool designed for today's

	digital habits, delivering more engaging and effective microlearning directly to your users' devices, anytime, anywhere.
Where is the tool used?	EdApp is a mobile-first learning platform that introduces a better way to train teams anytime, anywhere, on any device. With LMS features like microlearning, gamification, spaced repetition, AI translation, and AI course creation, admins can deliver top-notch onboarding, training, and learning content no matter what the job, or where the job is. The tool is in use in industries for vocational training but also in education.
How to use the tool?	EdApp is an LMS (Learning Management System) where you can upload, store, and create online courses for learners to access on PCs, laptops, tablets, or smartphones, in a browser, or via a mobile app. EdApp is supported on Android devices, and it works on web browsers such as Chrome, Firefox, Edge and Safari on desktop. The steps of the training journey are: - Onboard new team members - Take them through digital training - Assess their knowledge on the job - Track their performance - Certify your team
Specifics for SEL contexts	EdApp can be used for SEL training by creating effective and engaging micro-lessons directly to users' devices, anytime, anywhere. It also utilizes micro-learning with gamification, which means the content is broken up into easily digestible bite-sized pieces and then reinforced with an engaging game. These features combined are perfectly suited to mobile and today's professionals, and it's proven to have better retention.
Learning activities	○ **Course library:** It is possible to customize any of 1,000+ free courses in the course library to jumpstart your workplace learning. ○ **Creator Tool**: Build your own course in real-time. Choose from 80+ templates and enhance your learning with video, quizzes, games, assessments, and more. No coding or graphic designer required.

	○ **New Feature**: save time and brain power with AI Create. Create courses in a click of a button – no brainstorm, research, or strike of inspiration necessary. ○ **Admin Portal**: Take control of your users, content, and data. Manage who can see, edit, and publish learning content. Enhance it with engagement features and integrations. Watch completion rates soar in analytics. So you can deliver and optimize content in real-time. ○ **Learner Portal:** Engage your team and hit training goals faster. Deliver highly-targeted microlearning courses directly to their device. So your teams can do their training anytime, anywhere.
Accessibility and technical specifics	**Type of tool:** - Free version – pro with more advanced features and support. **Materials needed:** - Internet - Videocamera - Microphone **Accessibility:** EdApp is available via web browser and Android devices. Since accessibility is the key to creating training that's inclusive to all types of learners, EdApp has advanced options such as: Increase Text Size for increased visibility, Adjust Text Colour to Ensure Good Contrast, Use Narration When Possible, Adjust or disable the timer on gamified slides, Use labels or instructions where user input is required.
Links to videos and instructions	*YouTube channel about EdApp features and working system:* https://www.youtube.com/@EdAppMicrolearning/videos Edapp: Create lessons with information, quizzes, and games https://youtu.be/OzcHcyI_Lyk

Images and pictures	 Source: 15/07/2023 from https://www.edapp.com

Chapter 2: ICEBREAKERS OR ENERGIZER

Context

Technology can assist Trainers of Synchronous Electronic Learning teachers in meeting the needs of learners in electronic learning environments. Some digital tools provide free access for educators and are beneficial to students.

Here we present to you several tools and focus on choosing the appropriate **ICEBREAKERS OR ENERGIZER** and other material and apps that will make synchronous electronic learning more interactive and exciting.

Structure of the chapter

The project partners detected the tools in use in several countries and contexts where Synchronous Electronic Learning is provided.

The tools detected are the following:

- Miro
- Kahoot
- Mentimeter

The tools developed by the consortium SELCERT as icebreakers or energizers are 3. In Annex 1 there are links and detailed instructions about the use.

The description of the single tools includes:

- Name of the tool
- Tool category
- Description of the tool
- Where is the tool used?
- How to use the tool?

- Specifics for SEL contexts
- Learning activities
- Accessibility and technical specifics
- Links to videos and instructions
- Images and pictures

2.1 Miro

Name of the tool	**Miro**
Tool category	Icebreakers\Energizer
Description of the tool	Miro is a digital whiteboard that make it easy to collaborate and collaborate with others. The software allows to create notes and designs, move things around and communicate through embedded video calls or online chats.
Where is the tool used?	Miro is used for blended learning, distance education, flipped classrooms and other online learning projects in schools, universities, workplaces and other sectors.
How to use the tool?	Moodle is a platform that can be used for online learning that enables you to energize the students and involving them in expressing their thoughts. It also allows you to communicate with the students and encourage brainstorming and exchanging ideas.
Specifics for SEL contexts	MIRO can be used for SEL training by: • Creating a list of ideas or topics to focus on • Laying out a roadmap or strategy for an innovative workshop or program • Running a more engaging/innovative meeting or lesson

	• Wireframing a new idea or product concept •
Learning activities	Learning Activities • **Delivering trainings/workshops**: Using effective icebreakers that can warm up a conversation, reinforce the topic of discussion, and ensure that everyone is engaged in a session. • **Development brainstorming sessions:** Visualize your ideation and brainstorming and develop your ideas in many formats. Pop down your ideas is sticky notes. • **Verify knowledge**: provides methods for examining the knowledge acquired during the course through different tools. • **Collaborate with users**: you can interact with all users enrolled in the course to facilitate and speed up learning. • **Take advantage of social tools**: it offers different possibilities for users to collaborate, communicate and exchange opinions, just as if it were a social media. • **Implement integrations:** To customize the course even more, everyone can be asked to be involved •
Accessibility and technical specifics	**Type of tool:** • Free and Open-source **Materials needed:** • Internet (any device) • Videocamera • Microphone **Accessibility:** The application is accessible online on the MIRO platform. It is also available on Mobile mode. It provides clear instructions, FAQs, and tutorials for users who may need more support when first using the app. No way to save custom templates: Users might find it inconvenient that they cannot create and save their own custom templates for reuse, limiting the ability to standardize processes within the team.

Links to videos and instructions	*MIRO tutorial for beginners:* https://www.youtube.com/watch?v=CpV5gQaPxYE *Moodle Tutorial | Introduction and Site Overview* https://www.youtube.com/watch?v=lUozBtrgRXU *Complete tutorial on using MIRO for Training* https://community.miro.com/inspiration-and-connection-67/using-miro-board-for-trainings-and-people-development-262
Images and pictures	

2.2 Kahoot

Name of the tool	**Kahoot**
Tool category	Icebreakers\Energizer
Description of the tool	Kahoot is a tool that delivers and presents questions to students. It is set up as a game that students can play either individually or in groups. Instructors provide students with multiple-choice questions; you can host a Kahoot live to teach in class or remotely or assign a student-paced challenge.
Where is the tool used?	Kahoot is used for blended learning, distance education, and other live or online learning in schools, universities and workplaces.
How to use the tool?	Kahoot is a funny and engaging tool that can be used for online learning that enables you to energize the students live in class or via a video conferencing tool to connect students virtually! Questions and answers are displayed on a shared screen while students answer on their devices, but you can choose to display questions on their devices, too! Check for Understanding - Kahoot could also be a great way to break up the middle of the class to check for understanding.
Specifics for SEL contexts	Kahoot can be used for SEL training by: • give immediate feedback and gauge student understanding before moving forward to the next topic. • spark a discussion topic and ignite student curiosity by using strategies such as blind Kahooting! and discussion type Kahoot! activities. • increase student engagement and participation; • activate different ways of thinking; • assess learning and adjust teaching;
Learning activities	Learning Activities • **Delivering trainings/lessons**: Using effective icebreakers that can warm up a conversation, reinforce the topic of discussion, and ensure that everyone is engaged in a session. • **Verify knowledge**: provides methods for examining the knowledge acquired during the course through different sets of games and questions. • **Collaborate with users**: you can interact with all users enrolled in the course to facilitate and speed up learning.

	• **Take advantage of social tools**: it offers different possibilities for users to collaborate, communicate and exchange opinions, just as if it were a social media. • **Implement integrations:** To customize the course even more, everyone can be asked to be involved.
Accessibility and technical specifics	**Type of tool:** • Free and Open-source for student, teacher, and personal use; there are $1 and $3 upgrade options for teachers. For businesses, there are three package options: Kahoot Plus for $10 per month, Kahoot Pro for $20 per month, and Kahoot Premium for $40 per month. **Materials needed:** • Internet • Any device **Accessibility:** The application is accessible online on the Kahoot app. The App is also available on Mobile mode. It provides clear instructions, FAQs, and tutorials for users who may need more support when first using the app.
Links to videos and instructions	*Kahoot tutorial for beginners* https://www.youtube.com/watch?v=KJgZZQcsSPk https://www.youtube.com/watch?v=T68nElzXwvc *Kahoot Tutorial | Introduction and Site Overview* https://blogs.umass.edu/onlinetools/assessment-centered-tools/kahoot/#:~:text=It%20is%20a%20game-based,fun%20and%20game-like%20environment *Complete tutorial on using Kahoot for Training* https://www.youtube.com/watch?v=bWyMNUVJcgw https://kahoot.com/blog/2021/12/09/how-to-host-kahoot-remotely/

Images and pictures	

2.3 Mentimeter

Name of the tool	**Mentimeter**
Tool category	Icebreakers\Energizer
Description of the tool	Mentimeter is an online presentation-building tool that facilitates audience engagement. The tool allows presenters to include polls, multiple-choice and open-ended questions, quizzes, and scales that audience members can interact with live.
Where is the tool used?	Mentimeter is used for blended learning, distance education, flipped learning and other online learning projects in schools, universities, workplaces.
How to use the tool?	Mentimeter is a platform that can be used for online learning that enables you to engage with students using presentations and quizzes, multiple choice questions, ranking, scales. Track learning and understanding by asking questions and downloading results. Communicate and interact with your students.
Specifics for SEL contexts	Mentimeter can be used for SEL training by: • Icebreaking • Checking knowledge

	• Promoting debate • Gauging opinion an
Learning activities	Learning Activities • **Delivering trainings/workshops**: Using effective icebreakers that can warm up a conversation, reinforce the topic of discussion, and ensure that everyone is engaged in a session. • **Give audience time connect and vote**: using a presentation link everyone can connect, watch and answer to your questions. • **Verify knowledge**: using quiz competitions it's possible to set questions to verify the knowledge. • **Collaborate with users**: all users enrolled in the course can interact using open ended questions to start a debate and encouraging the learning. • **Take advantage of social tools**: it offers different possibilities for users to collaborate, communicate and exchange opinions, just as if it were a social media. • **Run a survey** before, during or after your meeting or lecture
Accessibility and technical specifics	**Type of tool:** • Free and Open-sources **Materials needed:** • Internet • Videocamera/Laptop/PC • Microphone **Accessibility:** The application is accessible online on the MENTIMETER platform in standard and extended mode. It is also available on Mobile mode. It provides clear instructions, FAQs, and tutorials for users who may need more support when first using the app.

Links to videos and instructions	*MENTIMETER tutorial for beginners* https://www.youtube.com/watch?v=VpbXY98R39c *MENTIMETER Tutorial | Introduction and Site Overview* https://www.youtube.com/watch?v=UrFdN-HQF6I *Complete tutorial on using MENTIMETER for Training* https://www.mentimeter.com/campaigns/tools-for-online-teaching
Images and pictures	

Chapter 3: QUIZZES AND MULTIPLE-CHOICE QUESTIONS

Context

Technology can assist Trainers of Synchronous Electronic Learning teachers in meeting the needs of learners in electronic learning environments. Some digital tools provide free access for educators and are beneficial to students.

Here we present to you several tools and focus on choosing the appropriate **QUIZZES AND MULTIPLE-CHOICE QUESTIONS** and other material and apps that will make synchronous electronic learning more interactive and exciting.

Structure of the chapter

The project partners detected the tools in use in several countries and contexts where Synchronous Electronic Learning is provided.

The tools detected are the following:

- EdApp
- Flippity
- Wakelet
- Wordwall
- Genially
- Socrative
- Crossword Compiler
-

The description of the single tools includes:

- Name of the tool
- Tool category
- Description of the tool
- Where is the tool used?
- How to use the tool?
- Specifics for SEL contexts
- Learning activities
- Accessibility and technical specifics
- Links to videos and instructions
- Images and pictures

3.1 EdApp

Name of the tool	**EdAPP**
Tool category	Quizzes\Multiple-Choice
Description of the tool	EdAPP is a mobile-first learning platform that introduces a better way to train teams anytime, anywhere, on any device. It has a number of pre-built courses that can be edited and features where it's possible to create your own course.
Where is the tool used?	EdAPP is used for blended learning, distance education, flipped learning and other online learning projects in schools, universities, workplaces.
How to use the tool?	EdAPP is a platform that can be used for online learning that enables you to create courses, lessons and slides keeping learners engaged with interactive templates and gamification.
Specifics for SEL contexts	EdAPP can be used for SEL training by: • Creating contents in minutes • Enhance learning with quizzes, video, games, assessment. • Deliver and optimize content in real time. • Engage your team helping them hit milestone faster
Learning activities	Learning Activities • **Delivering trainings/workshops**: Using effective icebreakers that can warm up a conversation, reinforce the topic of discussion, and ensure that everyone is engaged in a session. • **Microlearning**: allows your team to interact with bite-sized content so they can quickly learn what's important in less than 5 minutes. • **Verify knowledge**: it's possible to give assignments creating questions and your team can respond ion text image and video form and also give practical assessment using in-person tool to verify the digital training to make sure the team are doing correctly. • **Course review** to get the feedback you need to make changes keep the course accurate and easy to follow.

	• **Achievements**: Celebrate your team's progress and inspire a good learning behaviour • **Certificates**: you can create your custom certificates and certify team members who complete their learning content. •
Accessibility and technical specifics	**Type of tool:** • Free and Open-sources **Materials needed:** • Internet • Videocamera • Microphone **Accessibility:** The application is accessible online on the EdAPP platform. It is also available on Mobile mode. It provides clear instructions, FAQs, and tutorials for users who may need more support when first using the app.
Links to videos and instructions	*EdAPP tutorial for beginner* Edapp: Introduction - YouTube *EdAPP Tutorial | Introduction and Site Overview* What is EdApp? - YouTube *Complete tutorial on using EdAPP for Training* Edapp: Create lessons with information, quizzes, and games - YouTube

Images and pictures	

3.2 Flippity

Name of the tool	**Flippity**
Tool category	Quizzes\Multiple-Choice
Description of the tool	Flippity is an online simple way to create interactive games or tools to engage students in learning activities. It can also make helpful tools to aid teachers in classroom management.
Where is the tool used?	Flippity is used for blended learning, distance education, flipped learning and other online learning projects in schools, universities, workplaces.

How to use the tool?	Flippity can be used for online learning and once you set up the template it's possible to publish the activity to the web before sharing the link with students via chat, email or in Google Classroom.
Specifics for SEL contexts	Flippity can be used for SEL training by: ● Quiz Show ● Icebreaking ● Checking comprehension ● Self assessment tool ● Knowledge centred tools as Flash Cards, Timeline, Typing Test, Spelling words activities, Crossword, Bingo.. ●
Learning activities	Learning Activities ● **Delivering trainings/workshops**: creation of quizzes, flash cards, presentations, memory games, word searches, and more. ● **Presentation tool**: using a presentation link everyone can connect, watch and answer to questions. ● **Verify knowledge**: using quiz and games it's possible to verify the knowledge Flippity's templates are all provided for free and simply require the teacher or students to make edits to personalize the experience. ● **Collaborate with users**: this is a highly interactive platform that allows for deep student engagement on the individual, group, or class level.
Accessibility and technical specifics	**Type of tool:** ● Free and Open-sources **Materials needed:** ● Internet ● Videocamera ● Microphone **Accessibility:** The application is accessible online on the Flippity website in standard and extended mode. It is also available on Mobile mode.

	It provides clear instructions, FAQs, and tutorials for users who may need more support when first using the app.
Links to videos and instructions	*FLIPPITY tutorial for beginners* https://www.youtube.com/watch?v=hsJaNeMb4gQ *FLIPPITY Tutorial | Introduction and Site Overview* https://www.youtube.com/watch?v=QuiuL8rIOH0 *Complete tutorial on using FLIPPITY for Training* https://www.youtube.com/watch?v=YfHqTwoDZ-g
Images and pictures	

3.3 Wakelet

Name of the tool	**Wakelet**
Tool category	Quizzes\Multiple-Choice
Description of the tool	Wakelet is an online platform that allows teachers and users to gather, organize and share multimedia resources (text, images, videos, podcasts, songs) with students, colleagues and learning communities.
Where is the tool used?	Wakelet is used for blended and in person learning, webinars, distance education, flipped learning, and other online learning activities in schools.
How to use the tool?	Wakelet gives the possibility to create a collection with text, links, images PDF files, tweets video and more. The collections can be added to Google Classroom or Teams and used as resources so teachers and students can organise a mix of content for easy access and work collaboratively.
Specifics for SEL contexts	Wakelet can be used for SEL training by: • Creating a blog • Curating a collection to explore • Making global connections • Writing a collaborative story • Gathering ideas or collecting reflections on a project • Opening many resources collections to the students

Learning activities	Learning Activities ● **Delivering trainings/workshops**: Creating a choice board for effective icebreakers that can warm up a conversation, gather ideas, and ensure that everyone is engaged in a session. Creating lesson plans and digital portfolios ● **Give audience the chance to be involved**: using a presentation link everyone can connect, watch and answer to your questions, share works, collect reflections on a project, share work on G Suite. ● **Verify knowledge**: using quiz competitions it's possible to set questions to verify the knowledge, explain a topic or summarize a story using 5 GIF's challenge. Every activity aims at providing students with opportunities to deepen their learning. ● **Collaborate with users**: all users enrolled in the course can interact using open resources encouraging the learning. An educator can record a podcast and the students can easily open it in minutes. ● **Write report cards during** or after the lessons
Accessibility and technical specifics	**Type of tool:** ● Free and Open-sources with different pricing for upgraded plans. **Materials needed:** ● Internet ● Laptop ● Videocamera ● Microphone **Accessibility:** The application is accessible online on the WAKELET platform. It is also available on Mobile mode. It provides clear instructions, FAQs, and tutorials for users who may need more support when first using the app.

Links to videos and instructions	*WAKELET tutorial for beginners* *https://www.youtube.com/watch?v=S-0Njai8gjQ* *WAKELET Tutorial | Introduction and Site Overview* https://wakelet.com/wake/8_Bq64RWE8PQqFT3QQiNZ *Complete tutorial on using WAKELET for Training* https://www.youtube.com/watch?v=7xojqKQKdt4
Images and pictures	

3.4 Wordwall

Name of the tool	**Wordwall**
Tool category	Quizzes\Multiple-Choice
Description of the tool	Wordwall is an online tool for creating learning activities. Teachers can enter the topic they would like to cover in class into the Wordwall and receive a variety of ready-made, customisable activities such as quizzes, word games and much more.
Where is the tool used?	Wordwall is used for blended learning, distance education, flipped learning and other online learning projects in schools, universities, workplaces.
How to use the tool?	Wordwall is a platform that can be used for online learning that can be an interactive tool for students that can be used to develop academic vocabulary. Teachers can create word walls that support student's learning providing example words which highlight difficult concept.
Specifics for SEL contexts	Wordwall can be used for SEL training by: • Checking knowledge • Practicing Writing and reading • Developing Vocabulary and speaking skills
Learning activities	Learning Activities • **Delivering trainings/workshops**: Using Wordwall as teaching strategy students can display the meaning of important ideas using words and pictures. • **Verify and improve knowledge**: As students encounter new vocabulary in a text or video, creating a classroom Wordwall help them to comprehend and interpret ideas in the text. Is it possible to set assignment as well to all the students so to check their learning and track their progress.

	• **Take advantage of social tools**: It offers different possibilities for users to grasp and organize information easily, helps creating a more interactive online learning experience, reduce the use of paper worksheets.
Accessibility and technical specifics	**Type of tool:** • Free and Open-sources **Materials needed:** • Internet • Laptop • Microphone **Accessibility:** The application is accessible online on the WORDWALL platform in standard and extended mode. It is also available on Mobile mode. It provides clear instructions, FAQs, and tutorials for users who may need more support when first using the app.
Links to videos and instructions	*WORDWALL tutorial for beginners* https://www.youtube.com/watch?app=desktop&v=4hlRcu36mgc https://charlieslessons.com/wordwall-tutorial-for-beginners/ *WORDWALL Tutorial | Introduction and Site Overview* https://www.youtube.com/watch?v=GwYlo1W84Ko *Complete tutorial on using WORDWALL for Training* *https://www.youtube.com/watch?v=Zkcz-OPZLEA*

Images and pictures	

3.5 Genially

Name of the tool	**Genially**
Tool category	Quizzes\Multiple-Choice

Description of the tool	Genially is the world leader in interactive visual communication. An online tool to create stunning presentations, interactive images, gamifications, quizzes, breakouts, portfolios and enrich them with interactivity and animation effects in seconds.
Where is the tool used?	Genially is used for blended learning, distance education, flipped learning and other online learning projects in schools, universities, workplaces.
How to use the tool?	Genially is a platform that can be used for online learning that enables you to engage with students using presentations, create simple slideshows and offers greater depth with interactive images. It's possible to add video links, text and other with hidden elements to be discovered and interacted with.
Specifics for SEL contexts	Genially can be used for SEL training by: • Sharing contents • Collaborate and working on projects. • Quizz the class • Improving communication • Plan for the future creating students own resume
Learning activities	Learning Activities • **Delivering trainings/workshops**: creating interactive and personalized learning materials or getting the students to create their own. Plan and manage your classes specifying learning objectives, content, methodologies, skills required and assessment criteria. • **Gamify and energize the class**: incorporating game dynamics and gamified resources, encouraging students to get involved, make decisions and solve problems through breakouts and escape rooms. • **Verify knowledge**: using quizzes and close response activity blocks it is possible to revise, reinforce and check knowledge. • **Student practice:** by making their own materials such as journals, reviews, reports, portfolios, posters, blogs… • **Improve communication:** creating class rules, routines, schedules, weekly plan etc.

Accessibility and technical specifics	**Type of tool:** ● Free version and Paid plans **Materials needed:** ● Internet ● Laptop ● Videocamera ● Microphone **Accessibility:** The application is accessible online on the GENIALLY platform in standard and extended mode. It is also available on Mobile mode. It provides clear instructions, FAQs, and tutorials for users who may need more support when first using the app.
Links to videos and instructions	*GENIALLY tutorial for beginners* https://www.youtube.com/watch?v=JxeJow3ujag *GENIALLY Tutorial | Introduction and Site Overview* https://www.youtube.com/watch?v=ugnhJa_xtTY *Complete tutorial on using GENIALLY for Training* https://www.youtube.com/watch?v=3zrW1YDJ2K0

Images and pictures	

3.6 Socrative

Name of the tool	**Socrative**
Tool category	Quizzes\Multiple-Choice
Description of the tool	Socrative is an interactive web-based student response system that help teachers to evaluate, stimulate conversation and learning through polls and quizzes.

Where is the tool used?	Socrative is used for blended learning, distance education, flipped learning and other online learning projects in schools or Universities.
How to use the tool?	Socrative is a platform that can be used for online learning to give quizzes and on the fly assessments to students. It's possible to create your own quiz and these are automatically graded. Is also possible to create reports to evaluate student knowledge.
Specifics for SEL contexts	Socrative can be used for SEL training by: ● Creating Quiz ● Checking knowledge ● Giving immediate feedback ● Monitor and evaluate learning
Learning activities	Learning Activities ● **Verify knowledge**: an efficient way to evaluate learning that save times for educators while delivering fun and engaging interaction for learners. ● **Create Quizzes to evaluate**: design and edit your own library of assessment specifically for your students. ● **Engaging students:** learning happens with your choice of activity type. Launch a quiz, ask a quick question for instant student feedback. ● **Reporting:** Review student understanding at the class, individual students, or question level. Any report can be downloaded, emailed or transferred to Google Drive.
Accessibility and technical specifics	**Type of tool:** ● Free basic version and paid plans **Materials needed:** ● Internet ● Laptop ● Microphone/videocamera for explanation **Accessibility:**

	The application is accessible online on the SOCRATIVE platform in standard and extended mode. It is also available on Mobile mode. It provides clear instructions, FAQs, and tutorials for users who may need more support when first using the app.
Links to videos and instructions	*SOCRATIVE tutorial for beginners* https://www.youtube.com/watch?v=zaaSVwq6adU *SOCRATIVE Tutorial | Introduction and Site Overview* https://www.youtube.com/watch?v=WlnI1f-Q1JM *Complete tutorial on using SOCRATIVE for Training* https://www.youtube.com/watch?v=upY8uG3NFfY
Images and pictures	

3.7 Crossword Compiler

Name of the tool	**Crossword Compiler**
Tool category	Quizzes\Multiple-Choice
Description of the tool	Crossword Compiler is an online word search, sudoku, crossword puzzle maker software for Windows. An easy way to build crossword puzzles in different languages.
Where is the tool used?	Crossword Compiler is used for blended learning, distance education, and other online learning projects in schools, universities, workplaces.
How to use the tool?	Crossword Compiler is a software that can be used for online learning providing students with an opportunity to evaluate their knowledge and require students to pay attention to terminology and correct spelling.
Specifics for SEL contexts	Crossword Compiler can be used for SEL training by: • Making students understand word's meaning and spelling. • Evaluating their knowledge and speed. • Making students communicating with others. • Making student express their ideas (enhancing Linguistic intelligence).

Learning activities	Learning Activities • **Delivering trainings/workshops**: Using effective icebreakers that can warm up a conversation, reinforce the topic of discussion, and ensure that everyone is engaged in a session. • **Verify knowledge**: using word games competitions it's possible to assess knowledge and set targets. • **Assist in learning**: for example, in learning a new language, developing linguistic intelligence, improving vocabulary and spelling. • **Collaborate with others:** it offers different possibilities for users to collaborate, communicate and exchange opinions.
Accessibility and technical specifics	**Type of tool:** • Free demo and paid download **Materials needed:** • Internet • Laptop • Microphone **Accessibility:** The application is accessible online on the CROSSWORD COMPILER website download the different package. It provides clear instructions, FAQs, and tutorials for users who may need more support when first using the app.
Links to videos and instructions	*CROSSWORD COMPILER tutorial for beginners* https://www.youtube.com/watch?v=LpG50x6a_gU *CROSSWORD COMPILER Tutorial | Introduction and Site Overview* *https://www.crossword-compiler.com/it/tutorials.html* *Complete tutorial on using CROSSWORD COMPILER for Training* https://www.youtube.com/watch?v=jDrmo7ed7Jw

Images and pictures	

Chapter 4: ONLINE BRAINSTORMING, SNOWBALL TECHNIQUES, GROUP AND EXPERIENTIAL EXERCISES

Context

This chapter delves into effective strategies and techniques for fostering creativity and active participation in virtual environments. Several tools will be introduced to facilitate and enhance these types of activities in virtual environments. These tools are specifically designed to promote collaboration, creativity, and engagement among participants.

Online brainstorming, also known as virtual brainstorming or web-based idea generation, is a collaborative process of generating ideas, solutions, or creative concepts through digital platforms. Participants contribute their thoughts and suggestions in a virtual space, using tools like Miro, Padlet, or Coggle. This approach enables real-time collaboration among individuals located remotely, fostering a diverse range of perspectives, and encouraging the exploration of innovative ideas.

Snowball techniques are research methods used to gather data from hard-to-reach or marginalized populations. It involves starting with a small number of participants, often referred to as "seeds," and then expanding the sample size through referrals from these initial participants. This method is particularly useful when traditional sampling methods are challenging due to the nature of the population being studied. Snowball techniques, when adapted to Synchronous Electronic Learning environments, can offer unique advantages for research, engagement, and collaborative learning.

Group exercises are structured activities conducted within a collaborative setting to achieve specific learning objectives. These exercises leverage the power of collective thinking and interaction among participants to enhance learning outcomes. Group exercises can involve problem-solving scenarios, case studies, role-playing, debates, and collaborative projects. They encourage active engagement, peer learning, and the application of knowledge in a social context.

Experiential Exercises: Experiential exercises immerse participants in hands-on, real-world scenarios to foster learning through direct engagement. These exercises often simulate situations relevant to the subject matter, allowing participants to apply theoretical concepts in a practical context. Experiential exercises can include simulations, field trips, interactive workshops, and hands-on projects. They promote active learning, critical thinking, and the acquisition of skills that can be directly transferred to real-life situations.

In the context of synchronous electronic learning, these techniques and exercises are adapted to virtual environments, leveraging online tools and platforms to facilitate collaboration, engagement, and learning outcomes among participants and in this chapter, we will explore some of the most popular tools among trainers that stand out as being effective for these purposes.

Structure of The Chapter

The project partners detected the platforms in use in several countries and contexts where Synchronous Electronic Learning is provided.

The platforms detected are the following:

- Miro
- Cmap
- Padlet
- Coggle
- Creately
- Mindmomo
- Lucidchart

The description of the single platforms includes:

- Name of the tool
- Tool category
- Description of the tool
- Where is the tool used?
- How to use the tool?
- Specifics for SEL contexts
- Learning activities
- Accessibility and technical specifics
- Links to videos and instructions
- Images and pictures

4.1 Miro

Name of the tool	**Miro**
Tool category	Real Time Collaboration and Visual Collaboration Tool
Description of the tool	Miro is an online collaborative whiteboard platform that enables teams to work together remotely and visually. It provides a digital canvas where users can create, organize, and share ideas, information, and projects in real-time, fostering effective teamwork and brainstorming sessions. Miro, formerly known as RealtimeBoard, is a digital collaboration platform designed to facilitate remote and distributed team communication and project management. As an online workspace for innovation, it is developed by "RealtimeBoard, Inc.".
Where is the tool used?	Miro is widely used in various industries and sectors, including business, education, design, product development, project management, and more. It is particularly valuable for distributed teams, remote work setups, and organizations seeking to enhance their collaborative processes.
How to use the tool?	Miro offers an intuitive interface with a wide range of features like sticky notes, shapes, templates, and integrations with other productivity tools. Users can drag and drop elements onto the canvas, collaborate with team members in real-time, and add comments and annotations to visual assets. Its interactive canvas allows participants to contribute and collaborate in real-time, making it effective for snowball techniques where participants refer others to join the activity. The tool supports seamless integration with popular platforms like Google Drive, Trello, and Slack, streamlining workflows further.
Specifics for SEL contexts	Miro offers versatile features to enhance various aspects of synchronous electronic learning:

	Interactive Virtual Classrooms: With Miro's collaborative whiteboard, educators can create engaging and interactive virtual classrooms. Students can actively participate in lessons, contribute ideas, and collaborate on projects, fostering a dynamic and inclusive learning environment. **Real-time Group Activities and Discussions**: Miro enables real-time collaboration among students, facilitating group activities and discussions. Whether it's brainstorming ideas, problem-solving, or peer review sessions, Miro provides a shared space for students to collaborate synchronously and exchange insights. **Collaborative Project Planning and Management**: Educators can leverage Miro for project-based learning, allowing students to plan and manage their projects collaboratively. Visualizing project timelines, organizing tasks, and assigning responsibilities become seamless, enhancing students' project management skills.
Learning activities	Miro offers a versatile platform that empowers learners and educators to engage in various interactive and collaborative learning activities: ○ **Group Projects and Collaborations**: Students can collaborate seamlessly on group projects using Miro's digital canvas. They can collectively brainstorm ideas, allocate tasks, and work together in real-time, promoting teamwork and fostering a sense of shared ownership in the learning process. ○ **Brainstorming Sessions**: Miro's intuitive tools facilitate dynamic brainstorming sessions. Learners can unleash their creativity, generate ideas, and capture insights visually, encouraging a free flow of thoughts and sparking innovative solutions to challenges. ○ **Concept Mapping and Organizing Information Visually**: Miro allows learners to create visual concept maps to connect ideas and concepts. By organizing information in a visually coherent manner, students can better understand complex topics and establish meaningful relationships between different elements. ○ **Interactive Presentations**: With Miro's interactive capabilities, educators can create captivating presentations. Learners can actively engage with the content, participate in discussions, and

	collaborate on shared materials, transforming passive learning into an interactive and engaging experience. By supporting these learning activities, Miro fosters active participation, critical thinking, and collaborative skills, making it an invaluable tool for modern and effective education.
Accessibility and technical specifics	**Type of tool:** - Miro offers both free and premium plans, making it accessible to users with different budget constraints. It is not an open-source platform. (To learn more https://miro.com/pricing/) **Materials needed:** - Miro is a web-based tool, so users only need a device (such as a computer, tablet, or smartphone) with internet access and a modern web browser to use it. - **Accessibility:** Miro provides dedicated desktop and mobile applications for enhanced accessibility across devices. These applications can be downloaded from app stores, allowing users to access and work on their projects conveniently from their preferred devices. Trainers interested in using Miro can find comprehensive video tutorials and instructions on the official Miro website, YouTube channels, and other online learning platforms. These resources cover various aspects of the platform, from basic navigation to advanced features, helping trainers leverage Miro effectively in their teaching and training activities.
Links to videos and instructions	*Help center:* https://help.miro.com/hc/en-us *Miro Youtube Channel | Tutorial Playlists* https://www.youtube.com/@MiroHQ/playlists

Images and pictures	 Source: 30/07/2023 https://miro.com/ and https://en.wikipedia.org/wiki/Miro_(collaboration_platform)

4.2 Cmap

Name of the tool	**Cmap**
Tool category	Concept Mapping Tool
Description of the tool	Cmap is a concept mapping software that enables users to create visual representations of ideas and concepts, known as concept maps. These maps consist of nodes representing concepts and lines connecting them to show relationships, providing a clear and organized way to represent complex information. Cmap software is a result of research conducted at the Florida Institute for Human & Machine Cognition (IHMC). It empowers users to construct, navigate, share and criticize knowledge models represented as concept maps.
Where is the tool used?	Cmap is used in various educational and professional settings, including classrooms, research projects, strategic planning, and knowledge management. It is particularly valuable for organizing and understanding complex topics and facilitating collaborative learning and decision-making processes.
How to use the tool?	In order to use Cmap, users can create a new concept map and add nodes to represent concepts or ideas. They can then connect these nodes with lines to indicate relationships between the concepts. The tool offers customization options for colors, shapes, and formatting, allowing users to create visually appealing and informative concept maps.
Specifics for SEL contexts	In synchronous electronic learning settings, Cmap can be effectively utilized to promote active collaboration and knowledge organization among learners through the following methods: ○ **Virtual Brainstorming Sessions**: Facilitators can initiate virtual brainstorming sessions where participants collaboratively create concept maps in real-time. ● Learners add nodes representing different ideas or concepts related to the topic under discussion. ● They establish connections between nodes using lines to visualize relationships between concepts. ● This interactive process encourages active engagement and enables a collective exploration of complex subjects. ○ **Real-time Knowledge Organization and Sharing**: CMAP facilitates real-time knowledge organization and sharing during group projects.

	● Learners can collaborate and contribute to concept maps simultaneously, ensuring that everyone's ideas are visually represented and interconnected. ● As participants build upon each other's ideas and link concepts, the concept maps evolve dynamically, capturing the group's collective understanding of the subject matter. ● This fosters efficient decision-making processes and encourages a comprehensive exploration of diverse perspectives. By employing Cmap in these ways, synchronous electronic learning environments can benefit from enhanced collaboration, efficient information organization, and a deeper understanding of complex topics among learners. The tool's real-time capabilities empower participants to actively contribute and engage, making the learning experience more interactive and impactful.
Learning activities	Learning activities enhanced with Padlet's features include: ● **Engaging Group Discussions and Peer Feedback**: Padlet boards serve as collaborative spaces for hosting in-depth group discussions. Learners can initiate and actively contribute to discussions on a wide range of topics, encouraging diverse viewpoints and fostering critical thinking. Additionally, the platform allows learners to provide constructive peer feedback directly on the board, promoting a culture of supportive interaction and collaborative learning. ● **Rich Content Curation**: Learners can harness Padlet's capabilities for curating and presenting content from the web. By integrating multimedia elements such as articles, videos, images, and links, learners create comprehensive and visually appealing collections of resources. This encourages self-directed learning, enabling participants to explore and share valuable materials related to the subject matter. ● **Interactive Mind Mapping**: Padlet's versatile layout lends itself to interactive mind mapping exercises. Learners can collaboratively construct mind maps by organizing concepts, relationships, and subtopics using the platform's notes and visualization features. This visual approach aids in conceptual understanding and assists

	learners in making connections between different elements of a subject. ● **Virtual Poster Presentations**: Padlet serves as an ideal platform for learners to create and showcase virtual poster presentations. Learners can design visually captivating posters using a combination of images, text, and multimedia, effectively communicating complex information in an engaging manner. Peers can then explore and provide feedback on each other's posters, fostering interactive learning and presentation skills. ● **Reflection and Concept Synthesis**: Padlet boards can be utilized for reflection and concept synthesis activities. After a lesson or a series of discussions, learners can summarize key takeaways, insights, and connections they have made. This practice promotes metacognition, reinforcing the learning process and facilitating a deeper understanding of the subject matter. ● **Collaborative Problem Solving**: Padlet encourages collaborative problem-solving activities where learners collectively analyze scenarios, propose solutions, and evaluate different approaches. Learners can collaboratively contribute their insights and strategies to a Padlet board, creating a repository of diverse problem-solving approaches. By incorporating these activities into the learning process, Padlet enhances learner engagement, critical thinking, and collaborative skills. Its versatile features facilitate a variety of interactive and dynamic learning experiences, making it an asset in synchronous electronic learning contexts.
Accessibility and technical specifics	**Type of tool:** - Type of tool: Offers both free and premium plans with accessible pricing options. **Materials needed:** - Cmap is software that needs to be installed on a compatible device, such as a computer. Users will require an internet connection to access online collaboration features. **Accessibility:**

	Cmap offers desktop applications for Windows, macOS, and Linux, ensuring compatibility with various operating systems. Additionally, users can save and share their concept maps in different formats, making them accessible to individuals without the software. Trainers interested in using CMAP can find tutorials and guides on the official website and other online resources to effectively incorporate concept mapping into their teaching strategies.
Links to videos and instructions	*Website tools:* https://cmap.ihmc.us/cmaptools/ *Cmap Youtube Channel | Tutorial Playlists* https://www.youtube.com/watch?v=1t2hma4SlZc&list=PL4kIYsId-iKDycYpI1T77FnfxLgzpRcH8
Images and pictures	 Source : 30/07/2023 https://cmap.ihmc.us/ and https://en.wikipedia.org/wiki/CmapTools

4.3 Padlet

Name of the tool	**Padlet**
Tool category	Online Collaborative Bulletin Board
Description of the tool	Padlet is an educational technology startup company based in San Francisco, California and Singapore. 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". It is an online tool that serves as a virtual bulletin board, allowing users to post and organize digital content, such as text, images, videos, and links, in a visual and interactive format.
Where is the tool used?	Padlet finds application in various educational, professional, and creative contexts. It is used in classrooms, workshops, brainstorming sessions, project management, and knowledge sharing. The tool's adaptability and versatility make it valuable for a wide range of activities.
How to use the tool?	To use Padlet, users create a digital board and add "notes" to it, which can contain text, images, videos, links, and other multimedia elements. These notes can be arranged, resized, and organized based on the user's preferences. Users can collaborate in real-time, adding content and interacting with others' contributions.
Specifics for SEL contexts	In the context of synchronous electronic learning, Padlet's multifaceted capabilities contribute to an enriched and interactive learning experience through the following key features: ● **Real-time Interactive Canvas**: Padlet transforms into a dynamic canvas during live discussions, allowing participants to seamlessly contribute their thoughts and ideas concurrently. Learners engage in a fluid exchange of perspectives, cultivating an environment of instant interaction and collaboration. ● **Continuous Evolution of Conversations**: With Padlet's instant updates, learners can observe the ongoing development of discussions in real-time. This feature nurtures an engaging and evolving dialogue, fostering deeper insights, and encouraging participants to actively contribute throughout the conversation. ● **Facilitates Dynamic Brainstorming**: During collaborative brainstorming sessions, Padlet offers an aesthetically pleasing platform where learners collectively generate, organize, and refine ideas. Visual organization enhances the clarity of concepts and stimulates group creativity, making it a powerful tool for problem-solving and ideation. ● **Visual Representation of Insights**: Padlet's visual format enables learners to illustrate their thoughts through a combination of multimedia elements like text, images, videos, and links. This

	capability not only enhances engagement but also aids in the comprehensive communication of ideas. ● **Flexible Content Arrangement**: Participants can arrange and resize content elements (notes) on Padlet boards, allowing for customized organization. This flexibility accommodates various learning styles and encourages learners to curate and present their contributions effectively. ● **Collaborative Learning Repository**: Padlet boards serve as collaborative repositories, capturing the collective knowledge and perspectives of participants. Learners can revisit these visual records to reflect on discussions, solidify their understanding, and continue to build upon shared insights. ● **Supports Diverse Learning Activities**: Padlet's adaptability lends itself to a range of learning activities, from structured discussions and brainstorming sessions to content curation and peer feedback. Incorporating Padlet into synchronous electronic learning environments empowers learners to actively participate, express their ideas vividly, and collectively shape the learning process. Its intuitive interface and dynamic functionalities contribute to a more engaging and effective learning journey.
Learning activities	**Group Discussions and Peer Feedback**: Padlet boards can be used to host group discussions on various topics, allowing learners to share their perspectives and provide feedback to their peers. **Content Curation**: Learners can curate relevant resources from the web and present them on a Padlet board, creating a collective repository of knowledge.
Accessibility and technical specifics	**Type of tool:** Padlet offers both free and premium plans, accommodating various usage needs. It is not open source. **Materials needed:** Padlet is a web-based tool accessible through modern web browsers. Users require a device with internet access to create and interact with Padlets. **Accessibility:** Padlet provides a user-friendly experience with its intuitive interface. It also offers dedicated mobile apps for iOS and Android devices, enhancing accessibility for users on the go. For trainers, Padlet offers a resource center on its website, including tutorials, tips, and inspiration for effectively integrating the platform into teaching practices.

Links to videos and instructions	*Website tools:* https://padlet.help/l/en *Padlet Youtube Channel | TutorialPlaylists* https://www.youtube.com/padlet *Other useful links:* Padua University Padlet guidelines
Images and pictures	 Source : 30/07/2023 https://it.padlet.com/ and https://en.wikipedia.org/wiki/Padlet

4.4 Coggle

Name of the tool	**Coggle**
Tool category	Online Mind Mapping and Brainstorming Tool
Description of the tool	Coggle is a web-based tool designed for creating visual mind maps and diagrams. It is a freeware mind mapping web application. Coggle produces hierarchically structured documents, like a branching tree: thus, it allows users to visually organize ideas, concepts, and information through interconnected nodes and branches, providing a clear and dynamic representation of relationships. With its intuitive interface and collaborative features, Coggle is ideal for brainstorming, planning, note-taking, and knowledge organization.
Where is the tool used?	Coggle is utilized in various domains: **Education**: Enhancing learning through visual organization of subjects and concepts. **Business Collaboration**: Facilitating brainstorming, project planning, and strategic thinking, enabling teams to collectively structure and share ideas. **Personal Productivity**: Organizing thoughts, to-do lists, and creative ideas.

How to use the tool?	Coggle is online software for creating and sharing mindmaps and flowcharts. It works online in your browser: there's nothing to download or install. The platform is very simple and user-friendly. Users can just follow these steps: **Create a New Diagram**: Begin by creating a new mind map diagram. **Add Nodes**: Add main concepts or ideas as nodes and connect them using branches. **Expand and Connect**: Further expand on nodes by adding subtopics, connecting them to the main concepts. **Customize**: Customize the map's appearance by adding colors, icons, and formatting text. **Collaborate**: Invite collaborators to work together on the same diagram in real-time.
Specifics for SEL contexts	Coggle offers clear benefits in synchronous electronic learning settings through the following points: ● **Real-time Collaborative Mind Mapping**: Learners actively participate in live discussions by collaboratively adding, editing, and refining nodes and branches on shared mind maps in real-time. This synchronous collaboration fosters immediate interaction and group engagement. ● **Conceptual Visualization**: Complex subjects are better understood and retained when learners collectively create and explore visual mind maps during synchronous sessions. This real-time visual representation enhances comprehension by breaking down intricate concepts into easily digestible components. ● **Immediate Knowledge Representation**: During synchronous learning, Coggle provides an immediate graphical representation of the ongoing conversation. This visual feedback helps learners grasp the evolving context and contributes to a more engaging and participatory learning experience.

	• **Flexible Information Organization**: Learners collaboratively structure information hierarchically, creating clear visual hierarchies that highlight key concepts and their interconnections. This approach simplifies complex subjects, making them more accessible and manageable. Incorporating Coggle into synchronous electronic learning enriches engagement and comprehension by enabling learners to collaboratively construct and visualize concepts, promoting active participation and deeper understanding.
Learning activities	In the realm of synchronous electronic learning, Coggle opens the door to a range of dynamic and engaging learning activities. Let's explore some of the educational endeavours that benefit from Coggle's interactive capabilities: **Collaborative Brainstorming and Idea Generation**: Coggle serves as a virtual canvas where learners converge in real time to brainstorm and cultivate innovative ideas. Participants can contribute their thoughts, building upon each other's suggestions to foster a collaborative exchange of creativity. **Visual Summarization of Lecture Content**: Lectures and discussions can be transformed into visually compelling summaries using Coggle. Learners collaboratively distil complex information into succinct and organized mind maps, condensing key concepts and facilitating better understanding. **Group Project Planning and Coordination**: Coggle becomes a hub for effective group project collaboration. Learners collaboratively chart out project timelines, delegate tasks, and visualize project components, ensuring a comprehensive and organized approach to teamwork. **Interactive Concept Exploration during Virtual Classes**: As concepts are explored during virtual classes, Coggle provides an interactive platform for learners to map out their understanding. Real-time visual

	representation enables learners to grasp intricate relationships, making abstract ideas more tangible. These learning activities harness Coggle's real-time collaborative capabilities to stimulate active participation, critical thinking, and dynamic engagement within SEL environments. Whether it's ideation, content summarization, project management, or concept exploration, Coggle seamlessly empowers learners to co-create and visualize knowledge, enhancing the overall educational experience.
Accessibility and technical specifics	**Type of tool:** Coggle offers both free and premium plans with varying features. Coggle also offers a mobile app for iOS devices, enabling on-the-go access and collaboration. **Materials needed:** It is accessible through standard web browsers, requiring only an internet-connected device. **Accessibility:** Coggle's user interface is designed for ease of use, accommodating various user needs and levels of experience. Responsive design for various devices, aiding accessibility. **Trainer Resources:** Coggle provides tutorials and guides for trainers to effectively integrate the tool into teaching methodologies.
Links to videos and instructions	*Website help* *https://coggle.help/* *Coggle Youtube Channel | Tutorial Playlists*
Images and pictures	

	Source : 30/07/2023 https://coggle.it/ and https://en.wikipedia.org/wiki/Coggle

4.5 Creately

Name of the tool	**Creately**
Tool category	Online Diagramming and Collaboration Tool
Description of the tool	Creately is a web-based platform that allows users to create, collaborate on, and share various types of diagrams, flowcharts, mind maps, and wireframes. Its intuitive interface and real-time collaboration capabilities make it a versatile tool for visualizing ideas, processes, and concepts. Creately is a SaaS tool designed by Cinergix and has two versions: an online cloud edition and a downloadable offline edition for desktop which is compatible with Windows, Mac and Linux.
Where is the tool used?	Creately finds applications in various sectors: **Education**: Facilitating interactive learning through visual representations of concepts and processes. **Business**: Supporting project planning, process mapping, and team collaboration. It provides Data-linked visual apps to streamline efforts and processes. **Design and Project Management**: Creating wireframes, prototypes, and mockups for various design projects, like Product Design, Software Design, IT, HR, Marketing, Sales.
How to use the tool?	Utilizing Creately involves the following steps: **Select a Diagram Type**: Choose from a variety of diagram templates, based on the purpose of your diagram. **Add Shapes and Elements**: Drag and drop shapes, text, and other elements onto the canvas.

	Connect and Arrange: Establish connections between elements and arrange them logically. **Customize Appearance**: You can modify colors, fonts, and styles of the templates at disposal to enhance the visual impact. **Collaborate**: Invite others to collaborate in real-time on the same diagram.
Specifics for SEL contexts	Creately is particularly advantageous in SEL contexts by: **Real-time Collaborative Visualization**: Learners collaboratively develop and modify diagrams during live sessions, enhancing engagement and understanding. **Interactive Concept Exploration**: Real-time exploration of visual representations fosters deeper comprehension of complex topics.
Learning activities	**Boost online student involvement:** Utilizing Mind Maps to Promote Brainstorming Engage learners in effective brainstorming about topics and classes and assist them in expanding their knowledge by working with others. **Concept maps can help users comprehend new concepts better:** Make connections between what people already know about a subject and your newly acquired knowledge. **Using graphic organizers, students' learning can be improved:** Use engaging, interactive graphic organizers to make learning more fascinating and captivating. **Making Use of Lesson Plans to Create Successful Learning Experiences:** Create engaging learning activities and devise teaching techniques to keep your students' attention during lessons.

Accessibility and technical specifics	**Type of Tool:** Creately offers both free and paid plans, catering to different user needs. **Material Needed:** Accessible through web browsers, requiring an internet-connected device. **Accessibility Features:** Responsive design for various devices, ensuring ease of use. **Trainer Resources:** Creately provides comprehensive tutorials and guides for trainers to effectively integrate the platform into teaching strategies.
Links to videos and instructions	*Website help center:* *https://support.creately.com/hc/en-us* *Cmap Youtube Channel | Tutorial Playlists* https://www.youtube.com/@CreatelyApp/playlists
Images and pictures	Source: 30/07/2023 https://creately.com/ and https://en.wikipedia.org/wiki/Creately

4.6 Mindomo

Name of the tool	**Mindomo**
Tool category	Online Mind Mapping and Concept Mapping Software

Description of the tool	Mindomo is a versatile freemium collaborative mind mapping, concept mapping and outlining tool developed by Expert Software Applications. It can be used to develop ideas and interactively brainstorm, with features including sharing, collaboration, task management, presentation and interactive web publication. Mindomo is a web-based platform that offers a user-friendly interface and various features to enhance idea organization, creativity, and collaboration.
Where is the tool used?	**Education**: Enabling interactive learning through visual representations of concepts and knowledge. **Business**: Supporting project management, strategic planning, and ideation sessions. **Personal Productivity**: Organizing thoughts, setting goals, and structuring ideas.
How to use the tool?	The process of creating a mind map can be broken down into the following steps: **Initiate with a Central Idea:** Whether opting for one of the numerous available mind mapping templates or starting with a blank canvas, the initial step involves introducing the central idea or concept you intend to explore. This central point forms the basis of the mind map and is placed at its core. **Expand with Branches:** Extend and elaborate on the main idea by incorporating additional topics. These branches symbolize primary categories or themes linked to the subject matter. Utilize keywords and concise phrases. Position, customize font, colors, and shapes as preferred, and enrich it with multimedia elements like images, videos, and icons, fostering creativity. **Introduce Subtopics:** Further expand by adding sub-topics (sub-branches) to each main branch. Subtopics represent specific details, categories, or notions related to the main themes. This hierarchical structure aids in organizing ideas and recognizing connections among various concepts. One of the advantages of using mind mapping software is its capacity to accommodate numerous ideas within a single diagram. **Establish Idea Connections:** Draw links between topics and subtopics to depict relationships. This visual representation of connections showcases the interrelation of ideas, enabling the identification of patterns, similarities, or dependencies.

	Incorporate summaries or boundaries to offer concise overviews and structure to the mind map. **Enhance the Mind Map:** Elevate the value of the mind map by adding attachments, audio recordings, videos, images, notes, or comments. Collaborate with others by sharing your diagram, enabling simultaneous editing. Collaborative mind mapping is a potent method of sharing creativity, harnessing collective insights. **Craft Presentations:** Capitalize on the structured and visually appealing format of a mind map to transform ideas into captivating slides that effectively convey your message. Utilize the full-screen presentation mode to seamlessly convert the mind map into a slideshow presentation. **Reorganize Effortlessly:** Utilize the drag and drop functionality to effortlessly rearrange the mind map from any device. Mindomo surpasses the role of a standard mind map maker. Besides reorganization, you can instantly alter the diagram structure. From mind maps to bubble maps, you can create org charts, timelines, network diagrams, outlines, or even Gantt charts with a single click.
Specifics for SEL contexts	Mindomo's advantages become particularly pronounced in SEL environments due to the following reasons: **Live Collaborative Mind Mappin**g: Learners actively engage in dynamic, real-time mind mapping sessions, enabling them to collaboratively contribute to the creation and organization of ideas during virtual discussions. This synchronous collaboration fosters immediate interaction, allowing learners to cohesively visualize and build upon each other's contributions. **Promotion of Active Learning**: Mindomo's visual nature ignites active participation and enhances the synthesis of intricate information. The interactive aspect of mind mapping draws learners into the learning process, making abstract concepts more tangible and fostering deeper comprehension. Real-time engagement with the mind map promotes discussion, critical thinking, and the exploration of multifaceted relationships between concepts. Mindomo empowers learners to construct and comprehend knowledge in an interactive and dynamic manner.
Learning activities	**Collaborative Concept Mapping and Brainstorming**:

	Engage learners in collaborative sessions where they collectively create concept maps and mind maps. Participants contribute ideas, concepts, and connections in real-time, fostering brainstorming sessions that capture diverse perspectives and encourage creative thinking. **Interactive Lecture Content Summarization**: After a lecture or presentation, learners can use Mindomo to create visual summaries of the key points and concepts covered. This aids in consolidating information and offers an engaging way to revisit and reinforce learning materials. **Group Project Planning and Coordination**: Mindomo serves as a platform for learners to collaboratively plan and manage group projects. Teams can outline tasks, responsibilities, and timelines using visual diagrams, ensuring effective coordination and a shared understanding of project goals. **Visualizing Processes, Systems, and Hierarchies**: Complex processes, systems, and hierarchies can be visually presented and understood through Mindomo. Learners can map out intricate relationships and structures, promoting deeper comprehension and clearer communication of multifaceted topics. By incorporating these learning activities into the educational process, Mindomo enhances engagement, critical thinking, and collaborative skills among learners. Its versatile features and interactive nature make it a powerful tool for various educational contexts, contributing to more effective and engaging learning experiences.
Accessibility and technical specifics	**Type of Tool:** Mindomo caters to a range of user needs with its availability in both free and premium plans. This accommodates different levels of usage and access to advanced features. **Material Needed:** Mindomo is conveniently accessible through standard web browsers, without the need for any additional software installation. Users require an internet-connected device to create and collaborate on mind maps. **Accessibility Features:** The platform is designed with a responsive layout, ensuring optimal usability across a variety of devices, including desktops, laptops, tablets, and smartphones. This adaptability enhances user experience and accessibility. **Trainer Resources:**

	Mindomo acknowledges the significance of effective tool integration in educational settings. It provides trainers with tutorials, guides, and resources to facilitate seamless incorporation of the tool into their teaching strategies. This support empowers trainers to leverage Mindomo's capabilities to enhance learning outcomes.
Links to videos and instructions	Website resourses: https://www.mindomo.com/edu/features.htm https://help.mindomo.com/videos/ Mindomo Youtube Channel | Tutorial Playlists https://www.youtube.com/@mindomo/playlists
Images and pictures	 Source: 30/07/2023 https://www.mindomo.com/ and https://en.wikipedia.org/wiki/Mindomo

4.7 Lucidchart

Name of the tool	**Lucidchart**
Tool category	Online Diagramming and Visual Communication Tool
Description of the tool	Lucid is a company that specializes in creating various visual communication and collaboration tools to assist individuals and teams in expressing their ideas, enhancing productivity, and facilitating better understanding. The company offers several products under its suite, including Lucidchart, Lucidspark, and Lucidscale. We will focus on Lucidchart, that is a versatile diagramming and visualization tool. It enables users to create a wide range of diagrams, charts, flowcharts, mind maps, wireframes, and more. The tool is cloud-

	based, which means users can access their diagrams from any device with an internet connection.
Where is the tool used?	Lucidchart finds applications in various sectors: **Education**: Facilitating visual learning, collaborative assignments, and concept mapping. **Business**: Supporting project management, process documentation, and communication of complex ideas. It offers solutions for Remote Teams, Engineering, IT, Operations, Product and Sales. **Design**: Creating interactive wireframes, user flows, and prototypes.
How to use the tool?	Lucidchart's user-friendly interface and collaborative features provide a dynamic canvas for turning abstract thoughts into tangible visualizations. Here's a step-by-step guide on how to make the most of this powerful diagramming tool: **Choose a Template or Start Blank**: Begin by selecting a template from the extensive library or start with a blank canvas. **Add Shapes and Elements**: Drag and drop shapes, icons, lines, and text onto the canvas to create your diagram. **Connect and Arrange**: Create connections between elements by using arrows and lines. Arrange and align elements for clarity. **Customize Appearance**: Customize colors, fonts, and styles to match your branding or preference. **Collaborate**: Share your diagram with collaborators, allowing them to view, edit, and provide comments in real-time. This collaborative approach fosters collective input and helps refine your diagram.
Specifics for SEL contexts	In the realm of synchronous electronic learning, Lucidchart offers an array of advantages that facilitate interactive and dynamic learning experiences:

	Structured Collaboration: Provide learners with clear guidelines on how to contribute to diagrams. Assign specific roles or sections to ensure organized participation. **Real-time Feedback**: Encourage trainers to provide real-time feedback as learners contribute to the diagram. This keeps the engagement high and promotes an ongoing dialogue. **Visual Summaries**: After a discussion, use Lucidchart to create a visual summary of the key takeaways. Share this summary with learners to reinforce their understanding. **Comparative Analysis**: Engage learners by creating comparative diagrams that juxtapose different theories, concepts, or approaches. Discuss the differences and similarities in real-time.
Learning activities	Lucidchart offers a range of benefits tailored to synchronous electronic learning: **Real-time Collaborative Diagram Creation**: Learners actively engage in building, editing, and discussing diagrams during virtual sessions. Promotes teamwork and shared understanding through dynamic editing and interactive discussions. **Visual Representation of Concepts**: Transforms abstract ideas into clear visual representations. Enhances comprehension of complex subjects and fosters interactive learning. **Interactive Quizzes and Exercises**: Creates engaging quizzes and exercises with immediate feedback.

	Encourages active participation and reinforces learning outcomes (to learn more see this example). **Collaborative Problem Solving:** Maps out scenarios and solutions collaboratively. Facilitates structured problem-solving and group decision-making. **Dynamic Note-taking and Summarization**: Enables dynamic note-taking during synchronous lectures. Enhances retention through visual summaries and personalized annotations.
Accessibility and technical specifics	**Type of Tool:** Lucidchart provides a flexible pricing model, offering both free and paid plans for individuals, teams and enterprises. Paid plans cater to different user requirements, unlocking additional features and capabilities. **Material Needed:** Lucidchart is accessible through standard web browsers, eliminating the need for specific software installation. Users only need an internet-connected device to access and utilize the platform. **Accessibility Features:** Lucidchart boasts a responsive design, adapting seamlessly to diverse devices such as laptops, tablets, and smartphones. Learners can comfortably engage with Lucidchart's interface regardless of their chosen device

Links to videos and instructions	*Website learnin campus:* *https://lucid.co/learning-campus/lucidchart* *Cmap Youtube Channel | Tutorial Playlists* https://www.youtube.com/@lucid_software/playlists
Images and pictures	 Source : 21/08/2023 https://cmap.ihmc.us/

Chapter 5: ONLINE EVALUATIONS OR TRAINING NEEDS ANALYSIS

Context

Within this chapter, we will explore a selection of versatile platforms that facilitate effective assessment and analysis of training requirements.

Online evaluations bring both benefits and challenges.

Structure of the chapter

The project partners detected the platforms in use in several countries and contexts where Synchronous Electronic Learning is provided for online evaluations or training needs analysis.

These challenges include technical complexities like connectivity disruptions, potential participant disengagement, risks of academic dishonesty, privacy and security, digital literacy disparities, potential bias, and subjective interpretation.

Training Needs Analysis (TNA) is the systematic process of identifying gaps between desired and actual skills, knowledge, and competencies. Performing TNA remotely can encounter similar difficulties and we can also affirm that online platforms might lack the interactive nature of face-to-face interactions, potentially affecting the depth and quality of information collected during the analysis.

However, overcoming these obstacles is possible, and equipping participants and administrators with a proficient understanding of platform functions to ensure a seamless evaluation process is essential.

The platforms detected are the following:

- Microsoft Forms
- Google Forms
- Google Sheets
- Netigate
- EdApp

The description of the single platforms includes:

- Name of the tool
- Tool category
- Description of the tool
- Where is the tool used?
- How to use the tool?
- Specifics for SEL contexts
- Learning activities
- Accessibility and technical specifics
- Links to videos and instructions
- Images and pictures

5.1 Microsoft Forms

Name of the tool	**Microsoft Forms**
Tool category	Online Survey and Form Builder
Description of the tool	Microsoft Forms is an online survey and form builder tool that allows users to create surveys, quizzes, polls, and questionnaires. It provides various question types, customization options, and real-time response tracking.
Where is the tool used?	Microsoft Forms is widely used in educational institutions, businesses, and organizations for conducting surveys, assessments, feedback collection, and event registrations.
How to use the tool?	To use Microsoft Forms, you can: 1. Create Form: Choose from a variety of question types and add questions to your form. 2. Customize: Personalize the form by adding images, themes, and other design elements. 3. Distribute: Share the form via email, link, or embed it in a webpage. 4. Collect Responses: Gather responses from participants as they submit their answers. 5. Analyze Results: View and analyze the collected data with built-in charts and graphs.
Specifics for SEL contexts	Microsoft Forms can be utilized in synchronous electronic learning contexts for conducting quizzes, assessments, and gathering feedback from participants in real-time during virtual sessions. This enables trainers to gauge learners' comprehension, identify knowledge gaps, and obtain immediate feedback on the effectiveness of instructional content. Furthermore, the tool's interactive nature empowers trainers to tailor learning experiences by swiftly adapting content based on the insights gained, thus fostering a more engaged and responsive virtual learning environment.
Learning activities	**Formative Quizzes**: Employ quizzes to evaluate participants' comprehension and grasp of the material covered. **Engaging Polls**: Utilize polls to swiftly collect opinions, preferences, and perspectives from learners.

	Insightful Surveys: Conduct surveys to acquire valuable feedback, suggestions, and deeper insights from participants. **Self-Assessment Tools**: Integrate self-assessment mechanisms to encourage self-guided learning and personal progress tracking.
Accessibility and technical specifics	**Type of Tool:** Microsoft Teams is an integral part of the Microsoft 365 suite, Microsoft Forms aligns seamlessly with other Microsoft productivity tools. **Material Needed:** To utilize Microsoft Forms, participants need a device with internet access and a valid Microsoft 365 account. **Accessibility:** The platform's responsive design ensures seamless user experience across devices such as laptops, tablets, and smartphones. This adaptability enhances accessibility for trainers and participants, fostering engagement regardless of the chosen device. Microsoft Forms' compatibility with various devices underlines its commitment to user accessibility.
Links to videos and instructions	*Microsoft Help & Learning* https://support.microsoft.com/en-us/forms Introduction to Microsoft Forms https://support.microsoft.com/en-us/office/introduction-to-microsoft-forms-bb1dd261-260f-49aa-9af0-d3dddcea6d69 365 Training Portal: Independently Curated Microsoft 365 Assets https://365trainingportal.com/forms/
Images and pictures	 Source: 28/08/2023 https://support.microsoft.com/en-us/forms

5.2 Google Forms

Name of the tool	**Google Forms**
Tool category	Online Survey and Assessment Tool
Description of the tool	Google Forms is an online survey and assessment tool developed by Google. It allows users to create customizable forms, surveys, questionnaires, and quizzes.
Where is the tool used?	Google Forms is widely used in educational settings, businesses, and organizations for collecting data, conducting surveys, and administering quizzes and assessments.
How to use the tool?	The tool offers a variety of question types, such as multiple-choice, short answer, and more, enabling trainers to gather information, feedback, and assess participants' understanding. It is very simple to use Google Forms: 1. Access Google Forms through your Google account. (Depending on your learning setting, you can sign into Classroom with School account, Personal Google Account or Google Workspace account). 2. Choose a template or start with a blank form. 3. Add different types of questions and customize options. 4. Share the form with participants via a link, email, or embedded on a website. 5. Collect and analyze responses in real-time using Google Sheets integration.
Specifics for SEL contexts	Google Forms can be effectively employed in SEL due to its real-time data collection and analysis capabilities. Trainers can quickly create quizzes, polls, and assessments to gauge learners' understanding during live sessions. Additionally, collaborative forms can be used to facilitate group discussions and gather collective insights in real-time.
Learning activities	o **Instant Quizzes and Knowledge Checks:** Trainers can administer short quizzes or knowledge checks using Google Forms to assess learners' grasp of the presented material in real time. o **Live Polling and Surveys:** Polls and surveys can be created to gather participants' opinions, preferences, or feedback on specific topics being discussed. o **Reflection and Discussion Prompts:**

	Open-ended questions in Google Forms can serve as prompts for participants to reflect on the session's content or engage in group discussions. o **Pre-assessment and Post-assessment Activities:** Comparing pre-assessment and post-assessment data provides insights into the session's impact and helps trainers tailor their approach for better outcomes. o **Feedback Collection for Continuous Improvement:** Trainers can create feedback forms that gather learners' opinions, suggestions, and comments on the session's content, delivery, and structure. This input aids in refining future sessions and ensuring a more learner-centric approach. o **Data Collection and Analysis Projects:** In more advanced scenarios, trainers can guide learners in creating their own Google Forms for data collection and analysis projects. This hands-on approach helps learners develop research skills, learn about data integrity, and experience real-world applications of the tool**.**
Accessibility and technical specifics	**Type of Tool:** Google Forms falls under the category of cloud-based survey and assessment tools. It is available as a part of Google Workspace (formerly G Suite), which offers both free and premium plans with varying levels of features and storage. **Material Needed:** Using Google Forms requires an internet-connected device such as a computer, laptop, tablet, or smartphone. No specific software installation is required since Google Forms is a web-based application that operates within a web browser. **Accessibility:** Google Forms is designed to be accessible across a wide range of devices and browsers. Users need a Google account to access the tool and create forms. It ensures compatibility with different screen sizes and devices, making it suitable for participants using desktop computers, laptops, tablets, or smartphones. There are dedicated Google Forms apps available for both iOS and Android devices, offering a streamlined experience for form respondents.
Links to videos and instructions	*Support Google: How to use Google Forms* https://support.google.com/docs/answer/6281888 *Google Forms training and help*

	https://support.google.com/a/users/answer/9991170
Images and pictures	 Source: 25/08/2023 https://www.google.com/forms/about/

5.3 Google Sheets

Name of the tool	**Google Sheets**
Tool category	Spreadsheet Software
Description of the tool	Google Sheets is a web-based spreadsheet application offered within the Google Workspace suite. It enables users to create, edit, and collaborate on spreadsheets in real time. Similar to traditional spreadsheet software, Google Sheets offers various functionalities, including data organization, calculations, chart creation, and data visualization.
Where is the tool used?	Google Sheets is used in diverse contexts, ranging from personal data management to professional collaboration. It is widely employed in business settings for financial analysis, project management, data tracking, and reporting. In educational environments, it supports tasks such as grade tracking, data collection, and collaborative assignments.
How to use the tool?	1. Accessing Google Sheets: Open Google Sheets in a web browser and sign in with your Google account. (Depending on your learning setting, you can sign into Classroom with School account, Personal Google Account or Google Workspace account). 2. Creating a New Spreadsheet: Click on the "+ Blank" option to start a new spreadsheet. 3. Entering Data: Enter your data into cells, organize it in rows and columns, and apply formatting if needed. 4. Data Analysis and Visualization: Use functions, formulas, and charts to analyse and visualize your data.

	5. Collaboration: Share your spreadsheet with collaborators by clicking the "Share" button. Invite collaborators via email and set their permissions. 6. Real-time Editing: Collaborators can edit the spreadsheet simultaneously in real time. 7. Data Collection: You can create forms linked to Google Sheets to collect data from participants.
Specifics for SEL contexts	Incorporating Google Sheets into synchronous electronic learning for assessment and TNA purposes empowers trainers to efficiently gather data, assess learners' progress, and tailor training experiences based on participants' needs. The platform's dynamic features facilitate: - **Real-time Data Collection and Analysis**: Google Sheets enables trainers to create assessment forms, quizzes, and surveys that can be shared with participants in real time. Trainers can instantly collect responses and analyze data during live sessions, providing immediate feedback and insights into learners' understanding. - **Dynamic Assessment Design**: Trainers can design dynamic and interactive assessments using various question types, such as multiple choice, short answer, and rating scales. Google Sheets' versatile functionalities allow for the creation of customized assessments tailored to different learning objectives. - **Collaborative Analysis**: Google Sheets' collaborative features enable trainers and participants to work together in real time on TNA tasks. For instance, participants can collectively input data related to their skill sets and training needs, fostering a collaborative approach to needs analysis. - **Visual Representation**: Google Sheets supports the creation of charts, graphs, and visual summaries based on assessment results and TNA data. This visual representation enhances trainers' ability to communicate findings effectively and helps participants understand their performance and training needs. - **Instant Feedback and Progress Tracking**: Trainers can instantly provide feedback on assessments, allowing participants to gauge their performance and identify areas for improvement. Additionally, participants can track their progress over time, enabling them to make informed decisions about their training journey. - **Data-Driven Decision-Making**: The data collected through assessments and TNA in Google Sheets can inform trainers' decisions on modifying training content, methods, or approaches. This data-driven approach enhances the effectiveness of training programs and ensures alignment with learners' needs. - **Customized Reporting**: Google Sheets' reporting capabilities allow trainers to generate customized reports summarizing assessment results and TNA insights. These reports can be shared with participants or other stakeholders to showcase the outcomes of training programs.

	- **Remote Accessibility**: Google Sheets' cloud-based nature enables both trainers and participants to access assessment forms, TNA documents, and analysis from any location with internet connectivity. This remote accessibility supports the seamless integration of assessments and TNA into synchronous electronic learning environments.
Learning activities	Here some inputs to enhance Learning Through Google Sheets: **Data Analysis Challenges**: Trainers can engage participants by presenting real-world data scenarios and guiding them through the process of analyzing the data using Google Sheets. This hands-on approach allows learners to develop practical data analysis skills while experiencing the platform's functionalities in a meaningful context. **Interactive Formula Practice**: Participants can actively enhance their formula calculation skills through guided exercises provided by trainers. By working on these exercises, learners gain a deeper understanding of how to use formulas effectively within Google Sheets, preparing them for real-world applications. **Collaborative Problem Solving**: Collaborative spreadsheets within Google Sheets can serve as virtual spaces for group problem-solving exercises. Trainers can assign tasks that require participants to collectively work on complex challenges, encouraging teamwork, critical thinking, and data-driven decision-making. **Scenario-Based Simulations**: Trainers can create scenario-based simulations using Google Sheets, where participants interact with dynamic spreadsheets to solve simulated real-world problems. This approach allows learners to bridge theoretical knowledge with practical skills in a controlled and engaging environment. **Data Visualization Practice**: Participants can practice data visualization skills by converting raw data into meaningful charts, graphs, and visual representations. Trainers can provide datasets and guide learners through the process of creating compelling visualizations using Google Sheets' built-in tools. **Customized Learning Journeys**: Trainers can tailor learning activities to match participants' skill levels and learning objectives. Whether it's basic formula practice, advanced data analysis, or collaborative decision-making, Google Sheets' flexibility accommodates a wide range of learning activities. **Self-Assessment Exercises**: Participants can engage in self-assessment activities by using Google Sheets to track their progress and performance over time. Trainers can guide learners on creating personal learning logs, enabling them to reflect on their growth and identify areas for improvement.
Accessibility and technical specifics	**Type of Tool:**

	Google Sheets is a cloud-based tool and is part of the Google Workspace suite. It is available as both a free and premium service. **Material Needed:** Google Sheets can be accessed through web browsers on various devices, including computers, laptops, tablets, and smartphones. An internet connection is required. **Accessibility:** Google Sheets is designed to be accessible across different devices and screen sizes. It also offers dedicated apps for both iOS and Android devices, enhancing accessibility for participants using mobile devices. There are dedicated Google Sheets apps available for both iOS and Android devices, offering a streamlined experience for form respondents.
Links to videos and instructions	*Google Sheets training and help* *https://support.google.com/a/users/answer/9282959*
Images and pictures	 Source: 25/08/2023 https://www.google.com/sheets/about/

5.4 Netigate

Name of the tool	NETIGATE
Tool category	Online Survey and Feedback Platform
Description of the tool	Netigate is a versatile online survey and feedback platform designed to gather valuable insights from various stakeholders. Netigate was founded in 2005 by four friends over coffee in Stockholm. The consulting firm became a software company overnight when a client asked the four founders to develop software that would allow them to collect feedback from their workforce and clients. Today it offers a wide range of survey creation and distribution tools, advanced analytics, and reporting features. With its user-friendly interface, Netigate empowers trainers to conduct efficient training needs analyses and assessments.
Where is the tool used?	Netigate is used by businesses, educational institutions, nonprofits, and government agencies to collect feedback, assess training needs, measure employee engagement, and gather customer opinions.

	It offers solutions for different industries and sectors, as Human Resources and Marketing, but not explicitly for Education.
How to use the tool?	With Netigate users can do surveys, and in particular, trainers can realize TNA to identify areas for improvement and make data-driven decisions for training enhancement following these easy steps: **Survey Creation**: Choose from a range of survey templates or create a customized survey using Netigate's intuitive interface. **Question Design**: Add different question types such as multiple-choice, open-ended, Likert scale, and more to collect specific feedback. **Distribution**: Share the survey link via email, social media, or embedding it on websites. **Data Collection**: Gather responses in real-time and monitor survey progress through the dashboard. **Analytics and Reporting**: Utilize advanced analytics tools to generate insights from collected data. Visualize results through charts and graphs.
Specifics for SEL contexts	Netigate offers trainers a robust platform that, despite not being explicitly designed for education, brings several significant values to the table when used creatively in training contexts: ● **Customizable Assessments**: Trainers can craft tailored surveys and assessments to precisely measure participants' understanding, engagement, and skill progression, allowing for informed decision-making and content refinement. ● **Real-time Insights**: The platform's real-time data collection and reporting capabilities provide trainers with immediate feedback, enabling quick adjustments and enhancements to training strategies. ● **Adaptability**: Netigate's flexibility allows trainers to design surveys that match their unique training objectives, whether it's assessing knowledge, understanding challenges, or collecting feedback. ● **Participant-Centered Approach**: Gathering feedback and insights empowers trainers to tailor their training content and delivery methods to participants' specific needs, enhancing the overall learning experience. ● **Professionalism and Precision**: Netigate's well-designed surveys and assessment tools lend an air of professionalism to training activities, reinforcing the importance of the learning experience.
Learning activities	Netigate's functionalities support the following learning activities: o **Pre-assessment Surveys**: Gauge participants' prior knowledge and expectations before a training session. o **Post-training Evaluations**: Collect feedback to measure the effectiveness of training programs.

	o **Training Needs Analysis**: Gather insights to tailor future training content based on learners' preferences and requirements.
Accessibility and technical specifics	**Type of tool:** Netigate operates as a premium online survey and feedback platform, designed primarily for businesses and organizations. **Materials needed:** Accessible through standard web browsers, Netigate requires an internet-connected device for both trainers and participants to utilize its features. **Accessibility:** While not explicitly designed for education, Netigate's user-friendly interface ensures accessibility for trainers and participants alike, requiring no specialized technical knowledge.
Links to videos and instructions	*Netigate Academy* https://www.netigate.net/de/schulungen-2/ Video Tutorials https://www.netigate.net/de/all-video-tutorials-de/ Netigate Youtube Channel https://www.youtube.com/@netigate4341/playlists
Images and pictures	 Source: 25/08/2023 https://www.netigate.net/

5.5 EdApp

Name of the tool	**EdApp**
Tool category	Mobile Learning Management System
Description of the tool	EdApp is a mobile learning platform designed to provide engaging and effective microlearning experiences to users. It combines the functionalities of a Learning Management System (LMS) and an integrated authoring tool. EdApp offers features such as gamification, microlearning modules, and real-time analytics to enhance learner engagement, knowledge retention, and training effectiveness. It focuses on delivering interactive and bite-sized learning content directly to users' devices, promoting convenient and efficient learning experiences
Where is the tool used?	EdApp is used in a variety of contexts, including corporate training, employee onboarding, compliance training, and educational institutions. Its mobile-focused approach makes it suitable for remote and on-the-go learning scenarios, making it an effective tool for trainers in synchronous electronic learning environments.
How to use the tool?	EdApp is an LMS (Learning Management System) where you can upload, store, and create online courses for learners to access on PCs, laptops, tablets, or smartphones, in a browser, or via a mobile app. EdApp is supported on Android devices, and it works on web browsers such as Chrome, Firefox, Edge and Safari on desktop. The steps of the training journey are: - Onboard new team members - Take them through digital training - Assess their knowledge on the job - Track their performance - Certify your team
Specifics for SEL contexts	Here's how to leverage EdApp features in SEL: **Assessment Creation**: Trainers can easily create quizzes and assessments tailored to the learning objectives. Utilize various question types, including multiple choice, true/false, and short answer, to evaluate learners' comprehension. **Real-time Quizzing**: During live sessions, deploy quizzes in real-time to assess learners' understanding instantly. This provides a dynamic way to gauge knowledge retention and address questions or misconceptions promptly. **Performance Tracking**: Utilize EdApp's analytics to monitor learners' quiz scores and performance. Identify trends and patterns to assess the effectiveness of training materials and identify areas for improvement.

	Individual Progress Analysis: Analyze individual learners' assessment results to understand their strengths and weaknesses. This insight guides personalized learning paths to address specific training needs. **Adaptive Learning**: Based on assessment outcomes, customize the learning journey for each participant. Assign supplementary materials or targeted modules to bridge knowledge gaps and improve overall proficiency. **Data-Driven Insights**: EdApp's analytics provide trainers with actionable insights into learners' engagement, completion rates, and performance. Use this data to refine training strategies and tailor content for optimal impact. **Training Needs Identification**: By evaluating assessment results across the learner group, trainers can identify common areas of struggle or misunderstanding. This informs decisions on broader training needs and content adjustments.
Learning activities	Here are some concrete learning activities that can facilitate using EdApp for assessment and training needs analysis in SEL context and create an effective and dynamic learning experience that drives understanding and retention. o **Interactive Case Studies**: Design interactive case studies using multimedia elements such as images, videos, and text. After analyzing the case, learners can answer questions or discuss their findings in a synchronous session. o **Peer Review Exercises**: Assign learners to review each other's responses to certain assessment questions. This encourages critical thinking and peer learning, fostering a collaborative learning environment. o **Discussion Quizzes**: Create quizzes that are meant to spark discussion rather than provide right or wrong answers. Encourage learners to explain their choices during synchronous sessions, promoting deeper understanding. o **Progressive Quizzes**: Design quizzes that progressively increase in difficulty. This approach challenges learners' knowledge and adapts to their skill level, ensuring engagement and steady improvement. o **Interactive Video Assessments**: Embed videos in assessments and pose questions based on the video content. This combines visual learning with assessment, catering to different learning styles. o **Group Problem-Solving Challenges**: Assign group assessments that require collaborative problem-solving. Learners work together during synchronous sessions to analyze complex scenarios and propose solutions.

Accessibility and technical specifics	**Type of tool:** EdApp offers both free and premium plans, The platform's free version provides essential features, while the premium plans offer more advanced functionalities and customization options. **Materials needed:** To use EdApp, you'll need a device (computer, tablet, smartphone) with internet access, a compatible web browser (Chrome, Firefox, Safari, Edge), content materials (text, images, videos, quizzes), an EdApp account for access, and optionally, a microphone and webcam for interactive elements. **Accessibility:** EdApp is available via web browser and Android devices. Since accessibility is the key to creating training that's inclusive to all types of learners, EdApp has advanced options such as: - Increase Text Size for increased visibility, - Adjust Text Colour to Ensure Good Contrast, - Use Narration, when possible, - Adjust or disable the timer on gamified slides, - Use labels or instructions where user input is required.
Links to videos and instructions	*YouTube channel about EdApp features and working system:* https://www.youtube.com/@EdAppMicrolearning/videos Edapp Helping Center https://support.edapp.com/
Images and pictures	 Source: 25/08/2023 from https://www.edapp.com

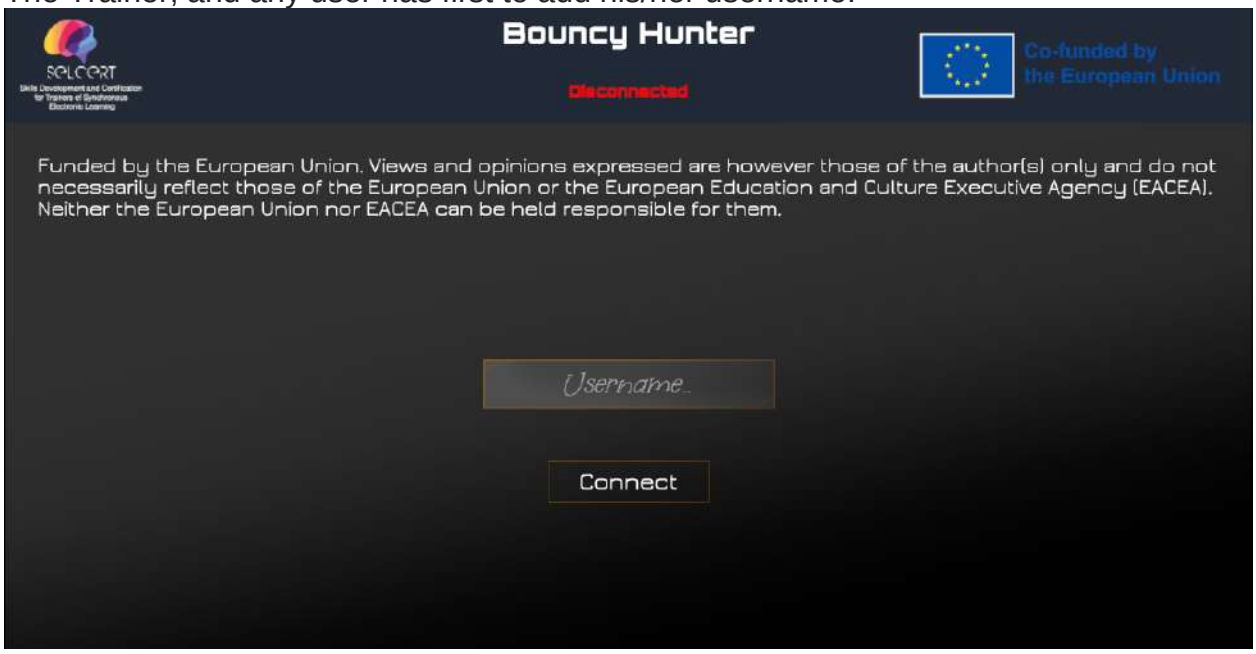
Annex 1 – Icebreaker and energizers developed by SELCERT consortium

INSTRUCTIONS

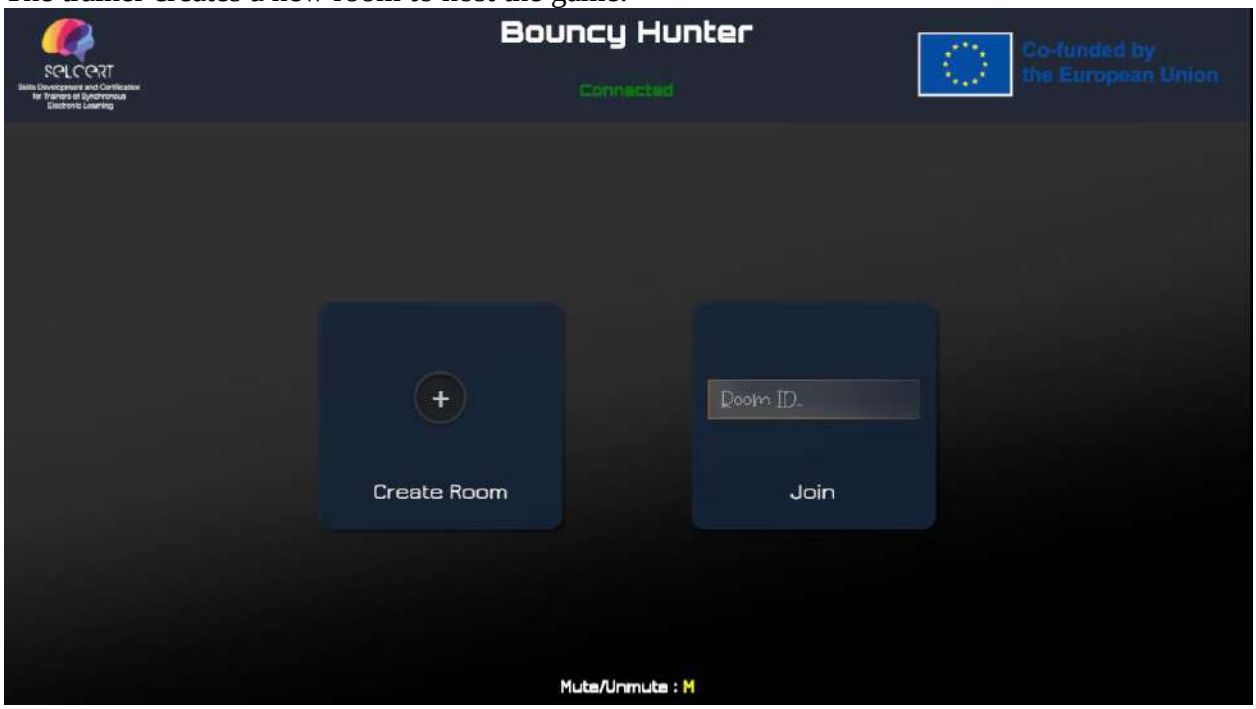
1st Icebreaking game

Link:
https://selcert.omegatech.gr/bouncyhunter/index.html

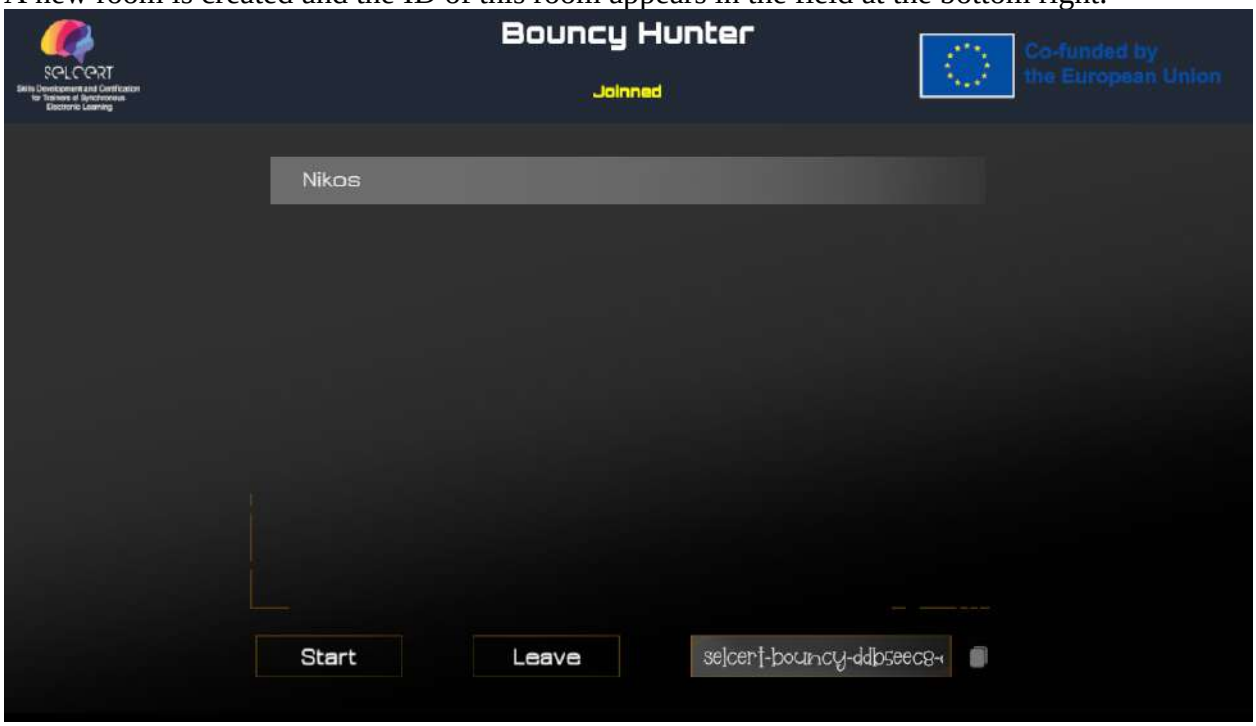
The Trainer, and any user has first to add his/her username.



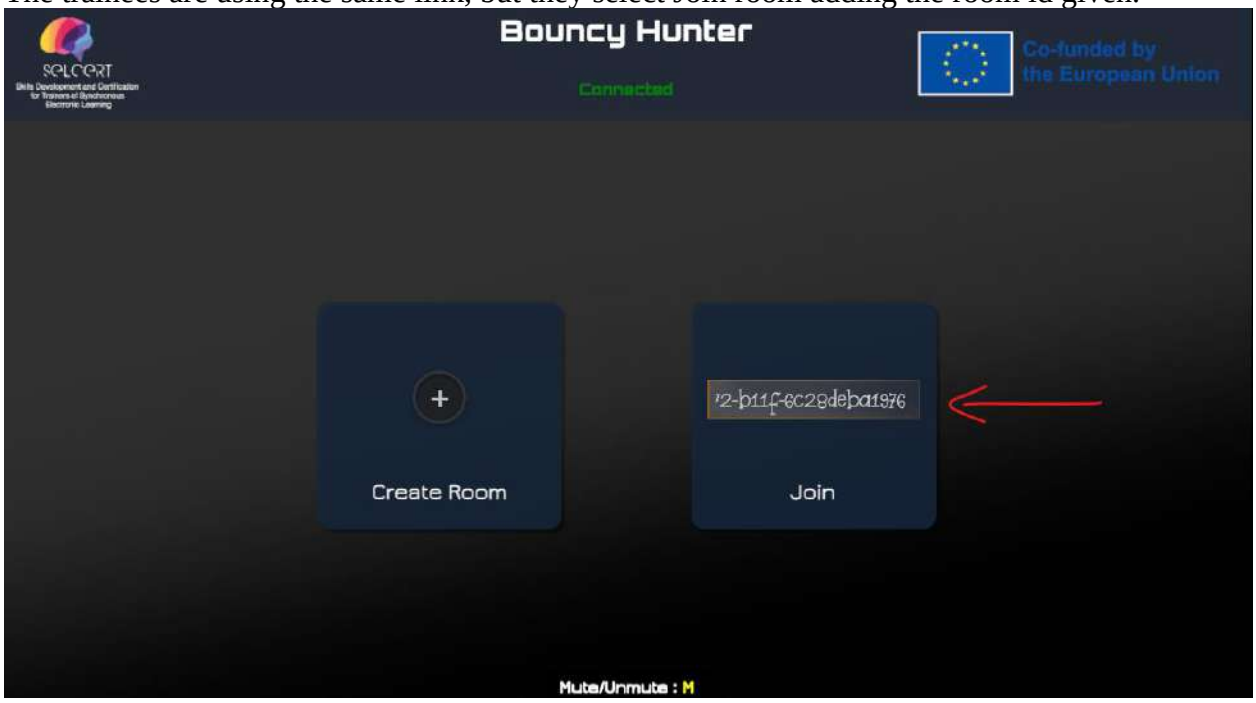
The trainer creates a new room to host the game.



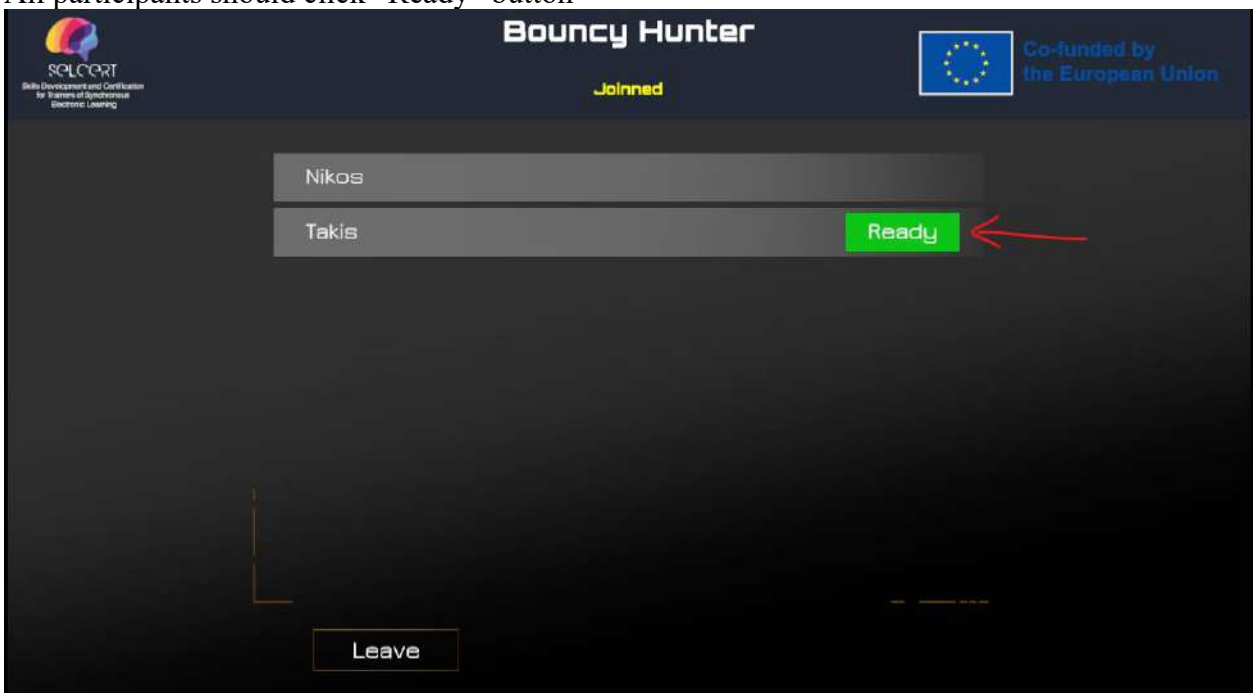
A new room is created and the ID of this room appears in the field at the bottom right.



Copy (Ctrl + C) this ID and send it to the trainees (Ctrl + V).
The trainees are using the same link, but they select Join room adding the room id given.



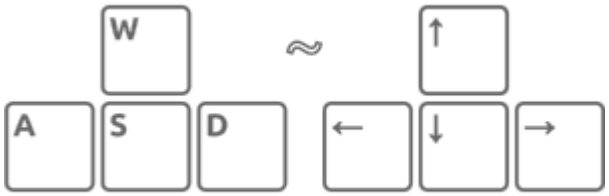
All participants should click “Ready” button



The trainer sees on his/her screen the persons who have already joined. When all trainees are in the room, the trainer clicks the start button for the game to begin.

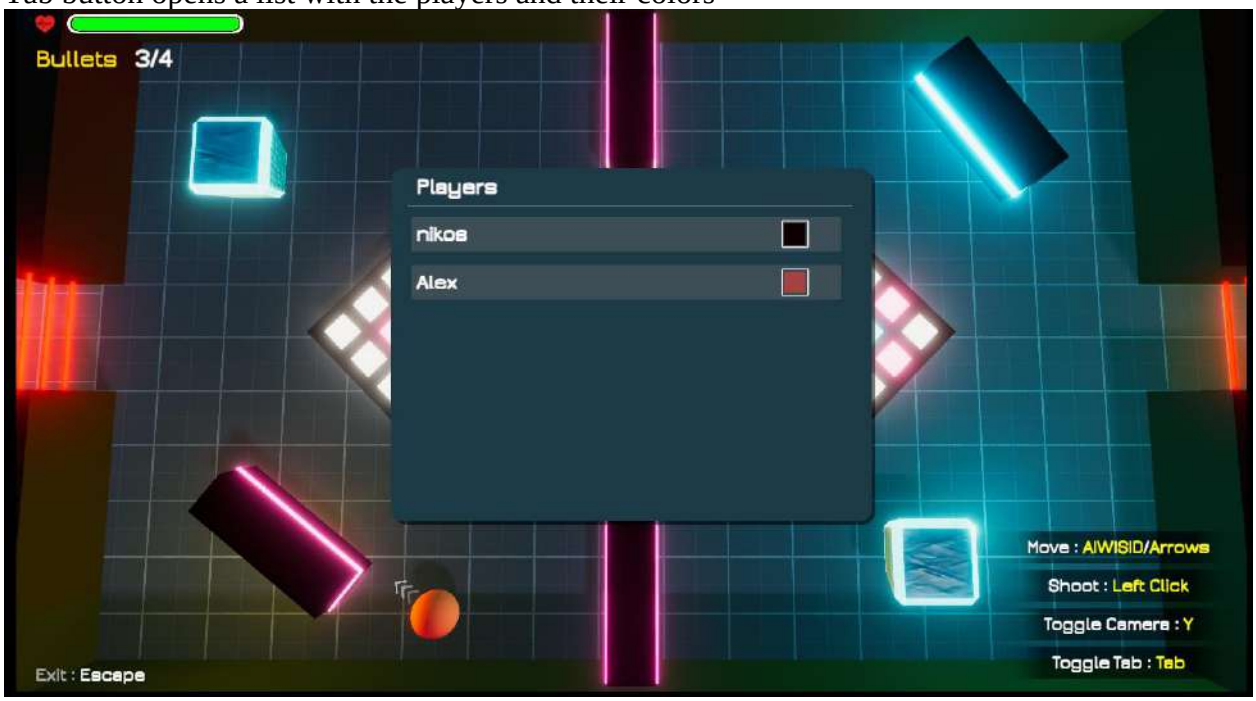
The are instructions on the bottom right of the screen. With M key sound effects are muted/unmuted.

The following keys are used for moving.

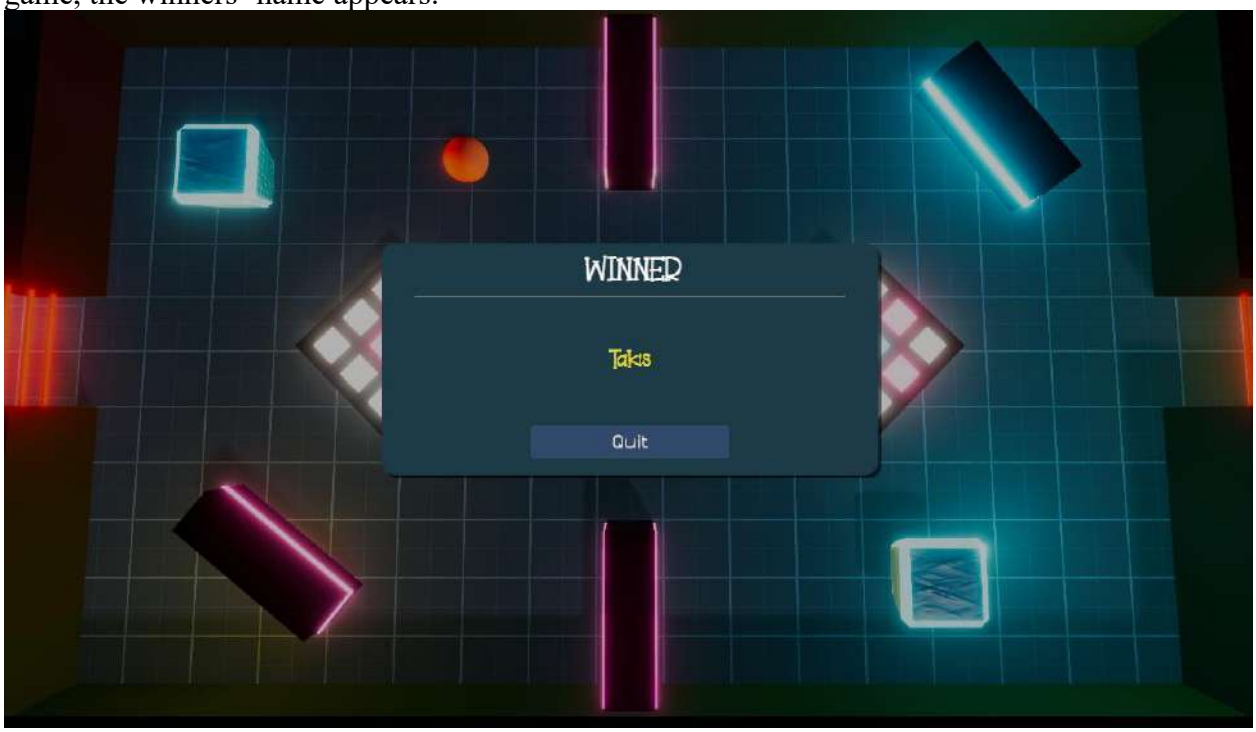


Mouse is used for Rotation and Shooting.
There are more than one rooms that players can visit from the gates left and right.

Tab button opens a list with the players and their colors



When a player is eliminated, turns to spectate mode until the game is finished. In Spectate mode, the mouse pointer can be placed over the gates to change room. When only one player is left in the game, the winners' name appears.

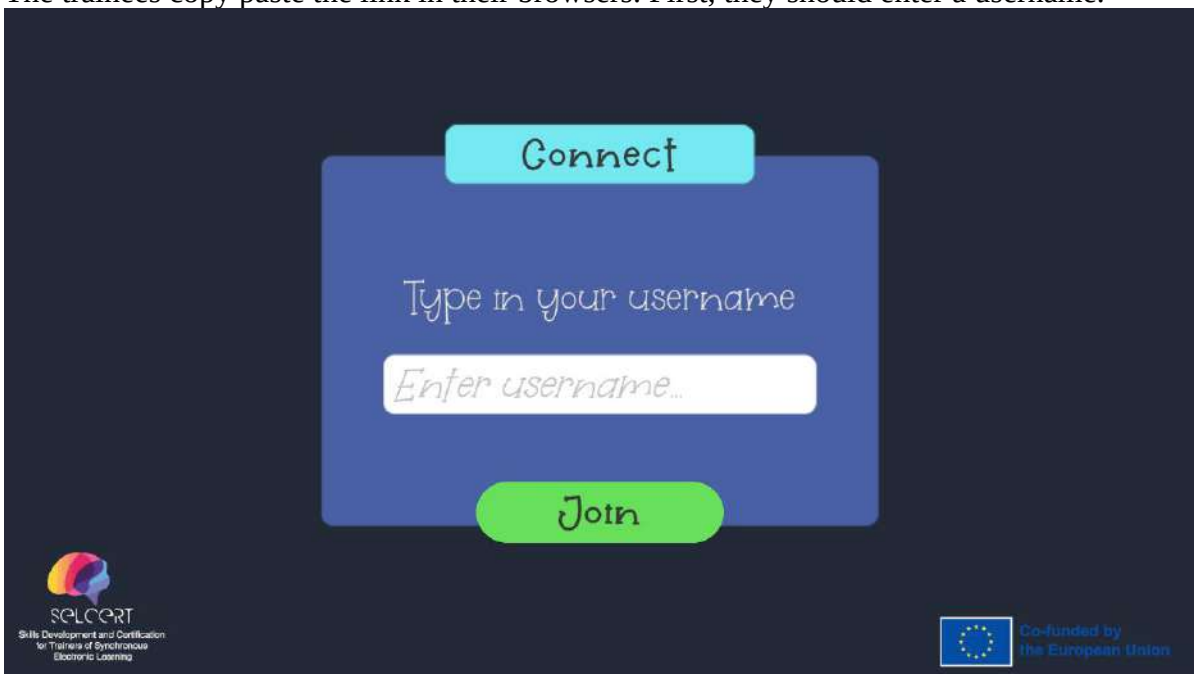


2nd Ice breaking game

Link:
https://selcert.omegatech.gr/server/
https://selcert.omegatech.gr/client/

The trainer uses the server link. A new link is created at the bottom right of the page. The trainer has to copy (Ctrl+C) and send the link to the trainees (Ctrl + V).

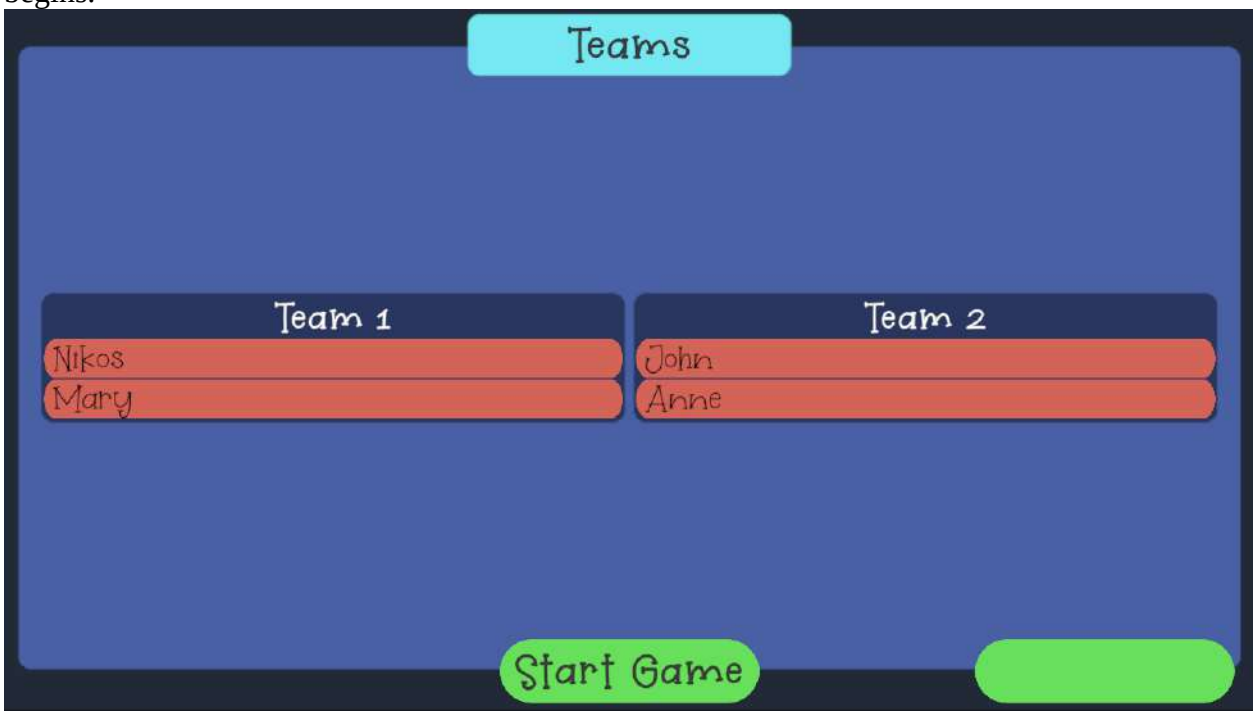
The trainees copy paste the link in their browsers. First, they should enter a username.

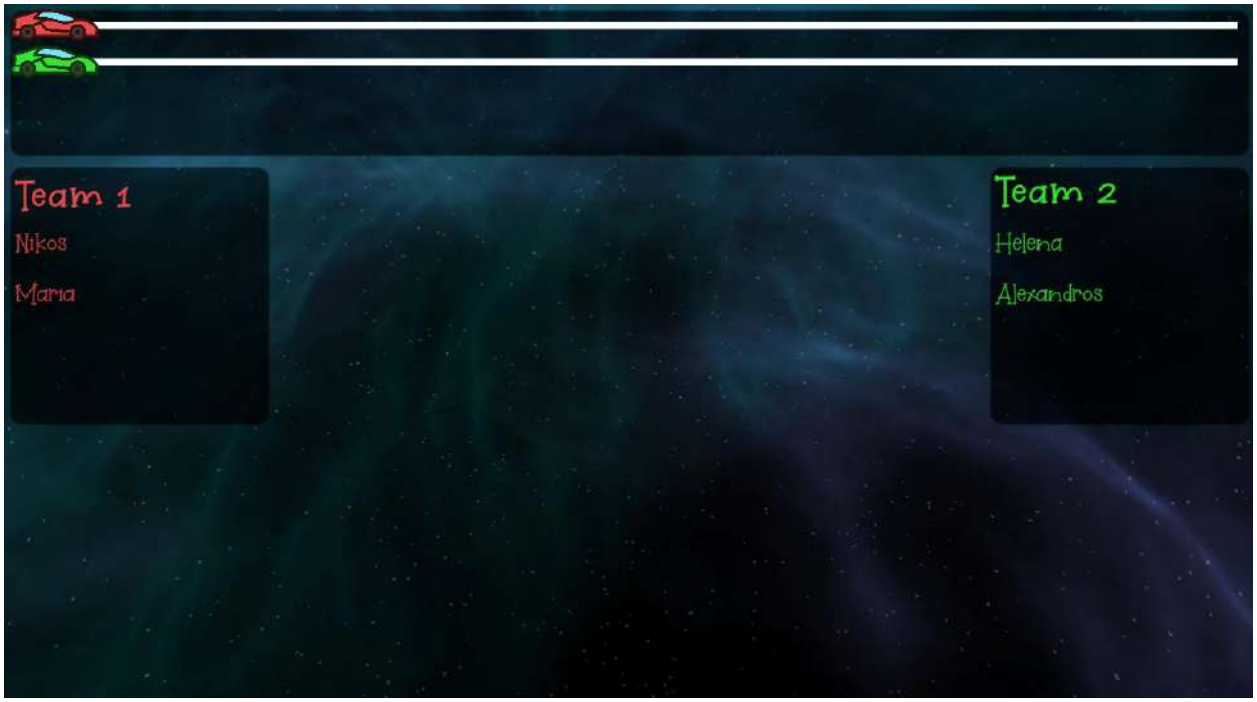


A message appears informing them to wait for the other players to join.

At the same time the trainer in his/her screen sees the players joining.

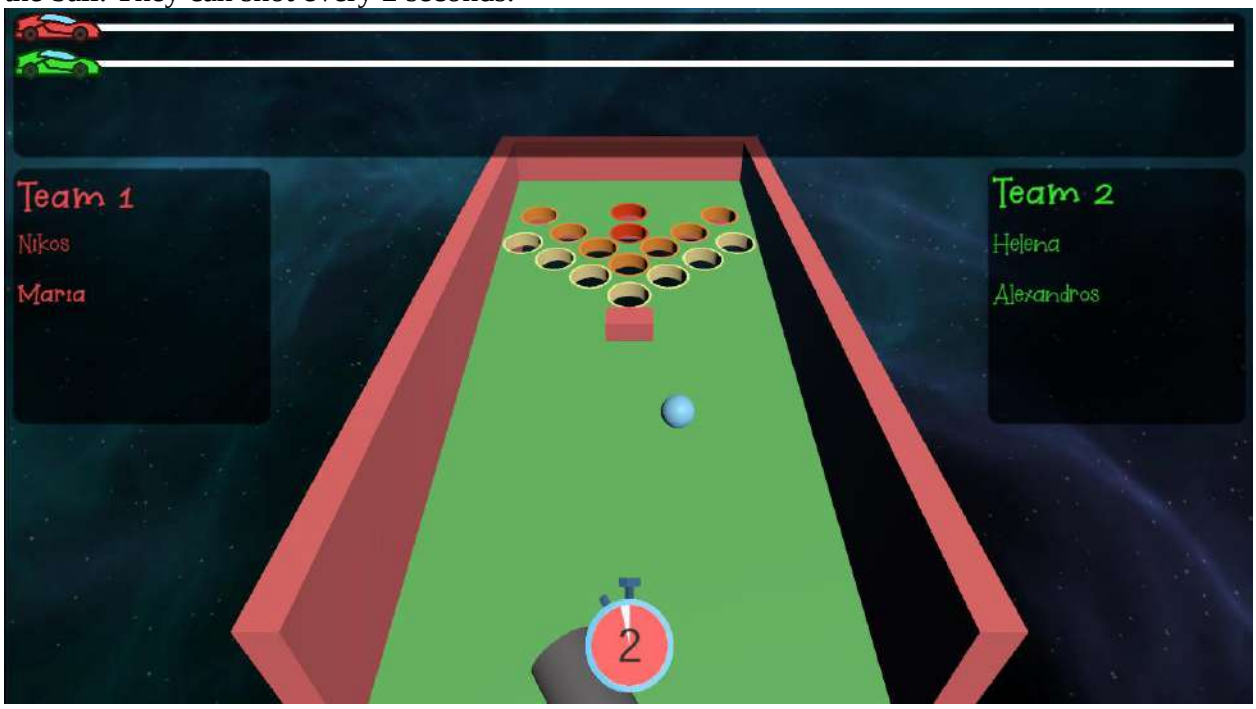
The players are automatically spilt in 2 teams. The Trainer can select to create more teams. The next button slits the player to the selected number of teams and with the start button the game begins.

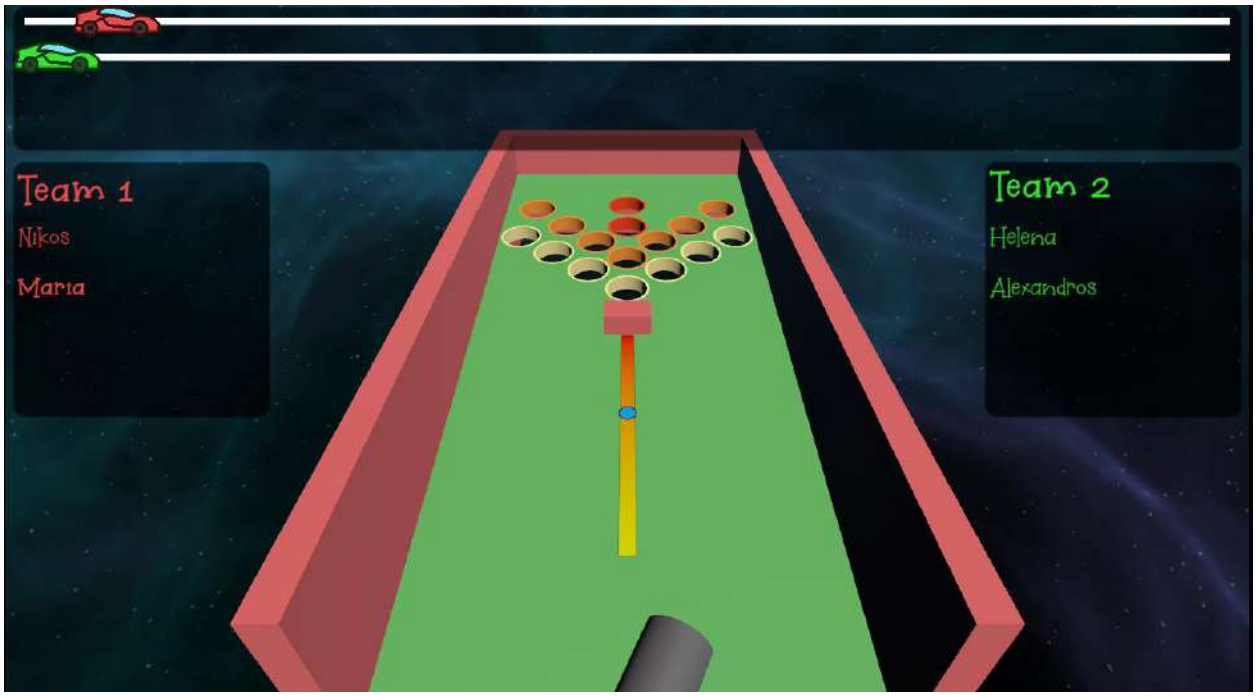




The player shots ball to the holes. Red hole gives more boost to the teams car.

Players shot with space button. The more they hold the space button pushed the higher the speed of the ball. They can shot every 2 seconds.



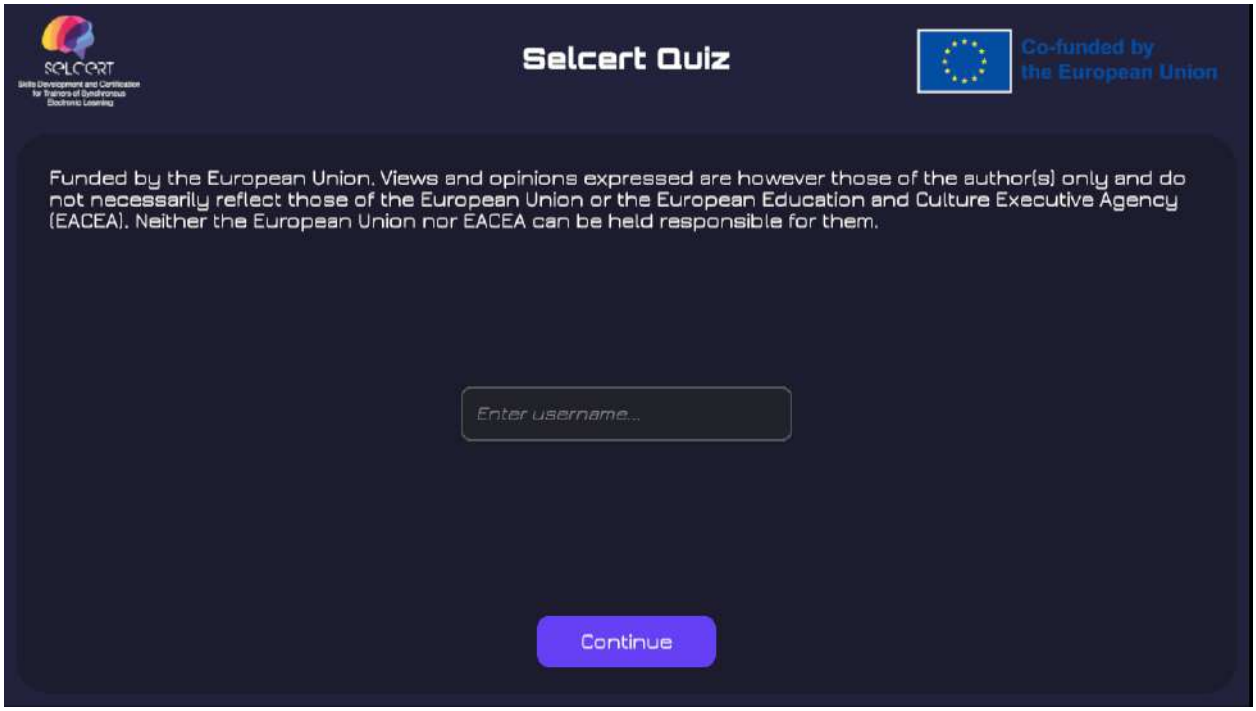


When the car reaches the end the team wins

3rd Icebreaking Game

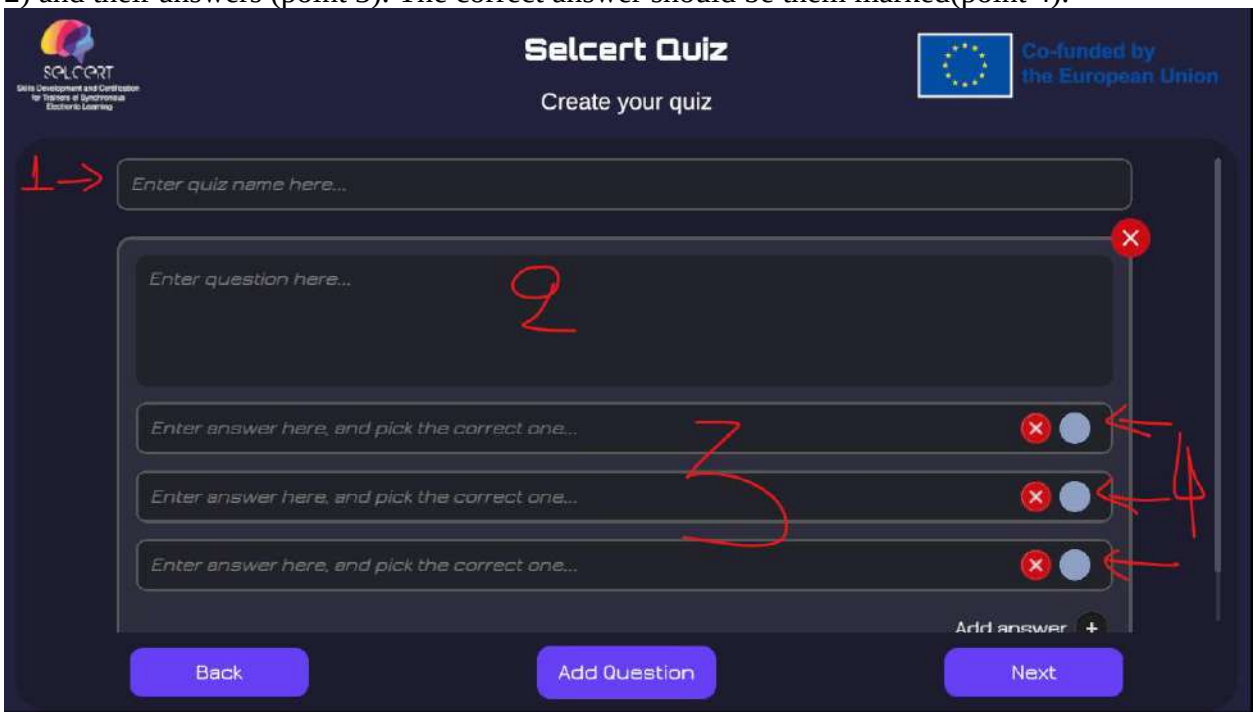
Link:
https://selcert.omegatech.gr/quizgame/

First the trainer should add a username.

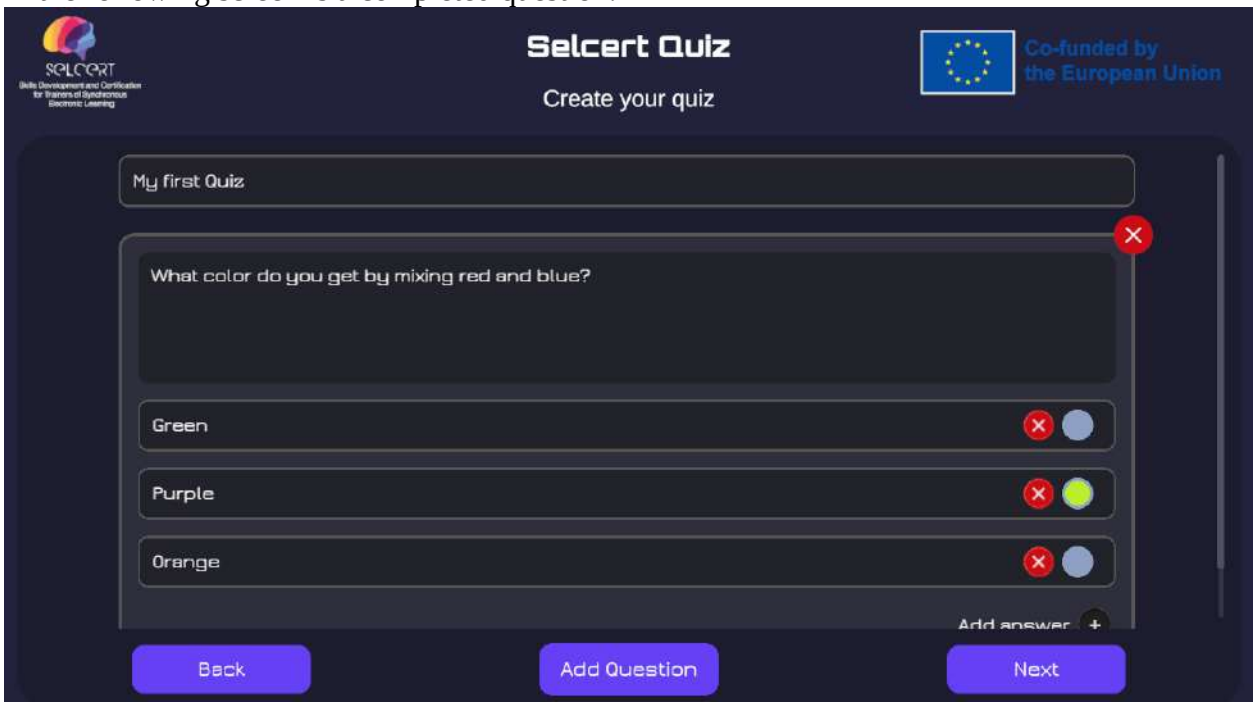


In the next screen the trainer has 3 options. To Create a new Quiz, to Join a Game or to Host a Game.

To create a new quiz the trainer has to add a quiz title (point 1) and then to add the questions(point 2) and their answers (point 3). The correct answer should be them marked(point 4).



In the following screen is a completed question.



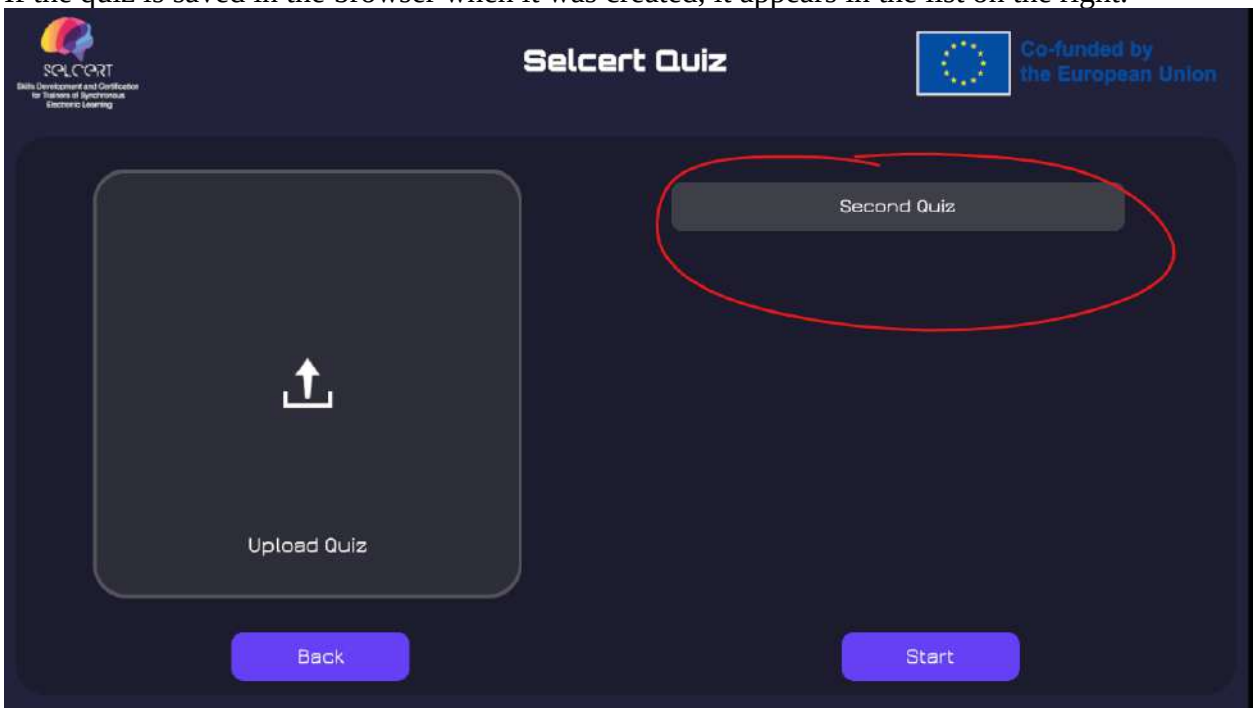
In the next screen there is the option to save the created quid to the browser or to download it as a file.

If you click Extract (recommended), a file with the quiz contents downloads to the local downloads folder.

Then from the starting screen the trainer can host a game loading the quiz downloaded.

The trainer clicks upload to upload the created quiz to this game.

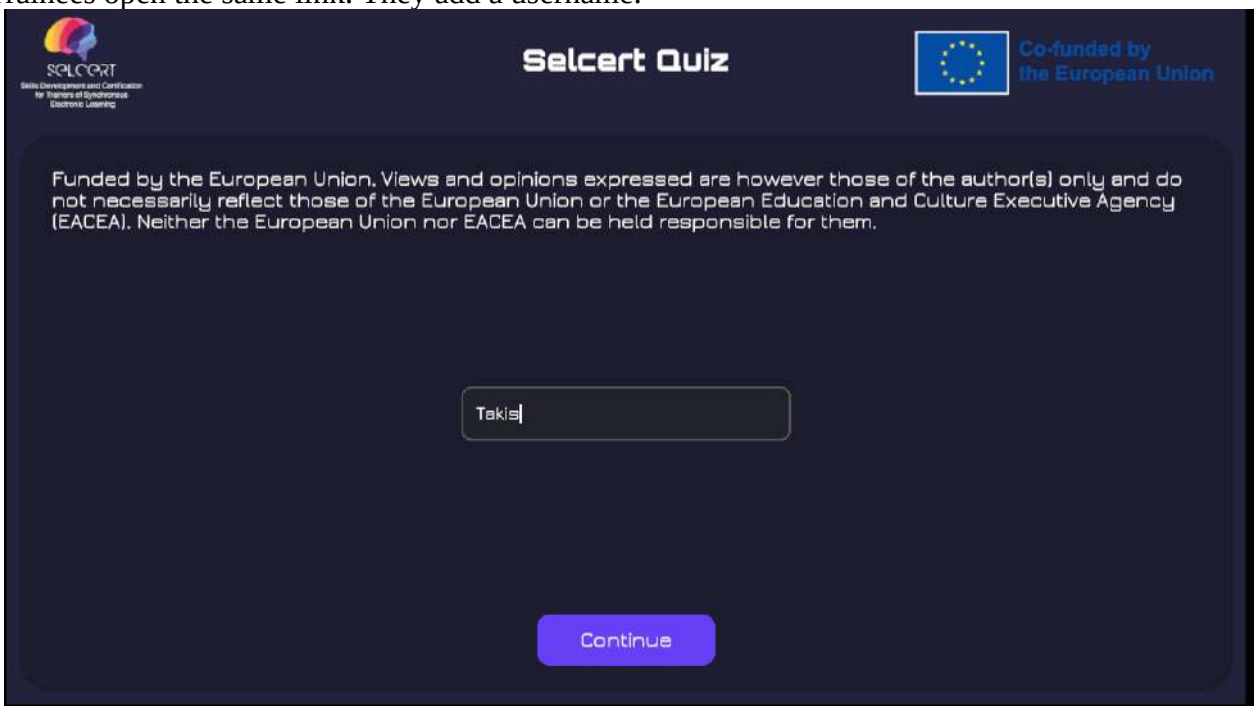
If the quiz is saved in the browser when it was created, it appears in the list on the right.



We continue with the first option, clicking Upload. We select the downloaded quiz file. When the filename appears on the left we click start button.

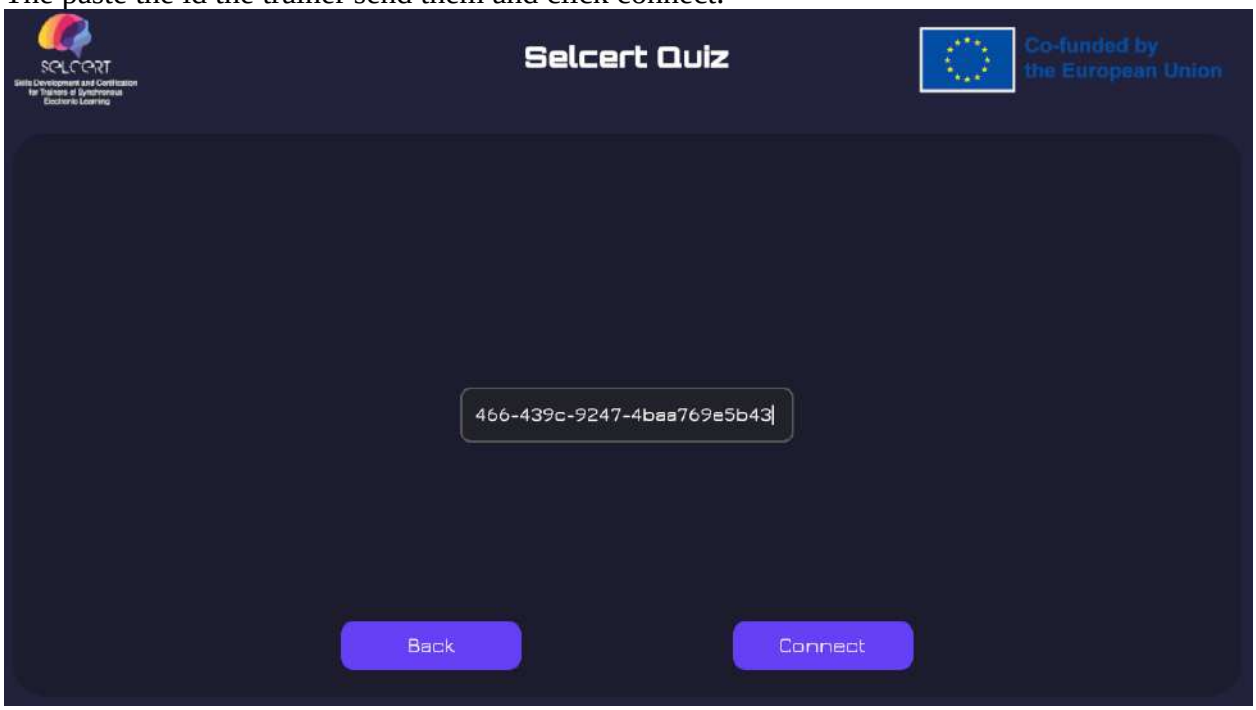
We copy the id at the bottom right and we give to the trainees.

Trainees open the same link. They add a username.



Next the select “Join Game”.

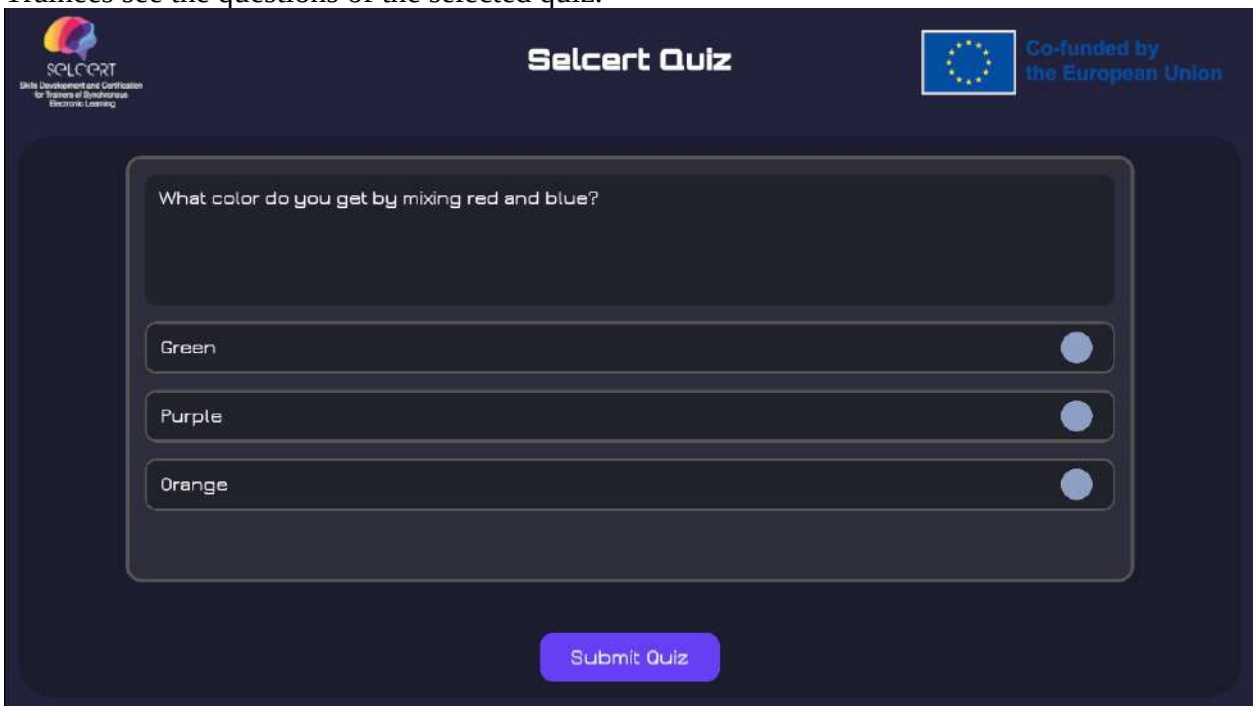
The paste the id the trainer send them and click connect.



Students click “Ready”

When all students are ready, trainer clicks the start button. Trainer sees this screen.

Trainees see the questions of the selected quiz.



When all trainees finish the test. The three top scores appear.

Credits

Co-funded by the European Union	Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.
CC BY NC SA	The TOOLKIT "MAKING ONLINE TRAINING INTERACTIVE ON DIFFERENT PLATFORMS" has been developed under Erasmus+ KA220-VET Project "Skills Development and Certification for Trainers of Synchronous Electronic Learning" (acronym SELCERT)" (Project no. 2021-2-PL01-KA220-VET-000051360) and it is licensed under Creative Commons. Attribution-NonCommercial-ShareAlike 4.0 International License.

SELCERT
Skills Development and Certification for Trainers of Synchronous Electronic Learning

contact

https://selcert.projectsgallery.eu

Authors: SELCERT project staff

Publisher: SELCERT consortium

Free publication, **August 2023**