

PR2

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TOOLBOX

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Distance Education  
Quality Framework



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# TOOLBOX Introduction

Technology can assist instructional designers and teachers in meeting the needs of learners in traditional classrooms and virtual course environments. During the COVID-19 pandemic, many teachers and instructional designers began looking for resources they could use for hybrid and online course delivery. Many found that the cost of some technology tools was well outside of their financial means to assist them in meeting student learning outcomes. However, some digital tools provide free access for educators and are beneficial to students. Here we present to you several tools that are in use in developing and teaching online courses. The following guidelines cover the most usual criteria for the choice of a digital tool

<ul style="list-style-type: none"> <li>● Functionality</li> <li>● accessible from anywhere</li> <li>● must offer mobile options</li> <li>● easy use for the trainer</li> </ul>	<ul style="list-style-type: none"> <li>● easy use for the learner</li> <li>● low cost or free of charge, pricing model</li> <li>● provides customization options</li> <li>● enhances learning</li> </ul>
<ul style="list-style-type: none"> <li>● supports (a)synchronous learning</li> <li>● fulfils GDPR or other security requirements</li> <li>● aligns with school policies</li> </ul>	<ul style="list-style-type: none"> <li>● options for learning analytics</li> <li>● no coding skills required</li> <li>● scalability (for how many learners/trainers can you use this tool?)</li> <li>● availability of tutorials how to use the tool</li> <li>● should offer a gamification component</li> </ul>

Below you may find a variety of tools that are easy to access and use with details on how to get access. Enjoy!

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## 1. Developing online courses

### a. Online Courses/Content production

<b>Name of the tool and short description</b>	<b>MOODLE</b> MOODLE <a href="https://moodle.org">https://moodle.org</a> Moodle LMS has a new personality and a redefined user experience that improves online teaching and learning for educators, learners and administrators.
<b>Secondary Tool Category</b>	
<b>What is it used for?</b>	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.
<b>How to use?</b>	How to Use Moodle for Teaching <ol style="list-style-type: none"> <li>1) Customizing Your Teacher Profile</li> <li>2) Creating an eLearning course</li> <li>3) Adding Activities and Resources</li> <li>4) Managing Learners</li> </ol>
<b>Accessibility</b>	Moodle is designed to provide equal functionality and information to all people. This means that there should be no barriers for people regardless of disabilities, assistive technologies that are used, different screen sizes and different input devices (e.g. mouse, keyboard and touchscreen).
<b>Learning Activities</b>	Learning Activities <ul style="list-style-type: none"> <li>● Manage the courses: distribute the material to the users of the course so that they can study and practice;</li> <li>● Manage users: add, modify and remove different users to create classes according to your needs;</li> </ul>



	<ul style="list-style-type: none"> <li>● Verify knowledge: provide examining the knowledge acquired during the course through different tools;</li> <li>● Manage the class: monitoring of the participants with different features such as the calendar, which allows you to better manage the group;</li> <li>● Create content: most of the teaching material can be created externally and then uploaded but there are some content, such as tests, that can be created internally;</li> <li>● 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;</li> <li>● 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;</li> <li>● 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;</li> <li>● Working with gamification: to make learning more interactive and engaging, prizes, rankings, badges and other incentives are provided for users;</li> <li>● Implement integrations: To customize the course even more, third-party integrations are available to implement to increase the functions.</li> </ul>
Instructional Video	<a href="https://www.youtube.com/watch?v=-hrRWWkKCS0">https://www.youtube.com/watch?v=-hrRWWkKCS0</a>
Picture (if available)	

Name of the tool and short description	<p><b>Google Classroom</b> is a learning management system (LMS) that aims to simplify creating, distributing, and grading assignments and engaging students in learning online or remotely. Google Classroom is a free application designed to help</p>
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	<p>students and teachers communicate and manage assignments, go paperless, and much more! It was introduced as a feature of Google Apps for Education following its public release on August 12, 2014.</p>
<b>What is it used for?</b>	<p>Google Classroom integrates with students' and teachers' Google Calendars. Each class created with Google Classroom creates a separate folder in the respective Google service where the student can submit work to be graded by a teacher. Communication through Gmail allows teachers to make announcements and ask questions to their students in each of their classes. Teachers can add students directly from the Google Apps directory or can provide a code that can be entered for access to the class by students.</p> <p>In contrast to Google's regular services, Google Classroom does not show any ads in its interface for students, faculty, and teachers, and user data is not scanned or used for advertising purposes.</p>
<b>How to use?</b>	<p>To get started with Classroom on a mobile device, complete these steps:</p> <ol style="list-style-type: none"> <li>1. Get the Classroom app.</li> <li>2. Sign in to Classroom.</li> <li>3. Choose an option: Create a class. Join a class as a co-teacher. Accept a provisioned class.</li> <li>4. Invite students to your class. You can do this step later.</li> </ol>
<b>Accessibility</b>	<p>The application is both straightforward and easy to jump into for most beginners, but also provides clear instructions, FAQs, and tutorials for users who may need more support when first using the app.</p>
<b>Learning Activities</b>	<p><b>For Teachers</b></p> <p>Work on the same lesson plan at the same time with a colleague using Google Docs. Store your lesson plans in your school's shared Google Drive so that anyone at your school can find and access them. Create a folder for your grade level to share resources.</p> <p><b>For Students</b></p> <p><b>Math</b></p>



- Collaboratively create virtual manipulatives, such as Algebra Tiles, in a Google Drawing. Distribute Google Drawings for students to build on.
- Prior to providing students the algorithm for solving a problem, students can use a collaborative Google Document or Slides presentation to reason out possible solutions to a problem. Attach a document in Google Classroom as “Students can edit file.”
- Provide peer tutoring: Students in upper grades can tutor and support students in lower grades through the creation of a Google Classroom class for this purpose.

### Science

- In Google Classroom, you have a stream that appears by default when you login to your class. This stream can be utilized to collect student opinions by creating discussion topics and new posts about recent scientific news.
- Science classes can connect with one or more classes in another city, state, province or country and gather data about the weather or environment around them. Log it in a Google Spreadsheet with a page for each location. Compare and contrast the world around you.

### Reading

- A reading log form (see example: [Google Form](#)) can be created by students as a place to enter data about their reading.

### Writing

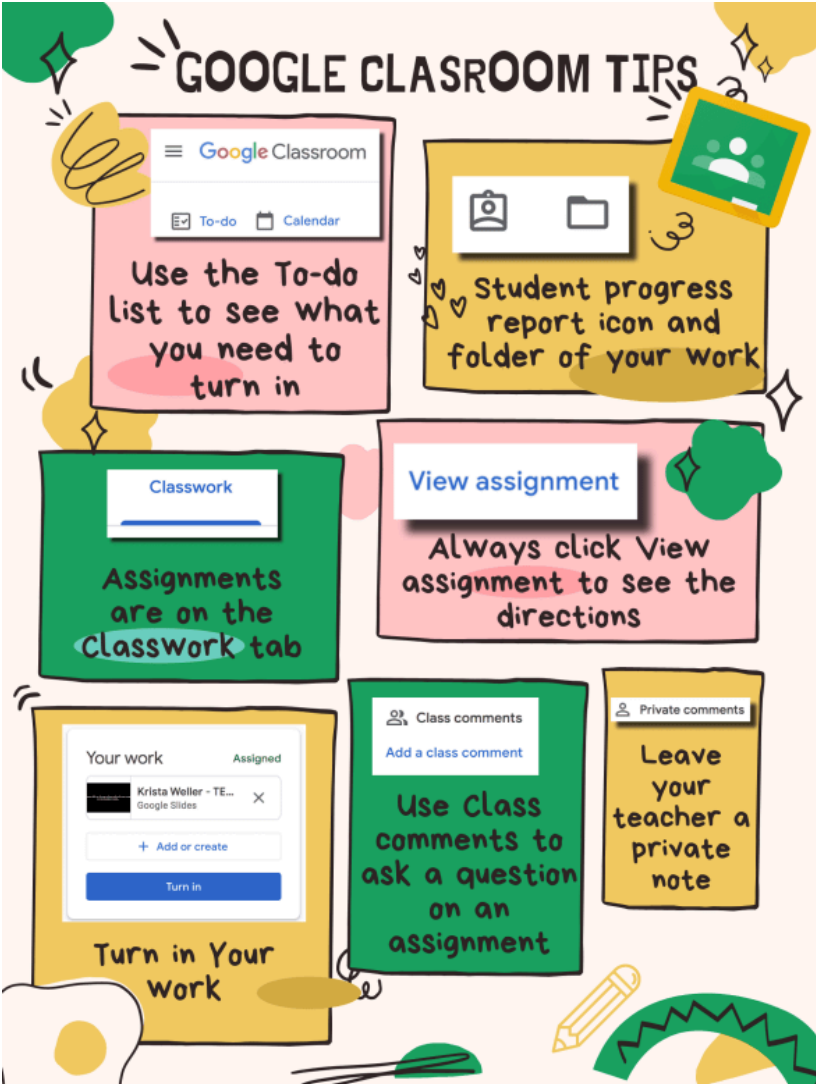
- Students can collaborate and engage in peer review through the suggested editing feature and commenting options on Google Docs.

### Other

- **E-Portfolio:** As the platform is based on Google Drive for uploading documents and assignments, it can also serve as a digital portfolio for students. Both teachers and students can create folders and documents that can be shared between each other. If the students work in groups, they can create their own shared folder. This way





	<p>the group's' work will be members of the group, even if one or more are absent. As everything happens in the cloud, everything can be done asynchronous.</p> <ul style="list-style-type: none"> <li>● <b>Response to Intervention:</b> Different Google Classrooms can be created for students to join based on student needs. Students needing additional support or students needing additional challenges can join a Google Classroom class around intervention of a particular topic.</li> </ul>
<p>Instructional Video</p>	<p><a href="https://www.youtube.com/watch?v=pl-tBjAM9g4">https://www.youtube.com/watch?v=pl-tBjAM9g4</a></p>
<p>Picture</p>	





<b>Name of the tool and short description</b>	<b>Schoology</b> is an online learning management system (LMS) that allows educators to organize curriculum, create lesson plans, and provide student assessment. The LMS platform allows for peer collaboration and engagement through public or private discussion forums and cross-application
<b>What is it used for?</b>	three main components for educational engagement: 1) online curriculum and lesson planning, 2) classroom management through attendance and grading, and 3) parent and student engagement via access portals and discussion forums. With a robust set of features and the inclusion of its own professional learning network, Schoology provides a powerful platform for teachers to both manage their classrooms and connect with other educators around the world.
<b>How to use?</b>	<ol style="list-style-type: none"> <li>1. Click Courses to display the courses you are enrolled in. ...</li> <li>2. Click Groups to display the groups you are enrolled in. ...</li> <li>3. Click Resources to create, view, edit, and manage all your instructional resources. ...</li> <li>4. Click Search to find courses, groups, and people in Schoology.</li> </ol>
<b>Accessibility</b>	software is designed to run on a system that has a keyboard, product functions shall be executable from a keyboard where the function itself or the result of performing a function can be discerned textually.
<b>Learning Activities</b>	<p><b>Assessment</b></p> <ul style="list-style-type: none"> <li>○ Provide students <a href="#">real-time formative assessment feedback</a>.</li> <li>○ Analyze <a href="#">question-by-question data</a> to see which topics/questions need extra coverage across entire classes.</li> <li>○ Create groups for <a href="#">peer review</a> and collaboration.</li> </ul> <p><b>Engagement</b></p> <ul style="list-style-type: none"> <li>●</li> <li>○ Parents can be <a href="#">provided an access code</a> to check on student progress.</li> </ul>



	<ul style="list-style-type: none"> <li>○ Provide updates c notifications and a discussion/resource forum through <a href="#">groups</a>.</li> </ul> <p><b>Management</b></p> <ul style="list-style-type: none"> <li>●</li> <li>○ Create courses, schedule assignments, and <a href="#">apply rubrics</a> to projects.</li> <li>○ <a href="#">Take attendance</a> to chart student participation.</li> <li>○ <a href="#">Assign certain individual students</a> curriculum tailored to their differentiated needs.</li> </ul>
<p><b>Instructional Video</b></p>	<p><a href="https://www.youtube.com/watch?v=iz5ye3DyvqU">https://www.youtube.com/watch?v=iz5ye3DyvqU</a></p>
<p><b>Picture</b></p>	<p><b>20 Schoology tips to save you time</b></p> <ol style="list-style-type: none"> <li>1. Use a custom picture to direct students.</li> <li>2. Give students time to keep track of their workload.</li> <li>3. Set up folders for week and review with students.</li> <li>4. Use "view course as" to see student view.</li> <li>5. Pin announcements to the top.</li> <li>6. Color code folders and subfolders.</li> <li>7. Try Google assignments to give real time feedback.</li> <li>8. Use the "Add Assessment" tool for interactive quiz.</li> <li>9. Choose where you want to add materials.</li> <li>10. Reuse content from previous courses.</li> <li>11. Use rubrics.</li> <li>12. Link your "like courses".</li> <li>13. Add a playlist on a page with voice notes.</li> <li>14. Keep it simple with folders and subfolders.</li> <li>15. Post events as classwork with your agenda.</li> <li>16. Title assignments with semester for easy reference.</li> <li>17. Use Google Slides to create banners.</li> <li>18. Require student response before seeing other's work.</li> <li>19. Save feedback comments to use again.</li> <li>20. Utilize the assessment feature to build quizzes.</li> </ol> <p><b>DITCH THAT TEXTBOOK</b></p> <p>Get more Schoology tips at <a href="https://DitchThatTextbook.com/Schoology-Tips">DitchThatTextbook.com/Schoology-Tips</a> Infographic by Matt Miller (@jmattmiller / DitchThatTextbook.com)</p>



*b. Present, engage, and inspire*

<p><b>Name of the tool and short description</b></p>	<p><b>Flippity</b> is a site that gives teachers access to a variety of tools to use in the classroom to enhance student experience and engagement. There are currently <b>27 different tools on Flippity</b>. Some of these tools work directly through the Flippity site, and others work through unique, customizable Google Spreadsheets. The current possible functions on Flippity are: Flash Cards, Quiz Show, Random Name Picker, Randomizer, Virtual Breakout, Board Game, Manipulatives, Matching Game, Connecto Game, Bingo, Timeline, Badge Tracker, Leaderboard, Typing Test, Spelling Words, Word Search, Crossword Puzzle, Word Scramble, Snowman, WordMaster (Wordle), Progress Indicator, Word Cloud, Fun With Fonts, MadLibs, Tournament Bracket, Certificate Quiz, and Self Assessment. All of these functions are customizable in some way.</p>
<p><b>What is it used for?</b></p>	<p>Flippity is a hub for a vast variety of functions. It provides teachers with a multitude of digital activities and tools, including useful everyday classroom tools (i.e., Random Name Picker, Badge Tracker, Leaderboard, Fun with Fonts, Progress Indicator, Word Cloud, Tournament Bracket), knowledge builders (Flash Cards, Quiz Show, Virtual Breakout, Typing Test), and fun mini-games (Matching Game, Connecto Game, Bingo, Crossword Puzzle, Word Scramble, Word Search, Snowman, WordMaster, MadLibs). It can support assessment-, knowledge-, and learner-centered experiences. For assessment tools, there are Quiz Show and Virtual Breakout activities to check comprehension as well as the Self Assessment tool to check how students feel after an assignment. For knowledge-centered tools, there are Flash Cards, Timeline, Typing Test, and Spelling Words activities. For learner-centered tools, there are Manipulatives and Word Cloud tools, or if the teacher has the student create the activities themselves, such as the MadLibs or Crossword Puzzle, it can also be learner-centered. By offering such a range of programs on the one website, Flippity manages to offer some simple ways to excite and engage learners.</p>
<p><b>How to use?</b></p>	<p>Flippity earned four out of five stars for ease of use. The Flippity website itself is simple to manage. Each choice of activity has two options: Demo or Instructions. "Demo" allows</p>

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	<p>users to try out the activity, and the user to make their personalized version.</p> <p>While Flippity itself is simple enough, some of the Google Sheets activities, in particular, can be confusing. Users must closely follow directions for it to work properly. The wait time for the personalized link to curate after creating an activity is also quite long. (It mentions this on the website itself.)</p> <p>There is also a <a href="#">FAQ page</a> and a <a href="#">troubleshooting page</a> if Flippity is not working, as well as a <a href="#">contact page</a> if your question is not covered in the FAQ or troubleshooting.</p>
<b>Accessibility</b>	<p>Flippity does have a <a href="#">page about accessibility</a> with a list of specific standards they abide by to remain accessible. I gave it five stars for accessibility as it uses clear and clean layouts, icons, navigation shortcuts, use of images, and keyboard shortcuts. Flippity even includes a note for teachers reminding them to keep accessibility in mind when curating their lessons and choosing activities. It works with screen readers and voice control.</p>
<b>Learning Activities</b>	<p>Knowledge Constructor</p> <ul style="list-style-type: none"> <li>Students construct artifacts with activities, such as Timeline and Manipulatives, to demonstrate meaningful connections.</li> </ul> <p>Creative Communicator</p> <ul style="list-style-type: none"> <li>Students create visual representations of ideas through activities such as Word Cloud, Fun With Fonts, and Tournament Bracket.</li> </ul> <p>COPPA and FERPA Compliance</p> <p>There is no official confirmation regarding whether Flippity is COPPA and FERPA compliant.</p>
<b>Instructional Video</b>	<p><a href="https://www.youtube.com/watch?v=YfHqTwoDZ-g">https://www.youtube.com/watch?v=YfHqTwoDZ-g</a></p>



<p><b>Picture</b></p>	
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### c. Data Exploration

<p><b>Name of the tool and short description</b></p>	<p><b>Google Forms</b> is a free online tool from Google which allows users to create forms, surveys, and quizzes as well as to collaboratively edit and share the forms with other people. Educators can use Google forms to assess their students at the beginning of the class and gauge pre-existing knowledge. Furthermore, Google forms can be used to give feedback to and receive feedback from students and parents. Similarly, students can use Google forms to assess their own learning and set the learning goals as well as to collect data for their research projects.</p>
<p><b>Tool Category</b></p>	<p><b>Primary : Assessment Tools</b> <b>Secondary: Learner tools</b></p>
<p><b>What is it used for?</b></p>	<p>Here is an example of how Google Forms might fit within the online teaching:</p> <ul style="list-style-type: none"> <li>● Substitution: Students can fill out the forms online (instead of using paper and pen).</li> <li>● Augmentation: Teachers can curate the students' responses on the spreadsheet automatically. Moreover, absent students also can complete the Google form out of school. Teachers can design <a href="#">self-grading quizzes</a> that offer students instant feedback.</li> </ul>



	<ul style="list-style-type: none"> <li>● <b>Modification:</b> Teachers can collaboratively analyse, contrast, and compare results immediately after individuals fill out the form.</li> <li>● <b>Redefinition:</b> Teachers can reach unlimited learners all around the world and can share the results with them. Likewise, students can collect data from individuals all around the world for their research projects. Both teachers and students can reach thousands of people in their country and across the world.</li> </ul>
<b>How to use?</b>	<p>You need to sign in to Google to be able to create, access and share content on Google Forms. Google provides tons of pre-designed templates for users, including RSVP, party invitation, event feedback, and course evaluation. If you want to design your own Google form, you can select the blank template. There are many types of questions you can include in a Google Form, including short answer, paragraph response, multiple choice, checkboxes, dropdown, linear scale, and multiple-choice grid. You can embed images and video directly into a form, which is a great way to assess what students think and learn immediately after viewing the image or video. You can also include an upload feature for students to upload their work. The data from Google Forms is collected in a Google Spreadsheet, which allows for further analysis. Google Forms also offers a “summary of responses” feature that creates visual representation of close-ended questions (e.g., multiple choice, checkbox). Google allows users to embed, link, and email Google forms, so that you can easily share the results with others</p>
<b>Accessibility</b>	<p>Google apps supports screen reader, TalkBack, full page zoom, high contrast settings, and chrome accessibility extensions to increase accessibility</p>
<b>Learning Activities</b>	<p><b>Math</b></p> <p>Teachers can create quick quizzes using basic Math concepts such as equations, graphs, and statistical display for their students at all levels. In addition, g(Maths) add-ons button provides users to insert equations easily into their forms.</p>



	<p><b>Science</b></p> <p>Science teachers can embed an experiment video into the forms and prepare several comprehension questions based on the video.</p> <p><b>English/Language Arts &amp; Social Studies</b></p> <p>Teachers can collect ideas from all students in the class through Google forms. Then students can write a short story based on the opinions which are accumulated from the Google forms. (Characters, places, times, and challenges characters face). Similarly, teachers can write an incomplete story and want students to end the story. Students can collaboratively design a Choose Your Own Adventure story using branching Google Forms.</p>
Instructional Video	<p><a href="https://www.youtube.com/watch?v=BtoOHhA3aPQ">https://www.youtube.com/watch?v=BtoOHhA3aPQ</a></p>
Picture	<p>5. Make your first question (their name) mandatory and short answer.</p> <p>6. Type your questions. For each new question, select the + sign on the right. Make it multiple choice by clicking on the drop box on the right. For all of the other questions, in order to make the quiz self-grading, you will need to select "Answer Key." Give it a point value, and click on the correct answer.</p> <p>7. When you finish typing the quiz, select "send" in the upper right hand corner. Copy the link, and either email it to your students or share it in Google Classroom.</p> <p>Click this if you want to type feedback that students will see when reviewing their answers.</p> <p>After submitting, they should select "view your score."</p> <p>This is the student view of their test results.</p> <p>leahcleary.com</p>
Name of the tool and short description	<p><b>GOOGLE SHEETS</b></p> <p>Google Sheets is a web-based application that enables users to create, update and modify spreadsheets and share the data online in real time.</p> <p><u>Tool Category</u></p> <p>Data analysis</p>





<b>Secondary Tool Category</b>	N/A
<b>What is it used for?</b>	Google's product offers typical spreadsheet features, such as the ability to add, delete and sort rows and columns. But unlike other spreadsheet programs, Google Sheets also enables multiple geographically dispersed users to collaborate on a spreadsheet at the same time and chat through a built-in instant messaging program. Users can upload spreadsheets directly from their computers or mobile devices. The application saves every change automatically, and users can see other users' changes as they are being made.
<b>How to use?</b>	With Google Sheets, you can create and edit spreadsheets directly in your web browser, without the need for specific software. Plus, more people can work now - you can see changes as they make them, and all are saved automatically.
<b>Accessibility</b>	Supports screen readers. Supports keyboard shortcuts. Open a list of shortcuts any time by pressing Ctrl + / (Windows, Chrome OS) or Command + / (Mac). With NVDA, VoiceOver, or JAWS, use application or forms mode as applicable for best results.
<b>Learning Activities</b>	<p><b>Attendance tracking project</b></p> <p>A simple and interesting project idea using Excel is making a spreadsheet to track attendance in meetings, classrooms or even game nights among friends. This is a helpful system useful for organizations with a large number of employees. The Excel sheet may contain the reason someone missed a meeting, such as taking a vacation, using a personal day or being sick. You can also include further details, such as the employees' names, contact details and the date of the meeting.</p> <p><b>Daily expense tracking</b></p> <p>If you like to keep track of your daily expenses, you can use an Excel spreadsheet. This can help you keep a record of expenses, such as dining out, your internet or electric bill and traveling costs.</p>



If you want to organize your expenses, you can use Excel to track your expenses. You can include details such as where you spent each amount, the name of the store and how you paid.

### **To-do list**

A to-do list is essential to helping you remember your most important work tasks. Create your own to-do list project to improve your Excel skills by experimenting with ways to organize your tasks into a spreadsheet. You can also manage tasks according to priority or due dates and task names. You can also set the task status as completed or pending.

### **Project tracking and review**


Once a project starts, you can manage all work-related issues by using Excel as a project tracker. Create columns for the manager in charge, the name of the project, duration, the task, progress, budget versus actual spending and any other important information. This tracker shows how much time remains to complete a task, what's over budget and everything else you want to observe. You can use this information to develop charts that help you visualize the progress and status of ongoing projects. With all collected data, create custom-built reports and analytics that are helpful in breaking down your task execution, making the project much easier. Excel features some math tools that automatically produce these reports based on your chosen inputs. This process gives you unlimited customization options.

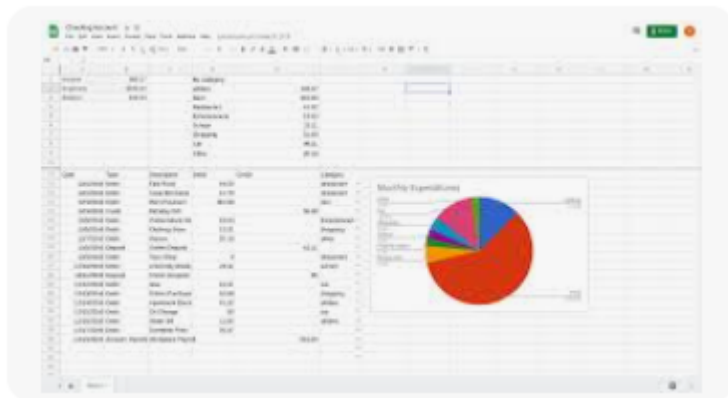
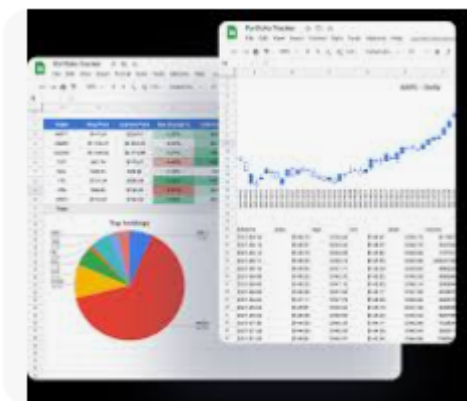
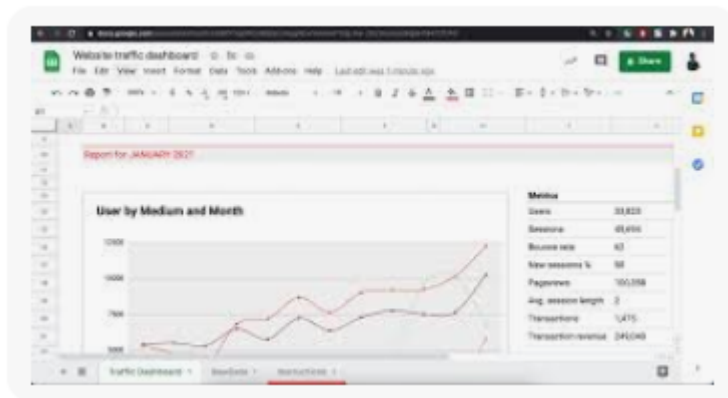
### **Creating a timeline with biographical data**

Another interesting project is to develop a timeline with Excel to create employees' biographical information. Make a perpendicular listing of items in your colleagues' timelines, such as name, birth date, city of birth and birth dates of younger sisters and brothers.

**Forecasting** While analyzing and reporting results are an important feature of any organization, forecasting and being prepared for



	<p>different situations and changes</p> <p>Using Excel with third-party software might be necessary when duplicating financial projections by using past data. Excel also uses the data set of a chart to develop a formula that can calculate future values.</p>
<b>Instructional Video</b>	<p>With Google Sheets, you can create and edit spreadsheets directly in your web browser, without the need for specific software. Plus, more people can work now - you can see changes as they make them, and all are saved automatically.</p>
<b>Picture (if available)</b>	 <b>Google Sheets</b>




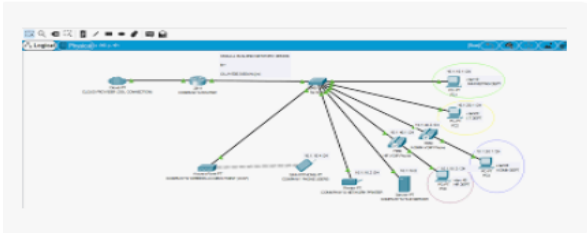
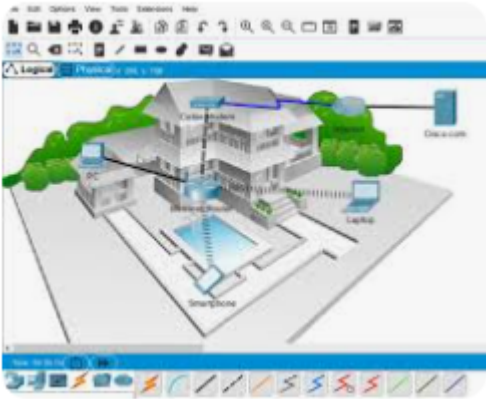
#### d. Games & Simulations

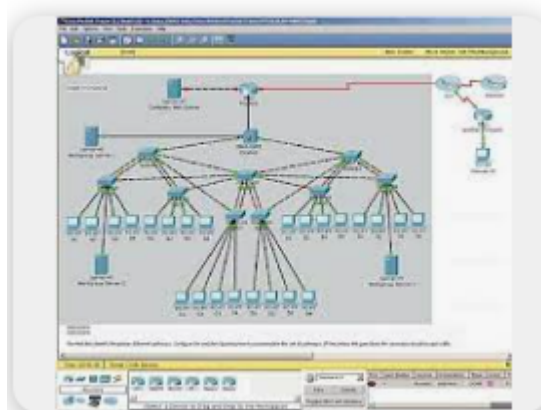
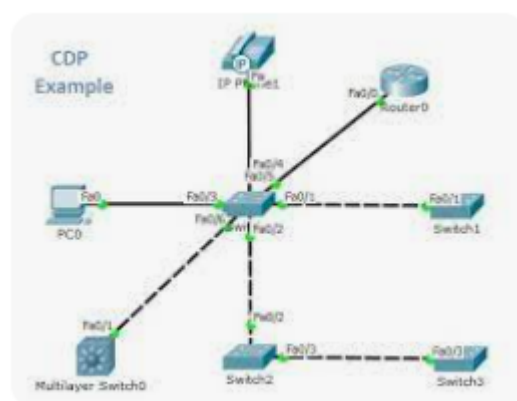
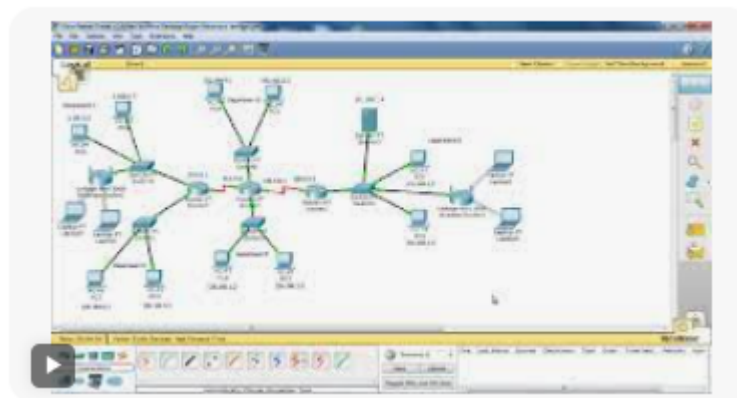
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<p>Name of the tool and short description</p>	<p>CISCO PACKET TRACER</p> <p><u>Name of the tool and short description</u></p> <p>CISCO PACKET TRACER</p> <p>Packet Tracer is a cross-platform visual simulation tool designed by Cisco Systems that allows users to create network topologies and imitate modern computer networks. The software allows users to simulate the configuration of Cisco routers and switches using a simulated command line interface.</p> <p><u>Tool Category</u></p> <p>Network Simulation Tool</p>
<p>Secondary Tool Category</p>	
<p>What is it used for?</p>	<p>You can make a simple or complex network inside the Packet tracer to create, plan, configure, and test your network scenarios in a completely virtual ecosystem. This Network Simulation tool allows users to create network topologies and imitate those in modern computer networks. Packet Tracer is one of the most famous Networks Simulation software among networking aspirants and beginners. It is used actively during the Cisco CCNA Certification Training.</p>
<p>How to use?</p>	<p>Packet Tracer allows users to create simulated network topologies by dragging and dropping routers, switches, and various other types of network devices.</p>
<p>Accessibility</p>	<p>For accessibility requirements and limitations of the command line with screen readers, a text to speech synthesizer has been added to the command line to speak the output by default.</p>
<p>Learning Activities</p>	<p><u>Learning Activities</u></p> <ul style="list-style-type: none"> <li>● Group work</li> <li>● Class work, Homework, and Distance Learning</li> <li>● Formative assessment</li> <li>● Hands-on lab reinforcement</li> <li>● Lecture demonstrations</li> </ul>



	<ul style="list-style-type: none"> <li>• Modeling and visualization of device algorithms and networking protocols</li> <li>• Case studies</li> <li>• Multi-user cooperative and competitive activities</li> <li>• Competitions</li> <li>• Problem-solving activities in concept-building, skill-building, design, and troubleshooting</li> </ul>
<b>Instructional Video</b>	<a href="https://www.youtube.com/watch?v=_grVvYk-NG4&amp;t=6s">https://www.youtube.com/watch?v=_grVvYk-NG4&amp;t=6s</a>
<b>Picture</b>	  



**Name of the tool  
and short  
description**

**ALGOBUILD**

AlgoBuild is an educational software built to study programming and algorithms. The difference against classical flow chart editor is that, its function is to develop programs ant not to draw. The usual programming

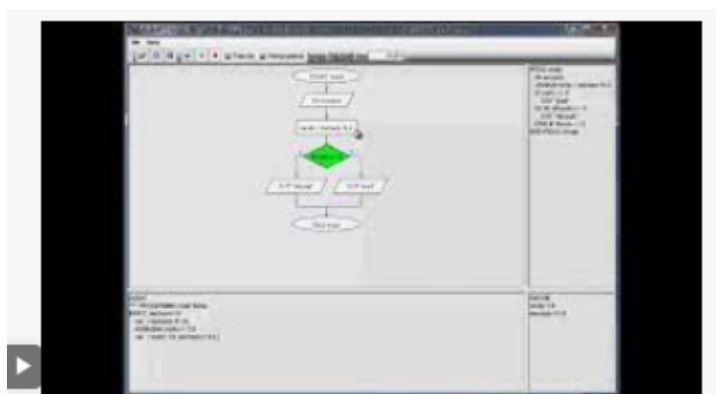
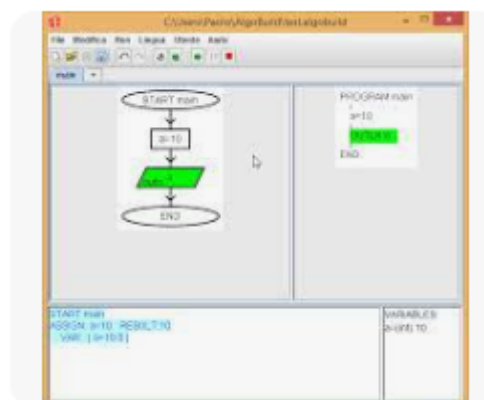
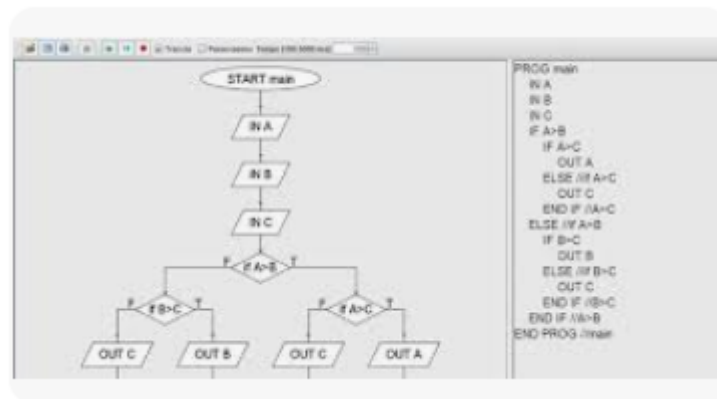
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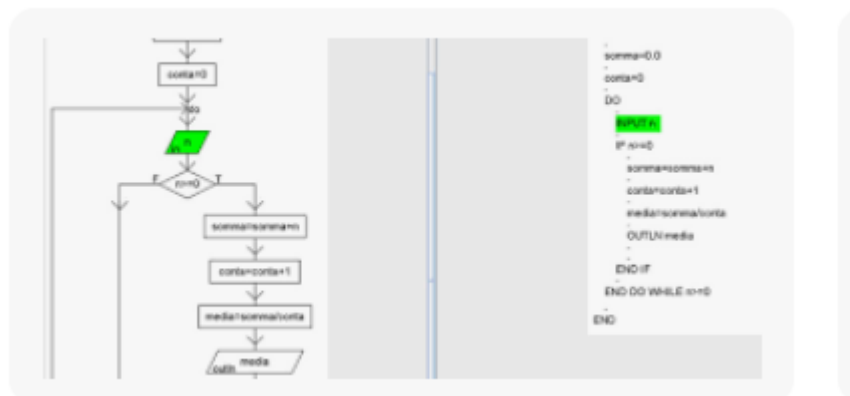




	<p>language instructions as assignrr tests, loops are used through simply visual commands.</p> <p><u>Tool Category</u></p> <p>Simulation</p>
<b>What is it used for?</b>	<p>When you have to learn to program it is necessary first of all to acquire a series of tools that allow you to analyze a problem and express its solution in abstract terms.</p> <p>For this reason, since the dawn of information technology, design languages have been adopted that allow us to express this solution and evaluate it before moving on to the definitive drafting (implementation) of the actual program.</p> <p>The most popular design languages are based on Flow Chart and Pseudo Coding.</p>
<b>How to use?</b>	<p>AlgoBuild is used precisely, by means of simple and intuitive commands, to create projects by means of both the graphic and textual mode.</p> <p>Furthermore, there is the possibility, using the appropriate syntax, to test the functioning of the program directly within the environment. During execution, the variables and the trace of the executed instructions are displayed.</p>
<b>Accessibility</b>	<p>No information about it</p>
<b>Learning Activities</b>	<ul style="list-style-type: none"> <li>• Coding exercises</li> <li>• Activities aimed at the development of computational thinking.</li> </ul>
<b>Instructional Video</b>	<p><a href="https://www.youtube.com/watch?v=wsA9W821ykc">https://www.youtube.com/watch?v=wsA9W821ykc</a></p> <p>TURN ON SUBTITLES IN AUTOMATIC TRANSLATION</p>

## Picture







<p><b>Name of the tool and short description</b></p>	<p><b>PhET</b> <a href="https://phet.colorado.edu/">https://phet.colorado.edu/</a></p> <p>PhET provides fun, free, interactive, research-based science and mathematics simulations. It extensively test and evaluate each simulation to ensure educational effectiveness. These tests include student interviews and observation of simulation use in classrooms. The simulations are written in HTML5 (with some legacy simulations in Java or Flash), and can be run online or downloaded to your computer. All simulations are open source (see our source code). Multiple sponsors support the PhET project, enabling these resources to be free to all students and teachers.</p> <p><u>Tool Category</u></p> <p>Simulation</p>
<p><b>What is it used for?</b></p>	<p>Students will...</p> <ul style="list-style-type: none"> <li>● Engage in scientific exploration with multiple, positive learning outcomes <ul style="list-style-type: none"> <li>○ Formulate and ask questions</li> <li>○ Make predictions</li> <li>○ Test emerging ideas and design experiments</li> <li>○ Use evidence to support ideas</li> <li>○ Monitor and reflect on their own understanding (e.g. through self-checking with simulation feedback, discussing with a partner, or teacher-led checks for understanding).</li> </ul> </li> <li>● Achieve conceptual learning <ul style="list-style-type: none"> <li>○ Identify cause-effect relationships</li> <li>○ Make meaning of visual and mental models, and use them to make sense of scientific phenomena</li> <li>○ Develop facilities with commonly-used scientific representations and measurement tools (e.g. visual models, vectors, graphs, formulas, ruler, ...)</li> <li>○ Coordinate across scientific representations, science models, and real world situations</li> </ul> </li> </ul>



	<ul style="list-style-type: none"> <li>● Make connections to everyday life (e.g. from science to the real world)</li> <li>● Take and sense ownership of their learning experience <ul style="list-style-type: none"> <li>○ Direct their own learning through exploration</li> <li>○ Persist through intellectual challenges</li> <li>○ Feel a sense of accomplishment</li> </ul> </li> <li>● See science as accessible, understandable, and enjoyable <ul style="list-style-type: none"> <li>○ Identify as a scientist (a person that uses scientific reasoning)</li> <li>○ Develop further interest in science</li> <li>○ Experience the joy of inquiry and discovery</li> </ul> </li> </ul> <p>Teachers will ...</p> <ul style="list-style-type: none"> <li>● Create a student-centered classroom by... <ul style="list-style-type: none"> <li>○ Hearing and valuing student ideas</li> <li>○ Promoting student agency – students actively driving their learning</li> <li>○ Encouraging and guiding student inquiry</li> <li>○ Being a co-participant in the inquiry process</li> <li>○ Building on students' prior knowledge</li> </ul> </li> <li>● Foster a supportive, goal-oriented learning environment by... <ul style="list-style-type: none"> <li>○ Valuing and addressing multiple goals - content, process, habits of mind, interest, etc.</li> <li>○ Being prepared to address common student ideas/thinking and confusions</li> <li>○ Adapting activities to their environment and their students (e.g. for varying learning goals and education levels)</li> <li>○ Implementing 'checks for understanding' in order to assess student learning and drive instruction</li> <li>○ Being responsive by flexibly adapting to emergent student ideas</li> </ul> </li> <li>● Bring their experience, professionalism, and knowledge of their students to designing, implementing, and improving activities, implementation, and sim design.</li> </ul>
<p><b>How to use?</b></p>	<p>See the documentation:  <a href="https://phet.colorado.edu/en/teaching-resources/tipsForUsingPhet">https://phet.colorado.edu/en/teaching-resources/tipsForUsingPhet</a></p>



<b>Accessibility</b>	<p>Students with disabilities can miss out on opportunities for authentic science and mathematics experiences due to a lack of accessible STEM resources. We believe this is a solvable problem.</p> <p>Through inclusive design approaches, we are creating accessible interactive simulations that allow students to experience science and mathematical practices in new ways. In the process, we are tackling core challenges in software development, assistive technology, and science education.</p> <p>Our accessible simulations include: verbal descriptions and feedback, the use of sound and music to represent foundational science and mathematics relationships, and alternative navigation that moves beyond mouse or touch inputs. We are creating research-based, accessible STEM education resources to ensure that all students can experience the benefits of PhET Interactive Simulations.</p>
<b>Learning Activities</b>	<p><b>Simulation-based math lesson</b></p> <p>A sim-based math lesson includes the sim as a central learning tool, an activity sheet to guide student thinking, and teacher facilitation moves to create a student-centered environment. Students work directly with a sim using individual or shared devices, record their thinking on an activity sheet, and engage in discussion within groups while the teacher facilitates and leads whole-class discussions.</p> <p><a href="https://phet.colorado.edu/files/guides/Activity_Design_Guidelines_for_Math_en.pdf">https://phet.colorado.edu/files/guides/Activity_Design_Guidelines_for_Math_en.pdf</a></p>
<b>Instructional Video</b>	<p><a href="https://www.youtube.com/watch?v=y8nCz_gjAQs">https://www.youtube.com/watch?v=y8nCz_gjAQs</a></p>



Picture

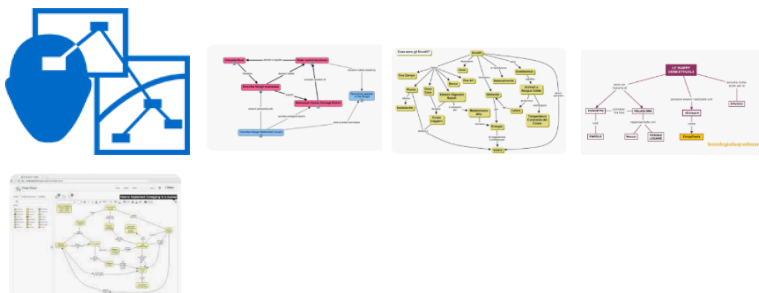


*e. Mind Mapping Tools*

<p><b>Name of the tool and short description</b></p>	<p><b>CMAP</b></p> <p><a href="https://cmap.ihmc.us/cmaptools/">https://cmap.ihmc.us/cmaptools/</a></p> <p>Tools is concept mapping software developed by the Florida Institute for Human and Machine Cognition. It allows users to easily create graphical nodes representing concepts, and to connect nodes using lines and linking words to form a network of interrelated propositions that represent knowledge of a topic</p> <p><u><b>Tool Category</b></u></p> <p>Mind Mapping Tools</p>
<p><b>What is it used for?</b></p>	<p>Concept Maps are used to organize and represent knowledge in an organized structure.</p> <p>Maps are useful for:</p> <ul style="list-style-type: none"> <li>● Organizing study material</li> <li>● Connecting old and new knowledge</li> <li>● Outlining and explaining a network of meanings</li> <li>● Focusing on key ideas</li> <li>● Fixing the material learned in memory</li> <li>● Synthesizing what one has learned</li> </ul>





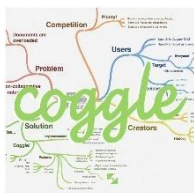
	<ul style="list-style-type: none"> <li>● Plan a research</li> <li>● Stimulate creativity</li> </ul>
<b>How to use?</b>	Once downloaded and started the program, select file, then New Cmap. Double click anywhere and a shape will appear. Type in the text. Left-click and drag from the arrows at the top of the concept. Release the mouse and a new concept will be created. Customize the map and export it in the chosen format.
<b>Accessibility</b>	No information about it
<b>Learning Activities</b>	<p>In the process of designing and building maps, pupils will learn to:</p> <p>identify the key elements in the texts;</p> <ul style="list-style-type: none"> <li>● arrange keywords in space;</li> <li>● trace the connections between the parts;</li> <li>● exhibit and evaluate their work;</li> <li>● bring out previous knowledge;</li> <li>● choose between the various types of maps;</li> </ul> <p>build the first concept maps.</p>
<b>Instructional Video</b>	<a href="https://www.youtube.com/watch?v=TMNq_oCFyi8">https://www.youtube.com/watch?v=TMNq_oCFyi8</a>
<b>Picture</b>	

<b>Name of the tool and short description</b>	<b>COGGLE</b> <a href="https://coggle.it/">https://coggle.it/</a>
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	<p>Coggle is online software for creating and snaring mindmaps and flowcharts.</p> <p>It works online in your browser: there's nothing to download or install.</p> <p>Whether you're taking notes, brainstorming, planning, or doing something creative, it is simple to visualize your ideas with Coggle.</p> <p><u><b>Tool Category</b></u></p> <p>Mind Mapping Tool</p>
<b>What is it used for?</b>	<p>Concept Maps are used to organize and represent knowledge in an organized structure.</p> <p>Maps are useful for:</p> <ul style="list-style-type: none"> <li>● Organizing study material</li> <li>● Connecting old and new knowledge</li> <li>● Outlining and explaining a network of meanings</li> <li>● Focusing on key ideas</li> <li>● Fixing the material learned in memory</li> <li>● Synthesizing what one has learned</li> <li>● Plan a research</li> <li>● Stimulate creativity</li> </ul>
<b>How to use?</b>	<p>A mind map starts with a central item that is progressively broken down into smaller components; Subtopics branch out from the central item forming a tree structure.</p> <p>There's no limit to how many levels you can break a topic into, so you can go as deep as you like.</p> <p>The central topic represents, at the highest level, what your mind map is about. Think of it as the title of your diagram that allows other people to understand what the content might be about.</p> <p>After that you can break down the items you've just added into their parts. Keep going until you feel you've gone into enough detail. How you break down your idea is completely up to you, there's no right or wrong way!</p>



<b>Accessibility</b>	No information about it
<b>Learning Activities</b>	<p>In the process of designing and building maps, pupils will learn to:</p> <p>identify the key elements in the texts;</p> <ul style="list-style-type: none"> <li>● arrange keywords in space;</li> <li>● trace the connections between the parts;</li> <li>● exhibit and evaluate their work;</li> <li>● bring out previous knowledge;</li> <li>● choose between the various types of maps;</li> </ul> <p>build the first concept maps.</p>
<b>Instructional Video</b>	<a href="https://www.youtube.com/watch?v=iL40u0uNYa8">https://www.youtube.com/watch?v=iL40u0uNYa8</a>
<b>Picture</b>	

#### *f. Study Tools*


<b>Name of the tool and short description</b>	<p><b>KHAN ACADEMY</b></p> <p>offers practice exercises, instructional videos, and a personalized learning dashboard that empower learners to study at their own pace in and outside of the classroom. We tackle math, science, computing, history, art history, economics, and more, including K-14 and test preparation (SAT, Praxis, LSAT) content. We focus on skill mastery to help learners establish strong foundations, so there's no limit to what they can learn next!</p>
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	<p><u>Tool Category</u></p> <p>Study tools / Library of educational courses / Free online courses, lessons and practice</p>
<b>What is it used for?</b>	<p>Khan Academy is an American non-profit educational organization created in 2008 by Salman Khan. Its goal is creating a set of online tools that help educate students. The organization produces short lessons in the form of videos. Its website also includes supplementary practice exercises and materials for educators. It has produced over 8,000 video lessons teaching a wide spectrum of academic subjects, originally focusing on mathematics and sciences. All resources are available for free to users of the website and application.</p> <p>As of 2018, over 70 million people use Khan Academy, out of which 2.3 million students use it to prepare for the SAT. As of February 2022, the Khan Academy channel on YouTube has 7.11 million subscribers and Khan Academy videos have been viewed more than 1.94 billion times.</p>
<b>How to use?</b>	<p>Once registered on the site, you can log in and take advantage of the video courses on the platform</p>
<b>Accessibility</b>	<p>At Khan Academy, we care a great deal about accessibility. Our goal is to help ensure that learners with varying abilities and needs are able to access our materials.</p> <p>As assistive technologies change and evolve, we strive to keep our site up to date with the most popular technologies on the browsers we support.</p> <p>We conduct accessibility reviews and use our findings to improve our software. We have improved our modals to enable keyboard navigation and better screen reader compatibility, adjusted color contrast to meet the WCAG contrast ratio standards, and updated icon designs that previously relied purely on color to indicate status change.</p>



<b>Learning Activities</b>	<p><b>Flipped classroom activities</b></p> <p>Khan Academy contains lots of ready-made instructional videos and allows uploading of new videos.</p> <p>These videos can be used to carry out Flipped Classroom activities by moving the student's study activity outside the school, through the use of the videos, and allowing the teacher to make the most of the hours in the classroom for the development of skills.</p> <p><b>School subjects recovery activities: remedial courses</b></p> <p>The presence of numerous educational videos on the platform allows students in difficulty to carry out recovery activities, even independently.</p>
<b>Instructional Video</b>	<p><a href="https://www.youtube.com/watch?v=FdB5qhGRSgQ">https://www.youtube.com/watch?v=FdB5qhGRSgQ</a></p>
<b>Picture</b>	

The screenshot shows the Khan Student interface. At the top, the user is logged in as 'gms@student@khan.org' with a profile picture of a green leaf. The main heading is 'My course mastery'. Below this, there are tabs for 'Active' and 'Past'. The 'Active' tab is selected, showing a list of courses. The first course is 'Algebra 1', which is '100% mastered'. To the right of the course name, there is a progress bar that is completely filled with a green bar, and the text '100%' is displayed. Below the progress bar, it says 'See on page 1 of 100 pages'. The left sidebar contains navigation links: 'Courses', 'Assignments', 'Progress', 'Settings', and 'Help'. The bottom of the page has a footer with 'Khan' and '© 2019 Khan Academy'.



Khan Academy Kids

				
Mr. Khan	Ansel	Angela	Anhan	Cameron
				
Lorraine	Martinet	Michael	Paul	Perla

[illegible]

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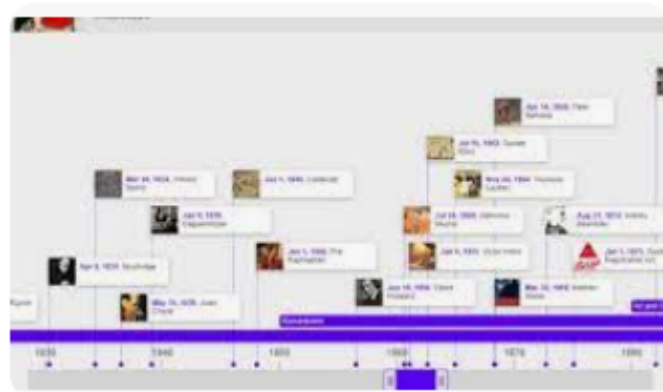
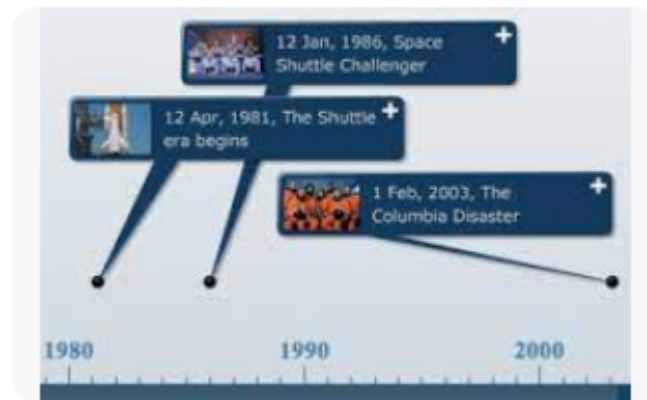


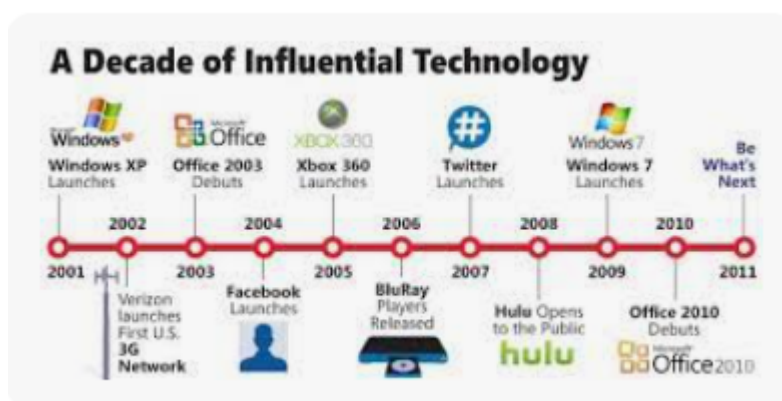
g. Timeline

<p><b>Name of the tool and short description</b></p>	<p><b>TIMETOAST</b></p> <p><a href="https://www.timetoast.com/">https://www.timetoast.com/</a></p> <p>It is a free web application that allows you to create timelines in simple and intuitive way and currently represents the most instrument versatile and complete available on the net.</p> <p><u>Tool Category</u></p> <p>Timeline</p>
<p><b>What is it used for?</b></p>	<p>TIMETOAST represents an immediate and effective tool for displaying in graphic form a series of events distributed in chronological succession on a specific virtual axis, variously defined in time scans.</p>
<p><b>How to use?</b></p>	<p>Timetoast is a particularly basic tool to use even for those who do not have specific technical skills. After registering for free, you can enter events by reporting the date, title, text, hyperlinks and images in the timeline, viewable in classic style or as a chronological list.</p> <p>Given its ease of use, Timetoast has, however, some limitations related to its functionality: it is not possible to insert audio and video and create timelines to represent certain historical periods (does not support dates BC); moreover it is allowed to view only three events at a time, so the timeline for some periods it may have gaps. Finally, the platform does not provide</p>



	for the setting different levels once the timeline automatically become public.
<b>Accessibility</b>	No information about it
<b>Learning Activities</b>	<ul style="list-style-type: none"> <li>- In the study of ancient History, for example, it can facilitate the presentation of river civilizations -Mesopotamian and Egyptian- across timelines.</li> <li>- It is possible to create a timeline that places literary production relating to an author or a literary movement within the framework of major historical events</li> </ul>
<b>Instructional Video</b>	<a href="https://www.youtube.com/watch?v=erCpoelFetI">https://www.youtube.com/watch?v=erCpoelFetI</a>
<b>Picture</b>	 





[cmachadolearns - WordPress.com](http://cmachadolearns.wordpress.com)

**Name of the tool and short description**

**TRIPLINE**

<https://www.tripline.net/>

Tripline is a web application that allows you to create interactive routes animated using Google maps.

Tool Category

Timeline

**What is it used for?**

Born as a tool for sharing one's travels, it proves to be an excellent resource for teaching, in particular for historical and geographical disciplines. It is in fact possible to create a route by selecting the stages of the itinerary on the map in the order you prefer, with the opportunity to add a background soundtrack to be selected from those available by default

**How to use?**

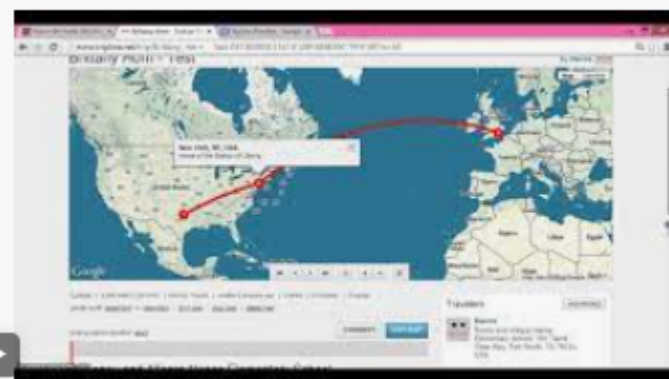
Once registered, on the opening screen, You will follow simple steps:



	<ul style="list-style-type: none"> <li>● click on “New map”</li> <li>● enter the name of the locations in sequence</li> <li>● add images or information in “edit details”</li> <li>● share the map created in the social area</li> </ul>
<b>Accessibility</b>	No information about it
<b>Learning Activities</b>	<p>Students can create a map of their educational trip. They can reproduce a map of the places visited and then enrich it with images and news relating to history, geography or art.</p> <p>Studying the geographical exploration of 400 and 500 AD, the routes can be reproduced on the planisphere.</p> <p>You can also use tripline in creating a fictional narrative text.</p>
<b>Instructional Video</b>	<a href="https://www.youtube.com/watch?v=GOHRMZMmh_A">https://www.youtube.com/watch?v=GOHRMZMmh_A</a>



## Picture



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## 2. Communication Tools

### h. *teacher-to-student or student-to-student communication*

<b>Name of the tool and short description</b>	<b>Microsoft Teams</b> is a free online tool from Microsoft including a workspace chat and videoconferencing, file storage, and application integration. The tool is part of the Microsoft 365.
<b>Secondary Tool Category</b>	<b><i>Learner Tools</i></b>
<b>What is it used for?</b>	Microsoft Teams can be used in the daily classroom life as a tool to organise both meetings and simple chats between students. In addition to this, in case of distance learning Microsoft Teams can be a useful tool to storage data and files and to communicate in a general way between teams, for example classes or courses. This

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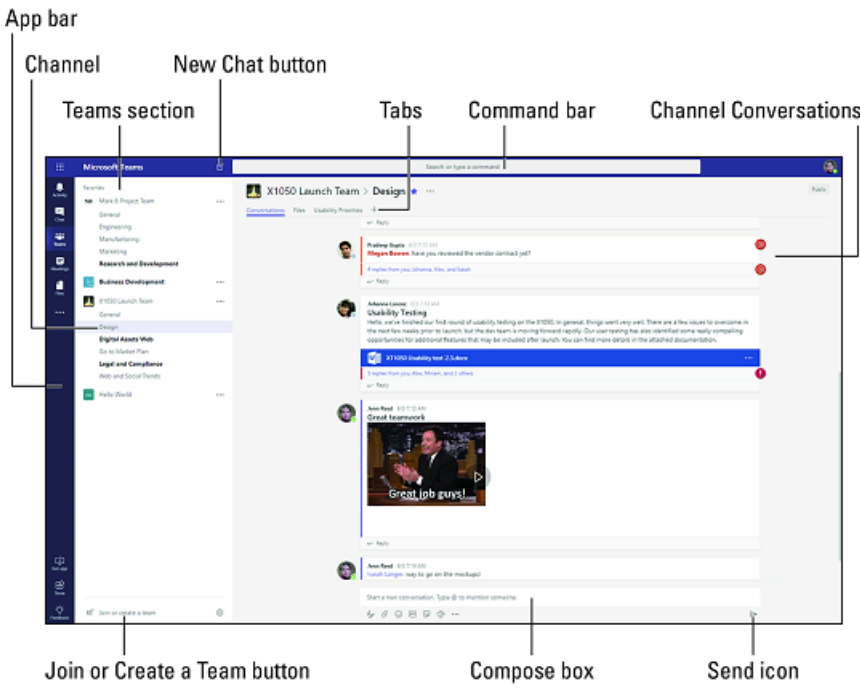




	<p>makes the communication much</p> <p>also substitute channels such as WhatsApp that are less effective when it comes to store data.</p>
<b>How to use?</b>	<p>In order to access to Microsoft Teams you need to have an valid Microsoft account. The account can be created for free on the website of Microsoft. In addition to that, you need a valid Microsoft 365 licence. 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.).</p> <p>For educational use and members of educational organisations such as schools, Vet providers, but also universities the access to Microsoft 365 is often free. Please contact your institution to get more information on how to get access to Microsoft 365.</p>
<b>Accessibility</b>	<p>Microsoft Teams both offers a version for desktop and for mobile devices, however it is mainly used on desktop versions.</p>
<b>Learning Activities</b>	<p><b>Distance Learning</b></p> <p>The tool was widely used during the Covid-19 pandemic and the lockdowns for distance learning and it is suitable to organise online classes.</p> <p>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.</p> <p><b>Improve the level of communication</b></p> <p>With Microsoft Teams it is possible to improve communication between team or class. The available functions are helpful for this.</p> <p>It has an integrated calendar which allows for scheduling meetings.</p> <p>Different types of documents can be shared with learners – as well as a class notebook which allows for additional content sharing.</p>





	Additionally handouts, quizzes, t can be assigned and even graded online. The learner's progress can also be tracked and feed-backed instantly.
Instructional Video	<a href="https://support.microsoft.com/en-us/office/video-what-is-microsoft-teams-422bf3aa-9ae8-46f1-83a2-e65720e1a34d">https://support.microsoft.com/en-us/office/video-what-is-microsoft-teams-422bf3aa-9ae8-46f1-83a2-e65720e1a34d</a>
Picture (if available)	<p>App bar</p> <p>Channel</p> <p>New Chat button</p> <p>Teams section</p> <p>Tabs</p> <p>Command bar</p> <p>Channel Conversations</p>  <p>Join or Create a Team button</p> <p>Compose box</p> <p>Send icon</p> <p><a href="https://www.dummies.com/wp-content/uploads/office-365-microsoft-teams.png">https://www.dummies.com/wp-content/uploads/office-365-microsoft-teams.png</a></p>

Name of the tool and short description	<b>Basecamp</b> is a project management and communication tool. On Basecamp, you can set up a virtual space to organize group projects. Each space features a number of tools such as to-do lists, schedules, file sharing, and group chats (campfires) to support team work. Basecamp is an excellent tool for promoting and supporting collaborative group work. It can also increase accountability, time management skills, communication, and productivity among group members.
Secondary Tool Category	<i>Present engage and inspire</i>
What is it used for?	<ul style="list-style-type: none"> <li>Students can set personal or group goals by using “to-do” lists to manage their learning progress.</li> </ul>



	<ul style="list-style-type: none"> <li>Students can monitor the progress of their learning goals by utilizing the automatic check-in feature to set up self check in's. These check-ins can be set at various intervals (Automatic check-in prompts can be scheduled daily, weekly, or for specific times).</li> <li>Students can utilize the features of Basecamp to customize their own learning environments in ways that support the learning process.</li> <li>Students use technology to seek feedback that informs and improves their practice and to demonstrate their learning in a variety of ways.</li> </ul>
How to use?	<p>What you can do is quickly sign up to Basecamp using a step-by-step process.</p> <p>Once you've signed up, you will arrive at Basecamp's dashboard. Here, you can see your operations where you can manage all your projects and teams.</p> <p>Clicking on '<b>Home</b>' on top-left is going to take you to Basecamp's dashboard.</p> <p>Next to that, we have '<b>Pings</b>'. Privately chat with individuals using this feature. You also have '<b>Hey!</b>' where all your notifications will appear.</p> <p>Under '<b>Activity</b>', you'll notice all activities happening within Basecamp. Next to 'Activity', we have '<b>My Stuff</b>'.</p>
Accessibility	<p>The application is both straightforward and easy to jump into for most beginners, but also provides clear instructions, FAQs, and tutorials for users who may need more support when first using the app.</p>
Learning Activities	<p><b>English</b></p> <p>Students can use Basecamp's "campfire" feature to discuss a book as they read it, the "Docs &amp; Files" feature to post their annotations of the book, and the "To-Dos and Schedule" feature to stay organized and not fall behind in the reading.</p>



	<p><b>Math</b></p> <p>Students can post their math homework using the “Docs &amp; Files” feature so teachers can review their work. They can also ask peers questions using the “Campfire” feature if they are stuck on a problem. Students can also use the “To-Dos and Schedule” feature to increase time management by tracking the assignments they have, and visually see the amount of time left before the assignment’s due date.</p> <p><b>History</b></p> <p>Students can role-play the process of running for the President of the United States. They can use Basecamp to organize their campaign. For example, students can use the to-do feature to outline their campaign actions, use the “Campfire” feature to host rallies and debates, and upload campaign posters and advertisements to their project space.</p>
Instructional Video	<a href="https://www.youtube.com/watch?v=_LYtVv_qd5E&amp;t=9s">https://www.youtube.com/watch?v=_LYtVv_qd5E&amp;t=9s</a>
Picture (if available)	

i. *Brainstorm, mind map, and collaborate*

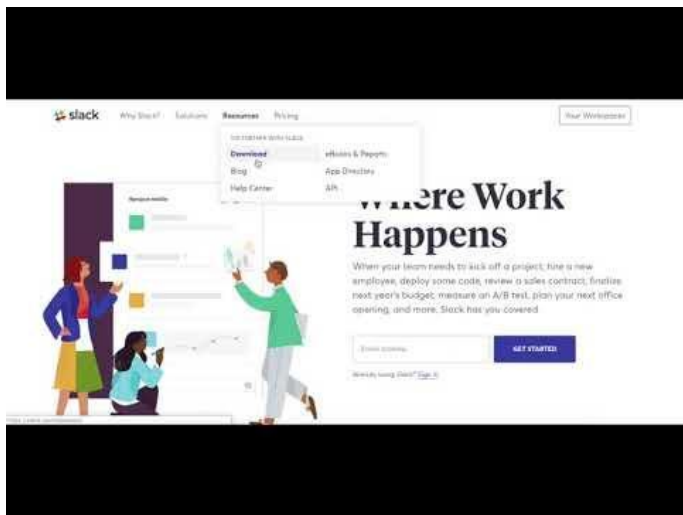
<b>Name of the tool and short description</b>	<p><b>Slack</b> is a <b>communication</b> and <b>task management</b> tool. Users can create specialized messaging groups, or “channels,” according to different projects, teams, and organizations. What makes it different from other communication tools is that it is specifically</p>
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	<p>created for work and collaboration. Files up to 1GB can be sent and searched within a channel, which makes file management easy. Slack also allows users to integrate over 1,500 apps and services into the chat, so that they can work without having to switch tabs and accounts. Functions like video chatting and screen sharing make it ideal for teamwork. Bringing Slack into the classroom can increase communication and <b>collaboration, facilitate project management</b>, and allow students to learn how to use a tool that is popular in many workplaces today.</p>
<b>Secondary Tool Category</b>	<b>Learner Tools</b>
<b>What is it used for?</b>	<ul style="list-style-type: none"> <li>• Students create a channel that is dedicated to a group project, communicate, and manage the process of the project within the channel</li> <li>• Students can submit different formats of homework to demonstrate their learning outcomes by integrating external apps/services</li> </ul>
<b>How to use?</b>	<p>1). Go to slack.com and create an account using your email address. Follow the instruction to set up your account. 2). If you already have an account, enter your workspace from the 'sign in' button. 3). Create or enter a channel for group messaging. 4). Start or enter direct messages for one-to-one conversations. 5). Invite teammates by sending them emails from Slack. 6). Send files or messages from the bar at the bottom. 7). React or respond to a message.</p>
<b>Accessibility</b>	<p>You can use a screen reader to navigate conversations, read messages, and access information in your sidebar from the Slack desktop app and Slack in a web browser.</p>
<b>Learning Activities</b>	<ul style="list-style-type: none"> <li>• Students can create personal threads to track their learning progress</li> <li>• Students conduct a self-evaluation of any individual/group project by reviewing the record in a personal thread or a group project channel</li> </ul>




Instructional Video	<a href="https://www.youtube.com/watch?v=RRxQQxiM7AA">https://www.youtube.com/watch?v=RRxQQxiM7AA</a>
Picture (if available)	

Name of the tool and short description	<a href="#">Google Drawings</a> is a virtual board that allows users to create content by drawing, pasting images, linking videos and websites, and inserting text, shapes, tables, and other content onto a page in Google Drive. Users can create flow charts, diagrams, concept maps, visual storyboards, original art, and more. This app is available free of charge to anyone with a Google account. Users can collaboratively work on the same Drawing at the same time. This means students can collaborate on the same drawing from different computers at different locations..
What is it used for?	Drawings can be shared via a link or embedded into a webpage (by selecting "Publish to the web" in the file menu). Collaborators can edit and leave comments on the document. If you are looking for a tool to help <b>engage students and foster collaboration and creativity</b> , this is a great tool for students to visually construct and demonstrate their knowledge
How to use?	This app is incredibly intuitive, I was able to navigate around it and produce the products that I wanted with no prior introduction to the app via tutorial or help desk. This app can be accessed through any browser and on any device with internet access, but it is much



	easier to edit the drawings on ta because of the larger screen. It is free and easy to access for anyone with a google account, which is a major plus in my book.
<b>Accessibility</b>	This is app is very accessible for screen readers and braille displays, Google provides several pages of step-by-step directions to enable these adaptations in Google drawings.
<b>Learning Activities</b>	<p><b>Math</b></p> <p>Have students present statistical information in graphical displays and link outside sources to their page. Or, use Drawings for geometry lessons - have students manipulate the shapes to determine what characteristics remain constant for each shape and which ones can change (e.g., a rectangle vs. a parallelogram vs. a trapezoid).</p> <p><b>Science</b></p> <p>Have a group of students research and compile information on a particular topic, including images, graphs, videos, websites, and text, and present it to the class. Ask the audience, community members, and/or parents to leave questions on the page for the student presenters to answer.</p> <p><b>English/Language Arts</b></p> <p>Have your whole class deconstruct a character, scene, or book together by producing a visual storyboard or comic strip with images, and linked videos, text, and other resources explaining historical relevance, imagery, character development, etc... that can be shared with the class at the end of the lesson.</p> <p><b>Social Studies</b></p> <p>Have students create an interactive timeline compiling images, videos, text and other resources explaining how events contributed to one another and progressed over time. Students could also annotate an image deconstructing how different aspects of the image illustrate different themes in that time period.</p>



	<p><b>Other</b></p> <p>Create a visual board about a field trip or vacation. Have students prepare a drawing to introduce themselves to the class at the beginning of the year. Create a visual organizer before writing a paper and have other students provide comments and feedback. Google drawings is a great tool to create and alter graphic art.</p>
<b>Instructional Video</b>	<p><a href="https://www.youtube.com/watch?v=MWHVchoTlik">https://www.youtube.com/watch?v=MWHVchoTlik</a></p>
<b>Picture</b>	

*j. Digital Whiteboards*

<b>Name of the tool and short description</b>	<p><b>Wisemapping</b> is the web mind mapping open source tool.</p>
<b>Secondary Tool Category</b>	<p>N/A</p>
<b>What is it used for?</b>	<p>Wise Mapping creates diagrams to represent words, ideas, tasks or other items linked to and arranged radially around a central key word or idea. It is used to generate, visualize, structure and classify ideas, and as an aid in study, organization, problem solving, and decision making.</p>



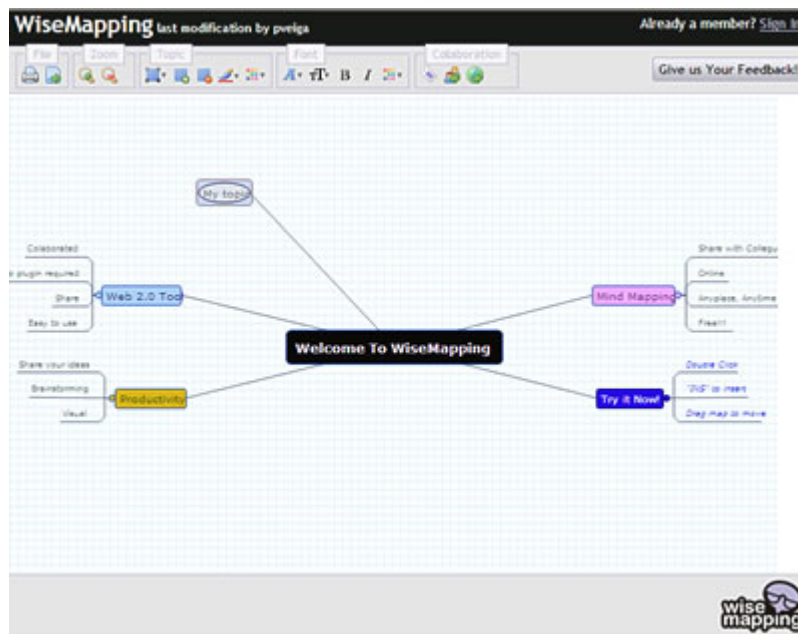


	It is an image-centred diagram creating representations of semantic or other connections between portions of information. It encourages a brainstorming approach.
<b>How to use?</b>	<p>Learners can either use this tool to create mind maps for their individual use or for tasks they are provided.</p> <p>This tool can also be used to create learning material for use in class or at home.</p>
<b>Accessibility</b>	Free and open source
<b>Learning Activities</b>	<p>You can use WiseMapping for free without any restrictions</p> <p>You can share your mindmap with anyone, and work on a map together</p> <p>You can link mind map with documents</p> <p>Insert mind map in web pages and blogs</p> <p>Export your maps SVG,PNG,JPG and FreeMind</p> <p>You can install WiseMapping internally in your institution.</p>
<b>Instructional Video</b>	<a href="https://youtu.be/rKxZwNKs9cE">https://youtu.be/rKxZwNKs9cE</a>





Picture (if available)



<b>Name of the tool and short description</b>	<b>Classroomscreen</b> is a digital black board tool developed by teachers for their classes. It offers over 19 widgets to support your lesson in a visually appealing way
<b>Secondary Tool Category</b>	N/A
<b>What is it used for?</b>	Classroomscreen is mostly meant to let you display clear instructions for your lesson and offer an easy and accessible digital black board. It copies almost all functions of a classic blackboard. Providing a tools for teacher to learner teaching models but also collaborative elements such as brainstorming tools.
<b>How to use?</b>	These are the widgets available:  Timer: By using the timer you can let your students know how much time is left for working on their task. This gives them a visual reminder.



	<p><b>Drawing:</b> Make drawings or notes tool. Use it full screen or as a small window. Choose lined paper, graph paper or an image as your background.</p> <p><b>Traffic light:</b> The traffic light has several uses. For example, to indicate if students can disturb the teacher. Also, students can use it on their own device to indicate their progress on a project.</p> <p><b>QR code generator:</b> The integrated generator allows a fast use of QR Codes (to be generated and displayed).</p> <p><b>Text Box:</b> Type a message or instruction in the text box. For example, show the agenda of today's lesson.</p> <p><b>Tombola:</b> Use this widget if you want to randomly select a student's name from a list. Switch easily between the lists of names you created.</p> <p><b>Symbols Classroomscreen</b> offers simple work symbols that can be displayed like stickers. You can use them to let students know under what conditions they can work on their task. Choose from: 'work together', 'ask neighbor', 'whisper' or 'silence'.</p> <p><b>Sound Level:</b> Connect a microphone and measure the sound level in your class. If students make too much noise, a bell will ring to indicate they have to be more quiet.</p> <p><b>Feedback:</b> The poll is a quick and easy tool to collect feedback. For example about how students feel or whether they understood the lesson. Students walk past the smart board and cast their vote. Pro users can use remote voting to let their students cast their votes.</p>
<b>Accessibility</b>	<p>Available for free or a yearly subscription. Also reduced fare for schools.</p> <p>Use Classroomscreen without account, or sign up for free to get access to more functionalities.</p>
<b>Learning Activities</b>	<p>The tool copies a classic black board and therefore allows almost anything you would do on a blackboard.</p>




	<p>It provides a platform for a</p> <ul style="list-style-type: none"> <li>- teacher to learner class</li> <li>- peer collaboration setting</li> <li>- individual work in class</li> </ul>
Instructional Video	<a href="https://youtu.be/pbUJ4PCcsMI">https://youtu.be/pbUJ4PCcsMI</a>
Picture (if available)	

#### k. Social media

Name of the tool and short description	<b>YouTube</b> is a free video sharing website that allows users to watch online videos.
Secondary Tool Category	<i>Audio/Video editing and publishing platform</i>
What is it used for?	Via YouTube you can create and upload your own videos to share with others.

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	These can be published openly or hidden and only available you want to share them with.
<b>How to use?</b>	<p>It can however be used to share videos with a select group of people. The audience does not need any account to watch and hear the content.</p> <p>The platform can also be used for learners projects. The can create and edit their material in YouTube. It can then be either published or only shared with classmates and the teacher.</p>
<b>Accessibility</b>	<p>Free to watch without an account. Needs a free account for creating content.</p> <p>Available in almost all languages and very well known.</p> <p>Also provides a good automatic subtitle tool that can be added to videos.</p>
<b>Learning Activities</b>	<p>Techers can use it to record tutorials and create learning materials.</p> <p>Can also be used in class projects. Either by using one account for all learners to upload and edit their work. Or by using learners individual accounts to also work asynchronous on assignments.</p>
<b>Instructional Video</b>	
<b>Picture (if available)</b>	



<b>Name of the tool and short description</b>	<b>Mastodon</b> is a free and open-source running self-hosted social networking services
<b>Secondary Tool Category</b>	<i>N/A</i>
<b>What is it used for?</b>	<p>Mastodon has microblogging features similar to the Twitter service, which are offered by a large number of independently run Mastodon nodes, each with its own code of conduct, terms of service, privacy options, and moderation policies.</p> <p>Each user is a member of a specific Mastodon server, which can interoperate as a federated social network, allowing users on different servers to interact with each other. This is intended to give users the flexibility to select a server whose policies they prefer, but keep access to a larger social network.</p> <p>Users can ‘follow’ each other, and interact with content that is posted by liking or re-sharing with followers.</p> <p>Mastodon is decentralised by design. Anyone can set up their own server.</p>
<b>How to use?</b>	<p>The learners can use the platform either by joining an existing server or setting up one themselves or together with the teacher.</p> <p>The platform can then be used for communication but also for learners individual or team content production. They can either follow others (like institutions and other content producers) or set up a small social media bubble within the learners group to share, edit and discuss ideas.</p> <p>Mastodon can be used both synchronous and asynchronous.</p>
<b>Accessibility</b>	<p>Free to use, open-source platform.</p> <p>Available in any language – though might need some coding knowledge to set up and maintain one’s own server.</p>
<b>Learning Activities</b>	Share, comment and discuss ideas and material uploaded.
<b>Instructional Video</b>	<a href="https://youtu.be/WTP1GK4YOG8">https://youtu.be/WTP1GK4YOG8</a>

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Picture (if available)	


Name of the tool and short description	<p><b>IdeaBoardz</b> is a community-based tool that allows users to add sticky notes, known as ideaz, to an IdeaBoard. Users can make an unlimited number of IdeaBoards based on different topics. Within an IdeaBoard, users can add different columns to create subtopics. For example, on a board about pizza, there could be a column that is “Why you should like pizza” and “Why you shouldn’t like pizza.” Students can add as many Ideaz as they want to share and express their ideas. To date, more than 1.4 million Boardz have been designed, featuring over 15 million Ideaz (<a href="#">IdeaBoardz homepage</a>). IdeaBoardz is a great tool for teams as it allows users to <a href="#">virtually collaborate</a> from any place around the globe. Ideaboardz can support communication, collaboration, social knowledge construction, and brainstorming both within and beyond the classroom walls.</p>
What is it used for?	<p><b><i>Global Collaborator</i></b></p> <ul style="list-style-type: none"> <li>• Students can use IdeaBoardz as a collaboration tool to share their ideas and see what other students or contributors from around the world add to it.</li> <li>• Users can contribute to an IdeaBoard locally or globally.</li> </ul>



	<ul style="list-style-type: none"> <li>• Multiple students can work on IdeaBoardz together.</li> <li>• IdeaBoardz supports social learning.</li> </ul> <p><b>Knowledge Constructor</b></p> <ul style="list-style-type: none"> <li>• Students can read ideas written by others and form their own connections on a topic.</li> <li>• Students can use IdeaBoardz to curate, organize, and design collections of resources, ideas, and information.</li> </ul>
<b>How to use?</b>	<ol style="list-style-type: none"> <li>1. Click “Login” (this step is optional).</li> <li>2. Click “Create” to start your own Board.</li> <li>3. Setup your board: Provide a name and short description of the board. Select a format that will best suit your needs. Now, select appropriate section titles.</li> <li>4. Select the CREATE button to start your board.</li> </ol>
<b>Accessibility</b>	<p>A screen reader can work with the tool, but it is not simple to use and read what is on the screen. Users can click on the Ideas to make them larger, but users cannot adjust font size or color. IdeaBoardz could be made more accessible by adding color, font, and size adjustments for text, better text-to-speech options, keyboard shortcuts, and text translators.</p>
<b>Learning Activities</b>	<p><b>Math</b></p> <p>Math teachers can format their IdeaBoards with up to 10 sections with each section having a different problem. Students can add ideas underneath each section for how to go about solving the problem. Students can “thumbs up” an idea if they like this method of problem solving. Students can also add helpful hints under each question to support their peers’ problem solving capabilities.</p> <p><b>Science</b></p> <p>Science teachers can format their IdeaBoards to have sections that match the number of steps in the water cycle. Under each step,</p>





	<p>students can write in their own v in each step of the water cycle.</p> <p><b>English/Language Arts</b></p> <p>English/Language Arts teachers can format their IdeaBoards to include multiple sections with prompts that encourage students to explore and think about a book in unique ways. Teachers can also create an IdeaBoard where students write alternate endings to the book. Teachers can setup different sections on an IdeaBoard where one student starts an idea for an alternate ending to a book and then other students continue building on that idea in that section of the IdeaBoard.</p> <p><b>Other</b></p> <p>For a social studies presentation or a presentation in an elective class, students can create a pros and cons IdeaBoard on a topic of their choice. For example, one student may choose to do a pros and cons list on gun control and present their IdeaBoardz to the class.</p>
<p><b>Instructional Video</b></p>	<p><a href="https://www.youtube.com/watch?v=o4iFnSW-RbM">https://www.youtube.com/watch?v=o4iFnSW-RbM</a></p>
<p><b>Picture</b></p>	


<p><b>Name of the tool and short description</b></p>	<p><b>Padlet</b> is a community-centered virtual bulletin board in which collaborators can simultaneously create and organize posts of any content type, whether it be text, documents, images, videos, audio, or links.</p>
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<b>What is it used for?</b>	<p>Padlet is a great tool to use for collaborative group projects, as it eliminates the need to schedule time in advance for the group members to meet face-to-face. Students are able to work freely on their group assignments at their own convenience while still observing every change or contribution made by group members as soon as they are made without scheduling conflicts and the constraints produced from limiting project work to specified times.</p>
<b>How to use?</b>	<p>Signing up with Padlet is easy. Padlet's home page directs you to where you can sign up for free, as well as where to install its Mac app if working on an iOS device. After selecting "Sign up for free," Padlet allows you to instantly sign up via Apple, <a href="#">Google</a>, or with <a href="#">Microsoft</a>, or by entering your own separate email and password.</p> <p>You are then given the option to select from a Basic or a Pro plan. A Basic plan is free but limits you when it comes to the amount of Padlets you can use and the amount of data you can upload at only 25MB per upload. The Pro plan offers you unlimited Padlets, as well as 250MB per upload. In addition, this plan comes at a low monthly price, with the option to pay yearly for a discounted rate.</p>
<b>Accessibility</b>	<p>No information</p>
<b>Learning Activities</b>	<p><b>History</b></p> <p>Create a timeline to illustrate related events in a particular period, perhaps a war or governmental change. Create a timeline narrating the key events throughout the life of an important historical figure.</p> <p><b>Government / Politics</b></p> <p>Design a diagram depicting the organization, powers, and history of each branch of the U.S. government.</p>



	<p><b>Geography</b></p> <p>Build a collage covering the different regions of a particular country including pictures and descriptions of local wildlife, terrain, climate, etc...</p> <p>Design an interactive map using the <a href="#">Padlet map feature</a>.</p> <p><b>Literature</b></p> <p>Create a book report covering important events and characters, along with descriptions and their relationships to one another.</p> <p><b>Social Studies</b></p> <p>Curate a collection of historical artifacts and primary source materials for a specific event, era, or person.</p> <p><b>Biology</b></p> <p>Present a certain region's food chain with images and labels of the animal species.</p>
<p><b>Instructional Video</b></p>	<p><a href="https://www.youtube.com/watch?v=RCi6p6v79Bg">https://www.youtube.com/watch?v=RCi6p6v79Bg</a></p>
<p><b>Picture</b></p>	

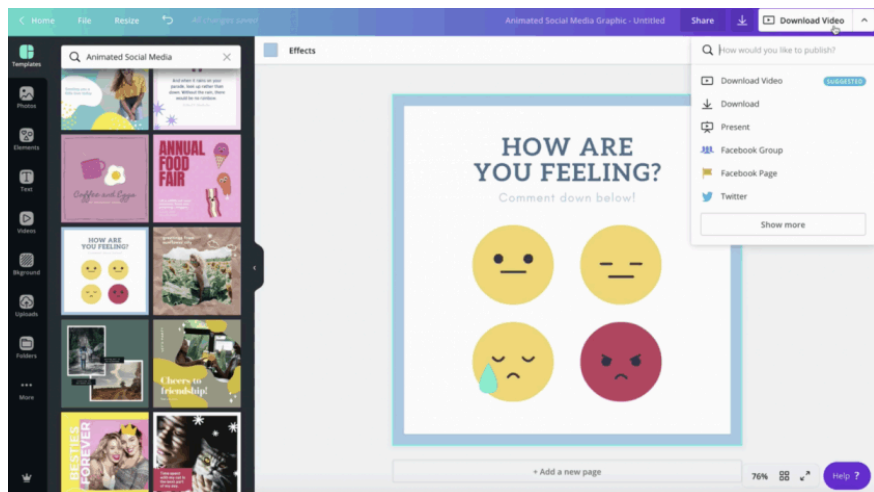
### 3. Learner tools



a. Graphic Design

<b>Name of the tool and short description</b>	<b>Canva</b> is a graphic design platform available for free (and a paid subscription) for creating social media graphics, presentations, posters, documents and any other visual content. All media can be created for printing and online use.
<b>Secondary Tool Category</b>	<b><i>Online Courses/ content production</i></b>
<b>What is it used for?</b>	<p>Canva allows for a limited video editing and integration of videos into other visual media.</p> <p>The app includes templates for common media projects (creating flyers, social media posts etc. as well as a range of graphics and fonts that can be used (the free version only grants access to a limited collection though).</p> <p>The platform uses a drag-and-drop format and provides access to more than 60 million photos and 5 million of templates (social media posts, banners, visual content, logos, and much more).</p>
<b>How to use?</b>	<p>Anyone can setup a free Canva account and immediately start with content production.</p> <p>Canva provides templates for different types of media which can also be shared and edited with other users (the sharing party needs a paid account though).</p> <p>Additionally one can also upload media into the Canva account for further use.</p> <p>Canva also provides the ability to create different folders for each project.</p> <p>After choosing a template one can start choosing a layout, fonts, graphics or also work in a free form.</p> <p>The design can then be exported either for printing or for online publication and saved on a device. Canva also allows for use of gifs, videos and audio to be embedded.</p>



<b>Accessibility</b>	<p>Canva is accessible in a multitude of languages. It offers an extensive FAQ and help chat service.</p> <p>It is meant to be used by people with no or very limited knowledge of design and media production tools. Therefore it provides a very intuitive in its use and can be accessed through a browser on a Computer, and in Apps on Android and IOS.</p>
<b>Learning Activities</b>	<p>Create designs for presentations</p> <p>Edit video material and share it with co-learners and teachers.</p> <p>Create contents in teams and share/present the learning outcome.</p> <p>Teachers can also create learning material for learner.</p>
<b>Instructional Video</b>	<p><a href="https://youtu.be/M_kB3Ucrb1A">https://youtu.be/M_kB3Ucrb1A</a></p>
<b>Picture (if available)</b>	

<b>Name of the tool and short description</b>	<p><b>Sumopaint</b> is an online graphic design and editing software that offers a variety of free vector tools.</p>
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<b>Secondary Tool Category</b>	N/A
<b>What is it used for?</b>	<p>SumoPaint's basic version allows you to add text, gradients, shapes, and more.</p> <p>Furthermore, Sumopaint is set within a group of other tools that can be used in the same way as well:</p> <p>Sumotunes, Sumo3D, Sumocode, Sumophoto, Sumoaudio, Sumovideo, and Sumopixel - each one of these is an editor/creator tool.</p> <p>SumoPaint works on the same principals as the Adobe Programmes do, however it is much more simplified and offers a free basic online version.</p>
<b>How to use?</b>	<p>Draw pictures or combine images with filters, text elements or symbols.</p> <p>Create logos or posters</p>
<b>Accessibility</b>	<p>Fully web-based with an intuitive user experience.</p> <p>SumoPaint features a help system and has an involved community to help out in most matters.</p> <p>It is available in a multitude of major languages.</p>
<b>Learning Activities</b>	<p>Create and edit learning materials</p> <p>Have learners work in groups or individually on their own designs and content.</p>
<b>Instructional Video</b>	<a href="https://youtu.be/See2DIUWfQg">https://youtu.be/See2DIUWfQg</a>



Picture (if  
available)



#### b. Multimedia Production




Name of the tool and short description	<b>Sutori</b> is a collaborative instruction and presentation tool for classrooms of all age groups.
Secondary Tool Category	<i>Content production and Brainstorm, mind map, and collaborate</i>
What is it used for?	<p>Sutori can be used as an alternative to traditional presentations such as PowerPoint or Prezi. The stories can be viewed one panel at a time, like a slideshow, or scrolled through, like a timeline. Sutori is made for student-centered classrooms, since it requires students to be engaged in putting many resources together. Also, teachers can use Sutori to create linear presentations that students will view in class or at their own pace.</p> <p>The free version can add text &amp; images, share &amp; collaborate, use the presentation mode. Sutori can also be embedded into other websites etc. Additionally it can also be used for Student management.</p>



<b>How to use?</b>	<p>Sign up on the Sutori-Website and once logged in, it will show you a dashboard. To create a story click on “Create Story” and choose if you want to create an empty story or start from a template</p> <p>Once your Sutori is done, click on share to share it with peers, students or the teacher</p> <p>Learners can create a text-based timeline using Sutori rather than writing one on paper.</p> <p>They can easily share their timelines through social media or email to solicit feedback and quiz responses from the broader public community.</p> <p>Learners can also add multimodal content to create an interactive, visually appealing timeline.</p> <p>All these can be done individually and in teams.</p>
<b>Accessibility</b>	<p>The tool is available English and Spanish only. It offers a help chat bot and an extensive FAQ-section. There are also a number of YouTube tutorials leading through many different things.</p>
<b>Learning Activities</b>	<p>Learners can document and create reports and showcase their findings in a chronological order from hypothesis to results. They can create timelines as well as other forms of visualisation for their products.</p> <p>Learners can create an outline for a text. Creating showcasing the structure of the text they want to write.</p> <p>Teachers can also create learning material and resources for learners to use – as well as provide templates for further help.</p>
<b>Instructional Video</b>	<p><a href="https://youtu.be/2_9wMrskl5s">https://youtu.be/2_9wMrskl5s</a></p>





<b>Picture (if available)</b>	 <p><b>Estuaries</b> The estuaries are home to big birds like <b>flamingos</b>, <b>seagulls</b>, <b>pelicans</b>, <b>cormorants</b> but also ducks.</p> <p>Above, there is a pelican and a flamingo. Do you know which one is which?</p>	 <p><b>Asiatic Lions</b> used to roam during the time of Herakles (also known as Hercules). Hunted down for centuries, they can only be found in India today.</p>
	<p><b>DID YOU KNOW?</b></p>  <p><b>Fishing with birds?</b> Cormorant fishing is an old tradition in China and Japan but also in Greece.</p> <p>Fishermen use cormorants who catch fish by diving in the water and bringing them back to the surface.</p>	<p>Voice of the <i>Phoenicopterus roseus</i> 00:00 / 00:20</p> <p>Voice of the <i>Phoenicopterus roseus</i> (Recorded by Olaf Oliviero Riemer - Wikimedia)</p> <p><b>QUIZ QUESTION</b></p> <p>Listen to the audio track. What animal is making the sound above?</p> <p><input type="checkbox"/> Seagull</p>

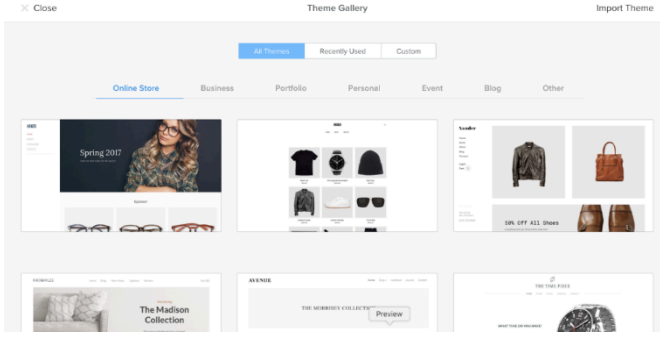
### c. Web Design

<b>Name of the tool and short description</b>	<b>Weebly</b> is a web-design tool that offers professional looking, high-quality templates for creating websites
<b>Tool Category</b>	<b>Web design</b>
<b>What is it used for?</b>	Weebly was, originally, intended to host e-portfolios and personal webpages but currently it is widely used by artists, educators, and anyone who wants to create a website by dragging and dropping elements on a template. Weebly was created by David Rusensko, Chris Fanini and Dan Veltri in 2007. The company has worked collaboratively with Paypal, Google Ads and Apple, making it compatible with these and other technologies.
<b>How to use?</b>	Please see Instructional Video below

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<b>Accessibility</b>	<p>Weebly can be accessed from multiple devices. The company has developed free applications for Android and Apple devices that allow basic editing of Weebly sites (e.g., creating, revising, managing pages).</p> <p>Weebly complies with the following criteria to make the websites accessible for people with visual or hearing impairments: contrast and colors adjustable, resizable text via (CTRL +), responsive design, headline structure, descriptive links, and ALT-text for images.</p>
<b>Learning Activities</b>	<p>E-portfolios, or digital portfolios, serve to collect documents, videos, images that showcase learning outcomes in all subjects. It requires a process of curation, reflexive organization, and design. When learners curate and showcase their own work they are more reflexive about the audience and can see a purpose for their learning process beyond the classroom. This also helps students create a digital identity, and collaborate with peers. In terms of assessment, e-portfolios help teachers track and organize the different learning stages and learning outcomes of their students all in one place.</p>
<b>Instructional Video</b>	<p><a href="https://youtu.be/nLJvniZrSp4">https://youtu.be/nLJvniZrSp4</a></p>
<b>Picture (if available)</b>	

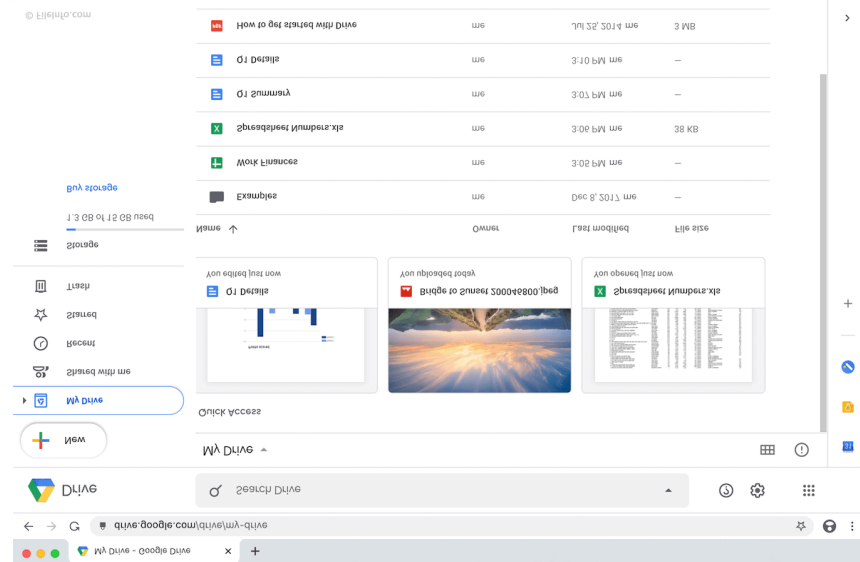
*d. Create and store documents or assignments*

<b>Name of the tool and short description</b>	<p><b>Google Drive</b> is a free cloud-based storage service that enables users to store and access files online</p>
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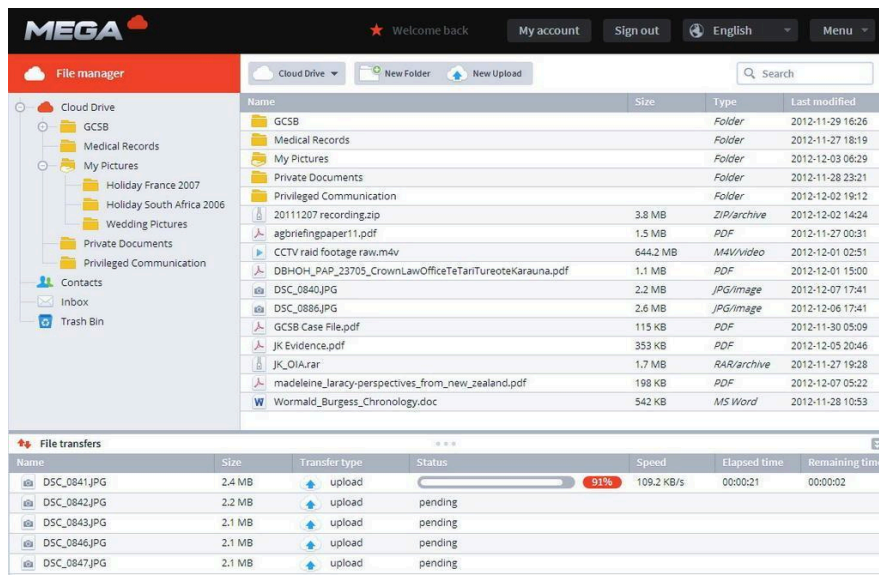
<b>Secondary Tool Category</b>	<b><i>Teacher-to-student or student-to-student communication</i></b>
<b>What is it used for?</b>	<p>Google Drive syncs stored documents, photos and more across all of the user's devices, including mobile devices, tablets and PCs.</p> <p>Google Drive integrates with the company's other services and systems -- including Google Docs, Gmail, Android, Chrome, YouTube, Google Analytics and Google+.</p>
<b>How to use?</b>	<p>To get use Google Drive, one has to create or sign in to a Google account. By visiting "drive.google.com" one can access the cloud which automatically contains synced files and folders, as well as Google Sheets, Slides and Docs. Then, the user can either upload files from his or her computer or create files in Google Drive.</p> <p>Alternatively, the user can download a Google Drive application to one or more devices. A Google Drive folder will appear along with other folders in each device's file system. Files that the user adds to one folder are available through a Google Drive web app or the Google Drive folder on each device.</p> <p>When the user creates a file or folder, they become its owner by default. The owner can control the level of visibility (public or privately shared with specific Google accounts) and transfer ownership to another user using Gmail addresses. The owner can also regulate permissions for both folders and files, using access levels such as "can edit," "can comment" and "can view."</p>
<b>Accessibility</b>	<p>The free version offers 15GB of cloud storage. Like any other Google product, Google Drive offers a range of accessibility features such supporting screen readers for google documents or if used in a Chrome browser, a magnifier and low vision full-page zoom, high-contrast color, and other extensions.</p> <p>Google drive is available in all languages supported by Google.</p>
<b>Learning Activities</b>	<p>It can be used to store and distribute learning materials. Teachers can upload resources for learners to use synchronous or asynchronous.</p>



	Additionally learners can also upload documents as well as hand in assignments through google drive.
Instructional Video	<a href="https://youtu.be/gdrxAoqfvbA">https://youtu.be/gdrxAoqfvbA</a>
Picture (if available)	

Name of the tool and short description	<b>Mega</b>
Secondary Tool Category	<b><i>Teacher-to-student or student-to-student communication</i></b>
What is it used for?	<p>MEGA provides user-controlled encrypted cloud storage that's accessed with web browsers and dedicated apps for mobile devices. Unlike other cloud storage providers, your data is encrypted and decrypted by your client devices only</p> <p>MEGA has a 20GB storage plan for free users.</p> <p>It allows you to backup and sync files directly from your computer to the cloud easily.</p> <p>MEGA has a transfer quota, which means that there's a limit to how much data you can upload or download per day. For Free accounts this is a vague limit that resets every 24 hours, whereas Pro accounts get allocated their transfer quota in bulk for the entire billing period.</p>



<b>How to use?</b>	<p>MEGA can be used, either by downloading the desktop application or by using it in the browser.</p> <p>It can be set up to also automatically synchronise with specific files and folders and thus work seamlessly on a desktop.</p> <p>MEGA requires the sharing party to setup an account which is available for free and as a paid subscription.</p> <p>After setting up the account MEGA can be used like any other cloud service. It is very intuitive since it copies the basic interface of most desktops by providing a files and folders functionality-system. These files or folders can then be shared with others directly by sending an email or by sharing the url.</p> <p>Additionally anything shared can also be passcode protected.</p>
<b>Accessibility</b>	<p>MEGA is available in some major languages, It offers an extensive FAQ and Help and Support Site, as well as further support chats for registered users.</p>
<b>Learning Activities</b>	<p>MEGA can be used to share assignments and learning products. It can help with peer and team learning and assist in setting up a digital class environment.</p>
<b>Instructional Video</b>	<p><a href="https://youtu.be/02n8C-t18WY">https://youtu.be/02n8C-t18WY</a></p>
<b>Picture (if available)</b>	 <p>The screenshot displays the MEGA web interface. At the top, there's a navigation bar with the MEGA logo, a 'Welcome back' message, and links for 'My account', 'Sign out', 'English', and a 'Menu'. Below this is a 'File manager' section with a sidebar on the left showing a tree view of folders like 'Cloud Drive', 'Medical Records', 'My Pictures', 'Holiday France 2007', 'Holiday South Africa 2006', 'Wedding Pictures', 'Private Documents', 'Privileged Communication', 'Contacts', 'Inbox', and 'Trash Bin'. The main area shows a list of files and folders with columns for Name, Size, Type, and Last modified. Files include '20111207 recording.zip' (3.8 MB), 'agbriefingpaper11.pdf' (1.5 MB), 'CCTV raid footage raw.m4v' (644.2 MB), 'DBHOH_PAP_23705_CrownLawOfficeTeTariTureoteKarauna.pdf' (1.1 MB), 'DSC_0840.JPG' (2.2 MB), 'DSC_0886.JPG' (2.6 MB), 'GCSB Case File.pdf' (115 KB), 'JK Evidence.pdf' (353 KB), 'JK_OIA.rar' (1.7 MB), 'madeleine_laracy-perspectives_from_new_zealand.pdf' (198 KB), and 'Wormald_Burgess_Chronology.doc' (542 KB). At the bottom, a 'File transfers' section shows a list of uploads with columns for Name, Size, Transfer type, Status, Speed, Elapsed time, and Remaining time. Active uploads include 'DSC_0841.JPG' (2.4 MB) at 91% completion, and several other DSC image files (DSC_0842.JPG, DSC_0843.JPG, DSC_0846.JPG, DSC_0847.JPG) which are pending.</p>



*e. Record audio and video*

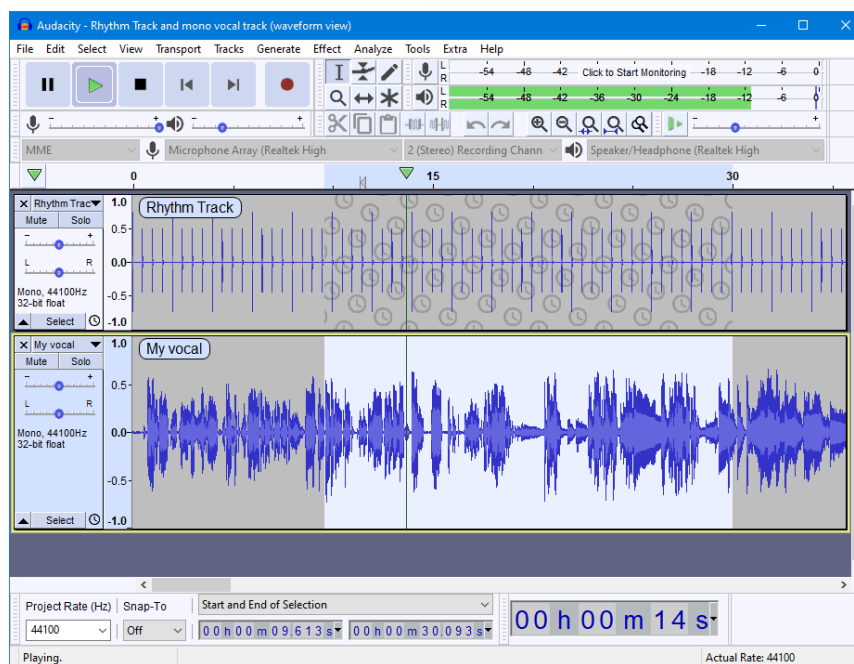
<b>Name of the tool and short description</b>	<b>Audacity</b> is an audio recording and editing software application that is open source, so anyone can download it for free with no restrictions of use
<b>Secondary Tool Category</b>	N/A
<b>What is it used for?</b>	Audacity is an audio recording and editing software application that is open source, so anyone can download it for free with no restrictions of use. This software can: record live audio, cut, copy, splice or mix sounds together, and edit various audio files (Ogg Vorbis, MP3, WAV or AIFF to name a few). This application can be integrated across disciplines and is relatively easy to use. Audacity can foster active student participation and deeper learning through content creation (e.g., podcasts) and allow students to showcase their understanding through multimedia rather than tests or papers.
<b>How to use?</b>	To RECORD a track, click the large, red circular button and a track will appear. Each new recording will be created on its own timeline. If you wish to record on a previous track, select it, hold shift, and press the RECORD button. The play head will move from left to right on the timeline. Click on the STOP button to stop recording.
<b>Accessibility</b>	N/A
<b>Learning Activities</b>	Produce an audio advertisement (e.g., a historic scientific discovery)



	<p>Promote language learning – students record themselves and publish their recording to have others, fellow students and/or native speakers, evaluate their speaking a second language.</p> <p>Create podcasts – present information as a knowledge expert in a given area of their choosing or interview a knowledge expert.</p> <p>Examples of this type of project can be found in a New York Times article Project Audio: Teaching Students How to Produce Their Own Podcasts</p> <p>Record speeches – evaluate performance of others or themselves to become more effective communicators.</p> <p>Collectively produce an audiobook recording.</p> <p>Produce a movie review audio file for other students.</p> <p>Radio play, ex. Orson Welles's War of the Worlds-Dramatize historical event.</p> <p>Record/edit Interviews-Capture an oral history interview.</p> <p>Common Sense Education lesson plans examples that incorporate Audacity</p> <p>10 Great ways to use Audacity with your Students</p> <p>Hear This – Audacity Resources</p>
<b>Instructional Video</b>	<a href="https://youtu.be/tKvmslPu12w">https://youtu.be/tKvmslPu12w</a>



Picture (if available)



Name of the tool  
and short  
description

**Wakelet** is a digital curation tool that allows users to collect and organize multimodal content, including websites, articles, videos, Twitter threads, text, and images.

What is it used for?

Wakelet is a great tool for students to collaboratively organize research projects and construct their own knowledge. It can also be used as a multimodal way to present a timeline or story.

How to use?

1. Go to [www.wakelet.com](http://www.wakelet.com).
2. Click "Sign Up" for free.
3. Click "Get it now" Click "Install now"
4. Go back to [www.wakelet.com](http://www.wakelet.com).
5. Click "create a collection"
6. Set up your collection. Add a background image. ...
7. Type into the search engine. Browse collections and people. ...
8. Search for content in your web browser.



<b>Accessibility</b>	No information
<b>Learning Activities</b>	<p><b>Math</b></p> <p>Calculate the number of Wakelets that pertain to a topic. Create a Wakelet with content that helps students learn, practice, and assess math skills. Design a wake for a math topic, process, or mathematician.</p> <p><b>Science</b></p> <p>Curate research about a scientific topic (e.g., #climatechange). Learn how to conduct an experiment by gathering research and videos to follow. Ask local scientists to add resources to a shared class wake.</p> <p><b>English/Language Arts</b></p> <p>Create a wake for a character. Create a historical timeline wake for a book read in class.</p> <p><b>Social Studies</b></p> <p>Gather research on the Civil War. Curate a storyline of the events that occurred on 9/11.</p> <p><b>Online Class Community</b></p> <p>Collaborate on a research project. Provoke conversation on the political actions changing history.</p>
<b>Instructional Video</b>	<a href="https://www.youtube.com/watch?v=JqEvliDxcz0">https://www.youtube.com/watch?v=JqEvliDxcz0</a>





## Picture



# 20 ways to use wakelet in your class



Try a 5 GIF challenge



Collect reflections on a project



Create a student blog



Host a March Madness challenge



Create a top 10 list



Write and share music



Record a class podcast



Ditch that report card with portfolios



Create a choice board



Curate a collection to explore



Collect images



Share work in G Suite



Write a collaborative story



Record a science lab report



Create a class newsletter



Curate social media posts



Gather ideas collaboratively



Create a Wakelet of Wakelets



Annotate a YouTube Playlist



Make global connections



Get more Wakelet tips at [DitchThatTextbook.com/wakelet](https://DitchThatTextbook.com/wakelet)  
Infographic by Matt Miller (@jmattmiller / DitchThatTextbook.com)

## 4. Assessment tools

### a. Quizzes & Polls

#### Name of the tool and short description

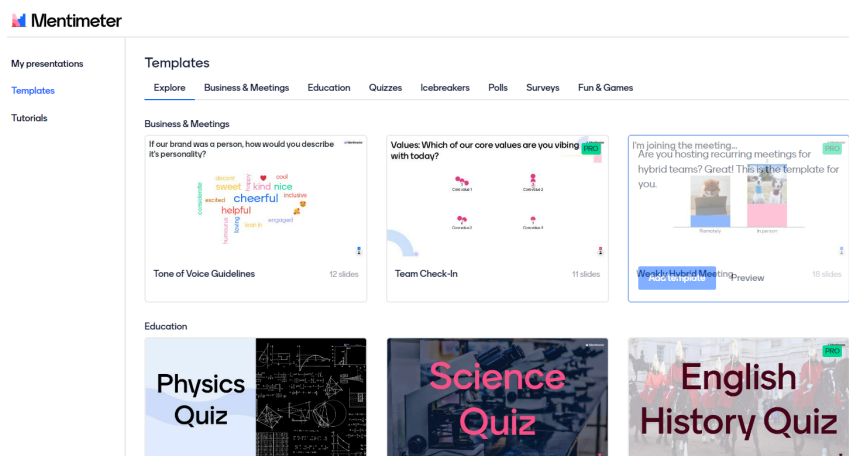
**Mentimeter** is an online polling tool which can add an interactive element to a lecture, presentation or recorded session. Question types include Multiple Choice, Ranking, Scales, Word Cloud and Open Ended, among others. It can be used for icebreakers, checking knowledge, gauging opinion and prompting debate. It's a suitable tool for formative and summative assessment



Secondary Tool Category	Learner tools
What is it used for?	Use Mentimeter to create formative assessments, spark discussions and test knowledge with fun quiz competitions. Suitable for all types of education, from primary school to higher education. Mentimeter is the perfect tool to increase classroom engagement, and also make sure that everyone's voice is heard.
How to use?	The setup. The good news is that using Mentimeter live in the classroom is simple to set up! The best way to set up a live Mentimeter in the classroom is to, <b>once you have created your quiz as per usual, share the presentation on a big screen or smartboard</b> (rather than sharing your screen in a call with your students)
Accessibility	Google apps supports screen reader, TalkBack, full page zoom, high contrast settings, and chrome accessibility extensions to increase accessibility
Learning Activities	<p>Mentimeter enables you to:</p> <p>Engage with students using live polls, word clouds, quizzes, multiple-choice questions and more.</p> <p>Track learning and understanding by asking questions and downloading results.</p> <p>Communicate and interact with your students.</p> <p>Stay up-to-date with the teaching syllabus so that no one misses a Not only can you create quizzes, but you can also use Mentimeter as a formative assessment tool. FA helps to improve student understanding and quickly aids teachers in identifying and clearing up misconceptions, misunderstandings, and confusion.</p>
Instructional Video	<a href="https://www.youtube.com/watch?v=on_lb7SP6Go">https://www.youtube.com/watch?v=on_lb7SP6Go</a>



Picture (if available)



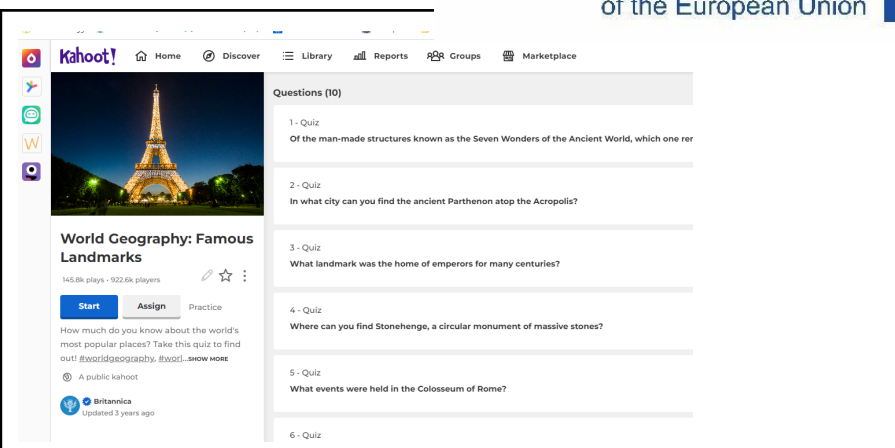
<p><b>Name of the tool and short description</b></p>	<p><b>Kahoot</b> allows teachers, organizations and parents to set up fun web based learning for others. Kahoot can be used as a fun trivia activity to do with members of your organization or coaches to use with their players about the sport or just a series of fun questions.</p>
<p><b>Secondary Tool Category</b></p>	<p><b>Learner tools</b></p>
<p><b>What is it used for?</b></p>	<p>Kahoot! is a tool that motivates and activates students' learning because it can test their knowledge, reiterate important concepts, and help them retain information. It also provides instructors with the ability to further create class discussion and student-to- student interaction. It can be used for assessment in general</p>
<p><b>How to use?</b></p>	<p><i>Review for Assessment</i> – The main way we used Kahoot in our classes is as a review for an assessment. Rather than give out a packet of review information, we would play Kahoot. In a typical 40 minute class period I could usually get through two 25 question games. Kahoot will show you the student answers as a percentage for each letter choice. I was able to easily stop the game if I came across a misconception or questions where less than 70% of the students had gotten it wrong. It does not show who got it wrong, so you don't have to worry about embarrassing anyone.</p>



	<p><i>Check for Understanding</i> – Kahoot is a great way to break up the middle of the class to check for understanding. You could easily throw together a 3-5 question Kahoot and have students answer the questions after they were presented with some new information. It's simply a fun formative assessment. This would provide you with immediate feedback. I could also see it being used as an end of class activity.</p> <p><i>Team Up</i> – I prefer to have every student adding value to an activity, but you could easily make this a team game where you split the class into several groups and take the total of each of their scores at the end. My only concern with this method would be that one students could tell everyone else what the answer is. You might want to throw in a rule about talking amongst others is forbidden. This format would benefit the lower students in your class that give up after 2-3 questions because they realize they don't have a shot to win. Students could take the material from a particular unit and create their own Kahoots. You could then spend the review day playing each of the Kahoots as a class or in smaller groups. Students would love this.</p>
<b>Accessibility</b>	Text is scalable using your browser's zoom in/out feature to at least 200% The question field can be used as an alt-text field if using media. You have freedom to embed Youtube media that meets your needs for captions and audio descriptions.
<b>Learning Activities</b>	Kahoot is an online game based learning platform. It allows teachers, organizations and parents to set up fun web based learning for others. This could include your coaches, athletes or parents.
<b>Instructional Video</b>	<a href="https://www.youtube.com/watch?v=zBkVp8-CDeo">https://www.youtube.com/watch?v=zBkVp8-CDeo</a>



Picture (if available)



Name of the tool  
and short  
description

**Socrative** is a quiz-based, formative assessment tool with multiple features that can enrich teaching and learning. Teachers can design quizzes, space races (picture being at the county fair and squirting water at a target to move a horse across the field...just like that but for quizzes!), exit tickets, and more to collect and analyze student data in real-time to make on-the-spot teaching changes and improve student learning.

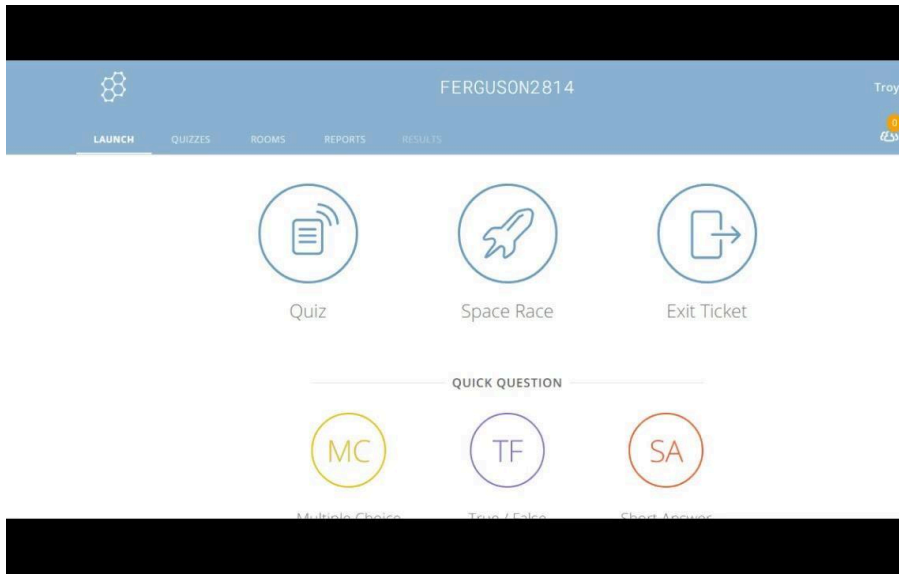
What is it used for?

- **Substitution:** Learners can complete Socrative quizzes, quick questions, or exit tickets, and compare their results to their peers instantaneously. Learners no longer have to wait for teachers to tabulate classroom performance, since it is done digitally in real-time.
- **Augmentation:** Socrative allows teachers and learners to track their progress as individuals and as a members of a learning community through formative assessments. Outcomes can then be compared to other learning communities located across town, in another state, or half-way around the world.
- **Modification:** Teachers have access to data-enriched reports that measure learning in three spheres: individual students, class, and quiz questions. Reports are accessible across time and place.
- **Redefinition:** Socrative's Space Race feature can help learners engage in deep learning activities, either alone or in groups. Learners may feel a sense of euphoria and accomplishment when learning activities are made into a fun challenge. Teachers can seamlessly create a challenge,



	<p>without worrying about s... tabulating results, as these functions are handled by Socrative.</p>
<b>How to use?</b>	<p><b>Workflow:</b> There is a moderate time investment needed to become proficient with Socrative. After creating a free account, teachers are automatically given one public room. The public room is, essentially, a virtual meeting place for teachers and students. Unfortunately, a public room cannot accommodate a class roster. In order to track student activity within a public room, students must first enter the name of the public room, followed by their personal name.</p> <p>Students do not need to create accounts. Teachers invite students via a URL into a room to access a quiz, quick question, space race, or exit ticket.</p> <p>Within a public room, teachers can create a quiz, search for a quiz, copy a previous quiz, edit quizzes, and more. Question types can be multiple choice, true/false, or short answer, and question order can be shuffled for each student. While images can be uploaded to a quiz, there is no support for audio or video files.</p>
<b>Accessibility</b>	<p>While Socrative does not directly accommodate learners with special needs, the website and app can work in concert with screen-magnifying and screen-reading software programs.</p>
<b>Learning Activities</b>	<p>Math</p> <p>A third grade teacher has taught his first lesson on fractions. Some of his students seem to be perplexed on the notion of fractions being parts of wholes. Before delving further into content, he provides his learners with a Quick Question so that he may adapt his lesson to address the needs of his challenged students.</p> <p>Health</p>



	<p>After a lesson on scrutinizing food sodium, and fat content, students enrolled in a health class have been assigned to teams. Their health teacher launched a Space Race quiz so that teams can determine the overall nutrient value of various food products. The team who can complete each question correctly within 20 minutes wins the race.</p> <p>Community Organizing</p> <p>A community organizer has assembled citizens of a U.S. census tract that has experienced disproportionately high rates of lung cancer. A developer has petitioned the local government to build a waste incinerator within the census tract's borders. After the community organizer's presentation on the health and economic impact of waste incineration on other communities, she invites citizens to access Socrative's Exit Ticket feature. Exit Ticket will allow the community organizer to address any lingering questions or misconceptions before the next event.</p>
<b>Instructional Video</b>	<a href="https://www.youtube.com/watch?v=zaaSVwq6adU">https://www.youtube.com/watch?v=zaaSVwq6adU</a>
<b>Picture</b>	
<b>Name of the tool and short description</b>	<p><b>Quizizz</b> is a Learning platform that offers multiple tools to make a classroom interactive and engaging</p>

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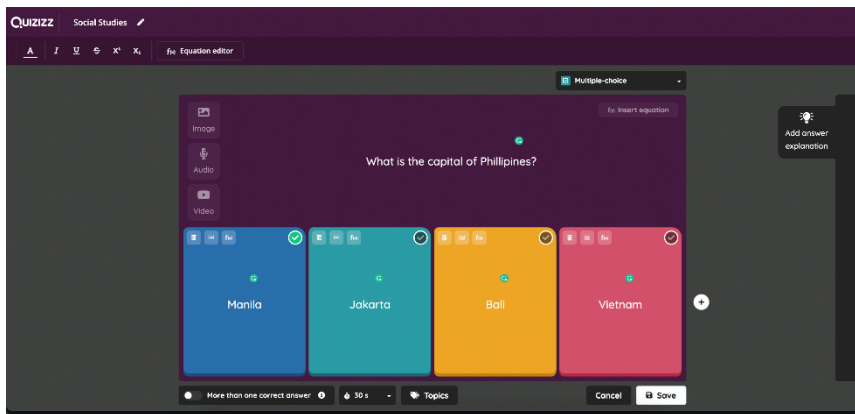




<b>Secondary Tool Category</b>	<i>N/A</i>
<b>What is it used for?</b>	<p>Quizizz is an online assessment tool that allows teachers and students to create and use quizzes. After providing students with a unique access code, a quiz can be presented live as a timed competition or used asynchronously. After the quizzes have been completed, students can review their answers. Furthermore, the resulting data is compiled into a spreadsheet to give the teacher a clear visual of the students' performance in order to analyse trends.</p>
<b>How to use?</b>	<p>As a teacher, you can create lessons, conduct formative assessments, assign homework, and have other interactions with your students.</p> <p>If you want to use an existing quiz, you can use the "Search for quizzes" box and browse.</p> <p>If you want to create your own quiz, select the "Create" panel, then the "Sign Up" panel and fill in the form.</p> <p>Enter a name for the quiz and an image if you like. You can also select its language and make it either public or private.</p>
<b>Accessibility</b>	<p>Quizizz has a very straightforward layout and the site does a great job of walking you through the quiz-making process step by step, so as not to overwhelm the user. Taking the quizzes themselves is also extremely intuitive. Once the students have entered the access code, all there is to do is select an answer to the questions as they appear. The quizzes can be accessed on any device with a web browser. Joining the site is completely free.</p>
<b>Learning Activities</b>	<p>Students take an online quiz on Quizizz rather than on a piece of paper.</p> <p>As they take the quiz, the students can see how their responses compare to the rest of the class while remaining anonymous.</p>





	<p>The students are able to review 1 immediately while still fresh in their minds rather than having to wait for a teacher to grade each individually.</p> <p>The instructor reviews the trends in the class's data (i.e. which problems took students longest to answer, which questions the most students got wrong, etc...) and uses these results to determine which topics need further attention.</p>
<b>Instructional Video</b>	<a href="https://www.youtube.com/watch?v=oDO3j2PjS7s">https://www.youtube.com/watch?v=oDO3j2PjS7s</a>
<b>Picture (if available)</b>	

### b. Interactive Videos

<b>Name of the tool and short description</b>	<p><a href="https://edpuzzle.com/">https://edpuzzle.com/</a></p> <p><b>Edpuzzle</b> is an easy-to-use platform where you can make any video for your lesson. With just one click, you can find video lessons created by other teachers, including formative assessment! Another click and you can adapt that video by embedding your own questions or audio.</p>
<b>Secondary Tool Category</b>	<b>Learner tools</b>
<b>What is it used for?</b>	<p>Students learn the basic concepts of the lesson at home using Edpuzzle videos, which they can watch at their own pace. This gives the teacher Edpuzzle is an online video editing and formative assessment tool that lets teachers cut, crop, and organize videos. But it does so much more, too. Unlike a traditional video editor, this is more about getting clips into a format that allows teachers to engage directly with students on a subject. It also has the</p>



	capacity to offer assessments ba and offers lots of controls that allow for the use of video even in more strict school scenarios. The result is a modern platform that's engaging for students but is also very easy to use for teachers. It's even crammed full of curriculum-specific content to further help in teacher progress with students. more time in the classroom to work on other activities that will reinforce students' understanding of the topic. Edpuzzle makes the flipped classroom work.
<b>How to use?</b>	EdPuzzle is a free assessment-centered tool that allows teachers and students to create interactive online videos by embedding either open-ended or multiple-choice questions, audio notes, audio tracks, or comments on a video. The way that Edpuzzle works is simple: Your teacher creates a video lesson and assigns it to your class. You watch the video and answer the questions posed along the way. Multiple-choice questions are graded as you answer them and open-ended questions are graded later by your teacher.
<b>Accessibility</b>	Google apps supports screen reader, TalkBack, full page zoom, high contrast settings, and chrome accessibility extensions to increase accessibility
<b>Learning Activities</b>	EDpuzzle is a web-based eLearning application allowing users to select a video and customize it by editing, cropping, recording their own audio, and adding quiz questions directly to the video stream. EDpuzzle also allows for instructors to track, monitor, and grade students engagement with the videos created.
<b>Instructional Video</b>	<a href="https://www.youtube.com/watch?v=8I0fV0djfJA">https://www.youtube.com/watch?v=8I0fV0djfJA</a>
<b>Picture (if available)</b>	

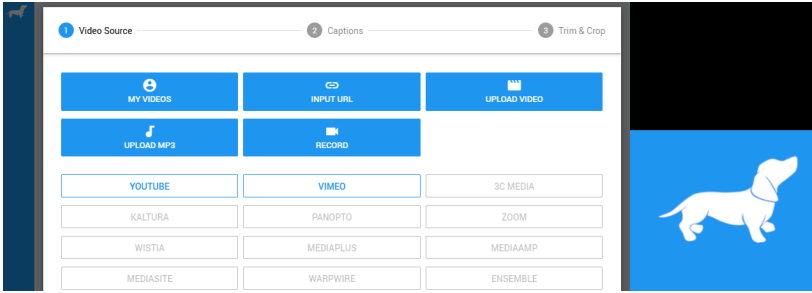


<b>Name of the tool and short description</b>	<p><a href="https://go.playposit.com/">https://go.playposit.com/</a></p> <p><b>PlayPosit</b> offers a variety of options for content that expands the traditional and online classroom environment. PlayPosit's software integrates seamlessly with existing learning management systems and allows anyone to add interactive layers such as hot spots, overlays with embedded media, multi-versioned questions, annotation, badging, and peer review. This empowers instructors and other creators to engage with audiences, assess knowledge in-take and repurpose their video content in a variety of ways. The acquisition of PlayPosit expands WeVideo's potential customer base exponentially and creates an end-to-end video creation and communications platform with interactive engagement and measurement capabilities that result in higher-value learning, greater knowledge absorption, and evidence-based training and assessment.</p>
<b>Secondary Tool Category</b>	<p><b>Learner tools</b></p>
<b>What is it used for?</b>	<p>PlayPosit is a visual learning tool that allows instructors to build lessons into videos so that students can learn while viewing a video. The tool lets instructors use a library videos from YouTube, TEDx and other video hosting websites, including Rutgers MediaSpace, powered by Kaltura.</p>



<b>How to use?</b>	<p>Go to <a href="http://www.playposit.com">www.playposit.com</a>.</p> <p>Sign Up and register for an account through your preferred use account portal.</p> <p>Create a new class/section.</p> <p>Fill out profile.</p> <p>Select New Bulb.</p> <p>Past URL and add questions.</p>
<b>Accessibility</b>	<p>PlayPosit 3.0 VPATs</p> <p>Player Dashboard</p> <p>Designer</p>
<b>Learning Activities</b>	<p><i>Learner Made Content from Assigned Video</i></p> <p>Review projects where learners create their own questions on video already seen.</p> <p><i>Custom Learner Made Content</i></p> <p>Learners create their own video and build interactions to increase engagement.</p> <p><i>Presentation Reflection</i></p> <p>Record a learner's presentation and create a reflection assignment for learners to insert comments.</p> <p><i>Peer Review</i></p> <p>Build valuable skills for long term success and provide learners with the guidance and foundations necessary for the delivery of constructive feedback.</p>



Instructional Video	<a href="https://youtu.be/sukxPsV_ozM">https://youtu.be/sukxPsV_ozM</a>
Picture (if available)	

### c. Feedback

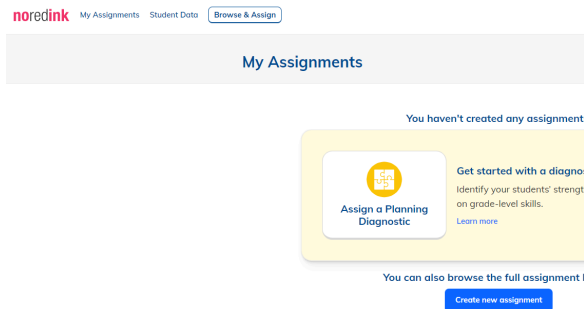
<b>Name of the tool and short description</b>	<b>NoRedInk</b> is a website designed to help students learn and practice essential elements of English grammar and elements of good writing. Teachers can create classes, add students, and assign specific skills to lead students toward mastery.
<b>Tool Category</b>	<b>Learner tools</b>
<b>What is it used for?</b>	Writing and grammar curriculum designed for today's classrooms. NoRedInk simplifies the process of building strong writers and critical thinkers. Our free online writing curriculum facilitates effective instruction by helping teachers engage students through modeling, scaffolding, practice, and feedback.

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.



<b>How to use?</b>	<p>Simply <b>use the username and password to log in to NoRedInk and finish setting up your new account</b>. Your account will already be enrolled in your teacher's class. First, go to <a href="http://www.noredink.com">www.noredink.com</a>, click "Log in with password" and enter the username and default password that your teacher gave you.</p> <p>Step 1: Join your class</p> <p>Common Questions</p> <p>Step 2: Select your interests</p> <p>Step 3: Find your assignments</p> <p>Step 4: View your grades</p>						
<b>Accessibility</b>	<ul style="list-style-type: none"> <li>• <a href="#">1. Log in with a Username or Email Address and Password</a></li> <li>• <a href="#">2. Log in with Google SSO</a></li> <li>• <a href="#">3. Log in with Clever SSO</a></li> </ul>						
<b>Learning Activities</b>	<p><b>Common routines: exit ticket, short quiz, reflection on daily objectives, check for understanding</b></p> <p>At the end of a class period, many teachers seek a snapshot of students' understanding and use this information to determine next steps. Here are a few ways NoRedInk can support your closure routines.</p> <table> <tr> <th><b>Instructional Goal</b></th><th><b>Try this!</b></th></tr> <tr> <td>Have students recap what they learned in a few sentences.</td><td>Use a pre-made <a href="#">Exit Ticket</a> prompt, or create your own.</td></tr> <tr> <td>Formatively assess student mastery of a writing skill.</td><td>Assign a <a href="#">Skill Building Quick Write</a>.</td></tr> </table>	<b>Instructional Goal</b>	<b>Try this!</b>	Have students recap what they learned in a few sentences.	Use a pre-made <a href="#">Exit Ticket</a> prompt, or create your own.	Formatively assess student mastery of a writing skill.	Assign a <a href="#">Skill Building Quick Write</a> .
<b>Instructional Goal</b>	<b>Try this!</b>						
Have students recap what they learned in a few sentences.	Use a pre-made <a href="#">Exit Ticket</a> prompt, or create your own.						
Formatively assess student mastery of a writing skill.	Assign a <a href="#">Skill Building Quick Write</a> .						



	<p>Quickly check for understanding after students practice a new skill.</p> <p>Create a 5-question <a href="#">Quiz</a>. Review commonly-missed questions in the next day's bell-ringer.</p>
Instructional Video	<p><a href="https://www.youtube.com/watch?v=8CXtFXYEjA8">https://www.youtube.com/watch?v=8CXtFXYEjA8</a></p> <p><a href="https://screencast-o-matic.com/watch/c3QhIdVTPUf">https://screencast-o-matic.com/watch/c3QhIdVTPUf</a></p>
Picture (if available)	

Name of the tool	KAIZENA
Secondary Tool Category	Learner tools
What is it used for?	<ul style="list-style-type: none"> <li>• <i>For self reflection.</i> Type out a list of questions in Google Docs that you want to ask yourself. The questions can be about what you learned from your students in the past or what you hope to accomplish in your classroom this year. When you're ready, use the voice commenting tool to record yourself answering your questions. Vocalizing your thoughts like this may feel uncomfortable at first, but it can have therapeutic effects and can help give you clarity as you prepare for the school year.</li> <li>• <i>For group reflection.</i> Similar to the above, you could develop a list of questions and have fellow teachers</li> </ul>



	<p><i>respond using Kaizena's v annotation tools. Or, you could share with them your own reflections and ask them for their thoughts.</i></p> <ul style="list-style-type: none"> <li>• <i>For feedback.</i> Working on a new lesson plan that you want to get your colleague's opinion on? Ask for feedback using Kaizena. This is also a great way for interested teachers to 'practice' leaving voice comments - plus you get to experience being on the receiving end of voice comments!</li> <li>• <i>For collective brainstorming.</i> Working with other teachers and want a way to capture everyone's thoughts? Try using Kaizena as a place to compile ideas - collaborators can contribute with voice comments, text replies or linking to other resources online.</li> </ul>
How to use?	<p>Signing in for the first time</p> <p>The first time you open Kaizena, you'll need to sign in.</p> <p>Students: If you're a student, you don't need to create an account.</p> <p>Open Kaizena, then click "Student"</p> <p>Teachers: If you're a teacher, you'll need to create a Kaizena account in order to</p> <p>create feedback. Don't worry - this is done entirely inside Google Docs!</p> <ol style="list-style-type: none"> <li>1. Once you've opened Kaizena, the first step is to select "Teacher."</li> <li>2. Next, enter the school you teach at: just type the name of the school and select it from the dropdown.</li> <li>3. Next, enter the grades and subjects you teach. You can add as many subjects and grades as you like - just click "Add another subject"! When you're satisfied with your grades and subjects, click "Set subjects and</li> </ol>





grades.”

4. Finally, add your name. This is the name the students will see when they

review your feedback. Click "Set teacher name.

Kaizena-A Google Add-On with Recordable Feedback Function

#### 4. Teachers: Adding Feedback

Now you're ready to start adding feedback! There are four comment types

available:

- Voice Comments
- Skills
- Lessons
- Text Comments

Note: Students will need to have the add-on installed in order to review your

feedback. For any comment type, you can change the color of the highlight by

clicking on one of the colored circles.

#### Voice Comments

Voice comments are a fast and effective way to bring your feedback to life for

your students. Your students can not only hear what you said, they can also

hear how you said it. It's also a great way to demonstrate pronunciation for

language students.

To add a voice comment:

1 Make a highlight on the document.

2 Click the microphone button.

3 If this is your first voice comment, click "Allow" in the box that pops up to



give Kaizena access to your microphone.

4 Record your voice comment - voice comments can be up to 30 seconds

long.

5 Click "stop to finish your comment", then "post" to upload it.

### Skills

Skills allow you to rate students on specific skills that they demonstrate in their

work. If you've used rubrics to grade, you can think of a skill as a single

category on a rubric. Skills could also include learning objectives or outcomes

- anything you want to track and rate, you can create a skill for it!

To add a skill, make a highlight and click on the graph icon. You'll need to set

some skills up before you can use them: click "Manage Skills on app.kaizena.com" to get started. This guide has details about how to set up

new skills. If you've created skills on the Kaizena web app before, you can

access these skills from here as well!

Once you've created a skill:

1 Make a highlight on the document.

2 Click the graph icon.

3 Type the name of the skill you want to use, then select it from the dropdown.

4 Click on the rating you want to give the student.

Kaizena-A Google Add-On with Recordable Feedback Function

Lessons



Lessons let you save and reuse voice and text comments: instead of recreating

the same comment over and over again, you can save it to use with other

students.

To add a lesson, make a highlight and click on the light bulb icon. Just like

skills, you'll need to create a lesson before you can use it: click "Manage

Lessons on app.kaizena.com." Here's a guide to creating lessons.

Once you've created a lesson:

1 Make a highlight.

2 Click the light bulb icon.

3 Type the name of the lesson you want to use

4 Select it from the dropdown, and click "post."

Text Comments

Finally, you can also add text comments, which can include links. Just like

other types of comments, you start by making a highlight. Then click the "T" to

add your text comment. Type in your comment, then click "Post":

5. Students: Reviewing feedback from your teacher

When you open Kaizena, you'll see all the messages your teacher has given you.

Most comments will be attached to a highlight on your file. The part in the

colored box is the text that's highlighted. The comment underneath is the

feedback your teacher gave you. If you aren't sure which comment goes with which highlight, you can click the comment at the right, or the highlight on the file. This will make the highlight brighter and will open the comment.



	<p>Replying to a comment</p> <p>Once you've opened a comment, you can reply to it.</p> <p>Click the microphone to reply with a voice comment.</p> <p>Or, click the "T" to reply with a text comment.</p> <p>The reply will be attached to the first comment.</p>
<b>Accessibility</b>	<p>All students and teachers are welcomely invited to log on Kaizena for improvement academically. Google and Microsoft are two major devices to work on Kaizena by means of internet access.</p> <p>Accessibility: "Kaizena team decided to increase the accessibility of the platform by building a mobile Kaizena experience for iOS devices." Kaizena, rethinking a web platform for iOS.</p>
<b>Learning Activities</b>	<p>Without time and space constraint, students benefit from Kaizena through conversation and feedback directly and insightfully.</p> <p>Teachers' various comments by means of voice, skills rating, text and lessons substantially promote students' motivation, as well as timely guidance any time and where. Not only Kaizena proffers a win-win interaction between teachers and learners, but also utilizes a great deal of integrated resources for developing cognitive construct beyond schooling settings. In short, Kaizena incorporates behaviourism, social constructivism, connectivism and cognitive constructivism to "improve" students' learning progress.</p>
<b>Instructional Video</b>	<p><a href="https://www.youtube.com/watch?v=p5nK_ZuC7YI">https://www.youtube.com/watch?v=p5nK_ZuC7YI</a></p>