

F2F2D and back

How to effectively transfer face-to-face language courses to online/distance form in a short time

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TEACHER GUIDE TO AVAILABLE TOOLS AND METHODS OF TRANSFER TO DIGITAL ENVIRONMENT



Edited by ECQ



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Our project

Within the project EU-funded project F2F2D and back – “How to effectively transfer F2F language courses to online (distance form) in a short time” a consortium of 6 partners from Germany, Czech Republic, Italy, Poland and Bulgaria are working together to achieve the overall aim of the project and to develop a conceptual framework for transformation of various types of courses from face to face into sufficient online/distance form.

As part of the project results the current document aims to introduce the researches and collaboration of the consortia directed at identification and categorization of adequately fitting tools that will facilitate and can assist determination of the best possible combination of tools from a variety available for a particular course, enabling the teachers and facilitators to overcome the time burden and react:

- ▶ *quickly enough not to miss the students and time;*
- ▶ *effectively, so with the selected combination of online/distance tools, the class can keep up with the original schedule;*
- ▶ *with selecting relevant tools and methods that fit both teacher and students of a particular course.*

The context

The project reacts directly to the new security situation that emerged in Europe the new realities that we are facing every day. The daily life, education and business are challenged at the moment and are facing difficulties and issues due to the COVID-19 global situation and the shift of the perspectives. At the same time, one of the main implications of this global development is a severe limitation in the education processes, where regular courses and lessons had to be stopped for an indefinite period due to the fact that a teacher and students cannot meet each other and continue the educational process. Thus, it is already apparent and, in some cases, it has happened, that some activities and flexible procedures had to be transformed to an online or distance-learning mode, in order to enable the learning process and allow its continuation. Among the courses and lessons, which are currently hit severely with a health crisis, language courses take special place. These courses are limited not only by the lack of direct contact with the teacher, but also with the lack of options to practice and train their language skills, get instant feedback in direct communication (dialogue, group conversation, etc.). So, the sole transfer of knowledge the students are expected to gather is not sufficient in these courses.

With this Guide, the partners want to contribute generally and support the language teacher and learners for the following:

- *provide groundwork frame for the teachers to enable and support them with the development of distant support materials continuously during the standard run of courses;*

- ▶ *adequacy for the students to be able to use these tools to enhance their involvement in the course, repeat and deepen their knowledge and also to get familiar with distance educational tools their teacher is using;*
- ▶ *occasional and flexible possibilities for involvement in a course despite the placement and circumstances on the students and teacher's part;*
- ▶ *in an extraordinary situation when the standard teaching/learning process is impossible to maintain, distance/online tools to be used by both teacher and students to keep up with the original schedule and get ready to achieve original goals of the course.*

The Guide is elaborated and includes variety of tools that are described in an accessible way so that it can serve as a base for making the best possible combination of tools to fit in a particular course, topic, qualification and generally to facilitate meeting the needs and requirements of the learners and teachers at the same time.

Aim of the Guide

This guide is part of the project materials and outputs and is to serve specific target groups, thus it is an Open educational resource it can be use freely by general public. The main aim of the GUIDE is to equip foreign language teachers with a detailed set of approaches towards the use of alternative communication channels, tools and repositories in order to facilitate the quick transfer and adequate preparation of the teachers and

their courses to digital environment mainly in an extraordinary situation, when the standard teaching/learning process will not be available.

Transitioning to remote teaching in a disrupted environment is a big challenge for any educational institution. The second Intellectual Output provides systematic support to teachers in moving elements of a face-to-face course online by maintaining teaching continuity through disruptions efficiently and providing a realistic look at what learning outcomes are achievable via the different available tools.

Target groups of the Guide

Main target groups which could benefit from this Guide are:

- ▶ Teachers (esp. language teachers)
- ▶ Tutors
- ▶ Program directors
- ▶ Educational program administrators
- ▶ NGO employees
- ▶ Volunteers
- ▶ Learners

General instructions to the teachers on how to continuously prepare materials for the online course

The process of adaptation and planning of a language course, which will have to be conducted in a changed environment may be overwhelming especially if the idea is to move the traditional lecture or discussion to online course. The good news is that there are many advantages of the online teaching. Embracing the opportunity that this

unfortunate circumstance offers can bring the chance to work with students online, and they have the chance to learn online. This will help the students to develop different skills that will be extremely useful to them and also creates added value to the course.

The starting point of constructing a course should be the definition of its general characteristics.

Below, the essential characteristics of a language course are listed in order to facilitate the holistic planning of the course and lessons.

Target group/participants

Proper planning and forming of the course content and activities should firstly have clearly defined *target group*. As the Guide is specially aimed at language courses and training, definitions of the different types of language courses, based on the number of participants is elaborated as follows:

Individual

Individual courses are tailored for individual learners who want to improve their language skills. Language schools can put together a language course that suits a single person and his/her schedule. For example, a student can choose a course spread out over several weeks, one that's short and powerfully effective or a blend of days and online lessons. There are many ways to achieve the learning goals of an individual so individual courses are designed to fit one's needs in terms of time and availability.

Group (2-5 people)

The team (or duo or more) jointly follows several lessons a day from different language instructors. Each participant elaborates the material

individually in multimedia exercises or the team receives a joint assignment between lessons. Depending on the difference in language level between the participants and the relationship between shared goals and individual goals, it is advisable to replace some group lessons with private lessons. Usually, language schools combine group lessons and private lessons in this type of language course. Before the training, language teachers conduct a consultation with each participant to determine the level and learning objectives of the individual participants.

Large Group (more than 5)

Group courses are ideal for those, wishing to develop their language skills in a welcoming environment where the emphasis is placed on the ability to communicate. After a diagnostic test and an individual interview, students are assigned the most suitable group course for their needs. On average, groups are made up of a maximum of 8 students with similar language levels. The programs are designed to fit specific learning needs. Length and times are set according to students' requests. The group evolves together during the course and explores various language contexts through role-playing, problem-solving and decision-making all in a sociable and interactive environment.

Special/specialist language courses

Special/expert language courses range from very different sectors and are designed for those who have very specific language needs and goals. The key focus of these courses is to develop the students' industry-specific lexis, technical vocabulary and language skills relevant for a particular professional sector. As a doctor, for example, it is critical that the medical language you use is accurate at all times. Across all industries there is a jargon that pertains to specific roles and jobs, and knowledge of sector-

relevant jargon is often a pre-requisite in completing tasks to the best of one's ability. A specialist language course is highly recommended for those who work in a field or area that requires highly targeting training with specialist trainers such as medicine, finance, energy, and pharmaceuticals.

Format

When considering the technological solutions to be used for the redesigning of the Face-to-face content for online/distance learning teachers, it is advisable to consider and select the following options for e-learning formats:

- ▶ **synchronous** - instruction and other interactions happens "live";
- ▶ **asynchronous** - students can log in to the course in their own time, and complete preset tasks and activities;
- ▶ **blended** - combination of live teacher-led instruction and modules where students chose their time to participate.

Technology and learning needs

There are many tools and technology solutions available to support learning and increase accessibility in your remote classroom. A good starting point to make strategy for the online courses is to use the known technologies and aspects that at disposal. The answers of the following questions can facilitate this process:

- ▶ *What instructional technologies and tools have been used in the past and for what purpose (e.g., to share content and supplemental course resources, to communicate, to engage, to assess the learners)?*

- ▶ *What digital tools have been used before, that are familiar to the teachers/tutors/learners and can support the course learning objectives?*
- ▶ *What support is there available to help with the use of these tools for all involved in the process – tutors, teachers, facilitators, learners?*

Keep the technology simple and lean. Use tools that the teaching staff and learners/students know, rather than make the learning curve even steeper.

Good practices

There are some general proposals to the teachers and the organizers of the learning process that can be helpful as tips and elements to be considered in the organization of the distance learning. Here are some of them:

- ▶ Get to know the main platform chosen for the learning (if any)
- ▶ Create an online classroom environment
- ▶ Engage with the learners online
- ▶ Be organized
- ▶ Use a variety of instruction strategies can be helpful to attract and keep the learner's interest.
- ▶ Be present and available – this is valid for both learners and teachers.
- ▶ Provide ongoing feedback
- ▶ Collaborate with other teachers, learners and colleagues that can give ideas and support the overall distance work.
- ▶ Reflect on the lessons
- ▶ Maximize the professional development

Identify and employ the best strategy and online tools for interaction

While there are many decisions to be made in designing an online course, it is an opportunity to revisit the course goals, think anew about the chosen content, get creative with the structure the learning and what is wanted for the students. You may want to answer the following questions in this process:

- ▶ Will there be a need to create videos?
- ▶ Whether and what online materials to use?
- ▶ What will be the best way to represent your course content and learning goals within a learning module structure?
- ▶ How to engage the students in the online spaces?

During the planning of the course with these new ideas in mind, it is needed to consider how to make your communication with students effective, supportive and clear. It is not needed to have everything decided and considered in the beginning and at one, it is better to choose realistic way and be aware that changes can be made on the go.

Students learn new material more easily when cognitive load is minimized, and this can be achieved by “packaging information for the most efficient processing” (Nilson and Goodson, 2018: 80). To better reorganize the course and its content, a need of consideration about what is the necessity of the materials that will facilitate the learning process will be.

Some of the following clues can be helpful in the development process:

- ▶ Create a student-centered environment
- ▶ Identify and employ the best online tools for interaction

- ▶ Promote the exchange of ideas and information in the online classroom
- ▶ Provide timely, relevant, and actionable feedback
- ▶ Create structure and support in place to promote self-directed learning.

Be aware that not all students will be accessing through a computer or laptop and things can look very different on other devices, not to mention the possibility of downloading or uploading work.

Most online communication platforms allow file sharing and screen sharing, so get to grips with them. Interactive whiteboards, private messaging, mute buttons, waiting rooms (for removing student temporarily) breakout rooms for group work, remote annotation, assessment tools are all invaluable tools but there may be a need for practice before you use them sufficiently.

Based on these advices, the elaborated below categories of tools will be in aid to plan and organize more effectively the transition of the learning from Face-to-face to distance one.

Categories and how to read them

During research and development of this *Guide* in collaboration with the partners, we have come to the conclusion that the final 5 categories of tools can be easily and directly put into practice and support a smooth transformation of an online course. The tools below have been divided into categories, thus of course, we have to understand that it is not always possible to define a tool, application or a program within just one category.

Some of them are very complex and could be listed in 2 or 3 categories. Moreover, there are categories that are not included here and programs that are not possible to categorize or where one could be invented. Categories are elaborated based on structural, objective bases, process and needs that are identified in a course. The categorization below also follows the specifics of the tools/applications/programs. Here is how to read and use them properly:

Category 1 - Lessons planning, preparation and creation

The tools that are listed in this category are those that will help the teachers plan, schedule, communicate, and find information and resources as well as to prepare visual materials for the classes and lessons. In this category, the tools and programs will facilitate the elaboration of the schedule, agenda, content and support materials that will smoothen the learning process. As already stated before, if the distance learning can be seen as an opportunity rather than challenge, the lessons can be prepared and devised in a new and more successful way. This category is helping the structure and the content. It can be considered preliminarily or preoperational. The tools in this category are to be utilized *before* the classes.

Category 2 - Presentation, conduction and implementation

The tools in this category are concentrated on visualizations and image processing —producing a video library of original animated lessons, possibilities to create own interactive lesson plans, helping curious students. The tools also help and ease the creation, editing and communication with videos and images. Some of the tools also have hands-on exercises, instructional videos, and a personalized learning dashboard that gives students the opportunity to work at their own pace,

in and out of the classroom. Some alternative software that is much more flexible for customizing templates and adding different visual elements are also included in this category.

Category 3 - Collaboration and communication

Mainly, in this category the focus is on platforms and applications that allow synchronous learning and collaboration. Overall, their objective is to create and deliver dynamic lessons that keep students engaged. Most of the tools allow you to participate in online meetings from any device, PC, Mac, tablets and smartphones. Some tools allow Chat function (with your whole class or individual students), breakout rooms to separate students into groups for discussions, share screen function allowing students to share or the teacher. Some tools have a built-in whiteboard with text and drawing features to share with your students. Different tools allow different number of participants to join. Mostly the focus is on open-source video conferencing solution that you can use all day, however some of them are also paid or with limitations of the free version. There are platforms, which have quiz mode for both group chats and communities, empowering teachers to easily check the level of understanding of classes about their subjects in their respective communities. In most of the proposed platforms users can explore, follow, ask questions, start discussions, participate in polls, up vote, comment, and share multiple types of content.

Category 4 - Assessment and feedback

In the overall educational process, the assessment is essential. However, the distance learning makes the direct contact and observations harder than it is in the physical and face to face one. The selected tools in this category give solutions for receiving proper feedback and to be in line

with the perceptual processes of the learners. The creating presentations with interactive quizzes (single and multiple choice), polls, choices on different scales, tag clouds, and classic slides under which participants can, for example, express their opinion by clicking the appropriate icons. The tools, elected in this category, allow teachers to create and share assignments, monitor students, and give feedback in real time as students work from devices or computers. Many of them allow creation of surveys, collection of feedback and opinions from attendees with intelligent solutions. These tools can ease the teachers when incorporating engaging content into every lesson, test, or retake, whether the class is in-person or online. Most of the tools also allow immediate summary, assessment and can display the provided information right away on everyone's screen.

Category 5 - Special educational needs and others

In this category, we have gathered all tools that can be used in the specific education, profiled in a certain way for a specific topic, have features and possibilities for being applied with learners with limitations or disadvantages, but also allow more self-oriented learning and gamification that makes them broader. Most of the tools can generally be considered inclusive for learners and participants with fewer opportunities as the digital environment is minimizing the limitation of the physical environment and can ease the learning process by the means of the technologies.

Tools and methods

7. *Tools for lesson planning, preparation and creation*

• Name of the tool	When To Meet
• Category of the tool*	Tools for lesson planning, preparation and creation.
• Overview and purpose	Online tool to arrange lessons and schedules.
• Important functionalities	Helps you find the best time for a group to meet. When2meet is compact, so that events can be created and accessed quickly.
• Terms of subscription/download	When2meet is free service. Anyone can create and participate in availability surveys at no cost.
• Official website	https://www.when2meet.com/
• Name of the tool	PlanbookEdu
• Category of the tool*	Tools for lesson planning, preparation and creation
• Overview and purpose	One of the most useful online lesson planners that makes it easy for teachers of all grade levels to create, share and print their lesson plans. The use of this tool not only helps a teacher to create but also view their plans from any computer having an internet connection. The other benefit of this tool is that teachers can also attach their homework or lesson materials directly in a student plan and access it anytime they wish to do so. And as the common core standards are integrated into the tool, therefore a teacher can quickly tag a standard to a lesson.
• Important functionalities	It's easy to share your plan book with anyone – it's up to you what they can see and for how long they'll be able to see it. PlanbookEdu is

	great for educators and administrators. PlanBook fits naturally with the other tools provided by Google Apps for Education. Nothing to install, access from anywhere, word processor-like editing, all major browsers supported, iPad and iPhone supported.
• Terms of subscription/download	Free basic service for life, 14-day premium trial.
• Official website	https://www.planbookedu.com/
• Name of the tool	CommonCurriculum
• Category of the tool*	Tools for lesson planning, preparation and creation
• Overview and purpose	It is a lesson planning tool with the help of which a teacher can easily align lessons and also organize unit plans. They can also share the lesson planning with their fellow colleagues and create unit plans. The aim of this tool is to make lesson planning easier and more collaborative, reducing the burden of giving and getting feedback in real time. This tool can be accessed in any browser on desktop or mobile device.
• Important functionalities	Lesson & Unit Planning; Google Classroom Integration – Automatically posts parts of your lessons to Google Classroom; Attachment & Assignments - Keeps your materials organized and in-sync with your lessons, by adding links and files from your computer, DropBox, Google Drive or One Drive. Basic version for free – Daily, weekly, and monthly lesson planning. Search and add standards to your lessons. Post lessons to Google Classroom. Print or download individual lessons. Re-use lessons from past years. Upload files from your computer, Google Drive, Dropbox, or Office 365.

• Terms of subscription/download	Basic version – free for lifetime. Other options: CC Pro, CC for Schools (find pricing and terms on the official website).
• Official website	https://www.commoncurriculum.com/
• Name of the tool	Planboard
• Category of the tool*	Tools for lesson planning, preparation and creation
• Overview and purpose	Digital lesson planner with handbook.
• Important functionalities	Planboard allows you to create lessons with a modern and intuitive editor. You can add in files, photos, and videos and build lesson templates. You can share your lessons with colleagues, archive and PDF your lessons for offline sharing. Planboard supports two-week, A/B, and cycles that align with your school schedule. Planboard integrates directly with Google Classroom – you can share them via single link. Assess with a gradebook that features both summative and formative assessments. You can easily prepare your classroom using just smartphone or tablet – supported by iOS and Android.
• Terms of subscription/download	Free of charge for individual teachers.
• Official website	https://www.chalk.com/planboard/
• Name of the tool	Standards Planner
• Category of the tool*	Tools for lesson planning, preparation and creation
• Overview and purpose	Standards Planner is a free, active calendar planner that allows teachers to map lessons, standards, and additional resources for weeks or months in advance. The calendar can be shared via hyperlink, social network, and

	Google Calendar, allowing for distribution of upcoming learning targets and tasks.
Important functionalities	Free and simple lesson planner. Allows you to search through other thousands of free resources, build your own, and drag them to your calendar. You can quickly organize all of the teaching material, school events, and data you use every day. Each calendar can be customized by course. Once your schedule is setup you can make it public for students to use. You can also send your pacing to administrators and even use it to keep parents informed. All resources aligned to standards. Free resources in the App Center. Compatible with Google for Education.
Terms of subscription/download	Free of charge.
Official website	http://www.standardsplanner.com/
Name of the tool	Teachers.io
Category of the tool*	Tools for lesson planning, preparation and creation
Overview and purpose	Teachers.io is the faculty companion app to myHomework, the most popular cross platform student planner app. When you use free Teachers.io, students using myHomework can easily join your classes and access the assignments, files, announcements, syllabus and other class information you share on Teachers.io. You also have the option of a public profile so students not using myHomework can still easily get your class information from your Teachers.io website.
Important functionalities	Teachers.io makes it easy to break tasks down into your students most granular details making it easy to show them how being organized helps them succeed. Lessons, Assignments and Tests can be copied

	between classes and semesters to save time. Teachers.io allows you to upload links and files for your classes, so your students don't struggle to find them, share your syllabus or easily send out an announcement to students and parents.
• Terms of subscription/download	Free of charge.
• Official website	https://teachers.io/
• Name of the tool	Google Docs
• Category of the tool*	Tools for lesson planning, preparation and creation
• Overview and purpose	Google offers weekly and monthly planners, unit planners, and customizable lesson templates to make lesson planning fast and easy.
• Important functionalities	Google Docs brings your documents to life with smart editing and styling tools to help you format text and paragraphs easily. You can choose from hundreds of fonts, then add links, images and drawings. You can access, create and edit your documents wherever you go – from your phone, tablet or computer – even when there is not internet connection. With Google Docs, everyone can work together in the same document at the same time. All your changes are automatically saves as you type.
• Advantages/disadvantages of the tool	Free of charge.
• Official website	https://www.google.com/intl/en-GB/docs/about/

• Name of the tool	Asana
• Category of the tool*	Tools for lesson planning, preparation and creation
• Overview and purpose	Asana is your personal teaching secretary all in one powerful app that gives you control over your tasks, projects and to-do lists. Essentially, Asana is a productivity management solution for teams, individuals or anyone that needs more control over their tasks. Additionally, if you are a teacherpreneur building your own online teaching business, Asana will be your go-to place to make sure that everything in your business is running smoothly.
• Important functionalities	Creating lesson plan tasks with manageable subtasks that have deadlines. Managing students' information, progress and other important details. Helping with teams of teachers to manage projects that need to be completed. Create online lesson plans that allow teachers to see what parts of the lesson were and weren't completed. With the free account, teachers will be able to create projects and tasks through a variety of different layouts.
• Terms of subscription/download	Free of charge.
• Official website	https://asana.com/

2. Tools for presentation, conduction and implementation

• Name of the tool	Canva
• Category of the tool*	Tools for presentation, conduction and implementation
• Overview and purpose	-Easy online based platform for various visualizations and image processing; -There is a large set of ready-made templates

	that are easy to process and adapt for different purposes; -Ability to create team profiles and share files with more people; -A community of teachers who use Canvas and share ideas.
Important functionalities	Huge variety of options to help you with creating all kinds of projects -social media content (Instagram, Facebook, Youtube, Twitch, etc.) -generally print products (sweatshirt, mugs, business cards, etc.) -business related projects (presentation, marketing products) Advantages: -great selection of premade design option -also free to express creativity Disadvantages: -possibility of pro membership (costs money) -limited amount of options if free membership
Terms of subscription/download	-pro: 109,99€ p.a. (for a team up to 5 people) -enterprise: depending on size of company, personal request, for bigger companies to help with marketing -for education: free for students and teachers -for non-profit organizations: free
Official website	https://www.canva.com/

• Name of the tool	TedEd
• Category of the tool*	Tools for presentation, conduction and implementation
• Overview and purpose	TED-Ed — TED's youth and education initiative — aims to spark and celebrate the ideas and knowledge-sharing of teachers and students around the world. Everything TED-Ed does supports learning — whether its producing a growing video library of original animated lessons, providing an international platform for teachers to create their own interactive lesson plans, helping curious students around the globe bring TED to their schools and gain presentation literacy skills, or celebrating innovative leadership within TED-Ed's global network of over 250,000 teachers.
• Important functionalities	Collection of educational videos (animated videos, "Ted talks") -possibility of becoming involved (doing a ted talk on a personally important subject to share with other people) -possibility of creating an educational video -brings awareness to important subjects (racism, mental health, in general subjects regarding today's society)
• Terms of subscription/download	-free membership -possibility to donate/getting involved in the project
• Official website	https://ed.ted.com/
• Name of the tool	Screencast-o-matic
• Category of the tool*	Tools for presentation, conduction and implementation
• Overview and purpose	Screencast-o-matic is a tool that helps a

	teacher in recording everything they do on their computer. They can also add audio to the recording with the help of a microphone. This tool can be especially helpful when teaching involves modelling the use of online tools and resources as students can effectively watch over the shoulder of the teacher.
Important functionalities	Helps you easily create, edit and communicate with videos and images. You can record your screen, add a webcam and use narration to customize your video. Easy video editor will help you to personalize your video. You can add overlays including video, text, shapes, and images for free. You can host and share your content easily.
Terms of subscription/download	Basic version free of charge (screen capture, video and image editing, content hosting). Other options: Deluxe Edu & Premier Edu.
Official website	https://screencast-o-matic.com/
Name of the tool	Panopto
Category of the tool*	Tools for presentation, conduction and implementation
Overview and purpose	It is one of the most widely used class capturing tools, used in many K-12 classrooms and universities. To use this, you'll need a Panopto recorder installed on your classroom computer. With it you can easily record a class lecture, yourself, your PowerPoint presentations, and your screens. These recordings can then be uploaded to Canvas, and students can review these lectures later anytime they want.
Important functionalities	With Panopto you can: Easily capture video from multiple cameras, presentations and screens, securely share content so the right people can access it, search your video library, broadcast live and on-demand to reach

	everyone, observe viewer behavior to ensure audience engagement.
• Terms of subscription/download	Basic version free of charge (creating videos, 5 hours video storage, 100 hours streaming per month). Other options: Panopto Pro, Panopto Enterprise.
• Official website	https://www.panopto.com/
• Name of the tool	Miro
• Category of the tool*	Tools for presentation, conduction and implementation
• Overview and purpose	Online board to draw and create presentations and create learning contents
• Important functionalities	-online whiteboard for teams to work together on online -provides possibility to work and brainstorm online at the same time -great possibility to exchange information and ideas at the same time, while in home office - not one-sided (like f.e. Zoom, where only one person can share their screen at once) - chance of getting chaotic when everyone involved is able to do an input at the same time
• Terms of subscription/download	-free subscription possible -Team: 8\$ per person, per month -business:16\$ per person per month (for bigger teams in companies) -enterprise: individual price point, depending on needs and size of company
• Official website	https://miro.com/

• Name of the tool	Mural
• Category of the tool*	Tools for presentation, conduction and implementation
• Overview and purpose	Online board to draw and create presentations and create learning contents
• Important functionalities	-virtual blank canvases which allow you to put post its on it and brainstorm with your team or on your own -different designs for templates with different purposes (brainstorming, meetings, design, etc.) -gives you possibility to make teamwork online easily and engage in meetings
• Terms of subscription/download	-free: for unlimited members -Teams+:9,99\$ per person per month, for unlimited members -business:17,99\$ per person per month, for unlimited members -enterprise: pricing depending on company, for teamwork across multiple workspaces
• Official website	https://www.mural.co/

• Name of the tool	Khan Academy
• Category of the tool*	Tools for presentation, conduction and implementation
• Overview and purpose	Khan Academy offers hands-on exercises, instructional videos, and a personalized learning dashboard that gives students the opportunity to work at their own pace, in and out of the classroom. It is a free platform to be used by both teachers and parents to work

	with the student.
Important functionalities	- free educational videos, exercises and other learning materials for mathematics, economics, information technology and natural sciences - huge variety of materials in order of classes and different levels of difficulty - free in order to make it available to everyone, especially when educational and financial resources are not easily available -focus on mathematics and financial/technological subjects -only helpful for those, not for other subjects like languages
Terms of subscription/download	-free subscription -possibility to donate -possibility to make an account for personal educational matters, as a teacher or as a parent
Official website	https://www.khanacademy.org/
Name of the tool	Loom
Category of the tool*	Tools for presentation, conduction and implementation
Overview and purpose	-Online video recording platform; - The recorded videos are available directly in Loom, you can also organize them into folders; -You can download videos from the platform, use them offline, or upload them to platforms such as YouTube.
Important functionalities	- recording of videos with yourself in it to help

	you explain a problem or important matter to your co-workers with your screen recording in the background - offers possibility for your team/people watching to react to your video - fitting for hybrid and home office environment - saves time -fitting for hybrid and home office environment
Terms of subscription/download	-free subscription possible -loom enterprise provides use for company with bigger amount of possibilities (price point individual)
Official website	https://www.loom.com/
Name of the tool	BBC Learning English
Category of the tool*	Tools for presentation, conduction and implementation
Overview and purpose	Learning English together with British public television, through video materials that are available to the public; - The BBC also has a huge collection of podcasts to help - Every day a new video is released to support you in learning the English language; - Additional videos are also produced on the channel
Important functionalities	-educational materials to support learning English -subjects: grammar, vocabulary, pronunciation

	- different levels of difficulty and purposes (university, English for school, for teachers, business) -free material -user-friendly (easy structure of website) -quizzes
• Terms of subscription/download	Free account
• Official website	https://www.bbc.co.uk/learningenglish/
• Name of the tool	Animoto
• Category of the tool*	Tools for presentation, conduction and implementation
• Overview and purpose	Animoto is a free classroom tool for educators, students, and administrators. Easily create and share videos with your class, with parents, and beyond. No software downloads required.
• Important functionalities	- creating videos for personal purposes (social media, birthday, graduation, etc.) - creating videos for business purposes (e-commerce, education, non-profit, etc.) - great tool to create videos from scratch and put a lot of creativity in - provides possibility to create for professional reasons as well as private projects
• Terms of subscription/download	-free: creating unlimited amount of videos -basic: 14€/month, creating unbranded videos with unlimited downloads (7€ per month/ 84€ p.a.) -professional: 28€/month, creating customized videos with professional tools (14€/168€ p.a.)

	-professional plus: 69€/month, creating branded videos with advanced tools (35€/420€ p.a.) -all memberships less expensive when payments done annually
• Official website	https://animoto.com/
• Name of the tool	Prezi
• Category of the tool*	Tools for presentation, conduction and implementation
• Overview and purpose	Prezi is about as different from PowerPoint as you can get. Rather than offering a slide-by-slide presentation, it's more of a visual and interactive mind map, wherein you interact with different elements on a virtual canvas.
• Important functionalities	-creating presentations, videos and interactive elements -presentation per video with implemented elements possible -great selection of design options and functionalities
• Terms of subscription/download	-basic: free membership -prezi-standard: 7€/per month -prezi-plus:19€/month, -premium:59€/month
• Official website	https://prezi.com/
• Name of the tool	Vyond
• Category of the tool*	Tools for presentation, conduction and implementation

Overview and purpose	Vyond puts the power of video into the hands of everyone, everywhere. The platform provides anyone, no matter what their production skill level is, with the tools they need to create powerful, dynamic media. With features that go beyond moving text and images, you can build character-driven stories or compelling data visualizations that engage audiences and deliver results.
Important functionalities	-production of personal animated videos/gifs and downloads -provides library of templates, sounds -provides possibility to build from scratch but also get support through templates from Vyond -only free for 14 days, costs money afterwards
Terms of subscription/download	-free membership for first 14 days -essential:49\$/month (cheaper: 299\$ p.a.) -premium:89\$/month (cheaper: 649\$ p.a.) -professional:159\$/month (cheaper: 999\$ p.a.) -enterprise: depending on company
Official website	https://www.vyond.com/

Name of the tool	Zoho Show
Category of the tool*	Tools for presentation, conduction and implementation
Overview and purpose	As a PowerPoint alternative, Zoho Show is also a slide-creation platform, but with an interface that's more basic, clean, and simple than PowerPoint's.
Important functionalities	-presentation software with big selection of templates

	-charts, animations, personalized elements and audio/video elements can be created as well -working on presentation in real-time with colleagues -compatible with PowerPoint and other/many software -mainly for business matters, also for educational matters useable
• Terms of subscription/download	Free membership
• Official website	https://www.zoho.com/show/
• Name of the tool	Google Slides
• Category of the tool*	Tools for presentation, conduction and implementation
• Overview and purpose	Out of all the software options on this list, Google Slides is most like PowerPoint. It is formatted similarly and lets you upload and edit PowerPoint files on the platform.
• Important functionalities	-creating of presentations for free -for personal and business matters Advantages: -compatible with other programs Disadvantages: -limited possibilities regarding use for members, which use the free subscription
• Terms of subscription/download	-free membership → for private use, restriction of up to 100 participants per presentation

	-business standard: 9,36€/month (per person) →for business purposes, restriction of up to 150 participants per presentation
• Official website	https://www.google.com/slides/about/
• Name of the tool	SlideDog
• Category of the tool*	Tools for presentation, conduction and implementation
• Overview and purpose	Sometimes, when giving a presentation, you need to show more than your PowerPoint—you also might need to display other files, like a video or a document. Rather than having a clunky presentation where you keep switching to different formats, the software Slide Dog allows you to gather all of your files into a single presentation.
• Important functionalities	-creating of presentations with supply of different styles and templates -real-time sharing with live-chat and audience feedback -audience chat, polls (live surveys during presentation), evaluation -supports different types of multi-media elements to insert into presentation
• Terms of subscription/download	-free membership available with limited access -Pro: same kind of membership, prices depending on timing of payments: -monthly:19\$/monthly -annual:99\$/first year, 79,20\$ on subsequent years

	-lifetime:299\$ onetime payment
• Official website	https://slidedog.com/
• Name of the tool	Visme
• Category of the tool*	Tools for presentation, conduction and implementation
• Overview and purpose	Visme is alternative software that is much more flexible for customizing templates and adding different visual elements.
• Important functionalities	- templates -provides elements for creating presentations, graphs/charts, videos, etc. -provides tutorials, courses and others elements to help with creating and understanding the software - different areas, which it can be used for →education, Business-related, non-profit, social media etc.; - tutorials.
• Terms of subscription/download	-basic: free (unlimited time limit for use) -personal: 12,25\$/month -business: 24,75\$/month
• Official website	https://www.visme.co
• Name of the tool	Camtasia Studio
• Category of the tool*	Tools for presentation, conduction and implementation
• Overview and purpose	With Camtasia, as a teacher you can integrate Power Point presentations, videos, flash cards, music, and even games to your lessons, or add

	different visual effects to them.
	You can also edit your lessons that have been prepared using this tool. In the latest version of this high quality screen recorder, quiz creation and sharing has become even easier to boot.
• Important functionalities	- recording of screencast as video - tutorials on use are provided - can be used for different purposes: work-meetings, school lessons per video
• Terms of subscription/download	- one download: free for 30 days, 324,14€ once afterwards - 5 downloads or upwards: rewards on price, depending on amount - special prices for educational institutions and governmental institutions
• Official website	https://www.techsmith.com/video-editor.html

3. Tools for collaboration and communication

• Name of the tool	Zoom
• Category of the tool*	Tools for collaboration and communication
• Overview and purpose	• Zoom allows you to participate in online meetings from any device, PC, Mac, tablets and smartphones; • You can use the whiteboard, share the screen and applications; • The function of dynamic detection of the active caller; • The camera image of the person currently speaking is highlighted with a green square; • Great for group work; Cloud-based platform for videoconferencing, collaboration, chat and

	webinars;
Important functionalities	Zoom offers the following to their users: -Chat function to chat with your whole class or individual students -Breakout rooms to separate students into groups for discussions -Share screen function to share your screen or allow students to share their screen -A built-in whiteboard with text and drawing features to share with your students. -The free version allows up to 100 participants, unlimited one-on-one meetings but a limit of only 40 minutes for group meetings. -Zoom is a great option for teachers who need a platform to teach their students since this app is used worldwide and most people are comfortable and familiar with its functions.
Terms of subscription/download	Free to download for personal use (max 40 mins and 100 participants), €139,90 per year for PRO account, € 189,90 per year for small businesses, € 223,20 per year for big companies
Official website	https://zoom.us/
Name of the tool	Jitsi meet
Category of the tool*	Tools for collaboration and communication
Overview and purpose	Jitsi Meet is a fully encrypted, 100% open source video conferencing solution that you can use all day, every day, for free with no account needed
Important functionalities	Share your desktop, presentations, and more Invite users to a conference via a simple, custom URL Edit documents together using Etherpad Pick fun meeting URLs for every meeting

	Trade messages and emojis while you video conference, with integrated chat
- Terms of subscription/download - Official website	Free to download and use https://meet.jit.si/
Name of the tool	Viber
Category of the tool*	Tools for collaboration and communication
Overview and purpose	Rakuten Viber has introduced a number of enhancements that will support teachers, parents and students during the school year. The new enhancements follow the company's commitment to facilitate the educational process. The platform has launched a quiz mode for both group chats and communities, empowering teachers to easily check the level of understanding of classes about their subjects in their respective communities.
Important functionalities	The main features of Viber are: - Free Messaging - Free Picture and Video Messaging - Free calls to other Viber users - Free Group Chats (up to 200 participants) - Public Chats - Stickers
Terms of subscription/download	The plan includes unlimited minutes per month, so you can call as many mobile or landline numbers as you need without running out of credit (fair usage policy applies). The World Plan costs just \$8.99 a month, saving you even more money than a regular subscription or credit
Official website	https://www.viber.com/en/

• Name of the tool	Facebook & Messenger
• Category of the tool*	Tools for collaboration and communication
• Overview and purpose	- The Facebook Live feature allows you to stream live video content. If at the moment, this is the fastest, easiest and most convenient option for you to reach your students, keep in mind that it is a good idea to group students into classes and broadcast live video in each group. Facebook Live allows viewers to comment on the video in real time. After the video is over, it is saved and can be watched again or shared in a personal message, group chat in another Facebook group, etc. - The Facebook Groups feature allows you to create groups. You can group your students into classes. Even if not everyone is on your friends list, you can ask them to add themselves to the class group.
• Important functionalities	Accessible Facebook Messenger allows you to send personal messages, organize your contacts in group chats and make video calls with up to 50 people at once. You need to have Facebook account and the contact of the person to be able to connect.
• Terms of subscription/download	Free and open
• Official website	http://facebook.com

• Name of the tool	Skype
• Category of the tool*	Tools for collaboration and communication
• Overview and purpose	Skype is a free web-based communication tool which allows people to video conference, make calls, and instant message. Skype provides a variety of educational

opportunities for classrooms. Students can connect with other students, increase their knowledge, and interact with other cultures. They can use Skype to share projects, polish their language skills, exchange information about particular books with students who read the same books or present their dissertation to their committee. Skype also provides students and teachers with the opportunity to participate in virtual tours of historical places, communicate with authors and researchers, and engage in conversations with classrooms around the world. Skype provides a simple platform for student development and growth.

• Important functionalities	Instant messaging and chat history. Calls between Skype and landline / mobile phone numbers. Skype Premium. Voicemail. Video calling and screen sharing. SMS text messaging. Wireless hotspot network access. Application features.
• Terms of subscription/download	Free to use and download. Call to landline and mobile subject to purchase of Skype credit.
• Official website	https://www.skype.com/en/get-skype/

• Name of the tool	Mystery Skype
• Category of the tool*	Tools for collaboration and communication
• Overview and purpose	It is an educational game for connecting two classrooms from different locations in a fun

	way. Two classrooms can call each other on Skype and ask questions to determine where the other class is located. Mystery Skype is both fun and instructive game for learners.
Important functionalities	Through this proposal you can connect your class with another class anywhere in the world, communicating via Skype. The objective of the activity is to induce students to guess in which part of the world the other class is in relation to geographical and cultural knowledge in general
Terms of subscription/download	Free to use and download
Official website	https://www.teachwithict.com/mystery-skype.html
Name of the tool	Padlet
Category of the tool*	Tools for collaboration and communication
Overview and purpose	Padlet is an online notice board tool that can help digitize the classroom and more. This digital notice board is able to feature images, links, videos, and documents, all collated on a "wall" that can be made public or private. This means that not only can teachers post on the wall but so too can students.
Important functionalities	Add posts with one click, copy-paste, or drag and drop. Works the way your mind works - with sight, sound, and touch. Changes are autosaved. Simple link sharing allows for quick collaboration.
Terms of subscription/download	Free to download and use:

	Neon account: 3 padlets
	20MB /upload
	Gold account: 20 padlets, 100MB /upload
	6,99 € per month
	69,99 € per year
	https://it.padlet.com/auth/signup
	Platinum account:
	Unlimited Padlets
	500MB /upload
	9,99 € per month
	99,99 € per year
• Official website	https://padlet.com/

• Name of the tool	<u>Tribe</u>
• Category of the tool*	Tools for collaboration and communication
• Overview and purpose	A customizable community platform for businesses to engage students and customers
• Important functionalities	Users can explore, follow, ask questions, start discussions, participate in polls, up vote, comment, and share multiple types of content. Tribe offers a white label solution, allowing the community admins to adapt the design to fit their brand and engineer it to integrate it with their website. Admins can even add their site header/footer to blend it seamlessly with their site navigation.
• Terms of subscription/download	Price starts from \$59 for companies

• Official website	https://tribe.so/
• Name of the tool	<u>Etherpad</u>
• Category of the tool*	Tools for collaboration and communication
• Overview and purpose	Etherpad is a highly customizable open source online editor providing collaborative editing in really real-time
• Important functionalities	Time Slider. Tons of Plugins. Shareable URL Link. Import/Export In Various Formats. Multi-Player Editor. Well-Documented API. Customizable Editing Application. Version Control.
• Terms of subscription/download	Free, open source
• Official website	https://etherpad.org/
• Name of the tool	<u>ClassFlow</u>
• Category of the tool*	Tools for collaboration and communication
• Overview and purpose	In the hands of a determined teacher, this platform's useful suite of tools can support learning experiences that move from instruction to assessment and back.
• Important functionalities	Create and deliver dynamic lessons that keep students engaged. ClassFlow makes your remote or hybrid classroom easy, engaging, and effective. ClassFlow is a completely online teaching software. Students of all ages can

	connect their internet-enabled devices from any location. Use polling to check in with students in real-time, as well as share lessons, activities, assignments, and assessments.
• Terms of subscription/download	Signing up for a ClassFlow teaching account is free and simple.
• Official website	https://classflow.com/
• Name of the tool	<u>Google Classroom</u>
• Category of the tool*	Tools for collaboration and communication
• Overview and purpose	Google Classroom is an intuitive tool thanks to which we can conduct lessons, e.g. in the form of teleconferences. The application also allows you to create virtual classes, assigning and assessing homework by teachers
• Important functionalities	Schedule posts to multiple classes Add students to a new course by sharing a link or code Manage multiple classes at once Snap and submit work through improved image capture Easy switching from class to assignment to student Track student progress in your gradebook Export scores from gradebook to student information system (SIS) Rubrics displayed alongside student work Customizable comment bank

	Notifications about student performance and work Automatic notifications about assignments, deadlines, and student summaries
Terms of subscription/download	Education Fundamentals No charge for qualifying institutions Education Standard \$3 / student / year Teaching and Learning Upgrade \$4 / license / month Education Plus \$5 / student / year
Official website	https://classroom.google.com/u/0/h
Name of the tool	SeeSaw
Category of the tool*	Tools for collaboration and communication
Overview and purpose	It is an online tool and a set of mobile applications that facilitate the creation of assignments for students and building their digital portfolio (creating and storing completed works and projects), which enable commenting and presenting works to other students and parents. SeeSaw allows you to create and communicate with a virtual classroom.
Important functionalities	Students are able to showcase their best work for parents, peers, and teachers. Students are able to explain their masterpieces, and take pride in ownership through their use of camera, video, drawings, and notes, especially when they know it is being published

	• Send back approved work. • View comments in the creative tools. • Assess student work more easily. • Create accessible content with new accessibility features. • Sneak peek at the Seesaw Lessons and the free collections.
• Terms of subscription/download	Seesaw offers a free version that offers its core features. But, for premium features (such as student portfolios, dashboards to view activity, data on tech usage, etc.), Seesaw for Schools starts at \$120 per year.
• Official website	https://web.seesaw.me/
• Name of the tool	<u>Moodle</u>
• Category of the tool*	Tools for collaboration and communication
• Overview and purpose	The e-learning platform allows teachers to upload lesson materials, check knowledge, activity and evaluate. - The teacher can introduce and manage materials, tests and tasks. - The teacher creates a "class" by linking students to the courses. - You can divide students into groups - Chat communication option. - The teacher can add interactive materials, such as polls, polls, workshops or quizzes. - Checking knowledge and skills with the help of open-ended tasks submitted for checking by students to the platform or by means of tests.
• Important functionalities	Moodle LMS has a new personality and a redefined user experience that improves online teaching and learning for educators,

	learners and administrators.
	Activity Types in Moodle
	• Assignment Activities. • Activities for Communication and Collaboration. • Assessments and Surveys. • Tools for Student Management. • Interactive Delivery of Content.
• Terms of subscription/download	Moodle has 5 pricing edition(s), from \$110 to \$1,450. A free trial of Moodle is also available
• Official website	https://moodle.org/

• Name of the tool	<u>Tegrity</u>
• Category of the tool*	Tools for collaboration and communication
• Overview and purpose	Tegrity is a great tool that is used for flipping the class. It records each and every activity that is performed on a teacher's computer. Audio of the teacher can also be added by simply adding a microphone to the computer. If you add a web-cam, and a tablet you would be able to record the video of the teacher and his writing actions as well.
• Important functionalities	The free Tegrity Mobile app allows your students to download and listen to recorded lectures on their mobile phone or tablet anytime, anywhere - even offline. Available for Android and iOS devices, the app has the same features and functionality available in Connect, so students can study when it's convenient for them, no matter where they are. Tegrity Campus is a video capture solution that drives student engagement in traditional, flipped, hybrid, or fully online courses. Available as a tool within McGraw Hill

	Connect, Tegrity Campus is easy to use for instructors and easy to access for students.
• Terms of subscription/download	Free for all Tegrity users
• Official website	https://myclasses.tegrity.com/#/login
• Name of the tool	Google Teacher Center
• Category of the tool*	Tools for collaboration and communication
• Overview and purpose	Google Teacher Center is a free site by Google that offers self-paced teacher trainings for Google tools.
• Important functionalities	Google Teacher Center offers training opportunities to teachers on how to use Google tools in their daily teaching activity. The website offers tips on Google products, certificates and programmes for the personal development of teachers. It also offers the opportunity to join several teaching communities to exchange experiences and ideas.
• Terms of subscription/download	Free to use
• Official website	https://edu.google.com/teacher-center/?modal_active=none
• Name of the tool	Flippity
• Category of the tool*	Tools for collaboration and communication
• Overview and purpose	Teachers can use Flippity to enhance class presentations, assess individual students and get students to create. There are demos, templates, and detailed instructions for each use case.
• Important functionalities	Flippity easily turns any Google spreadsheet into flash cards, a badge creator, a spelling quiz, a memory game, a word search, and more. Teachers can use Flippity for a variety of

	purposes: to present to the class, to assess individual students, or to have students make their own creations. Thanks to Google integration, this is a great tool for schools that use G Suite for Education. It's not only easy to use when it comes to creation but also makes for easy sharing thanks to compatibility across many devices.
Terms of subscription/download	Flippity is free to use, including all the templates and guidance. Be warned though, the platform is funded by some advertising.
Official website	https://flippity.net/
Name of the tool	<u>Bloomz</u>
Category of the tool*	Tools for collaboration and communication
Overview and purpose	This multifunctional platform connects families, teachers, and students with a ton of features.
Important functionalities	All communication tools in one unified solution. Bloomz keeps everyone connected. Streamline your communication: - District communication - School communication - Class communication - Alerts & Announcements - Auto Attendance, Grade & Balance Notices - Secure Document Delivery - Social and web shares - Attendance Management - Events and Appointments - Health Screening

	Dashboard Reports and analytics
• Terms of subscription/download	Free to use, also paid PRO accounts for schools and teachers.
• Official website	https://www.bloomz.com/

• Name of the tool	<u>Google Meet</u>
• Category of the tool*	Tools for collaboration and communication
• Overview and purpose	A customizable community platform for businesses to engage students and customers
• Important functionalities	Google Meet for teachers is another popular software application for online tutors, virtual teachers and anyone conducting classes online because of its integration with Google's suite of other apps like Google Classroom and Google Drive. Google Meet offers the following free options for its users: • Share screen to your students • Adjust your layouts • Group classes up to 1 hour • Chat with students in the chatbox • And other normal features of a virtual video conferencing platform Anyone with a Google account can create a video meeting or virtual class of up to 100 students (participants) and meet up to 60 minutes for free. If you are conducting one-on-one tutoring classes, you can spend up to 24 hours

	together (but why would you?!).
Terms of subscription/download	Free to use for personal use, the G Suite Basic costs € 4.68 per user and as regards Meet it allows as many as 100 participants to a videocall; -the Business costs € 9.36 and supports up to 150 participants; the Enterprise reaches 250 participants instead.
Official website	https://meet.google.com/
Name of the tool	<u>GoToMeeting</u>
Category of the tool*	Tools for collaboration and communication
Overview and purpose	A customizable community platform for businesses to engage students and customers
Important functionalities	GoToMeeting, as stated on their website, puts the “class in online classes.” They are an up-and-coming competitor to some of the larger video platforms because of how they gear their functions to suit teachers and students in an online class. With their free account, you can expect: - Personal URLs for students to join the class - Instant messaging, file sharing & screen sharing - Powerful mobile capabilities for students - Clean and simple interface with powerful functions GoToMeeting free would be perfect for independent tutors who have 1-3 students

	and classes under 40 minutes.
Terms of subscription/download	The free version is quite limiting and it will allow you 40-minute classes/meetings but with only up to 3 participants. GoTo Meeting is available with two different rate plans. GoTo Meeting Professional allows you to hold meetings with up to 150 attendees and costs \$ 12 per month (with an annual billing of \$ 144). Our most popular option, GoTo Meeting Business, costs \$ 16 per month (with an annual billing of \$ 192).
Official website	https://global.gotomeeting.com/

4. Tools for assessment and feedback

Name of the tool	<u>Minipoll</u>
Category of the tool*	Tools for assessment and feedback
Overview and purpose	Create simple shareable polls in seconds.
Important functionalities	- You can view all previous surveys, track their views and votes, mark old surveys as inactive (and hide them to keep your dashboard neat and tidy) - Track how you each poll is doing with the analytics view. You can also view the results realtime by toggling the switch the analytics table.
Terms of subscription/download	No sign up required.
Official website	https://minipoll.co/

Name of the tool	<u>Mentimeter</u>
Category of the tool*	Tools for assessment and feedback
Overview and purpose	This is a site for creating presentations with interactive quizzes (single and multiple choice), polls, choices on different scales, tag

	clouds, and classic slides under which participants can, for example, express their opinion by clicking the appropriate icons.
Important functionalities	Mentimeter enables you to create beautiful, interactive presentations using a wizard Mentimeter allows you to create surveys, collect feedback and opinions from attendees with intelligent solutions Mentimeter provides insight into attendee information through trends and data exports. 13 types of interactive questions, including word clouds and quiz Build entire presentations quickly and easily with Content Slides. You can choose from a variety of presentation themes or create your own. The application is integrated with free image libraries
Terms of subscription/download	You need to sign in with Facebook, a Google account, or create an account with your email address. The free version of the application should be sufficient for most purposes, but if you want to create a longer presentation (more than 3 quiz questions or 6 survey questions) you have to buy the PRO option.
Official website	https://www.mentimeter.com/

Name of the tool	<u>Classkick</u>
Category of the tool*	Tools for collaboration and communication
Overview and purpose	Provide real-time monitoring, feedback, and assessment for 1-to-1.
Important functionalities	Classkick lets teachers create and share assignments, monitor students, and give feedback in real time as students work from iPad devices or computers. Teachers can create rosters via class code, manual entry, or Google Classroom. Classkick is a free digital formative assessment tool that allows teachers to create lessons and assignments that students work through on their devices at their own pace. Teachers can observe student

	progress in real time and provide immediate feedback.
• Terms of subscription/download	Free to use, different packages for schools, quote upon request
• Official website	https://www.commonsense.org/education/app/classkick

• Name of the tool	<u>KAHOOT</u>
• Category of the tool*	Tools for assessment and feedback
• Overview and purpose	Teachers can choose from more than 40 million ready-to-go learning games or create their own in minutes. Host games live or as assignments.
• Important functionalities	Kahoot! makes it easy for teachers to incorporate engaging content into every lesson, test, or retake, whether the class is in-person or online. Students can play Kahoot! challenges, compete against their peers in learning leagues, and use flashcards and different learning modes to help them learn on their own. The app is also great for social gatherings - users are able to explore, create and play Kahoot! games together on any topic and for any age group no matter where they are. Corporate teams use Kahoot! to engage employees in training, create interactive presentations, and complete ongoing activities with brainstorming and other features. The teacher creates the quiz themselves or uses a publicly available one. The teacher displays the quiz on the big screen (this is where you see the PIN to access the quiz, subsequent questions and answers, subscores, etc.) The teacher shows the PIN to the students, they enter the PIN and provide their own name or another pre-defined ID (note, new: the teacher may reject a participant who provides an inappropriate or fraudulent ID.

	After completing the quiz we can download and analyze the answers, in case of answering after logging into the app we can also track our own progress. Kahoot allows you to add any number of questions and quizzes for free. Apart from creating your own quizzes, you can also use quizzes published by other people from all over the world, which makes it perfect for learning foreign languages.
Terms of subscription/download	Teacher must have an account (free) at getkahoot.com Students don't need to have accounts. They join the quiz either by using the smartphone/tablet app (recommended) or by going to kahoot.it
Official website	https://kahoot.com
Name of the tool	<u>GOOGLE FORMS</u>
Category of the tool*	Tools for assessment and feedback
Overview and purpose	Google Forms is a go-to among teachers because it's quick and simple to create and automatically grade quizzes even if it's your first time using the tool. Create multiple-choice quizzes or short-answer quizzes, and make an easy answer key with point assignments for each question.
Important functionalities	Google Forms enhance the functionality of the entire Google Workspace suite. With their help, users can create survey questionnaires and various types of forms for the website. Data obtained in this way go straight to the spreadsheet, which allows you to analyze the collected information on an ongoing basis, as well as quickly perform a summary of the study or survey. When creating a questionnaire in Google Forms, user can choose from several basic types of questions: closed, open, multiple and single choice, date and attachment question, slider question or so called single and multiple choice grids (matrix questions).

A form created in Google Forms can take the form of an online survey or a test. The user can easily change the type of survey by clicking on the option: Test. The most useful features of a test created in Google Forms are:

- possibility to publish the assessment immediately or with a delay (after manual checking),
- display of incorrect and correct answers for the person filling in the test,
- presentation of the number of points obtained in the test - for the whole test as well as for each question separately.

Google Forms allows several users to manage one form. Thanks to this, people who cooperate with each other can work on one document at the same time.

Google Forms also offers the possibility of editing the submitted answers. In order for the respondent to make changes to the submitted form, it is necessary to select the "Edit responses after submission" option in the "Settings".

Google Forms allow you to send respondents a form submission confirmation email. This is not a built-in feature.

The owner of a given questionnaire can enable the function of e-mail notification about new responses.

Survey results are available in the Google Forms user account, in the Summary tab. There you can see ready-made graphs containing summary results, as well as switch to the view of answers from a particular question or individual fillings. However, it is not possible to export these charts and data in the form that is visible in the user panel. Each of the graphs created by the system can be individually copied and manually pasted into the program in which we want to create the report, e.g. Word or Excel. Collective results can be downloaded only to CSV format.

If you want to conduct a survey or poll on your

	web page, you can use the possibility to insert a form on it.
• Terms of subscription/download	Requires signing in with a Google account.
• Official website	https://www.google.com/intl/com/forms/about/
• Name of the tool	AnswerGarden
• Category of the tool*	Tools for assessment and feedback
• Overview and purpose	A simple application that allows you to quickly get answers to your question. It can be used as a form of feedback, evaluation or quick voting during the class or after. The results are visible on everyone's screen.
• Important functionalities	The AnswerGarden tool is a simple application that allows you to quickly get answers to answers to your questions. So you can use it as a form of feedback or quick voting. It can be used during a meeting with the teaching staff, during a diagnostic workshop or It can also be presented to teachers for use during lessons.
• Terms of subscription/download	No sign up required.
• Official website	https://answergarden.ch/
• Name of the tool	Quizziz
• Category of the tool*	Tools for assessment and feedback
• Overview and purpose	• Creating and using quizzes; • The game can be played live or as a homework assignment; • The teacher tracks the students' progress.
• Important functionalities	This tool: - gives you the ability to create customized quizzes, - it allows you to use resources of ready-made quizzes, shared by other users - tests the acquired knowledge, - possibility of random order of questions for

	each participant, - time to answer depends on our preferences, for each question it can be adjusted for each question can be adjusted, taking into account the knowledge and skills of the participants, - the participant can see on his screen his results (number of correct and incorrect answers), - quiz can be solved simultaneously by all participants, or as a homework - the quiz can be solved simultaneously by all participants or as a homework assignment (we set the date until which the code is valid), - the possibility of creating a virtual classroom, - possibility of preparing fiches, - possibility of verification of participants You must log in to use the portal.
• Terms of subscription/download • Official website	https://quizizz.com/
• Name of the tool	Peergrade
• Category of the tool*	Tools for assessment and feedback
• Overview and purpose	Peergrade is an online platform to facilitate peer feedback sessions with students.
• Important functionalities	Peergrade is an online platform that facilitates anonymous peer feedback. With Peergrade students get faster and better feedback while engaging in higher order thinking. Features in Peergrade such as flagging and feedback rubrics ensure that students get the best feedback possible and scaffold the process of peer review. While teachers get a full overview of submissions, feedback, and results.
• Terms of subscription/download • Official website	You must log in to use the portal. https://www.peergrade.io/
• Name of the tool	Zintegrowana Platforma Edukacyjna (Integrated Education Platform)
• Category of the tool*	Tools for assessment and feedback

- Overview and purpose

The Integrated Learning Platform (ZPE) was launched in February 2019 and is now a professional, user-friendly and secure tool recommended by the Ministry of Education for use by schools in distance learning.

The educational content available on the ZPE portal is completely free for all and can be accessed from anywhere at any time, plus the content can be printed as a PDF. They facilitate teaching skills and building knowledge of students through various forms of activities and messages, interactive exercises and multimedia materials. ZPE enables the creation of interdisciplinary lessons, authoring, teacher's versions of the textbook, group work, individual education. The platform contains resources for general education at all educational stages and for vocational training. E materials for the youngest are the extraordinary world of people and Scratchers, which will help children to explore mysteries, solve puzzles and tasks. Older students will find e materials for each subject, and in them a lot of interactive tasks, crosswords, videos, virtual journeys and experiments.

Available only in Polish.

- Important functionalities

The e-materials are available free of charge, E-materials are a tool for building students' knowledge and skills through the use of content transfer based on various multimedia forms,

E-patterns are accessible from various types of devices: computers, laptops, tablets, smartphones and interactive whiteboards,

E-materials are a comprehensive set of open educational resources, consistent with the core curriculum, designed for students and teachers from grade 1 of elementary school to the last grade of secondary school.

Possibilities offered by the Platform:

- importing classes by the teacher based on data from the Educational Information System,

	• creation of own e-materials using the wizard, • editing of materials contained on the epodreczniki.pl website for one's own needs using a mechanism known as "portfolios", • sharing e-materials with other users and checking their results, • real-time communication between teachers and students, • possibility to create videoconferences and place links to meetings in the calendar.
• Terms of subscription/download	You do not need to log in to use the portal. To create content you need to have an account created.
• Official website	https://zpe.gov.pl/
• Name of the tool	<u>Wooclap</u>
• Category of the tool*	Tools for assessment and feedback
• Overview and purpose	Wooclap is an interactive electronic platform for creating surveys and questionnaires. Users answer questions anonymously via technological devices such as smartphones and laptops.
• Important functionalities	With its many features and intuitive use, Wooclap turns events into interactive and dynamic learning opportunities. It is a user-friendly alternative to hand-raising, and gives every individual in an audience the chance to express themselves unencumbered. Participants use their trusted smartphones, tablets, and computers, to answer questions and share their views and knowledge with their peers. In 3 steps, you can transform the way you communicate with your learners: 1. Create your questions (multiple-choice questions, open questions, questions with numerical answers, matching questions, word

	clouds, ...) 2. Start your question and invite learners to navigate the Wooclap tab in Teams. 3. Collect the answers in real-time and dynamically adapt the content of your course based on those answers. Wooclap's interactions include: - Multiple Choice Questions - Polls - Word clouds - Brainstorming - Fill in the Blanks - Matching - Sorting - Videos - Find on Image - Guess a Number - 100-point prioritisation - Rating - Message Wall - Online questionnaires (participant pace) Wooclap's other features include (some of them are only available for paid accounts): - Unlimited number of events - Unlimited number of real-time interactions - Unlimited number of participants - Authentication of participants - Moderator interface - Ranking messages by popularity - Personal logo & colour theme - Exporting results to Excel & PDF - Sharing events with other Wooclap users - Timer - Competition mode - Comparing two sessions
• Terms of subscription/download • Official website	Requires login. More advanced features available with subscription. https://www.wooclap.com/

• Name of the tool	<u>Socrative</u>
• Category of the tool*	Tools for assessment and feedback
• Overview and purpose	A powerful tool for real-time online testing with mobile devices and more.
• Important functionalities	The teacher, after creating an account (on Socrative Teacher), can create multiple choice, true/false tests or surveys. He or she can also, for example, ask exit-ticket questions, such as "on a scale of 1-10, indicate how well you understood today's lesson." Students install the Socrative Student app on their smartphones. On PCs, Socrative can be used in a web browser. Test scores are displayed as a graph on the screen. You can also download a spreadsheet report, and share tests with other teachers. In the free version, you can divide participants into up to 10 teams (up to 50 people can take the quiz at a time) and then have a competition between the teams (recommended: Space Race). The teacher can e.g. • organize a voting, a test, a poll or an educational game with the whole class (laptops, smartphones, tablets), • work with the laptop and have a preview of all the results, • receive feedback on the level of understanding of the lesson.
• Terms of subscription/download	Requires login. More advanced features available with subscription.
• Official website	https://www.socrative.com/

5. Tools for Special Educational Needs and other

• Name of the tool	<u>Guessing languages/Ling your language</u>
• Category of the tool*	Tools for Special Educational Needs and

	gamified tools
Overview and purpose	LingYourLanguage is a collaborative effort to bring the world's languages to a wider audience in an entertaining, engaging way. It's a collection of all the different languages, varieties, dialects, accents, and linguistic peculiarities that are such an important part of cultures around the world.
Important functionalities	On this website you can listen to short audios in different languages, with different level of difficulties with the purpose to identify which language is being spoken! The game can be played in single and multiplayer mode. It is gamified and has scores which can make it involving. Cannot be main educational tool.
Terms of subscription/download	Free (registration and donation possible)
Official website	https://lingyourlanguage.com/game
Name of the tool	<u>Games4esl</u>
Category of the tool*	Tools for Special Educational Needs and gamified tools
Overview and purpose	On this website can find many free games for teaching English. These ESL games are great for teaching English both in the classroom and online to kids and beginner English language learners.
Important functionalities	ESL lesson materials including, Flashcards, Board Games, Worksheets, Lesson Plans, and PowerPoint Games. The resources that can be found on the website are print outs, checklists, quizzes, videos and are gamified. It is suited for beginners and mostly children. The website is free, however there are many advertisements.
Terms of subscription/download	Free
Official website	https://games4esl.com/esl-classroom-games/

• Name of the tool	Localingua
• Category of the tool*	Tools for Special Educational Needs and gamified tools
• Overview and purpose	An interactive map with which you can explore languages and dialects of the world and also contribute your own. Audio recordings on various topics are offered.
• Important functionalities	The tool is interactive however there is no control over the content and quality as it is an open tool and open for user's contribution. Can be used as a supportive tool
• Terms of subscription/download	Free
• Official website	https://localingual.com/
• Name of the tool	UK food generator
• Category of the tool*	Tools for Special Educational Needs and gamified tools
• Overview and purpose	The generator is a tool to generate random list of British Foods.
• Important functionalities	Limited use in the adults language learning. Can be used as supportive tool and special education related to the topic of food and gastronomy.
• Terms of subscription/download	Free
• Official website	https://uk-food.glitch.me/?utm_campaign=EduMail%20f%C3%BCr%20zeitgem%C3%A4%C3%9Fe%20Bildung&utm_medium=email&utm_source=Revue%20newsletter
• Name of the tool	Easy Reading Software
• Category of the tool*	Tools for Special Educational Needs and gamified tools
• Overview and purpose	Many websites are difficult to access for people with cognitive disabilities. The needs of these users are not yet fully covered in current accessibility guidelines and developers are often not familiar with these users either.

	The website is constructed to face special needs of the users. It's software that allows adaptation of the content in real time. There is an add-on for MOZILLA Firefox and Google Chrome. There are functionalities that are controlled and enabled by the user according to their needs (graphics, highlighting, additional explanation).
Important functionalities	Easy Reading Software is a support tool that users can install on their computer. It provides help by adapting web content in real time to the individual needs of users. With the software, each user can see a personalised version of an existing web page.
Terms of subscription/download	Firefox and Chrome add-ons are free.
Official website	https://www.easyreading.eu/
Name of the tool	<u>Duolingo</u>
Category of the tool*	Tools for Special Educational Needs and gamified tools
Overview and purpose	Internet portal and application for learning foreign languages based on the principles of gamification. It can be used individually, but also has an option for schools.
Important functionalities	Useful tool which presents the content in a very interactive and competitive way. Gamification is very well designed and is still developing. Learners can choose from multiple exercises – reading, speaking, listening, reading and writing are included. There are many levels and well constructed learning sequence. There are more than 40 languages that can be native and be practiced together with the English.
Terms of subscription/download	Free and paid subscription. Free version is sufficient for daily practices and despite the advertising the time that you can spend

	depends on the number of the mistakes you have.
• Official website	https://www.duolingo.com/
• Name of the tool	<u>Nearpod</u>
• Category of the tool*	Tools for Special Educational Needs and gamified tools
• Overview and purpose	A platform for creating virtual classes and sharing with them professional lessons created by institutions or their own, created by teachers and teachers (in the form of presentations with comments and tasks, and sharing multimedia with classes). It allows schools temporary free access.
• Important functionalities	Visualize and support student understanding. Use insights from 20+ formative assessment and dynamic media features to guide your teaching and improve student outcomes. Adapt instruction or address misconceptions on-the-fly. Differentiate, enrich, or provide extra support to meet students where they're at from wherever they are learning (physical classroom, remote, hybrid) One platform, multiple ways to teach with interactive slides. Possibility for creation of slides-based lessons interactive and gather data on student understanding by adding formative assessments, simulations, and dynamic media. Or choose from thousands of ready-to-teach, customizable, standards-aligned lessons from teacher favorite brands.
• Terms of subscription/download	Free SELVER PLAN subscription for teachers and learners sufficient but restricted - 100 MB Storage 40 students join per lesson. GOLD PLAN \$159/year 1 GB storage, 75 student joins per lesson, gold check mark, Drag & Drop, Google Slides add-on, Sub Plans, Email + phone support.

	PLATIMUM PLAN \$397/year 5 GB storage, 90 student joins per lesson, gold check mark, Drag & Drop, Google Slides add-on, Sub Plans, Email + phone support.
• Official website	https://nearpod.com/
• Name of the tool	<u>BioInteractive</u>
• Category of the tool*	Tools for Special Educational Needs and gamified tools
• Overview and purpose	The BioInteractive website provides teachers with access to professional educational materials and opportunities to broaden their scientific knowledge. Resources and tools reflect the current knowledge of how students learn. The website includes, among others, models of microorganisms in 3D, films, animations, the latest discoveries.
• Important functionalities	Discover tools to help plan lessons and opportunities to support professional learning. Available tools for Adult learning support are videos, multimedia and different activities. Numerous of categories that are related to the science of Biology. Particularly aimed at natural sciences.
• Terms of subscription/download	Free.
• Official website	https://www.biointeractive.org/
• Name of the tool	<u>Nobel prize</u>
• Category of the tool*	Tools for Special Educational Needs and gamified tools
• Overview and purpose	Thanks to Nobel prize, we not only develop students' knowledge, but also awaken their cognitive interests. It contains educational games that allow you to learn about blood transfusion, how the hemispheres of the brain are built. Here you can conduct Pavlov's experiments, show in an attractive way, the operation of DNA, the cell cycle, the operation of EKG, the structure of cells and nerve connections in the human body. The website is free in English.

Important functionalities	The materials are comprehensive and presented with theoretical input which can be followed by gamified comprehension of the materials. Very practical. Age range can be different and the materials can be complementary to the regular lesson F2F or a distance one. Tasks and theory can be thought in a group or to be taken individually.
Terms of subscription/download	Free online.
Official website	https://educationalgames.nobelprize.org/educational/

Name of the tool	<u>INNERBODY</u>
Category of the tool*	Tools for Special Educational Needs and gamified tools
Overview and purpose	Interactive anatomical atlas, page in English,
Important functionalities	Innerbody Research's mission is to provide objective, science-based advice to help our readers make more informed choices about home health products and services. As the healthcare industry rapidly evolves, you can count on us to provide the most up-to-date reviews, guides and research. Can be used as additional materials bank for professional medical or health related disciplines or subjects.
Terms of subscription/download	Free
Official website	https://www.innerbody.com/htm/body.html

Partnership and contacts



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**Jazykova skola s pravem statni
jazykove zkousky PELICAN, s.r.o.**



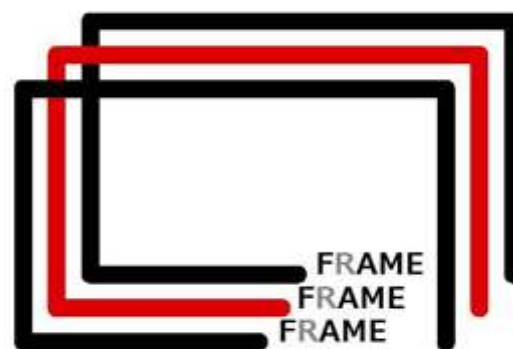
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