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BASIC DIGITAL TOOLS FOR EDUCATION

TRAINER MANUAL

Armenian Regional Youth NGO

strim STOWARZYSZENIE ROZWOJU I INTEGRACJI MŁODZIEŻY

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INTRODUCTION TO THE TOOLKIT

"This Trainer Manual on Basic Digital Tools for Education is developed in the frames of "ProDeCoR: Professional Development as a COVID-19 Response" project funded by International Visegrad Fund in 2020. The project is implemented by Armenian Regional Youth NGO in partnership with Youth Development and Integration Association STRIM (Poland), ReCreativity Social Enterprise (Hungary), and Vice Versa Association (Czech Republic). Toolkit is designed for trainers, youth workers, teachers, employment sector practitioners and other educators that work with young people. It provides objectives and detailed guidelines on how to work with young people in order to build their competences in the post-COVID 19 labour market. The manual covers 6-8 hours of learning activities and additional learning materials provided for follow up/self- learning.

EDITORIAL TEAM

Author:
Carmine Rodi Falanga

Editor
Arsen Simonyan

Design
Mane Papyan

Proof-Reading:
Mariam Karapetyan

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- Presentations and Q&A session
- Intro to Flippity
- Practical exercises

Mentimeter
Flippity

Communication and Community Management 6

- Intro to the session and welcome
- Introduction to Discord and creation of a Discord group for the training.
- Intro to the main features
- Practical exercises with a watch party, sharing, chat, rooms and roles
- Introduction to Padlet
- Practical part- working on Padlet for the group
- Presentations

Discord
Padlet

Conferencing 8

- Welcome, play Skribble
- Presentation of Flipgrid
- Practical part: producing videos and sharing
- Short intro to Video conferencing (Zoom, Google Meet)
- The session is held online (on Zoom) and shares videos from Flipgrid

Flipgrid
Conferencing
Zoom
Google Meet

File Storage 10

- Intro to Dropbox, Google Drive, OneDrive
- Exercise, creation of shared folders and basic functions
- Surveys: intro to Google Form
- Intro to Survey Monkey
- Intro to Jamboard, presentation
- Feedback harvested on Jamboard

DropBox
GoogleDrive
OneDrive
Google Forms
Survey Monkey
Whiteboards: Jamboard

Session: Engagement

Themes	Mentimeter, Flippity
Goal	Introduce the working methods and the general structure to specify the tools of this unit
Objectives	After the session participants will be able to use Mentimeter, Google Drive and Flippity effectively and integrate them into the design of their educational activities
Group size	20-24
Time required	90 min
Overview / short description	Introductory session with a presentation and practice of the above-mentioned tools
Materials needed	Flip chart, markers, video projector, solid Wi-Fi connection (strong bandwidth for everybody), laptops and power sockets
Complexity	Beginners-Basic

Session: Engagement

Introduction and implementation

Time	Steps
5 min	a. Present session objectives and topics
20 min	b. The session will start with an introductory survey on Mentimeter and its digital tools - and a presentation of the platform https://www.mentimeter.com/
20 min	c. Time to exercise in smaller groups
10 min	d. Presentations and Q&A session
10 min	e. Short break
10 min	f. Intro to Flippity https://www.flippity.net/
15 min	g. Practical exercises

Debriefing and evaluation

Participants can use their smartphones non synchronously via Mentimeter.

Tips for facilitator

Allocate enough time for the group to practice, as experiential learning ensures these tools can be remembered and effectively applied later.

Session: Communication and Community Management

Themes	Discord, Padlet
Goal	Introduce the working methods and the general structure to specify the tools of this unit
Objectives	After the session participants will be able to use Discord and Padlet effectively and integrate them into the design of their educational activities
Group size	20-24
Time required	90 min
Overview / short description	Introductory session with a presentation and practice of the above-mentioned tools
Materials needed	Flip chart, markers, video projector, solid Wi-Fi connection (strong bandwidth for everybody), laptops and power sockets
Complexity	Beginners-Basic

Session: Communication and Community Management

Introduction and implementation

Time	Steps
5 min	a. Present session objectives and topics
20 min	b. The session will start with an introductory survey on Mentimeter and its digital tools - and a presentation of the platform https://www.mentimeter.com/
20 min	c. Time to exercise in smaller groups
10 min	d. Presentations and Q&A session
10 min	e. Short break
10 min	f. Intro to Flippity https://www.flippity.net/
15 min	g. Practical exercises

Debriefing and evaluation

Participants can use their smartphones non synchronously via Mentimeter.

Tips for facilitator

Allocate enough time for the group to practice, as experiential learning ensures these tools can be remembered and effectively applied later.

Session: Conferencing

Themes	Flipgrid, Conferencing, Zoom, Google Meet
Goal	Introduce the working methods and the general structure, to specify the tools of this unit
Objectives	After the session participants will be able to effectively use Flipgrid and video conferencing features, and integrate them into the design of their educational activities
Group size	20-24
Time required	90 min
Overview / short description	Introductory session with a presentation and practice of the above-mentioned tools
Materials needed	Flip chart, markers, video projector, solid Wi-Fi connection (strong bandwidth for everybody), laptops and power sockets
Complexity	Beginners-Basic

Session: Conferencing

Introduction and implementation

Time	Steps
5 min	**a.** Welcome - play Skribble (https://skribbl.io/)
15 min	**b.** Presentation of Flipgrid https://info.flipgrid.com/
30 min	**c.** Practical part, producing videos and sharing 30 min
10 min	**d.** Short break
10 min	**e.** Short intro on Video conferencing (Zoom, Google Meet) https://zoom.us/
20 min	**f.** The session is held online (on Zoom) and shares videos from Flipgrid: participants will continue the meeting as in a videoconference and get familiarized with the basic and advanced features of Zoom and Google Meet, as required.

Debriefing and evaluation

Participants can use their smartphones non synchronously via Mentimeter.

Tips for facilitator

Flipgrid is the most important and useful feature of this session. If participants are already experienced with Zoom and video conferencing, that part can be reduced and more time can be allocated for the creation and sharing of videos, and to exploring the functions of Flipgrid.

Session: File Storage

Themes	DropBox, GoogleDrive, OneDrive, Google Forms, Survey Monkey,Jamboard
Goal	Introduce the working methods and the general structure, to specify the tools of this unit
Objectives	After the session participants will be able to use File Storage tools, generate surveys and apply Jamboard (whiteboard) tools effectively in their educational activities
Group size	20-24
Time required	90 min
Overview / short description	Introductory session with a presentation and practice of the above-mentioned tools
Materials needed	Flip chart, markers, video projector, solid Wi-Fi connection (strong bandwidth for everybody), laptops and power sockets
Complexity	Beginners

Session: File Storage

Introduction and implementation

Time	Steps
5 min	**a.** Welcome
10 min	**b.** Intro to Dropbox, Google Drive, OneDrive if time allows https://www.dropbox.com/
15 min	**c.** Exercise, creation of shared folders and basic functions
20 min	**d.** Surveys: intro to Google Form, Exercise
20 min	**e.** Intro to Survey Monkey https://www.surveymonkey.co.uk , Exercise
10 min	**f.** Intro to Jamboard, presentation https://jamboard.google.com/ Feedback harvested on Jamboard Extra: have fun with Melody Maker! https://musiclab.chromeexperiments.com/

Debriefing and evaluation

Participants can use their smartphones non synchronously via Mentimeter.

Tips for facilitator

In this session, Survey Monkey and Jamboard are the more creative and original tools. If participants are already familiar with Dropbox or file storage, you can skip or shorten that part.
Google Form is essential.
If there is extra time, it's strongly recommended to use Melody Maker and all the tools it includes!