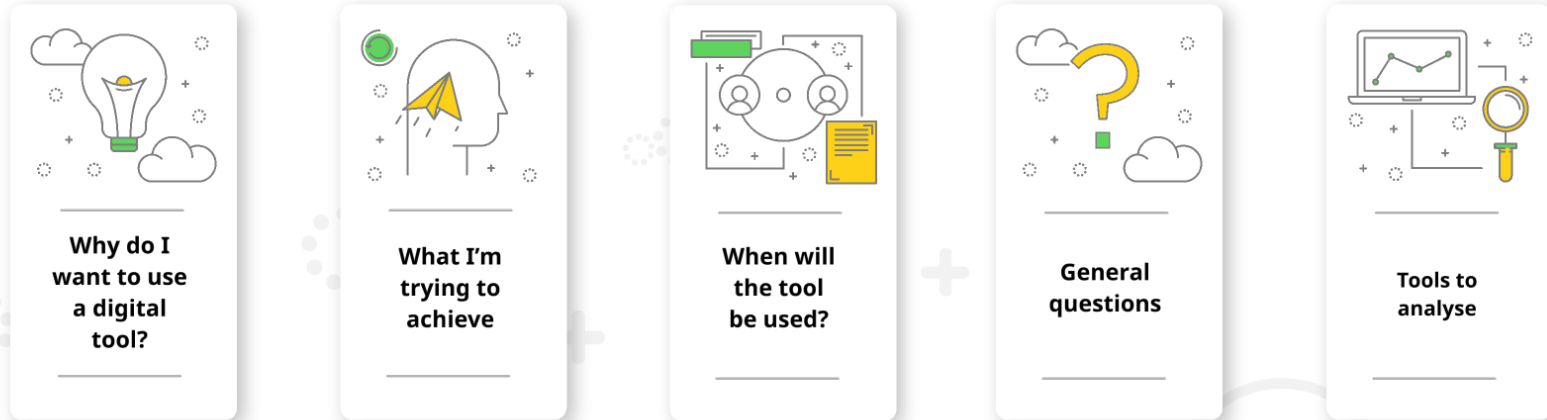


Which digital tool to choose during the training process?

How to use
this guide



Prerequisites

TOTCOOP
+i Tech

Co-funded by the
Erasmus+ Programme
of the European Union





How to use this guide



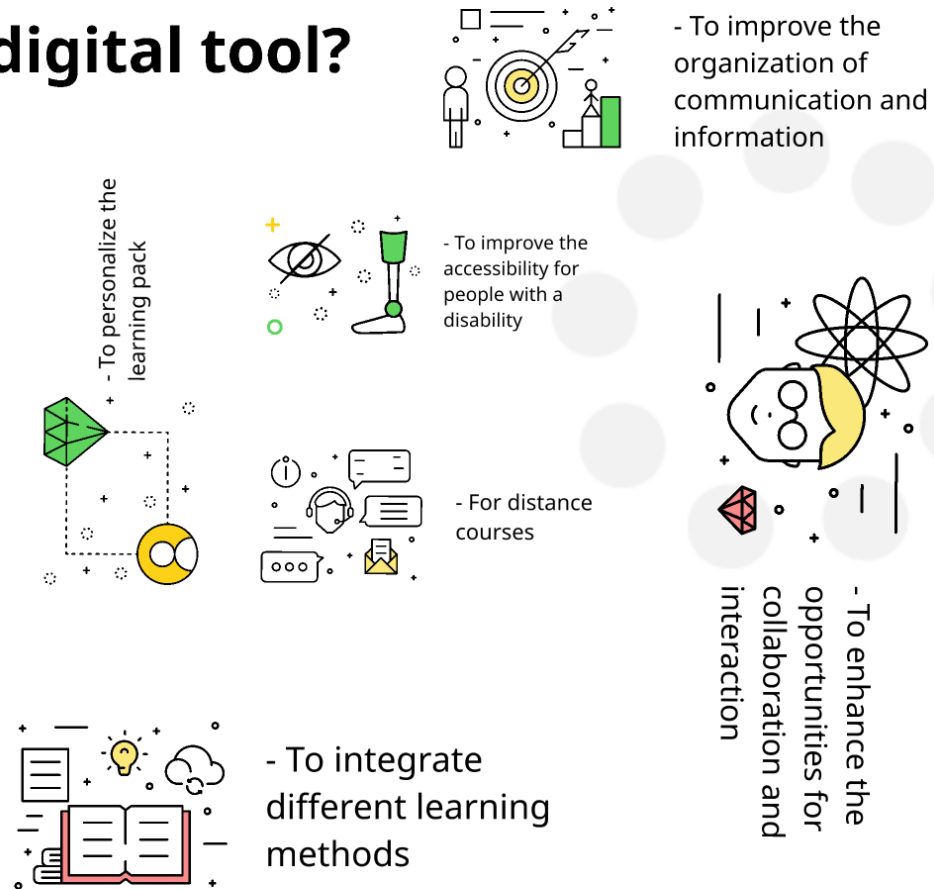
How to choose a digital tool

If you start looking for a digital tool that fits your own aims on the Internet, you can get lost. This guide will help you in choosing which digital learning tool could be used in specific learning situation.

In the first part of the guide you will find a set of questions you should ask yourself before choosing the right tool for your purposes.

In the second part, you will find ten examples on how to analyse a digital tool using these questions.

Why do I want to use a digital tool?



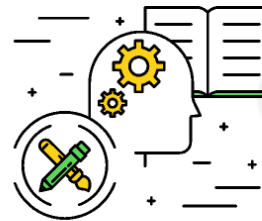
What I'm trying to achieve



- To present the lesson in a more funny way

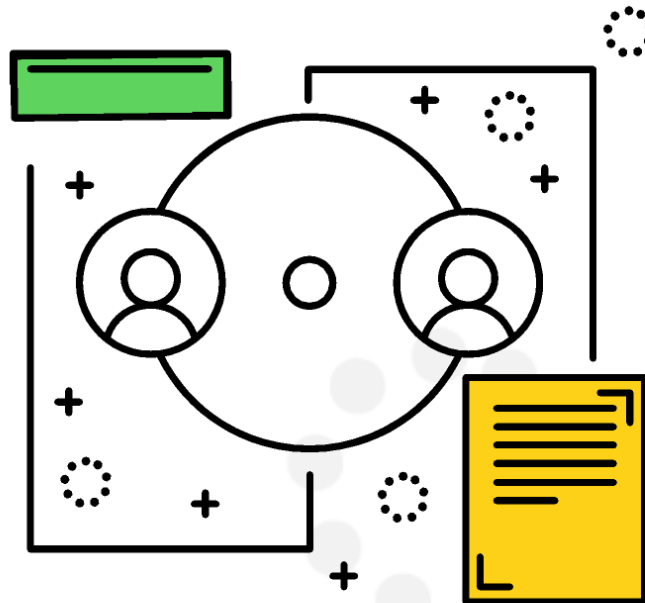


- To engage the trainees

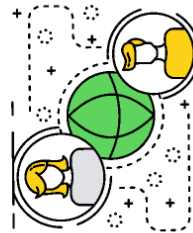


- To be more innovative in our learning approach

When will the tool be used?



- to communicate with the trainer, with the trainees, among trainees



- to prepare the lesson



- for the assessment



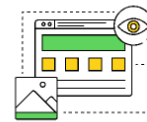
- to share documents



- just for fun or as an activity



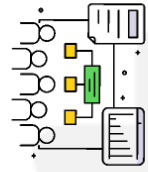
- to receive feedback



- to visualize/ simplify the contents of the lesson

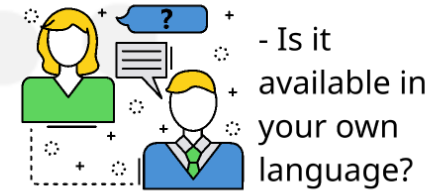


- participants will use it by themselves at home

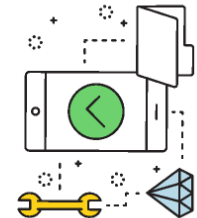


- in the classroom

General questions



Accessibility: do you have to create a profile and login? (GDPR formal close or open documentation) Does the developer provide Support functions?



- Which are the technical specification needs?



Prerequisites



Which are the ground digital competencies of the users?

- Trainer (low, medium, high)
- Trainees (low, medium, high)



Usability:

- How many people will use it at the same time? 2, 3, 20, more than 20?
- Is it possible to save a backtrack history?
- Is it possible to export the contents?



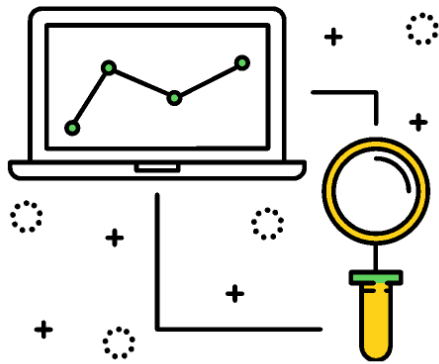
How much time is required to learn using the tool?

Is it for free or do you have to pay for it?

- Complete free version
- Limited free version
- Premium version



Tools to analyse





Powtoon

Is a tool for creating animated presentations and videos



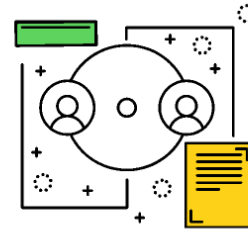
Why do I want to use Powtoon?

- To integrate different learning methods
- To improve the accessibility for people with a disability
- For distance courses



What I'm trying to achieve

- To present the lesson in a more funny way
- To be more innovative in our learning approach



When will the tool be used?

- In the classroom
- Participants will use it by themselves at home
- To visualize/simplify the contents of the lesson
- Just for fun or as an activity



General questions:

It is easy to use
It is available only in few languages
Which are the technical specification needs?
- Hardware: PC, Chrome Book
- Software: Chrome, Safari, Explorer, Firefox
- Online and offline
- You have to create a profile and login
Support functions available



Which is the ground digital competencies of the users?

- Trainers (medium)
- Trainees (medium)
- Free basic version available for four days, more advanced version are available for a fee

Usability:

It isn't possible to save a backtrack history
It is possible to export the contents.



Mentimeter

Is a tool to create surveys in real-time



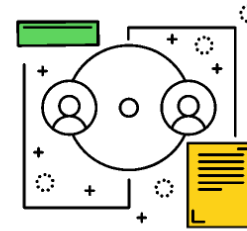
Why do I want to use Mentimeter?

- To integrate different learning methods



What I'm trying to achieve

- To be more innovative in our learning approach
- To engage the trainees
- To present the lesson in a more fun way



When will the tool be used?

- In the classroom
- To receive feedback
- For the assessment
- As an activity
- For fun



General questions:

- It is easy to use
- It is available in 24 languages

Which are the technical specification needs?

- Hardware: Mobile, PC, Chrome Book, Mac
- Software: Chrome, Safari, Explorer
- Online
- No need to create an account to answer the questions
- Support functions available



Which is the ground digital competencies of the users?

- Trainer (medium)
- Trainees (low)

Little time is required to learn using the tool for free

- For the free version, the maximum number of questions you can create is 2, and 5 Quiz questions.

Usability:

How many people will use it at the same time?

Any audience size

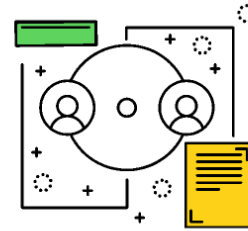
Is it possible to export the contents?

Yes, it is



Google Docs

Is a tool for creating and editing files online while collaborating with other users in real-time



When will the tool be used?

- to communicate with the trainer, with the trainees, among trainees
- in the classroom and at home
- to share documents



Why do I want to use Google Docs?

- To enhance the organization of communication and information
- To personalize the learning pack
- For distance courses



General questions:

- Easy to use
- Available in many languages
- Available for Mobile, PC, Chrome Book, Mac
- You don't need to be connected on the net
- You don't need to create a profile and login
- Support functions available on Google's website



What I'm trying to achieve

- To engage the trainees



Prerequisites

Which is the ground digital competencies of the users?

- Trainer (low)
- Trainees (low)

Little time is required to learn using the tool for free

- Completely free version is available

Usability:

How many people will use it at the same time?

No more than 6

- It is possible to save a backtrack history
- Contents can be exported



Prezi

Is a tool for creating non-linear presentations



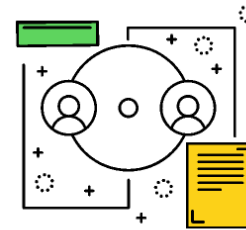
Why do I want to use Prezi?

- To improve the organization of communication and information
- To integrate different learning methods
- To personalize the learning pack



What I'm trying to achieve

- To present the lesson in a funnier way
- To engage the trainees
- To be more innovative in our learning approach



When will the tool be used?

- to prepare the lesson
- in the classroom
- to visualize/simplify the contents of the lesson



General questions:

It is easy to use

It is available in 9 languages: English, Spanish, French, Italian, German, Portuguese, Japanese, Korean, Hungarian

Which are the technical specification needs?

- Hardware: PC, Chrome Book
 - Software: Chrome, Safari, Explorer
 - Online
- Support functions available



Which is the ground digital competencies of the users?

- Trainer: medium
- Trainees: low

It takes little time to learn using it

Free version with limited functions, Complete version available for a fee

Is it possible to export the contents?

Yes, both as offline presentation and PDFs



Trello

Is a tool to manage collaborative projects



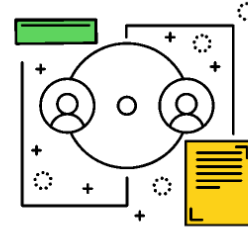
Why do I want to use Trello?

- To improve the organization of communication and information
- To enhance the opportunities for collaboration and interaction
- To integrate different learning methods
- To personalize the learning pack
- To improve the accessibility for people with a disability
- For distance courses



What I'm trying to achieve

- To engage the trainees
- To be more innovative in our learning approach



When will the tool be used?

- participants will use it by themselves at home
- to communicate with the trainer, with the trainees, among trainees
- to share documents



General questions:

- Easy to use
Available in 20 languages
- Mobile, PC, Chrome Book, Mac
 - You need to be connected on the net
 - You have to have to create a profile and login
 - Support functions available on Trello's website

Which is the ground digital competencies of the users?

- Trainer (low)
- Trainees (low)

Little time is required to learn using the tool
There is a basic version for free. More complete versions are available for e fee



Usability:

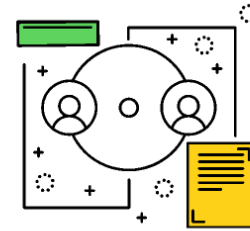
Is it possible to save a backtrack history?

Yes, all the contents are always available



Zoom

Is a tool which combines video conferencing, online meetings, chat, and mobile collaboration



When will the tool be used?

- to communicate with the trainer, with the trainees, among trainees
- just for fun or as an activity



Why do I want to use Zoom?

- To improve the organization of communication and information
- To enhance the opportunities for collaboration and interaction
- To integrate different learning methods
- To improve the accessibility for people with a disability
- For distance courses



General questions:

- Easy to use
- Available in many languages
- Mobile, PC, Chrome Book, Mac
- If you use a Mobile check your Battery life!
- You need to be connected on the net
- You have to create a profile and login
- Support functions available on developer's website



What I'm trying to achieve

- To present the lesson in a more funny way
- To be more innovative in our learning approach



Which is the ground digital competencies of the users?

- Trainer (medium)
- Trainees (low)

Little time is required to learn using the tool
Free limited version and Paid version are available

Usability:

How many people will use it at the same time?

Multiple

It is possible to export the contents



Kahoot!

Is a tool for creating multiple-choice quizzes



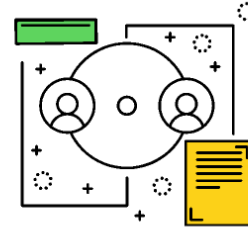
Why do I want to use Kahoot?

- To integrate different learning methods
- To personalize the learning pack



What I'm trying to achieve

- To present the lesson in a more funny way
- To engage the trainees
- To be more innovative in our learning approach



When will the tool be used?

- in the classroom
- to receive feedback
- for the assessment
- just for fun or as an activity



General questions:

Easy to use
Available only in English
- Mobile, PC, Chrome Book, Mac
- If you use a Mobile check your Battery life!
- You need to be connected on the net
You have to create a profile and login to upload questions. You don't need to create a profile to answer
Support functions available on Kahoot! website



Prerequisites

Which is the ground digital competencies of the users?

- Trainer (low)
- Trainees (low)

Little time is required to learn using the tool
There is a basic version for free. More complete versions are available for e fee

Usability:

How many people will use it at the same time?

According to the company up to 4.000

Is it possible to save a backtrack history?

Yes, you can save the answers



Slack

Is a team collaboration tool, for real time messaging and file sharing



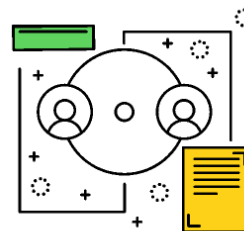
Why do I want to use Slack?

- To improve the organization of communication and information
- To enhance the opportunities for collaboration and interaction
- To integrate different learning methods
- To improve the accessibility for people with a disability
- For distance courses



What I'm trying to achieve

- To present the lesson in a more funny way
- To engage the trainees
- To be more innovative in our learning approach



When will the tool be used?

- participants will use it by themselves at home
- to communicate with the trainer, with the trainees, among trainees
- To share documents
- To receive feedback
- For the assessment
- Just for fun or as an activity



General questions:

- It is easy to use
- It is available in many languages
- You can use it with a Mobile, a PC, a Chrome book or a Mac
- You can use any browser
- Online
- You need to create a profile and login
- Support functions are provided by the developer



Which is the ground digital competencies of the users?

- Trainer: low
 - Trainees: low
- Free version with limited functions,
Complete version available for a fee
- It is possible to export the contents**



Canva

Is a simple graphic design tool



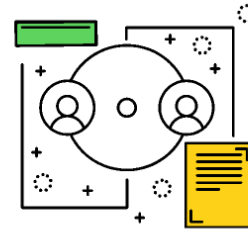
Why do I want to use Canva?

- To improve the organization of communication and information
- To integrate different learning methods
- To personalize the learning pack



What I'm trying to achieve

- To present the lesson in a more fun way
- To engage the trainees
- To be more innovative in our learning approach



When will the tool be used?

- To prepare the lesson
- In the classroom
- To visualize/simplify the contents of the lessons



General questions:

- Available in many languages
- PC, Chrome Book, Mac
 - You need to be connected on the net
 - You have to have to create a profile and login
 - Support functions available on Canva's website



Prerequisites

- Which is the ground digital competencies of the users?**
- Trainer (medium/high)
 - Trainees (as "consumer": low; as producer: medium/high)
- Little time is required to learn using the tool for free

- Usability:**
- Is it possible to export the contents?**
- Yes, both as an image and as a pdf.



Pod-o-matic

Is a tool to create podcasts



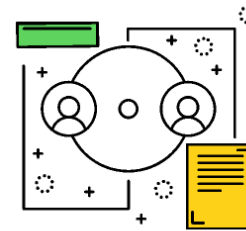
Why do I want to use Pod-o-matic?

- To improve the organization of communication and information
- To integrate different learning methods
- To personalize the learning pack
- To improve the accessibility for people with a disability
- For distance courses



What I'm trying to achieve

- To present the lesson in a more funny way
- To engage the trainees
- To be more innovative in our learning approach



When will the tool be used?

- in the classroom
- participants will use it by themselves at home
- to visualize/simplify the contents of the lesson
- for the assessment
- just for fun or as an activity



General questions:

It is easy to use

It is available only in English

Which are the technical specification needs?

- Hardware: PC and Mobile

- Software: Chrome, Safari, Explorer, Firefox

- Online and offline

You need to create a profile to access it

Support functions available



Prerequisites

Which is the ground digital competencies of the users?

- Trainer: low
- Trainees: low

It takes little time to learn using it

Free version with limited functions,

Complete version available for a fee

It's possible to export the contents