2023

E-EDUCATION

Erasmus+

CONTENTS

INTRODUCTION

The modern world is undergoing constant changes driven by technological advancements. New technologies are not only transforming the job market and people's everyday lives, but they are also giving rise to new non-stationary forms of education, known as distance education, e-education, or e-learning. Educational systems across the globe are undergoing continuous changes aimed at meeting new tasks and requirements.

Distance education refers to a method of conducting the teaching process when teachers and students are physically separated and not located in the same place. It involves the use of modern telecommunications technologies, in addition to traditional communication methods, to transmit information. These technologies allow for the transmission of voice, video images, computer data, and printed materials. Contemporary technologies also enable real-time interaction between teachers and students through audio or video conferencing, regardless of the distance between them. The collaboration of all parties involved in the educational process, including directors, teachers, students, and parents, allows for independence from location and time constraints.

The key to effective distance education lies in focusing on the educational needs of the students and diagnosing their motivation and internal drive to learn. This determination influences the appropriate selection of methods and teaching resources. While the essence of educational content remains unchanged when creating or adapting programs for distance education, the presentation of material evolves and requires specific strategies and additional development. It is also important to have access to information and

communication technology tools and possess the skills to use them effectively in distance learning.

This prepared guide provides tips and inspiration regarding distance education. Directors and teachers will learn practical ways to organize remote learning, communicate with students, and prepare educational materials. Students and parents will gain information on how to organize learning in a home environment.

Here are a few proven examples of tools used in this type of teaching:

Learning Management Systems (LMS): These platforms provide a centralized location for organizing and delivering educational content, interacting with students, and assessing their progress. Examples include Moodle, Canvas, and Blackboard.

Video Conferencing Software: Tools like Zoom, Microsoft Teams, and Google Meet enable real-time communication and collaboration between teachers and students. They allow for virtual classes, discussions, and one-on-one sessions.

Online Collaboration Tools: Platforms such as Google Docs, Microsoft OneDrive, and Dropbox facilitate collaborative work on documents, presentations, and projects. Multiple users can edit and share files simultaneously.

Virtual Learning Environments: Virtual reality (VR) and augmented reality (AR) technologies can enhance the learning experience by providing immersive and interactive simulations. They can be used in subjects like science, history, and art.

Online Assessment and Learning Tools: Platforms like Kahoot!, Quizizz, and Google Forms enable teachers to create interactive quizzes and assessments to gauge students' understanding and progress.

Digital Content Creation Tools: Software such as Adobe Creative Cloud, Canva, and Powtoon allows teachers and students to create engaging multimedia content, including videos, presentations, and graphics.

Below, there are a few that we use and recommend:

ELECTRONIC SCHOOL REGISTER

The times of the familiar paper register, mostly used in Polish schools, are now just a memory because many institutions now have access to an electronic register. It is one of the fastest and most effective ways of communication between the school principal, teachers, parents, and students in an educational institution. It directly assists in conveying information related to class schedules, students' attendance, and grades. Teachers can use electronic registers to directly provide students with information about remote learning activities, along with the necessary files for a particular lesson. An interesting and recommended electronic register solution, for example, is Librus Synergia, which is implemented in our institution.

https://portal.librus.pl/rodzina/synergia/loguj

In the above screenshot, we can see the login page for students and parents/guardians. It is important to note that Librus Synergia is not just a register. Teachers, parents, and students can also find interesting articles and guides here, such as "How to handle the electronic register." A notable example applicable to e-learning is the Homework module available in the register. This module not only allows for assigning homework but also automatically informs students and parents about it, monitors progress, and allows for submitting completed tasks/solutions *(although not all file types are accepted)*.

https://portal.librus.pl/rodzina/artykuly/zadania-domowe-w-aplikacji-librus-i-synergii

Anticipating the question of how to deal with this, the solution is to create a zip archive. Select the desired files, right-click, choose "Send to Compressed (zipped) Folder," and enter any file name (e.g., Librus guide.zip).
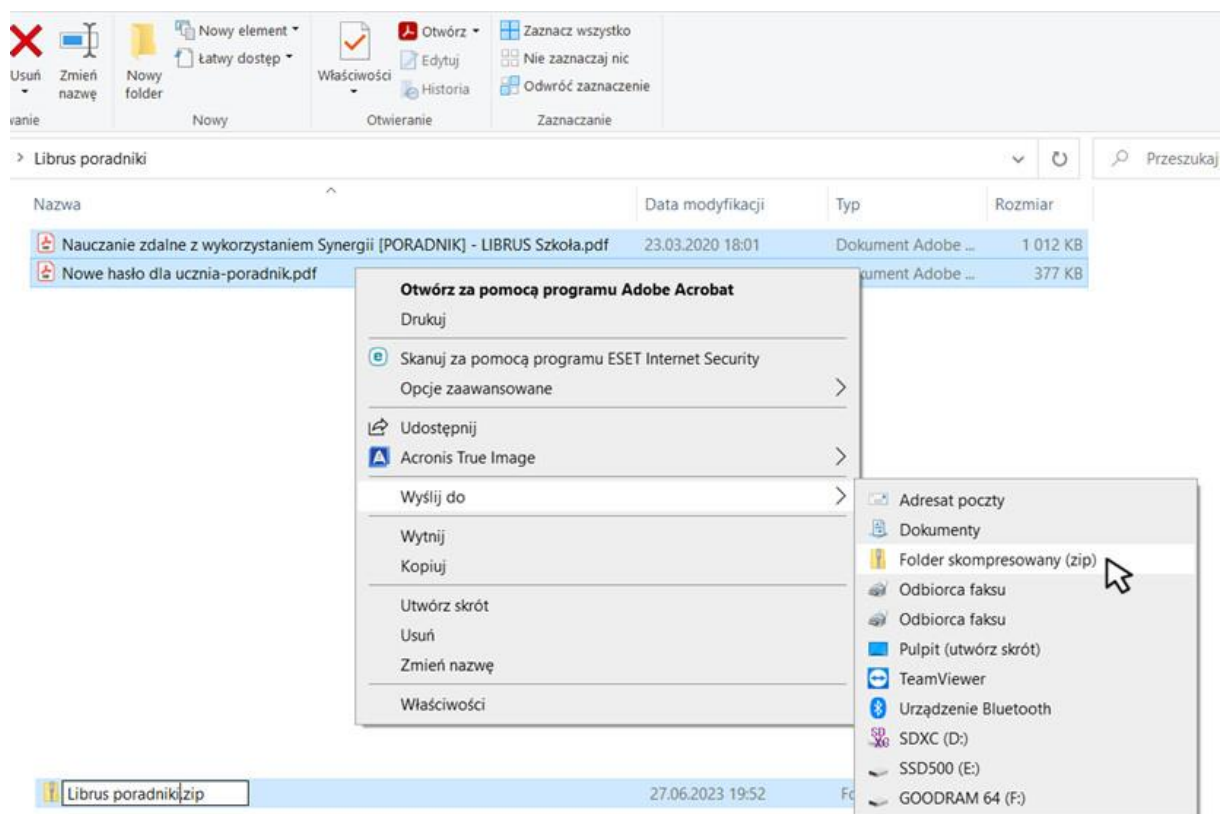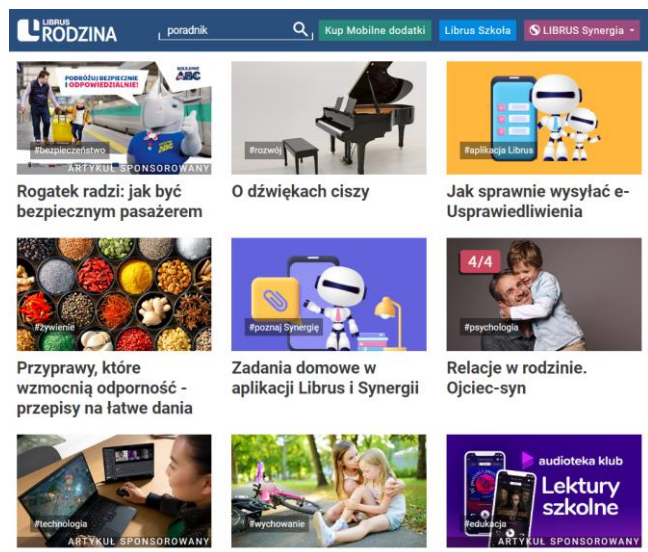
This method allows for sending not only multiple files but also files with extensions not accepted by the register.

GOOGLE WORKSPACE

Google Workspace, formerly known as Google Apps for Work, is a special package of cloud-based applications provided by Google. The application suite included in Google Workspace offers a fully integrated and modern, collaborative way of working. This work is not only based on email correspondence and chat conversations but also on video conferences and social media. The real-time sharing and synchronization feature allows multiple users to edit a document simultaneously.

The software includes popular Google web applications, including Gmail, Google Drive, Google Meet, Google Calendar, and Google Docs. While these products are available for private users free of charge, Google Workspace offers additional, typically business-oriented features. These features include the ability to use individual email addresses with custom domains (@sp1.info.elblag.pl), a minimum of 30 GB of storage space for documents and email messages, and 24/7 technical support via email and phone.
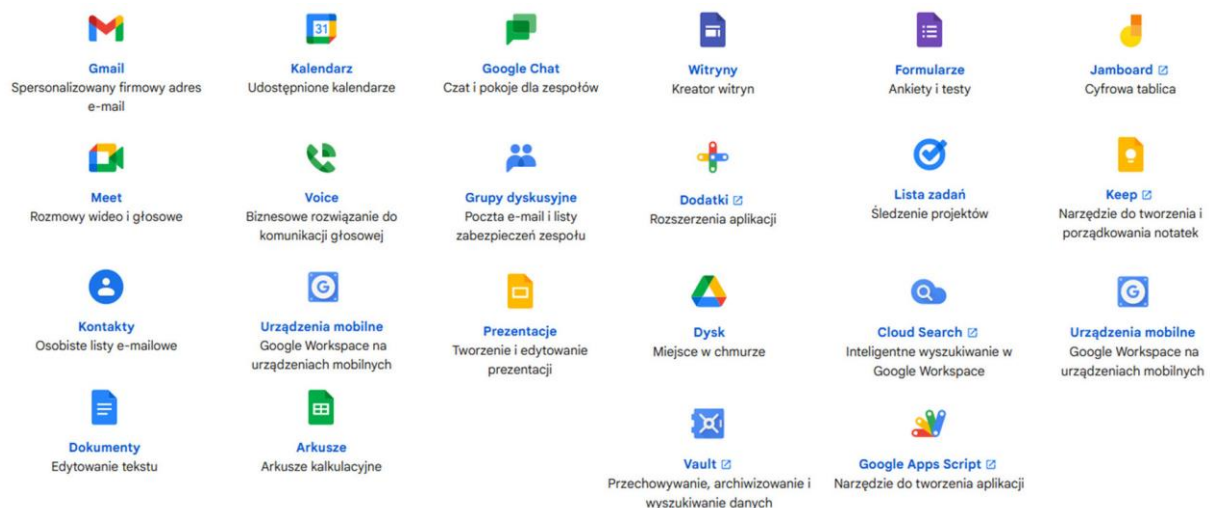
GOOGLE MEET

Google Meet is a service for conducting group video meetings. It is accessible to every user with a Google account. In organizations and businesses that use the commercial version of Google services, known as Google Workspace, Meet offers enhanced capabilities such as meeting moderation features and higher participant limits for broadcasting meetings.

Each online meeting initiated on Google Meet has its unique link through which participants can connect. On a computer, Google Meet does not require any additional applications; a web browser is sufficient. On smartphones, it is also possible to join meetings through a browser, but a better and more stable solution is to install the Google Meet application, available for both iOS and Android systems.

Controlling meeting functions is centered around two menus at the bottom of the screen, where all the essential buttons can be found (see screenshot below).
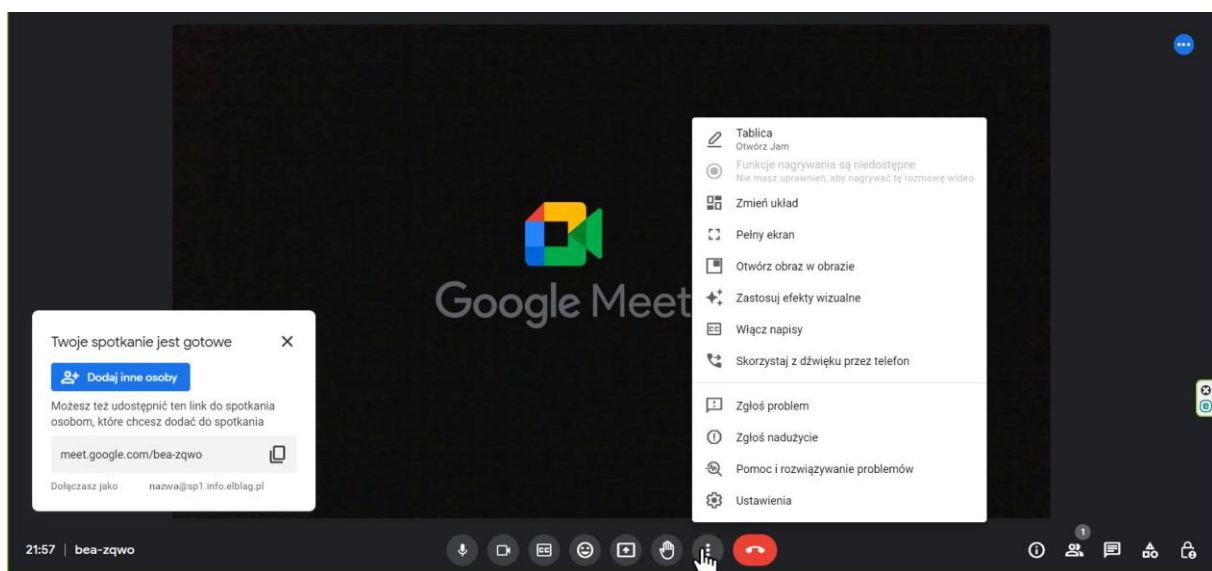
GOOGLE CLASSROOM

Googe Classroom is an online toolset that enables teachers to create assignments, receive student submissions, grade and provide feedback on assignments. It was created as a way to eliminate paper from classrooms and facilitate digital learning. Initially intended for use with laptops in schools, such as Chromebooks, it allows teachers and students to efficiently share information and assignments. Google Classroom integrates with Google Docs, Sheets, Slides, Sites, Earth, Calendar, and Gmail. Additionally, it can be complemented by Google Hangouts or Meet for live teaching or asking questions directly.
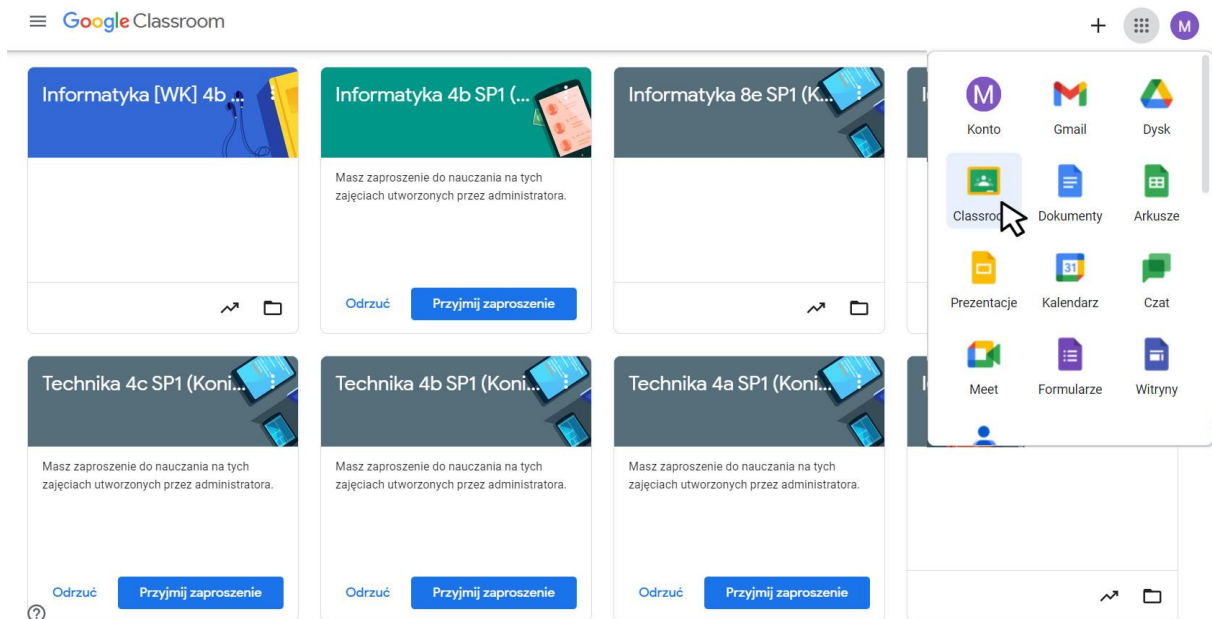
GOOGLE JAMBOARD

Google Jamboard is a perfect example of a free supportive tool. It is very easy to use, focusing on a whiteboard-like canvas where you can place colorful sticky-note-style cards with important information. The whole canvas can be modified using several available editing options within the tool. While it is not intended for comprehensive project management, it works exceptionally well for activities such as team retrospectives, including remote ones. It can be used in various ways to facilitate stakeholder requirements gathering exercises. Additionally, it serves as a tool to summarize team work and accomplishments.
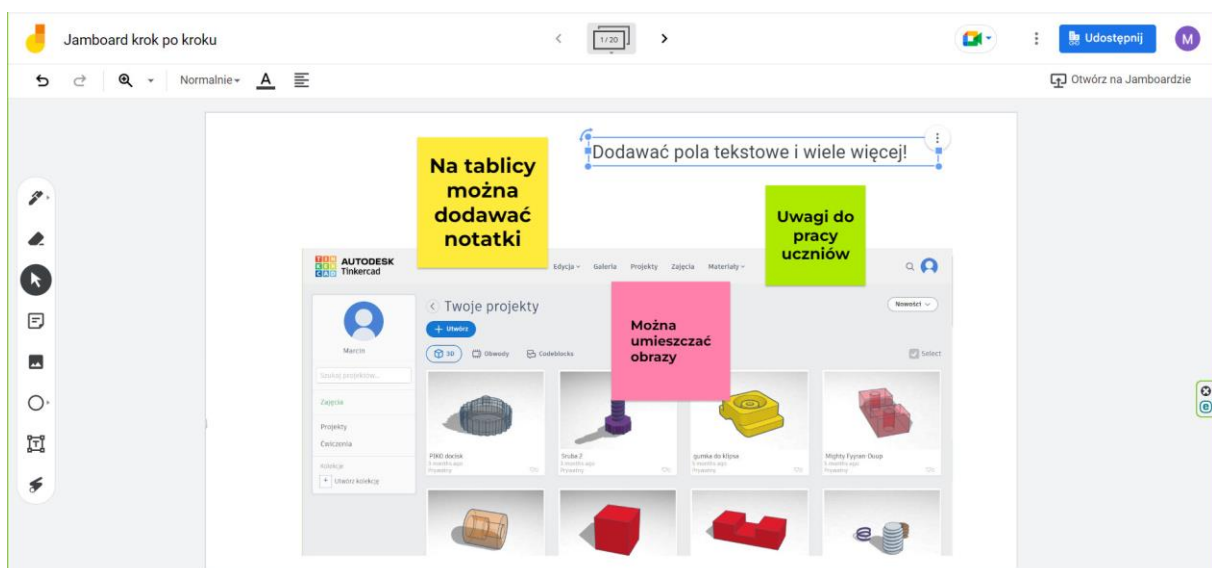
KAHOOT!

Kahoot! is a game-based learning platform that makes it easy to create, share and play learning games or trivia quizzes in minutes.

Kahoot! is a tool that motivates and activates students' learning because it can test their knowledge, reiterate important concepts, and help them retain information. It also provides instructors with the ability to further create class discussion and student-to- student interaction.

Kahoots are best played in a group setting. To join a game, you need a unique PIN. If you're the game host, you need a big screen. Players answer on their own devices, while questions are displayed on a shared screen. In addition to live games, you can also send kahoot challenges that players complete at their own pace – for example, for homework or remote training.

How does it work?

1. Go to kahoot.com and login to your account.

2. At the top of menu, click Kahoots tab.

3. In Kahoots Quiz page,

4. Select the check box of a Kahoots quiz you want to play.

   - Click Play.

   - Choose Classic (player vs. players) or Team mode (team vs. team with shared devices). Note: In "Game Options," you can customize point bonuses, name generator (auto-generated nickname to maintain student anonymity), randomization of questions and answers, two-step join for extra security (students enter the game pin and select the correct pattern), automatic transitions, and game pin display.

5. The screen will now display the game lobby with the Game Pin # and joining instructions.

6. Students enter the Pin # in Kahoot! mobile app or at kahoot.it on their devices (computer or mobile) and click Enter.

7. Students enter a nickname and click OK, go! button, which will populate on your screen in the game lobby. Note: Students also have an option of selecting an auto-generated nickname.

8. You will see students that joined this Kahoot! Click Start on your screen to begin the game.

9. The question and answer choices will be displayed on your screen, whereas student screens will display on the answer buttons. Note: Students will select the answer choice corresponding to the button with the same color and shape as the answer choice.

10. Once all the players have answered the question, the correct answer and a bar graph with the overall snapshot of the class responses will be displayed on the instructor's screen.

11. Click Next to move to the next question.

12. At the end of each question, the Leaderboard will display the top five scorers.

13. Once the game is over, winner information will be displayed in the Podium and the student screen will show their personal results and rank.

14. Click Get Results to be able to save an Excel spreadsheet with results of student responses and scores. Note: Students can rate the Kahoot quiz, and you can save those results as well.

https://kahoot.com/schools-u/

LEARNINGAPPS.ORG

LearningApps.org is a versatile tool for learners, teachers and teacher trainers who want to use or create a variety of different activities to practise the full range of language systems (grammar, vocabulary and pronunciation) and language skills (reading, listening, speaking and writing). It is a tool with a variety of activities teachers and learners can use, adapt or

make from scratch to practise the full range of language systems and skills at any stage of a lesson.
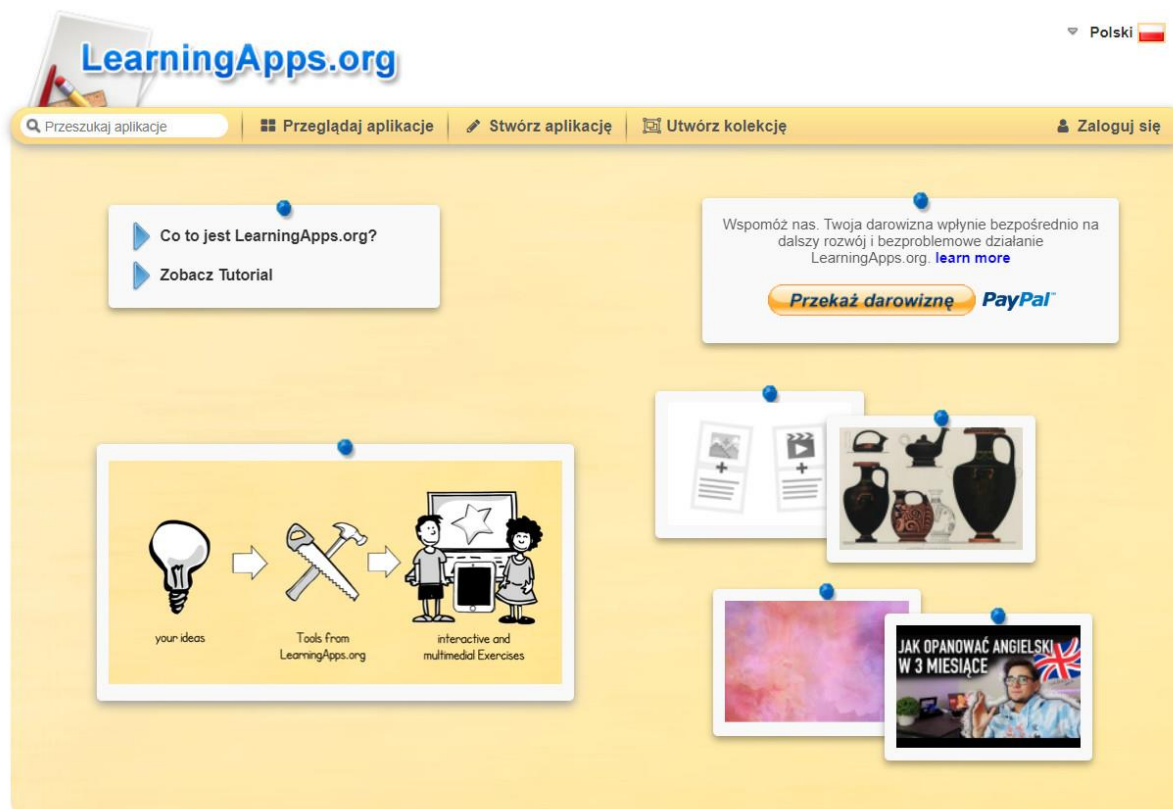
Just like other apps, learning apps are software on your mobile that enables you to learn on your portable devices. These apps, too, work on your mobile phone's operating system.

LearningApps.org activities can be used with all levels of learners. You can create, for example, a simple matching words and pictures activity for low level learners or devise a more complex formal versus informal letter writing task for more proficient learners. When you look for ready-made activities there's a filter you can use going from Elementary to Further Education level. You and your learners can also create activities to practise listening or reading comprehension or to learn or practise functional language for speaking or writing.

Language learning content - There are games and quizzes such as matching, identifying, categorising, gap-filling, crosswords, filling in answers, ordering, putting things on a line and multiple-choice tasks. You can also upload self-made or authentic texts, pictures, audio or video when creating or adapting activities. There's a feature for typing in text to create audio content – helpful if you want to provide learners with models for pronunciation. Feedback and hints can be added to help learners to get the right answers and to understand why their answer is right or wrong.

Social interaction - Tasks can be completed individually and then shared or they can be done in pairs or groups in class or at home. Some LearningApps.org activities also have chat boxes where learners and teachers can add comments during games and there are some more sophisticated competitive tasks which learners can play in groups to compete with each other. As well as interacting with each other to do the activities, learners enjoy working with each other to create activities for their classmates to do.

https://learningapps.org/

WORDWALL

Wordwall is an online platform designed to help teachers create an array of interactive and engaging class activities for students in person or online. This platform provides various templates for teachers to select from. All an instructor needs to do is supply the content and Wordwall will automatically generate the materials for the class. You can choose from a variety of templates, ranging from the common multiple-choice quizes or matching pairs, anagram, sorting out, or cloze questions.
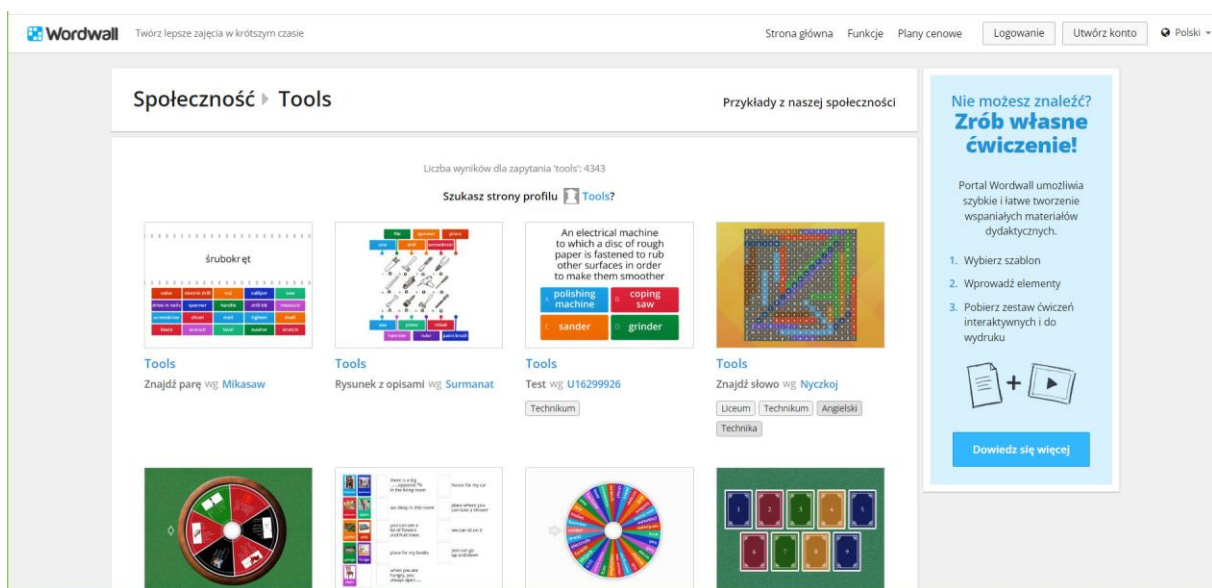
Students can do these activities as interactive in-class assignments or for homework. Teachers can track their student's activity results once they are completed.

This platform can help save instructors from preparation time, create a more interactive online learning experience, reduce the use of paper worksheets, foster student paced learning, and allow teachers to track their students' progress.

Teachers can choose from a variety of templates to help elevate their content and instruction.

Options include:

Multiple choice quizzes, Flip tiles, Group sort, Match up, Wordsearch, Brainstorm, Rank order, Crossword .

This allows students to have an active learning experience by engaging with content at their own pace. Making space for students to interact with the content and/or with one another during class-time can support active learning and help students better recall information they are learning. Wordwall's interactive elements allow students to engage with other students during in-class or online activities.
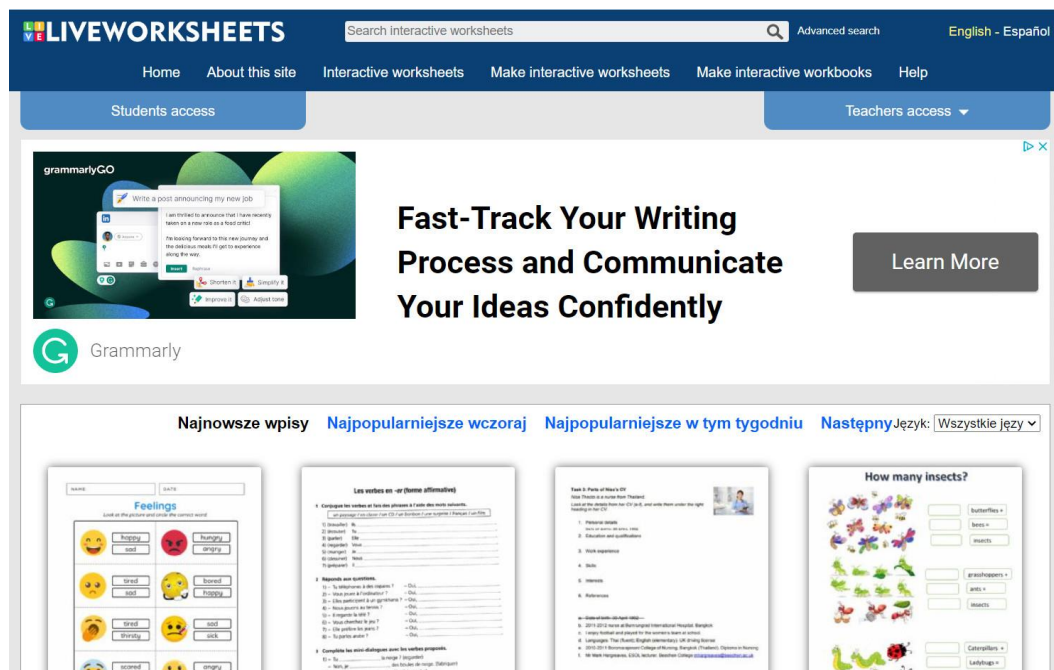
https://wordwall.net/pl-pl/community/tools

LIVEWORKSHEETS

Liveworksheets are free interactive exercises to practice online or download as pdf to print. They allow you to transform your traditional printable worksheets (doc, pdf, jpg...) into interactive online exercises with self-correction, which we call "interactive worksheets".

Students can do the worksheets online and send their answers to the teacher. The students open the worksheet, do the exercises and click "Finish". Then they choose "Send my answers to the teacher".

As an assessment tool, worksheets can be used by teachers to understand students' previous knowledge, outcome of learning, and the process of learning; at the same time, they can be used to enable students to monitor the progress of their own learning.


https://www.liveworksheets.com/

QUIZLET

Quizlet is a digital learning tool that can be used by students, parents and teachers. It is a web-based tool that allows users to create study tools such as interactive flashcards, tests, and study games. With Quizlet, students can choose their own "Study Mode." This allows activity content to be migrated from flashcards to matching games to other types of study games easily and responsively.

Users can create and then test themselves on study sets they create. They can also browse a database of millions of study sets created by other students, teachers, and corporate partners.

Quizlet takes information and converts it into flashcards, quizzes, and games, so that users can study the same information in a variety of forms. Flashcards – Flashcards are typically two-sided, with the prompt on one side and the information about the prompt on the other.

Quizlet is a web tool and a mobile app that boosts students learning through a number of study tools that include flashcards and game-based quizzes. As a teacher, you can create your own class on Quizlet and share study sets with your students. You can either design your study sets from scratch or search for pre-made sets to customize and use in your teaching.
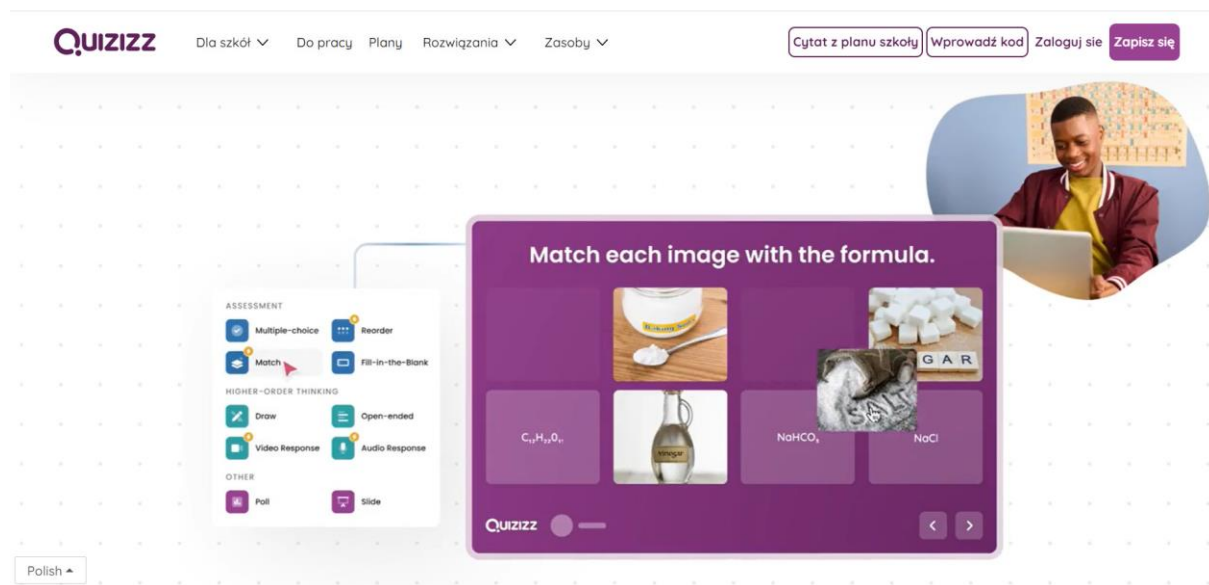

https://quizlet.com/pl
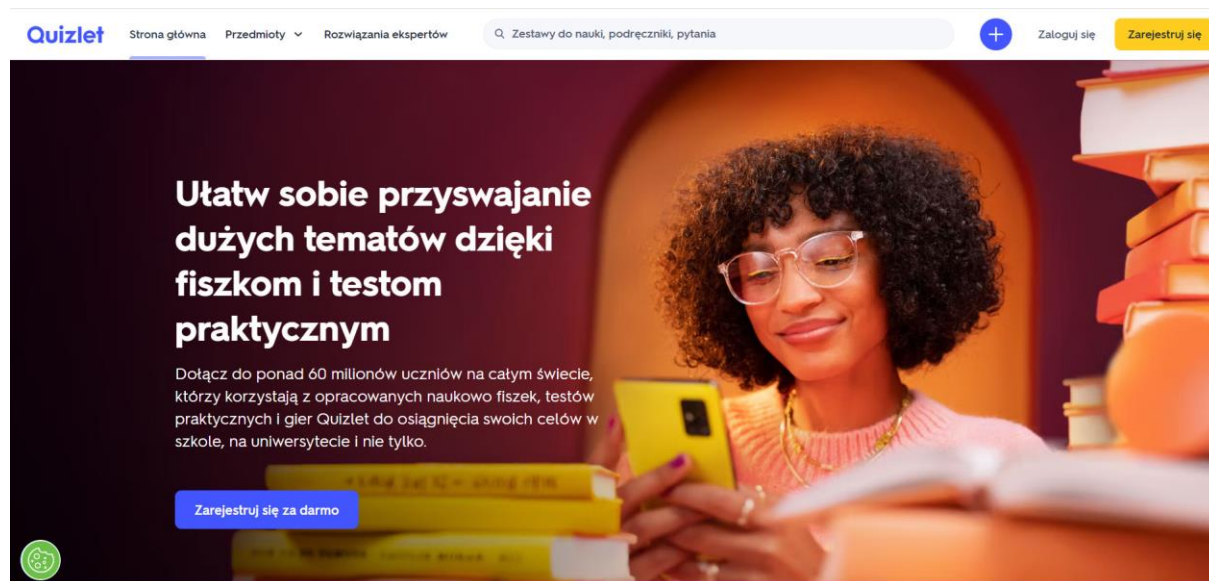
QUIZIZZ

Quizizz is a learning platform that offers multiple tools to make a classroom fun, interactive and engaging.

As a teacher, you can create lessons, conduct formative assessments, assign homework, and have other interactions with your students (for all grades) in a captivating way.

Quizizz features:

- Instructor paced Lessons/Quizzes: Teachers control the pace; the whole class goes through each question together.
- Student paced Lessons/Quizzes: Students progress at their own pace and you see a leaderboard and live results for each question or lesson.
- Bring Your Own Device (BYOD): Students always see the content on their own devices, be it PCs, laptops, tablets, and smartphones.
- Access to millions of Quizzes: Import any public quiz as-is, edit and customize them.
- (Quiz + Lesson) Editor: Choose from 6 different question types to add images, video, and audio to teleporting questions from other quizzes and lessons.
- Reports: Get detailed class-level and student-level insights for every quiz. Share with parents/guardians to monitor student progress.
- Options to Customize: Options to customize your quiz sessions to toggle the level of competition and speed.
- Sharing & Collaboration: Share your quiz with other instructors and/or ask them to be collaborators.

You can practice any quiz without generating a game code for mastery over a subject or topic.

You can play a game solo, anytime you like. To practice a quiz solo, follow these steps:

1. Search the quiz you want to play from the join page

2. Either you could type the subject/topic in the search bar or scroll down to check the subjects

3. Select a quiz to play and then click on 'Practice' to play the game solo

4. Click on Start to play the game

5. Complete the game and receive a game summary with your scores

6. You can replay the same quiz for mastery or find another quiz. There is no separate report for a student in the 'My reports' tab.

Quizizz is useful in multiple classroom situations. Straight-up quiz-show style assessments can help students recall facts and prepare for traditional tests while the interactive lessons encourage more in-depth learning.

https://quizizz.com/?lng=pl

CANVA

Canva is an online design and visual communication platform with a mission to empower everyone in the world to design anything and publish anywhere.

Canva for education is 100% free for primary and secondary teachers and their students, powering creation and collaboration in every classroom.

You and your students can create and personalize your own designs from scratch, or choose from thousands of high-quality, educational templates. From presentations to posters, and infographics, to worksheets, project-based learning, and lesson plans, the possibilities are endless.

You can do your best work in Canva, and encourage students to as well. Whether you're crafting engaging lesson plans and activities or empowering students to tell their own stories, you can edit and create with ease thanks to Canva's drag-and-drop editor.

Creativity, critical thinking, design, and visual communication are central to preparing our students for the world outside of school. Canva fosters these skills by making it easy to produce and complete group projects, videos, posters and more.

And as a teacher, you can also deliver impactful feedback to reach and motivate students all in one place. Share, review, and give feedback on student work in real-time.
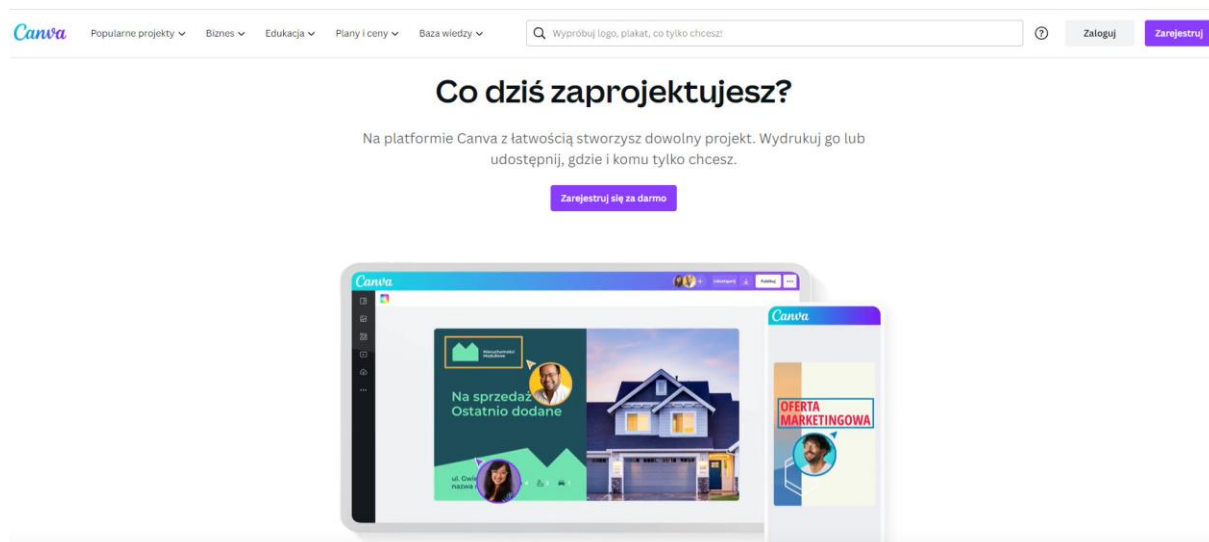

https://www.canva.com/pl_pl/

SPATIALCHAT
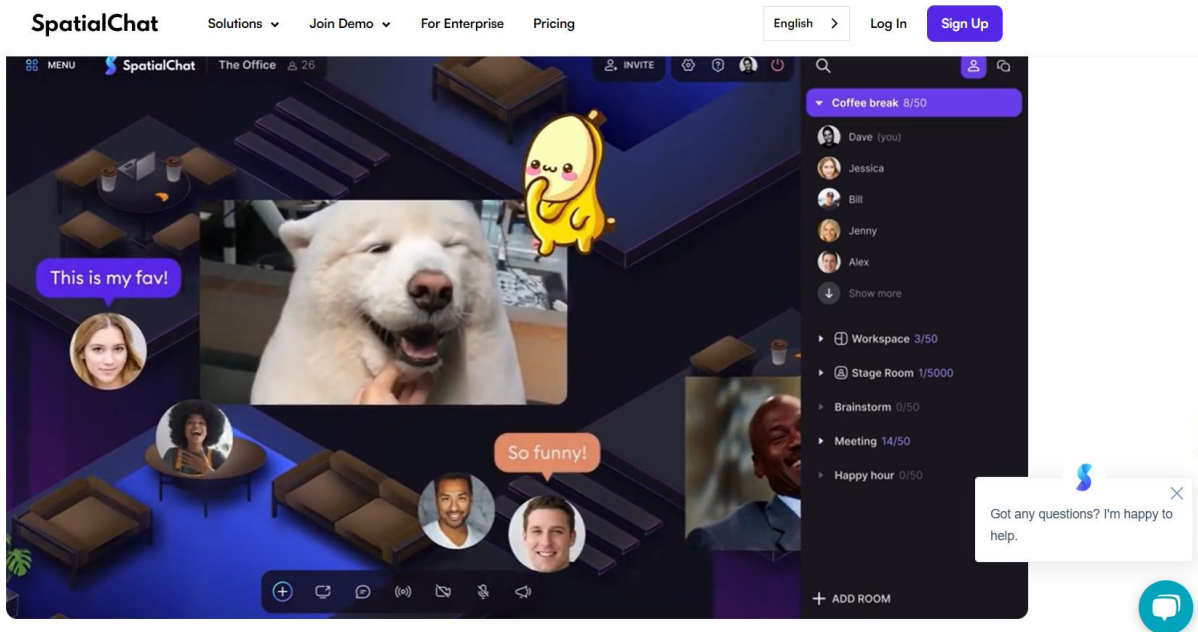
SpatialChat is a powerful virtual space for video meetings and webinars. Similar to Zoom, SpatialChat is a virtual meeting platform. The main difference is the additional dimension of space and proximity. In contrast to Zoom, participants can engage in separate conversation based on the proximities of the avatars from each other. This means that presenters can hang out by their posters and attendees can go around and chat with the presenters if their avatars are close enough in proximity to the presenter—an experience resembling in-person poster sessions!

It eliminates geographic boundaries and saves time with space. In SpatialChat, the volume at which you and other users can hear each other is dynamic, meaning it changes based on the distance between your avatars. This is intended to mimic the way sound behaves in a physical space.

https://www.spatial.chat/

MOODLE

Moodle is a learning management system (LMS), which is an educational platform used for creating, managing, and delivering online courses. Moodle is a popular tool used by schools, universities, and educational institutions worldwide. Moodle enables teachers to create interactive online courses, share educational materials, assignments, tests, and other resources. Course participants, known as students, have access to these resources, can participate in discussions, submit assignments, communicate with other course participants and the teacher. The Moodle platform offers various tools and features such as discussion forums, grading system, schedules, email notifications, quiz modules, and many others. It also allows for course customization and adaptation to individual needs and teaching styles. Moodle is free and open-source software, which means it can be downloaded, installed, and customized according to specific needs. This makes it a popular choice for many educational institutions that want to have full control over their online courses. In summary, Moodle is an educational platform that enables the creation and management of online courses, facilitates interaction and communication between teachers and students, and provides tools for assessment and monitoring of participants' progress.

https://moodle.org/?lang=pl#
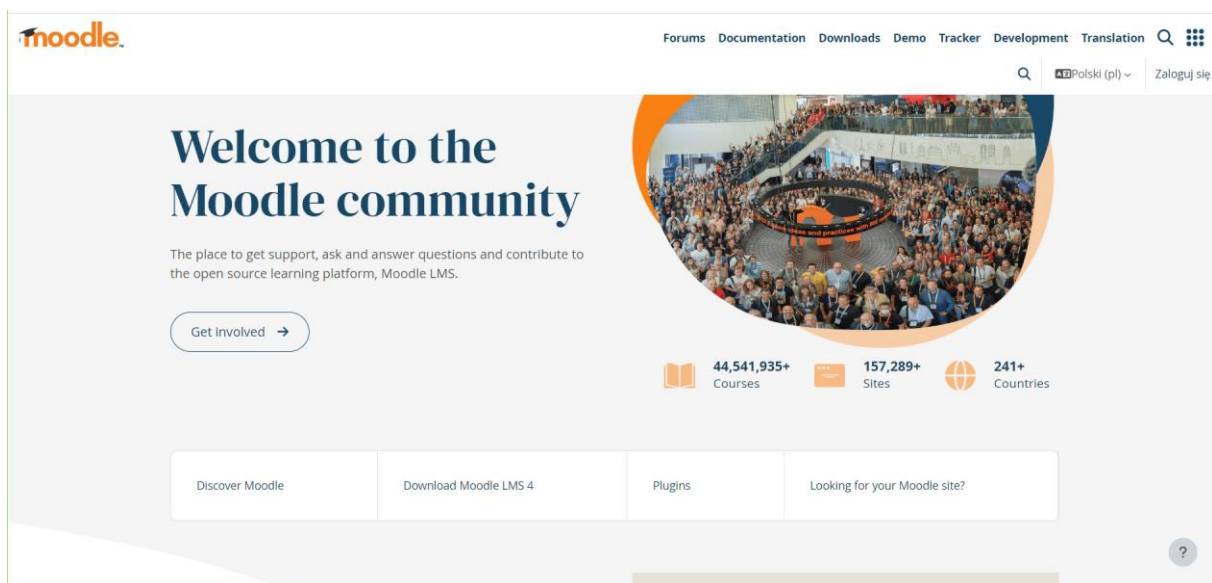
SUMMARY

This Guide has been prepared to equip teachers, students, and parents with content, methods, and forms of implementing distance learning. It includes a list of useful and highly effective platforms through which online learners can communicate, as well as applications and websites for improving knowledge and skills.

Undoubtedly, the methods and forms of distance learning presented in the Guide enhance teaching effectiveness, increase its value, and positively impact student engagement and work. By incorporating modern teaching methods alongside traditional ones, it enriches the educational offering, supports different modes of content delivery, and diversifies learning materials. Furthermore, the use of various tools and teaching aids facilitates the teaching and learning process by appealing to different senses and student capabilities. Moreover, modern communication and working methods with students have a positive impact on their development, enrich their knowledge, and significantly increase motivation for growth and autonomy.

It is also worth emphasizing that the learning platforms and applications presented in the Guide are tailored to the age of students and designed to be accessible for every user. The selected methods and forms of work provide conditions that enable both students and teachers to create a learning community that communicates efficiently and effectively, as well as capable of acquiring new knowledge.

The teacher's task is to constantly inspire their students and themselves, seek new methodological solutions, and ensure the quality of the teaching process while developing and enhancing their own competencies. Therefore, it is reasonable to consider that the modern online learning methods presented in the Guide support the teacher's efforts, enrich and facilitate their work, and enhance its effectiveness.