**Adult educators digital
competencies development**

No 2021-1-LT01-KA210-ADU-000034937

PRACTICAL TRAINING MATERIAL

2022

BRIEFLY ABOUT DIGITAL TOOLS

slido - **survey platform.** Create live polls, Q&A, quizzes, and word clouds with SLIDO.

Kahoot! - **to organise surveys, quizzes, or debates.** It is a fun tool with bright colours, encourages participants to compete, and gives a personal score and ranking after each answer.

Mentimeter - **survey platform.** The tool is suitable for both survey design and reflection on the activities.

Google Forms - **for administering surveys.** Perfect for creating simple or detailed online surveys, sharing them via a link, adding in on a website or directly in an email.

Canva - **graphic design.** Create eye-catching invitations, posters, leaflets, certificates, social media visualisations, stories, animated videos, presentations.

padlet - **digital canvas.** It acts as a digital blank sheet of paper on which you can post whatever you want: video, selfie, recorded interview, documents, etc. It's easy to share, and changes are seen in real time.

YouCut - **making videos on your phone.** It is a video editing tool. You can edit video files directly from your mobile device, without having to transfer the files to your computer.

Doodle - **for meetings planning.** Select possible dates and times and mark them in the calendar. Participants will vote for the most suitable ones, and you will be notified by email.

Genius Scan – **for scanning documents.** It's an app that turns your phone into a powerful scanner that automatically recognises text and converts it into a high-quality .pdf document.

DeepL - **the world's most accurate translator.** The translations are very natural, like what a human translator might do. DeepL can translate PDF, Word, and PowerPoint documents from your computer into the language of your choice.

OneDrive - **personal cloud storage.** This tool allows you to save your photos, files, and access them from anywhere and on any device.

- Create your own QR. A QR code is a small piece of information that stores data in an image. They come in different sizes. The smallest can hold just a few words, while the largest hold a personal cloud storage.

TABLE OF CONTENTS

QR CODES

QR - Quick Response Codes. QR stands for "quick response" and that says it all: with a QR code, you can get access to something faster. A QR code is a quick link.

A QR code is a white and black square. Each QR code has a different arrangement and number of squares. If this configuration is broken (e.g. one square is erased), the link encoded in the QR code will no longer work.
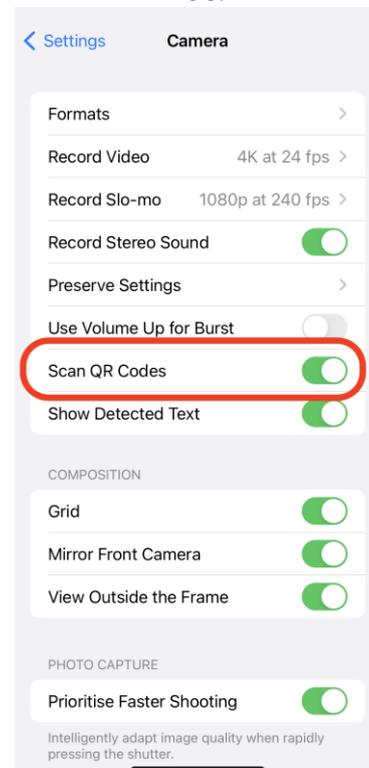
To scan QR codes with your smartphone:
1. By app - QR Scanner, QR Code Reader, QR Code & Barcode Scanner etc.
2. Your phone's camera - point the camera at the QR code, the camera will scan it and take you to that page. Before scanning, make sure your phone's camera settings are set to allow QR code scanning.
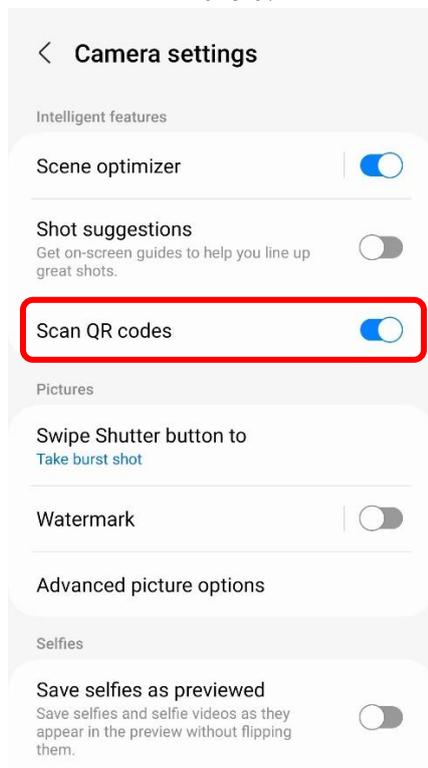
Android: *iOS:*

How to create your own QR code:

1. Link: https://app.qr-code-generator.com/manage, log in with your Google account.

2. Click on :

3. Select the type of QR code, click *Next*.
4. Create the design you want by choosing your favourite colours, uploading images, and entering other necessary information.
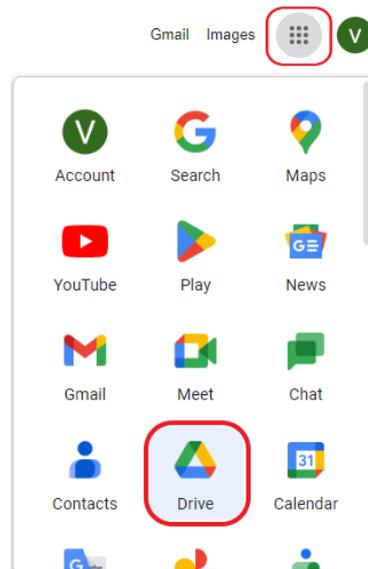
GOOGLE DRIVE

GOOGLE DRIVE is a free cloud storage service where users can store and access files online anytime. The service synchronises stored documents, photos, and other files across all users' devices, including mobile devices, tablets, and PCs.

How to get started:

1. Sign in to your Google account, e.g. your Gmail email.
2. Click the *Google Apps* icon at the top right corner.
3. Select Drive:

4. Click on **+ New** , and select the files or documents you want to store on your Google Drive:
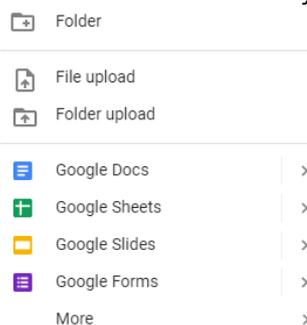
- *Folder - create a new folder.*
- *File upload - upload a file directly from your computer.*
- *Folder upload - upload a folder directly from your computer.*
- *Google Docs - a new document for collecting and processing text (like Word).*
- *Google Sheets - a new document for calculations (like Excel).*
- *Google Slides - a new document for presentations (like PowerPoint).*
- *Google Forms - a new document for surveys.*

IMPORTANT: By clicking on the arrows next to each document type, you can choose whether you want to create a new blank document - *Blank* - or use a template - *From a template*. If you choose the latter, you will have a wide choice of document templates (e.g. CV, letter, project form,

advertisement, to-do list, budget planning, financial statements, calendar, photo album, invitation, testimonials and many others).
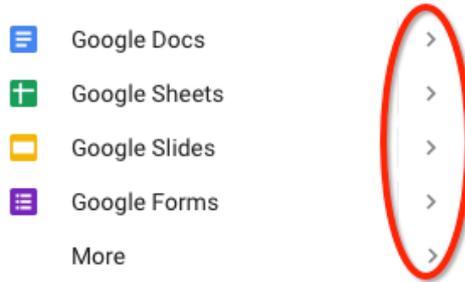

If you select *Google Slides*, you will see the following image on your screen:
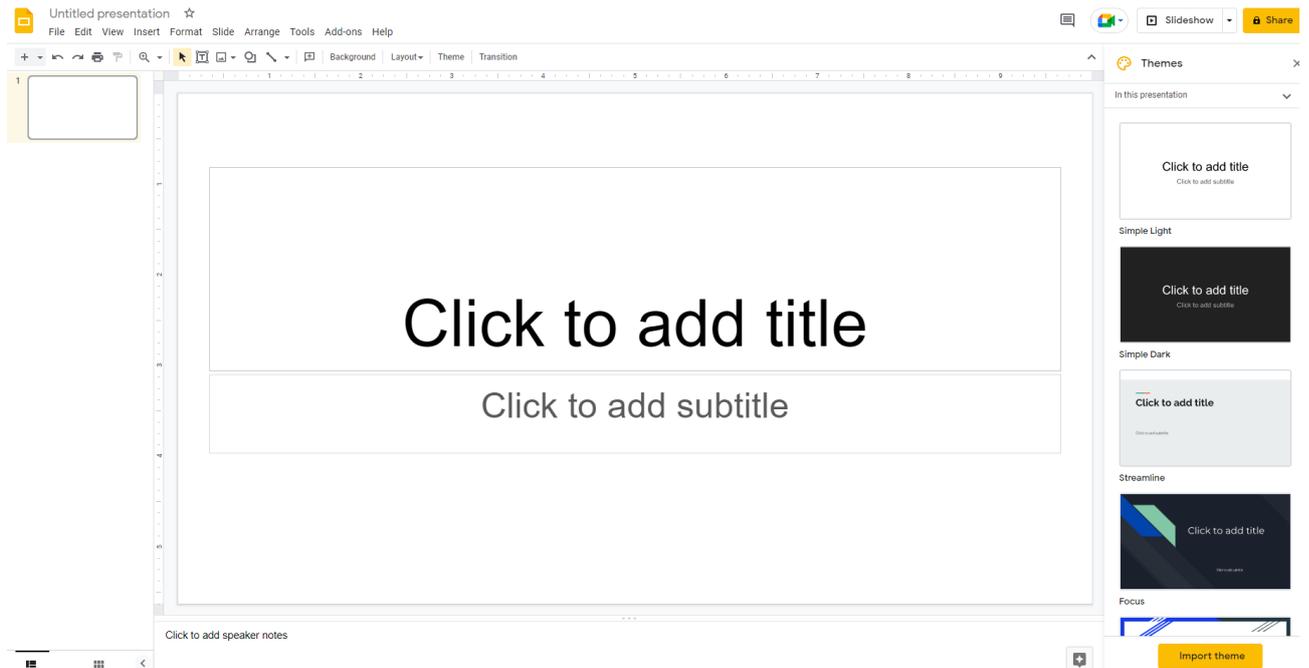
Give the document a title by clicking on *Untitled presentation* in the top left-hand corner (which is likely to be the name of your newly created document).

Any changes you make to a document are **automatically saved within 1-2 seconds**. You will see the status of the saving next to the document name at the top left:

, which will shortly change to
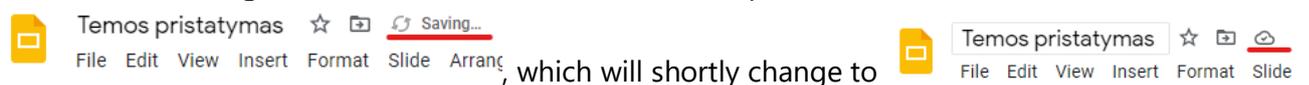
On the right-hand side on you can select the desired presentation topic, or upload yours:

All other actions as in PowerPoint 😊

There are two ways to share a document:

1. While still in the document, you can share it by clicking icon. Enter the addresses of one or more emails, or choose from the list and click *Done*.

2. Close the browser tab when you're sure the file is saved. In the main **Google Drive** window, select the file you want to share by right-clicking on it. In the menu tab select *Share*, enter the email addresses of the recipients and click *Done*.
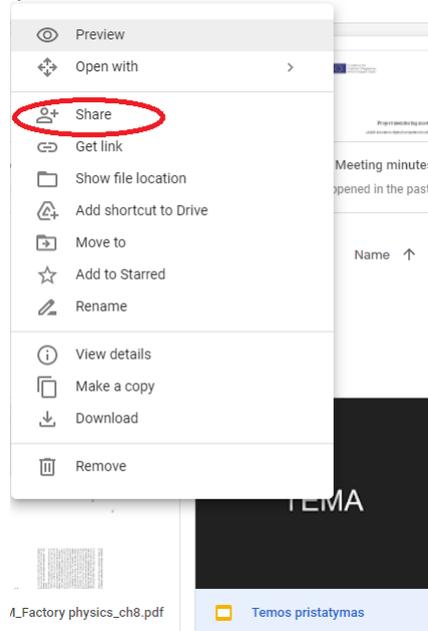
OneDrive – personal cloud storage. This tool allows you to save and access your photos and files from anywhere, on any device.

OneDrive is the ultimate file storage solution because:

Anywhere access. Enjoy the freedom to access, edit, and share your files on all your devices, wherever you are.

Back up and protect. If you lose your device, you won't lose your files and photos when they're saved in OneDrive.

Share and collaborate. Stay connected, share your documents and photos with friends and family, and collaborate in real time with Office apps.

I. How to get started:
1. Open https://onedrive.live.com/ in your web browser.
2. Log in with your **Microsoft** account. You can skip to point **II. Sharing documents and files.**

If you don't have a Microsoft account, it's easy to set one up:
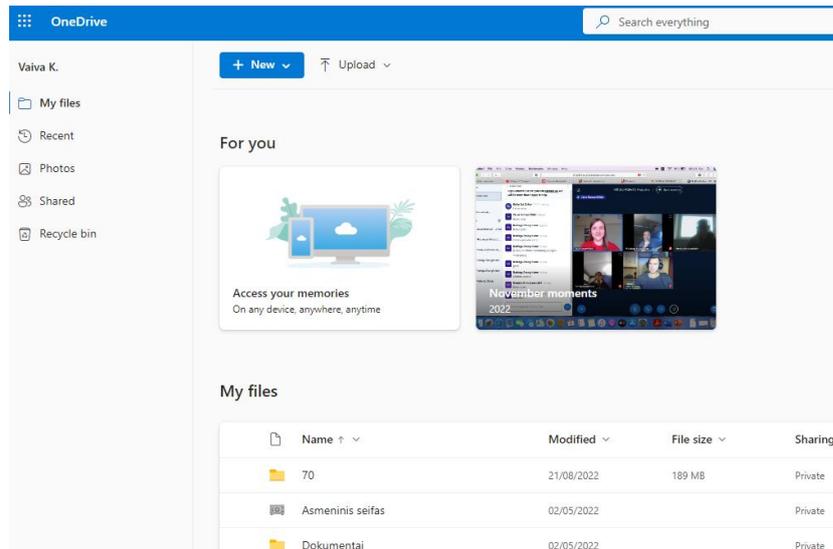   *a) Click Create one:*

   b) Create a password.
   c) Enter your name.
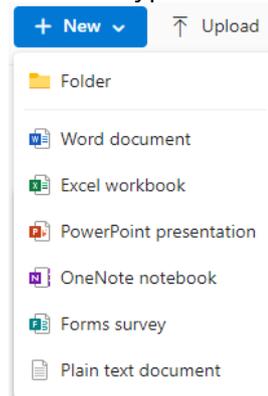   *d) Enter your date of birth.*

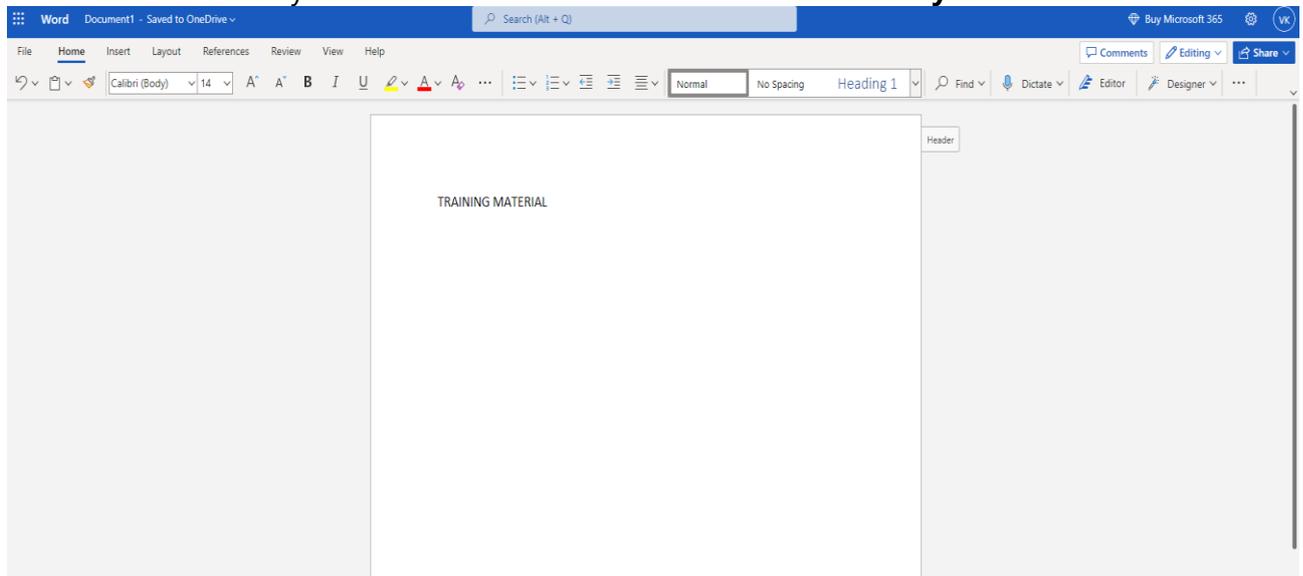Your OneDrive Start screen will look like this:

II. Sharing documents and files

How to create documents:

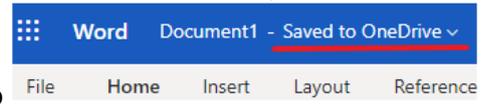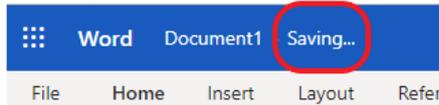Click on , from the menu select the type of files you want to share.

For example, selecting the *Word* document type will open a new window with a virtual Word document into which you can add text. **The document is automatically saved within 1-2 seconds**.

When you enter new text or make any changes, you will see the status of the entry in the top left:
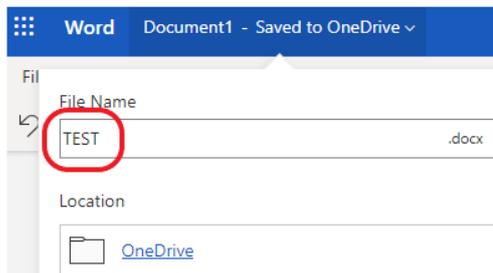
  , which will soon change to

Excel, *PowerPoint*, *OneNote*, *Forms* documents and *Plain text document* work in the same way.

Once you have finished working on the document and made sure that all changes have been saved, give the document a name:

1. Click on *Document1* (this is most likely the name of the document you are creating):
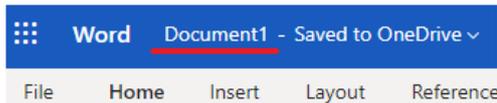
2. Rename the document:

3. Press **Enter**.

You can now close the document by closing the browser tab.

You will see the document in the Start window.

How to create a folder:

1. Click on , choose *Folder*.
2. Give the folder a name:

3. Open the newly created folder by clicking on it in the start window.
4. You can upload files to a folder
5. By clicking on the icon and following the steps listed above.
6. By clicking on the icon and choosing *Files* or *Folder*.
7. Browse your computer and select the files you want to upload. You can also drag and drop the files you want to upload into the OneDrive window (one at a time, or all at once).
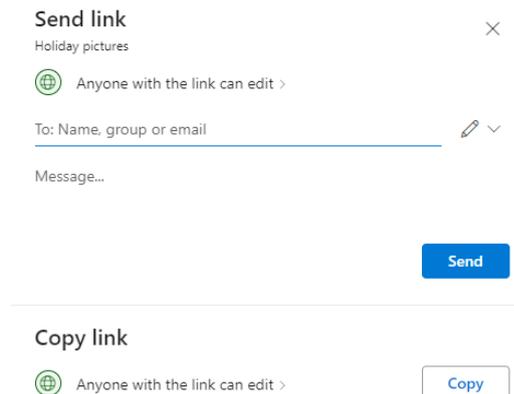
How to share documents and folders

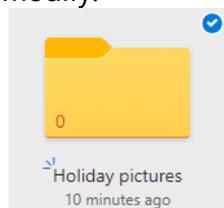1. In the main window, select the document or folder you want to share with a blue tick:
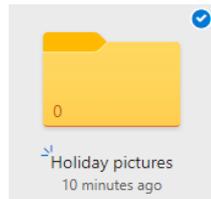
2. Click on [Share] icon in the top menu bar and enter the email address(es) of the recipient(s):

3. The recipient(s) will receive a link to see the files you have shared.

Additional functions

Tick the document or folder you want to modify:

Top menu bar icon meanings:

- *Share* – share the file by sending the link by email.
- *Delete* – send the file to recycle bin.
- *Move to* – move the file to another folder.
- *Copy to* – you can copy the file and have a backup version in another folder.
- *Rename* – change file's name.

Google Forms

Google Forms is the survey administration software included in Google Docs, Google's free online suite of Google editors.

Google Forms enables:

- Collect responses, run surveys, or quickly create a list of team members using a simple online form. Then check the results, which are neatly organised in a spreadsheet.
- Create simple or detailed online surveys, share them via a link, embed on a website or directly in an email.
- Easily sort and analyse data as all responses to questions are neatly organised in a spreadsheet.
- Access all forms of data anywhere and on any device, organised in Google Sheets and stored on Google Drive.
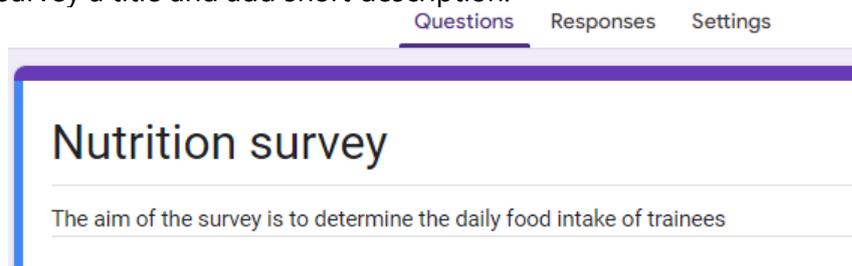
How to create Google Forms:

1. When you're signed in to your Google account (e.g. Gmail email), click the icon ⠿ and select Drive.

2. Click on 🞡 New, then choose 📋 Google Forms ⟩.
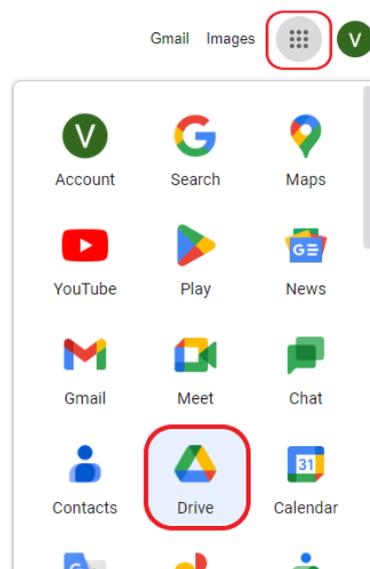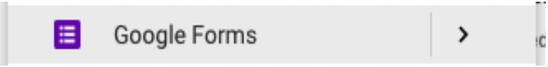
3. Give the survey a title and add short description:

4. Click on *Add question*:
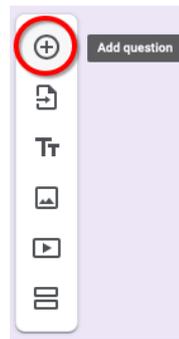
5. Select the question/answer form.
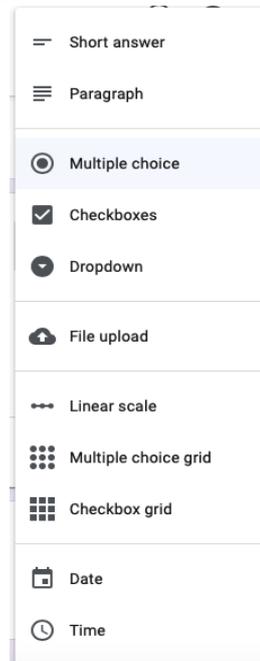
6. Editing a question:

   a. To further explain the question, click on ⋮ , then *Description*;

   b. To mark a question as mandatory, tick the box 🔘 next to *Required*;

   c. To delete a question, click on the recycle bin 🗑 ;

   d. To copy the question below, click on ⧉ *Dublicate*:

7. To insert an image, click 🖼 . You can upload an image from your computer, take a photo with your computer's camera, upload a link from the web, or upload it from Google Drive.
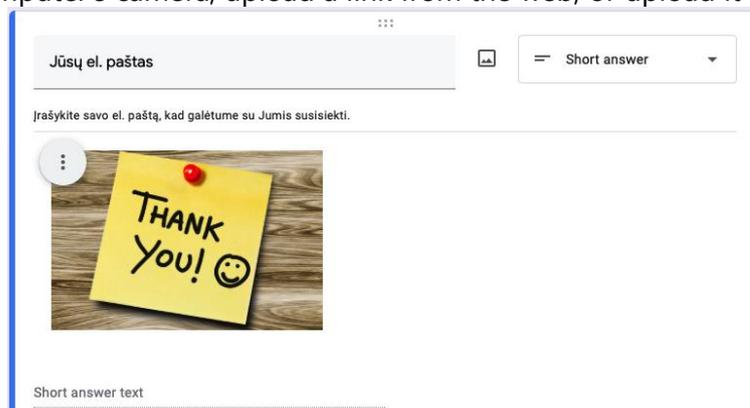
8. To see what the survey looks like when it is created, click on the icon 👁 above.
9. There are several ways to share the survey link:
    a. By entering the recipients' email addresses.
    b. Via Facebook or Twitter.
    c. By sharing the generated survey link.

Send form ✕

☐ Collect emails

Send via ✉ 🔗 <>   f 🐦

Email

To
jonas.jonaitis@gmail.com

Subject
Apklausa

Message
I've invited you to fill out a form:

☐ Include form in email

👤+ Add collaborators   Cancel   Send

Send form ✕

☐ Collect emails

Send via ✉ 🔗 <>   f 🐦

Link

https://docs.google.com/forms/d/e/1FAIpQLSeYrx-N0Sirh7ZoRGmbw3SXwjgiCVV4E

☐ Shorten URL

Cancel   Copy

Creating an attractive design with CANVA is quick and easy!

CANVA is an online graphic design tool, an advanced and highly functional graphic design application that allows you to create attractive-looking invitations, posters, brochures, certificates, social networking (Facebook, Instagram) visualisations, stories, animated videos, presentations, or any other design you need.

BENEFITS OF USING CANVA:
- ✓ Free online application;
- ✓ Easy to use;
- ✓ Easy to learn;
- ✓ You can access and edit your design using your computer and mobile phone.

Getting started:
To start using the app, you need to register (use your email to register). Once you are registered and logged in, you will be taken to the Canva dashboard.

Log in or sign up in seconds

Use your email or another service to continue with Canva (it's free)!

| **G** | **Continue with Google** |

| **f** | **Continue with Facebook** |

| ✉ | **Continue with email** |

Continue another way

By continuing, you agree to Canva's Terms of Use. Read our Privacy Policy.

▤ **Sign up with your work email**

Create a new design
To start creating a new design, click on the Create Design button on the top right or select one of the templates in the centre of the CANVA dashboard based on the content you want to present.
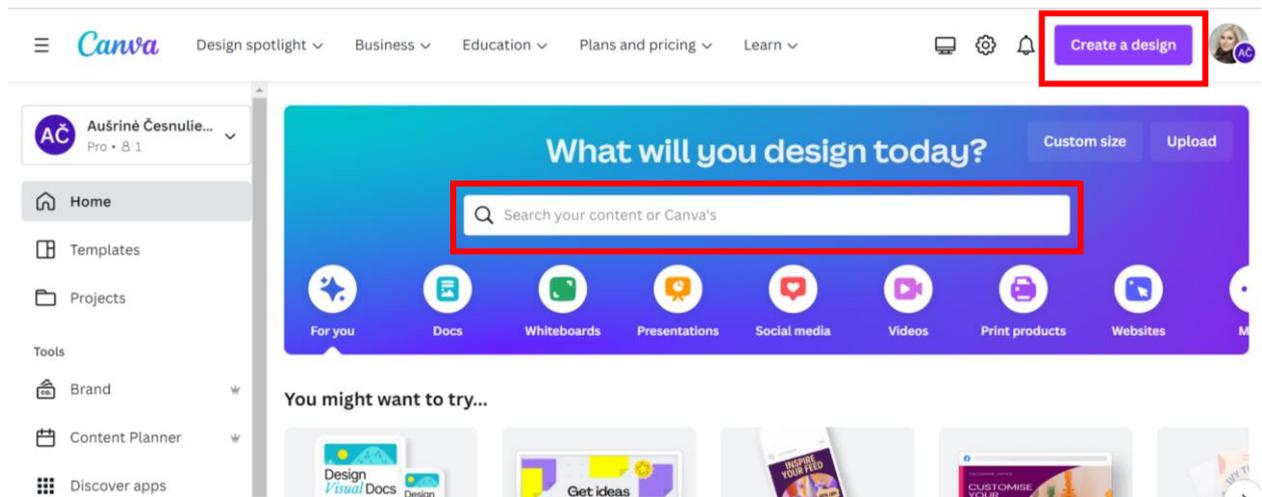
Choose a template or create a design from scratch

When you select the content you want to create, a new window with templates will open (on the left hand side) You can select a layout in the search box or scroll down through the layout to choose the one that suits you best.
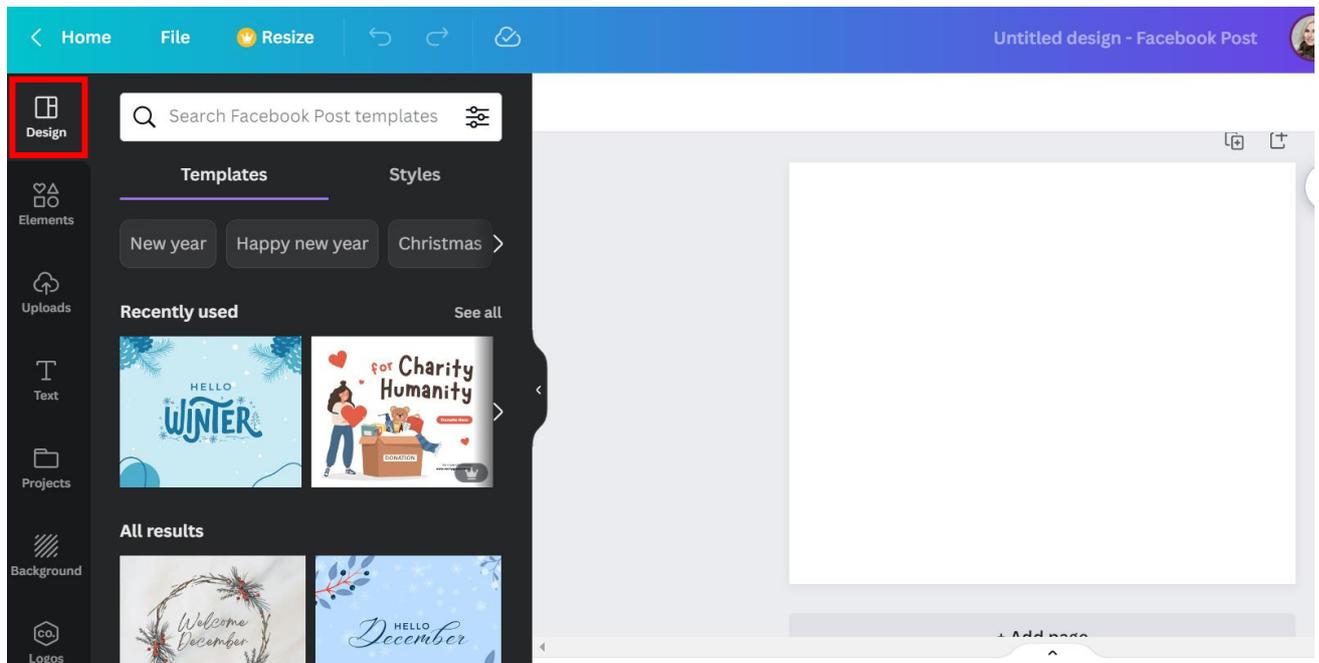
Edit

To resize the image, click on the image. When round icons appear in the corners of the image, click on one of them and scroll to one side or the other to adjust the image size.

Use of elements

Depending on the theme you choose, you can use photos, graphics and videos in the app to create your design.

UPLOAD YOUR IMAGE

It is also possible to upload and use images from your device. After selecting the Upload Files section, click the Upload Media button and select the image you want to upload.

ADD TEXT

You can add regular text or choose font combinations. When selecting font combinations, please note whether they are in Lithuanian characters.

CHANGE THE BACKGROUND

Selecting the Background tab allows you to select and change the background of the content you create.
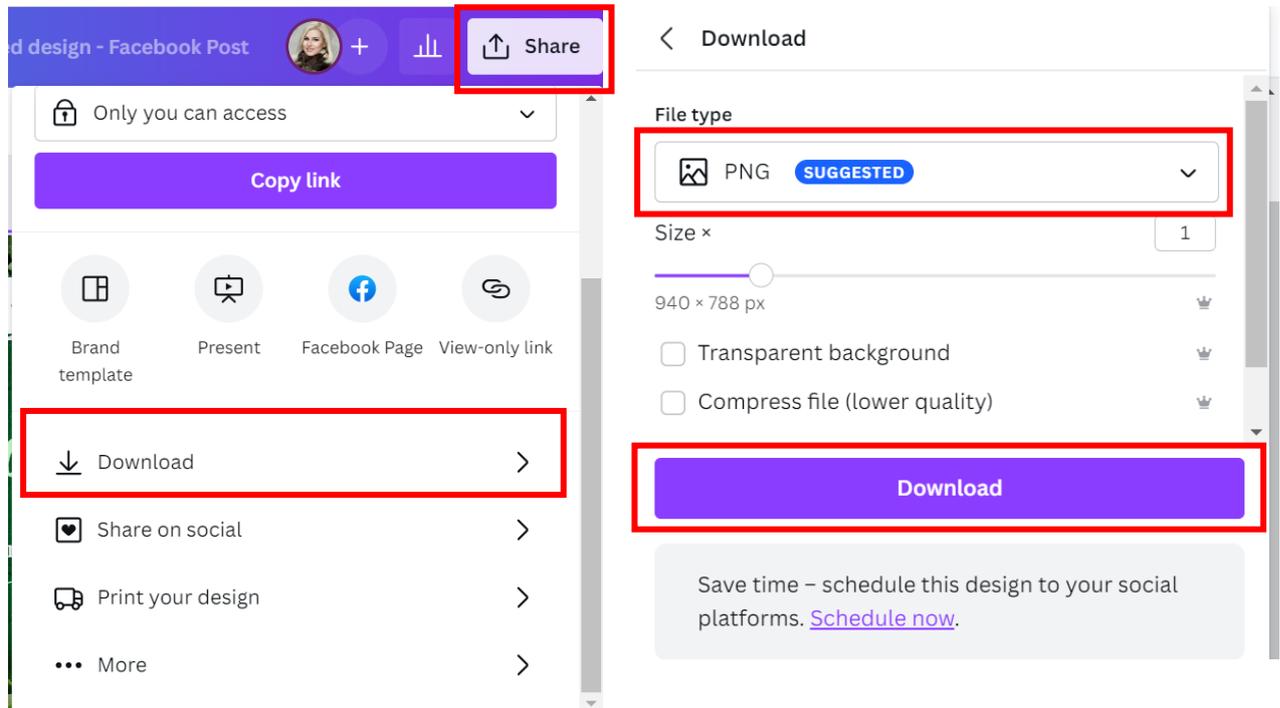

UPLOAD YOUR LOGO

The Logos section allows you to upload a logo for your organisation or brand that you can use to create your own designs.
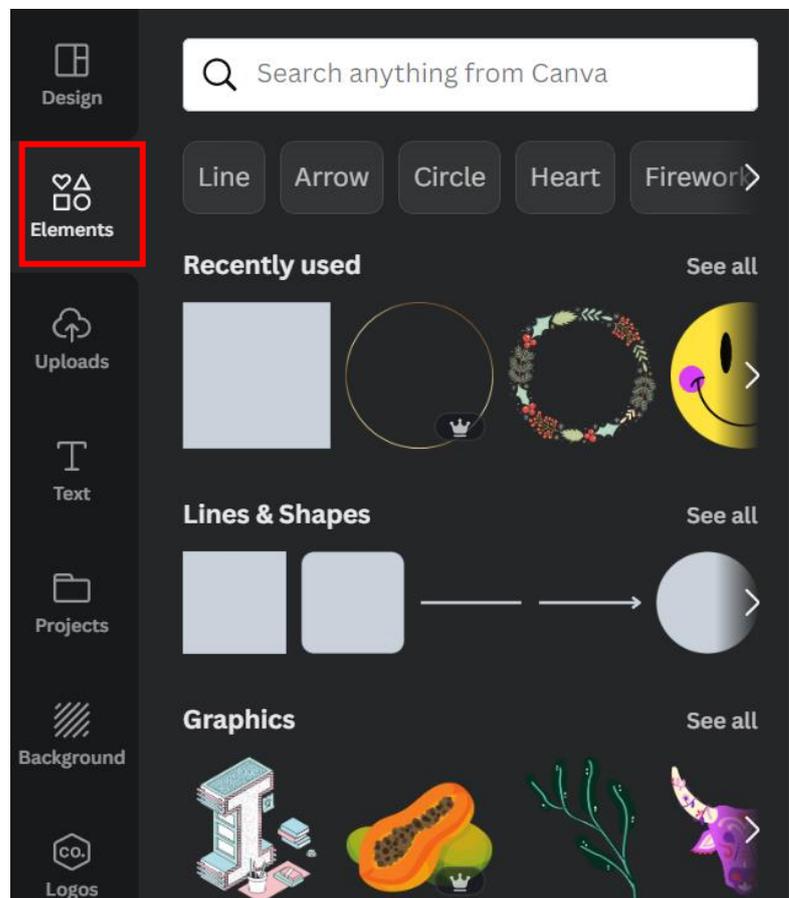
SAVE IMAGE

To download the design to your device, click on the *Share button* and select *Download.* When additional options appear, set the item type and confirm the download.

DOODLE is an online calendar tool for scheduling and coordinating meetings. The tool was developed in 2007 in Switzerland.

The organiser selects possible dates and times for a meeting or event and marks them in the calendar. Participants vote for the most suitable dates, can leave comments and the organiser is informed by email.

How to create an event:
Go to website: https://doodle.com/dashboard, log in with your Google account.

1. In the main window click on ;
2. Choose *Group poll*;
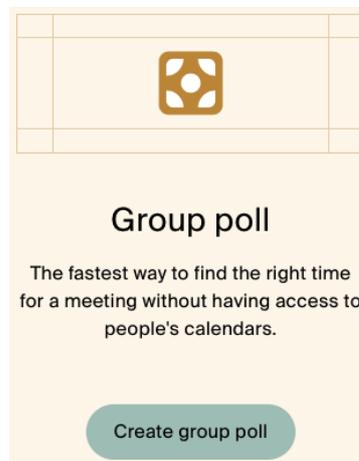
3. In the *Title* box, give the event a title. You can add a *Description* of the event, as well as the location where the event will take place – *Location*. Both boxes are *optional*:

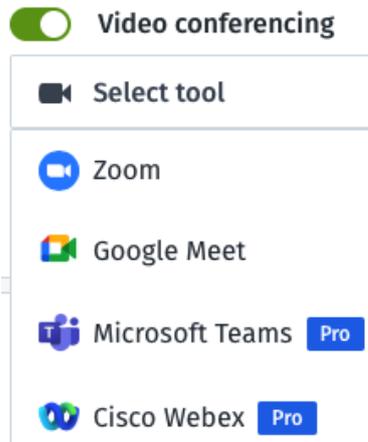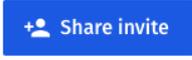4. If the event will be held remotely by videoconference, please tick next to *Video conferencing* and select the tool you want to use for meeting:

5. Use the arrows to move to the necessary month or week.
6. Reserve your event time by clicking on the empty boxes. A green rectangle will appear indicating the time to be booked. You can lengthen or shorten it by scrolling the two horizontal lines at the bottom of the rectangle:
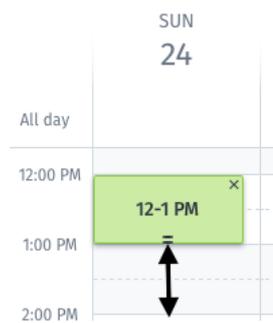
7. If you have booked the wrong date and time, simply move the rectangle with your mouse to the correct box.
8. Once you've selected the dates and booked the times for them, click on

9. Share the event by clicking , then you can then either copy the direct link or use the *Email it with Doodle* function to enter the email addresses of the event participants.
10. Once participants have voted for their preferred date, you will see the results as follows:

Participants	★ MAY 9 MON 5:00 PM 6:30 PM 👥 9	☆ MAY 12 THU 2:00 PM 3:30 PM 👥 4	☆ MAY 18 WED 5:00 PM 6:30 PM 👥 1	☆ MAY 19 THU 5:00 PM 6:30 PM 👥 1	☆ MAY 20 FRI 9:30 AM 11:00 AM 👥 3
VK Vaiva K. You	✓	✓	✓	✓	✓
R Rima	(✓)	✗	✗	✗	✗
N Neringa	✗	✗	✗	✗	✓
JI Judita Simonavičienė	✗	✓	✗	✗	✗
EK Edita Kulikauskienė	✗	✗	✗	✗	✓
RK Rasa Kazlauskienė	✓	✗	✗	✗	✗
KS Kristina Sabaliauskiene	✗	✓	✗	✗	✗
K Karolina	✓	✗	✗	✗	✗

How to vote:

If you are a participant of the event and have received a Doodle link:

1. Open the link and tick the date (or dates) that best suits you. Using the arrows [← +2] [→ +3] move to later or earlier dates.
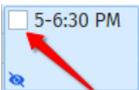
2. Save your selection by clicking on **Submit your selection (1)** .

How to change your selection:

1. If you want to change the selected dates to other dates, click on **✎ Edit your selection** , untick the box [☐ 5-6:30 PM] from the date(s) marked and select the next date(s).
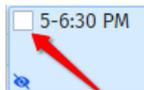
2. Save the changes by clicking on **Submit your selection (1)** .

If you want to delete a vote:

1. If you want to delete your vote, click on **✎ Edit your selection** , untick the box [☐ 5-6:30 PM] from the date(s) marked.

2. Click on **Cannot find a time** .

YouCut Video Editor
Video Editor and Maker With No Watermark

YouCut VIDEO EDITOR APP is a video editing tool with some interesting video editing features. With this app on your mobile device, you don't have to use your computer to edit video files. You can edit all your video files from your mobile device itself without having to transfer the files to your computer.
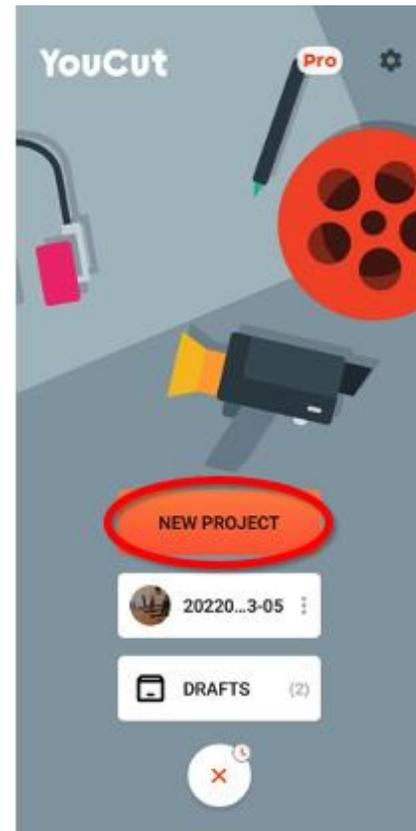
Download
You can download the YouCut app from the Google Play Store**.**

Step 1:
Importing files

Click on the: ⊕ sign and select *New project* or *Drafts*. Select Drafts to continue editing the last video you worked on.

Select the files you want (both photos and videos are available). You can crop (shorten) and import (upload) only part of a video file by clicking the scissors in the bottom right corner of the thumbnail, or if you're not sure how much you need, you can import the whole file and crop it later.
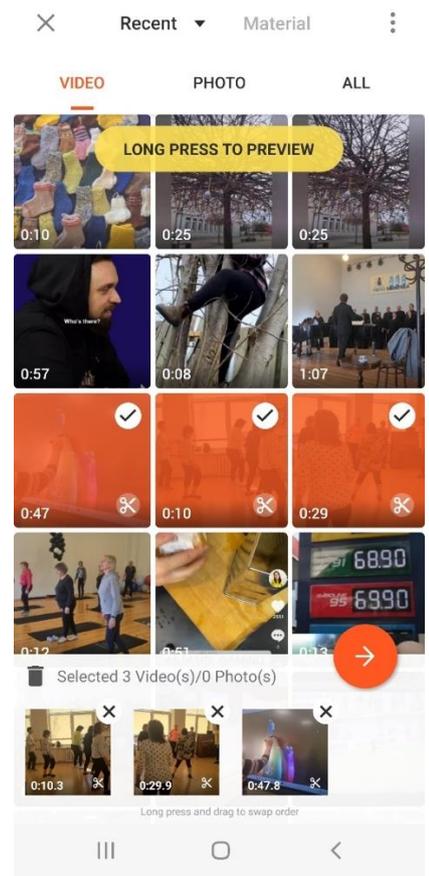
Step 2:
Sort
You should have a basic idea of how your video will begin and end. To arrange the clips in the order you want, you need to click on one of them until they appear as small thumbnails - you can easily rearrange them, swap them around.
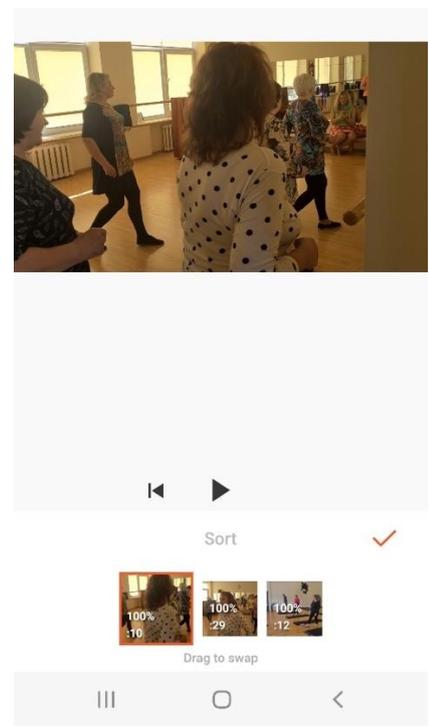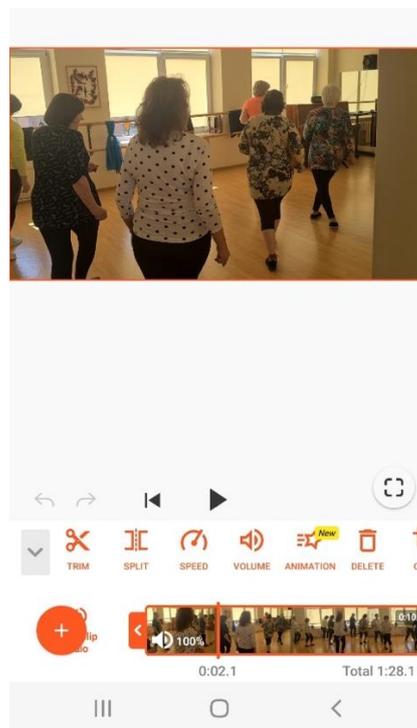
Step 3:
Basic editing

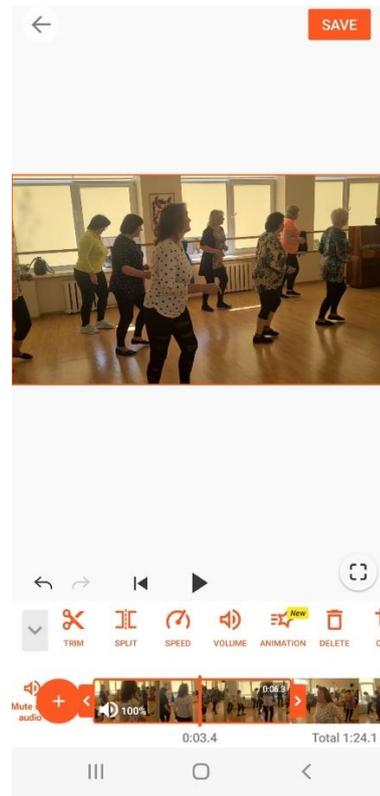If you want to shorten the video to the desired point,
Select the clip and drag the orange arrow to the point you want to shorten. You can then use the same arrow to undo the truncation and extend it to any point in the original clip.
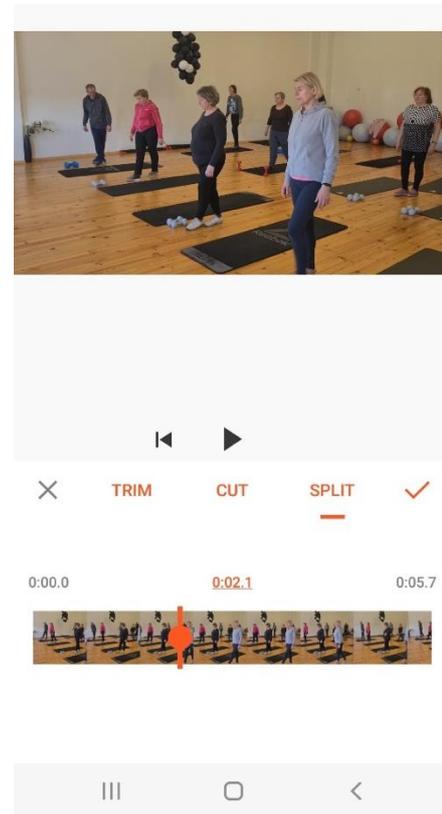
Step 4:
Cut:

Choose which parts of the clip you want to save (you can cut 1 or 2 parts at a time).

Split:

Split the clip in half and save both separate clips.
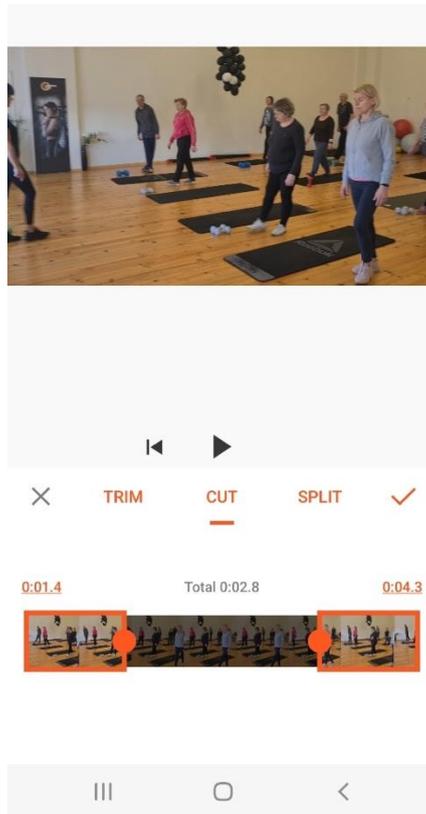
Crop (to the right of the editing options): you can crop the video freely or use one of the suggested preset dimensions. They are tailored to specific platforms such as Youtube, so if your video is primarily for social media, this can be useful.
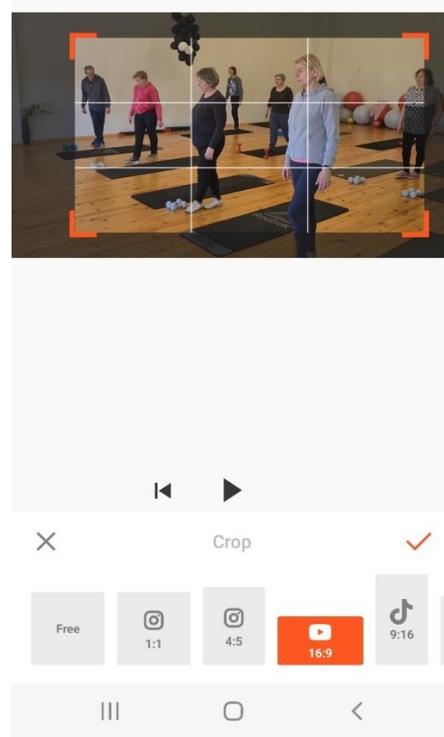
Transitions

Between each clip in the timeline there is a small white square with a line, click on it to see a list of available transition effects. You don't have to use them, they can often be unnecessary and make the video look less professional.
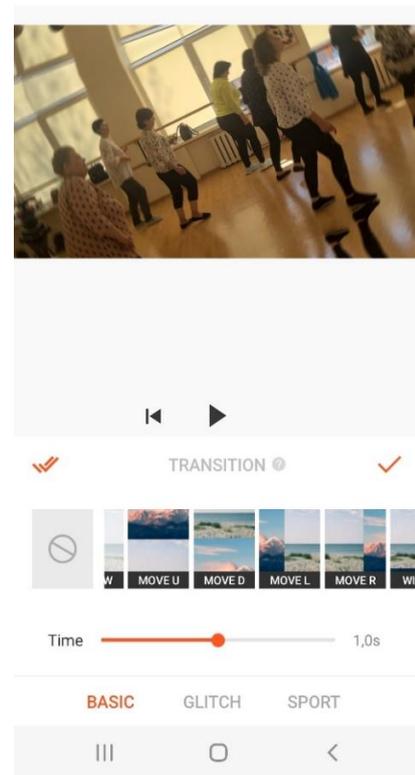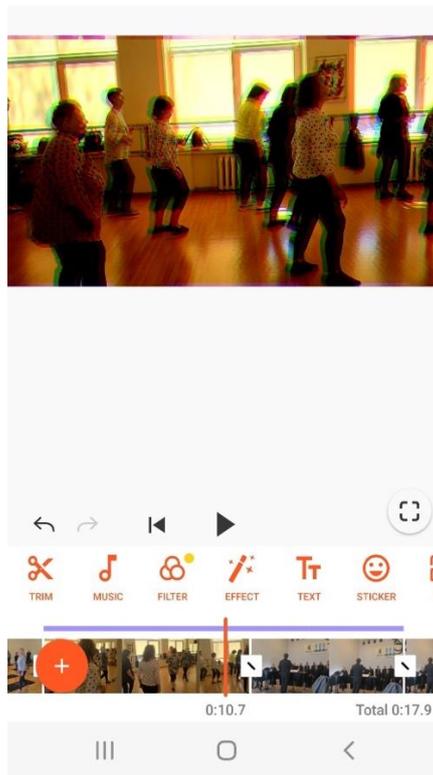
Additional features: image editing and colour correction

Filter: avoid preset filters as they can make your footage look unprofessional - instead, choose "Adjust" to manually adjust brightness, shadows, exposure (amount of light), etc. Keep the changes simple, you want the footage to look natural and well-lit, not edited. You should mainly use this function to make all the shots fit together.
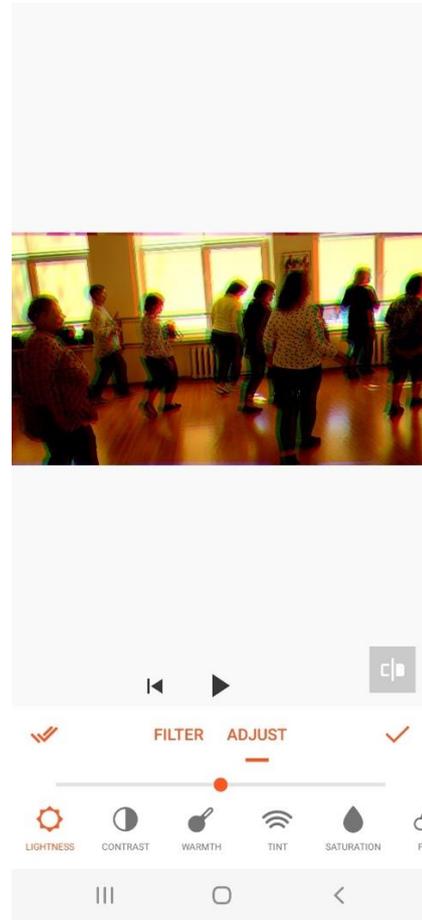
Effects:

If you are editing an interview, these effects will not be useful. However, if you're making a fun Instagram promotional video and you want it to be quick and engaging, these effects can help. To apply the effects, navigate to the desired point in the timeline and hold down the desired effect for as long as you want it to be applied.
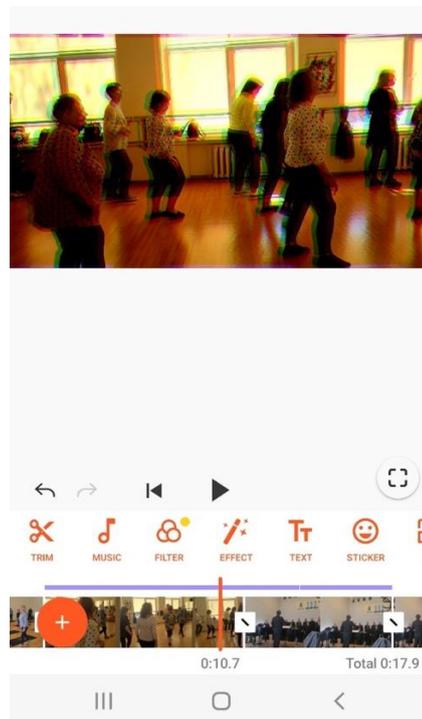
Step 5:

Audio recording

Music: Add music from your phone files or from the free options provided in the app (you may need to watch a short commercial to use them). To edit your music, click the yellow line above the timeline and editing options will appear. Move the track to where you want it by simply holding down and dragging across it. You can trim it to leave only the parts you want and adjust the volume. If someone starts talking when the music stops, you can "fade out" the music when they start talking.
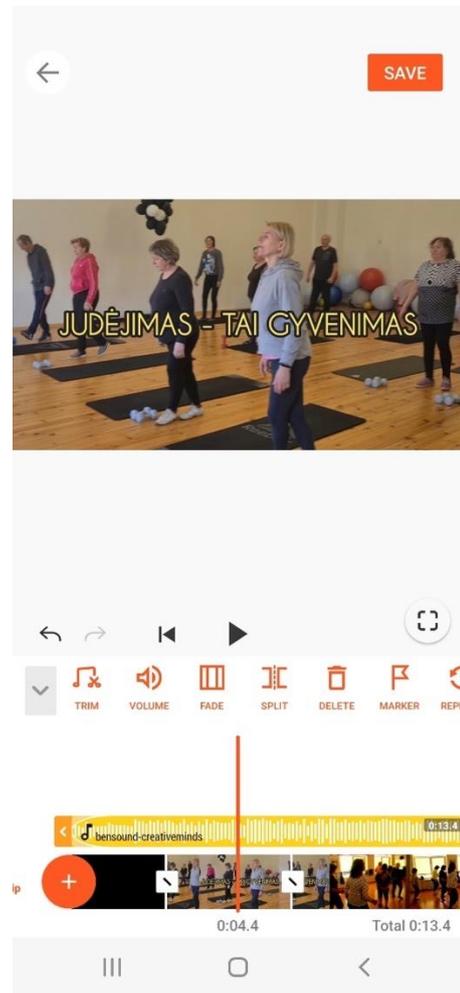
IMPORTANT:
Always make sure that the music you use is free and does not infringe copyright!

Our recommendation - www.bensound.com
You are free to use this music in your multimedia projects (online videos (YouTube,...), websites, animations, etc.) if you mention Bensound.com, e.g. "Music: www.bensound.com" or "Royalty Free Music from Bensound".

Step 6:
Text (title, subtitles, captions)

If you are adding a title to your film, consider adding it shortly after the video starts shooting (not immediately).

Once you've entered it, you can choose the font and color and adjust the size by pulling the orange arrow symbol in the bottom right. You can adjust the placement just by moving it with your finger, as well as the opacity to make the text look transparent (as much as you want).
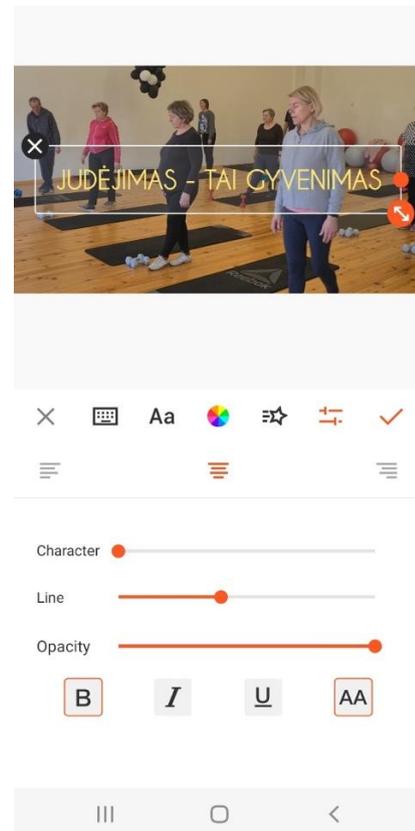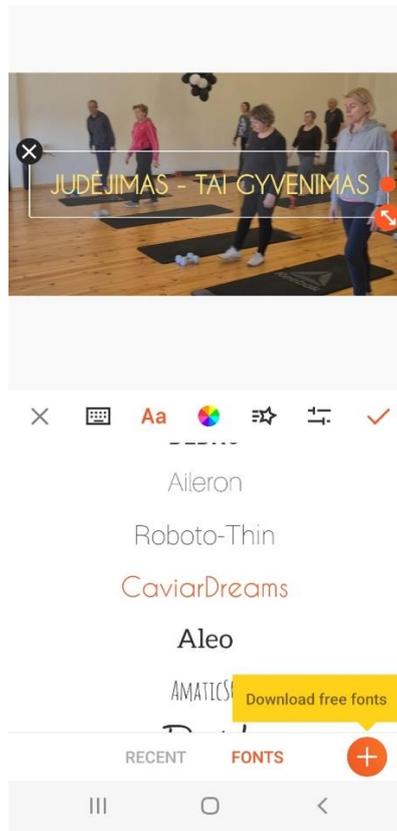
If you are editing an interview: add the interviewer's name and perhaps their profession or role in what they are talking about. Write it in the bottom corner of the frame where there are blank spaces. You can adjust how long it is displayed by simply dragging the blue arrows on the title effect.
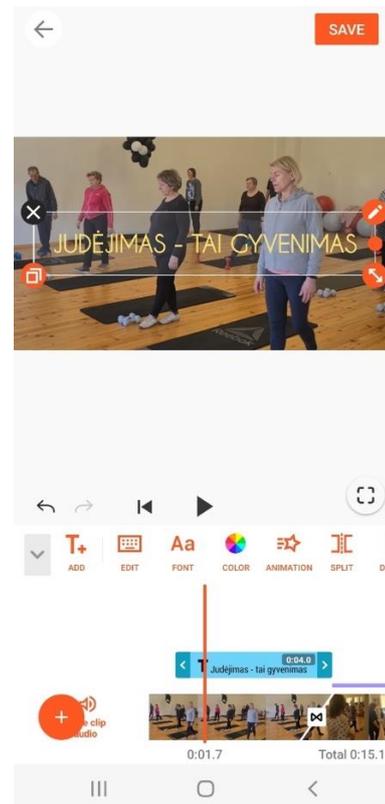
Step 7:
Exporting the video

In this application, the word "Save" is used when referring to exporting a video, but keep in mind that in most editing applications these two terms are very different:

"Export" means to save the project as a file, while "Save" means to save your progress in the software.

Exporting a movie in this application is very easy: just click the SAVE button in the top right corner of the screen. Save it in the highest quality available: 1080p, and tick "Save Draft" - this will make it easier if you want to go back and make changes.

The video will be quickly saved to your phone's gallery. You'll also have the option to share it directly to social networks or email it to someone.
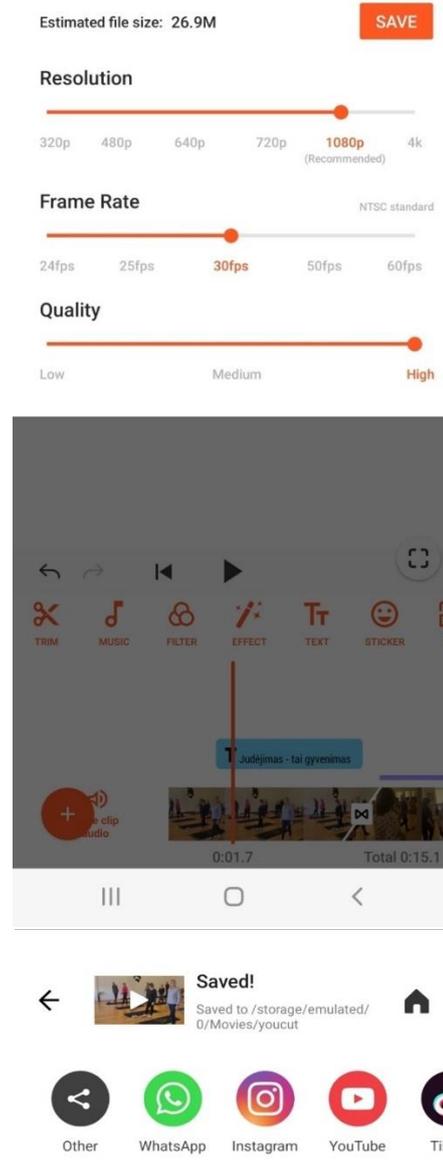

Remark:
- ✓ This application does not allow you to layer videos, so you will not be able to use General View (GV) frames while the first clip is still playing. One way around this is to add the audio separately (as explained below, step 5 - Music), but this would require either separating the audio from the interview (which cannot be done with this application), or using a behind-the-scenes clip and adding it to the GV frames.
- ✓ To download to a computer, you will first need to install the Android emulator on your computer (an application on your computer to simulate the operation of another computer): https://www.bluestacks.com/download.html
- ✓ As this app is an Android app, you cannot install it directly on your computer. After downloading the app, log in with your Google account (enter your gmail address). After downloading and saving the app, type YOUCUT in the search box to easily download the video editing app to your computer.
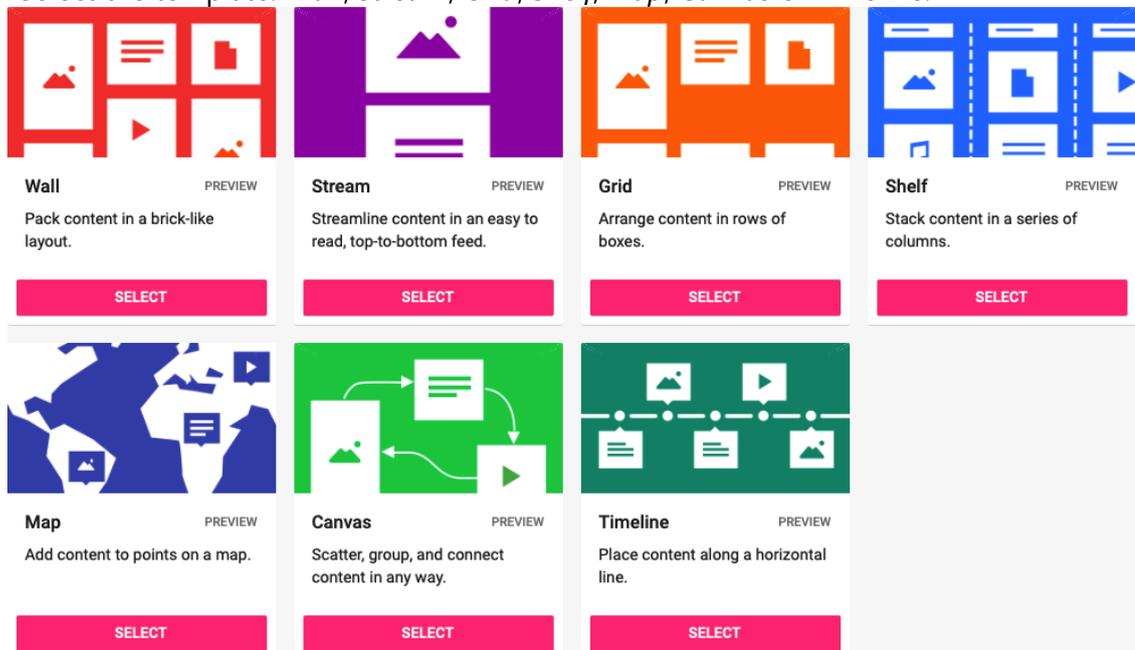
PADLET – is a digital canvas for creating amazing projects. It's easy to share and work with others. PADLET acts as a digital blank sheet of paper on which you can place anything you want: a video, a selfie, a recorded interview, documents, text you've created, etc. It's easy to share, and when others make changes, you'll see them instantly, in real time.

How to create your own Padlet:
1. Go to http://www.padlet.com, log in with your Google account.
2. Choose a free Neon membership.

Neon	3 padlets 20MB /upload	Free	Continue

3. Select the template: *Wall*, *Stream*, *Grid*, *Shelf*, *Map*, *Canvas* or *Timeline*.

Wall PREVIEW	**Stream** PREVIEW	**Grid** PREVIEW	**Shelf** PREVIEW
Pack content in a brick-like layout.	Streamline content in an easy to read, top-to-bottom feed.	Arrange content in rows of boxes.	Stack content in a series of columns.
SELECT	SELECT	SELECT	SELECT

Map PREVIEW	**Canvas** PREVIEW	**Timeline** PREVIEW	
Add content to points on a map.	Scatter, group, and connect content in any way.	Place content along a horizontal line.	
SELECT	SELECT	SELECT	

4. In the ***Modify*** window you can:
    *   *Title* - give it a title.
    *   *Description* - create a short description.
    *   *Icon* - add an Emoji.
    *   *Address* - create a unique link to your Padlet.

5. In the *Appearance* section:
   • *Wallpaper* - assign a wallpaper you like.
   • *Color Scheme* - choose black or white entry boxes.
   • *Font* - change the font.

6. In the *Posting* section:
   • *Attribution* - when enabled, this feature will display the author's name at the top of each post.
   • *New post position* - choose how you want to position the most recent posts: FIRST - newly published posts will appear first; LAST - newly published posts will appear last.
   • *Comments* - enabling this feature will allow you to comment on posts.
   • *Reactions* - you can give the possibility to react to posts: *Like*, *Vote*, *Star* or *Grade*.

7. Once you have set the required parameters, make sure the are saved by clicking on SAVE:

CANCEL   **Modify**   **SAVE**

**Now you are ready to create your Padlet project** 😊

8. To publish posts, click on the [+] at the bottom of the page.
9. In the new message window:
   - *Subject* – give the entry a title/topic.
   - *Write something beautiful* – enter the text you want.
   - [icon] - upload the image, photo, video, document, etc. you want.
   - [icon] - take a photo directly with your phone or computer camera.
   - [icon] - upload a link to the website.
   - [icon] - upload an image using the search (e.g. *dog*).
   - [icon] - Other options: video or audio, drawing, location link, YouTube link, GIF (graphic image storage format), link to the Spotify music platform, etc.
   - ◯ White - select the colour of the entry.
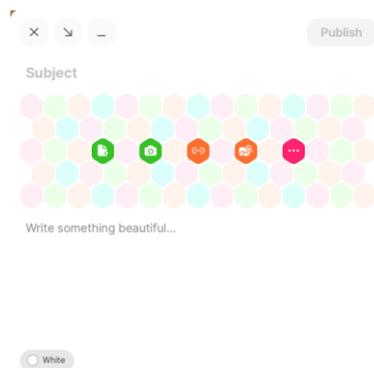
10. Your wall with records will look like that:
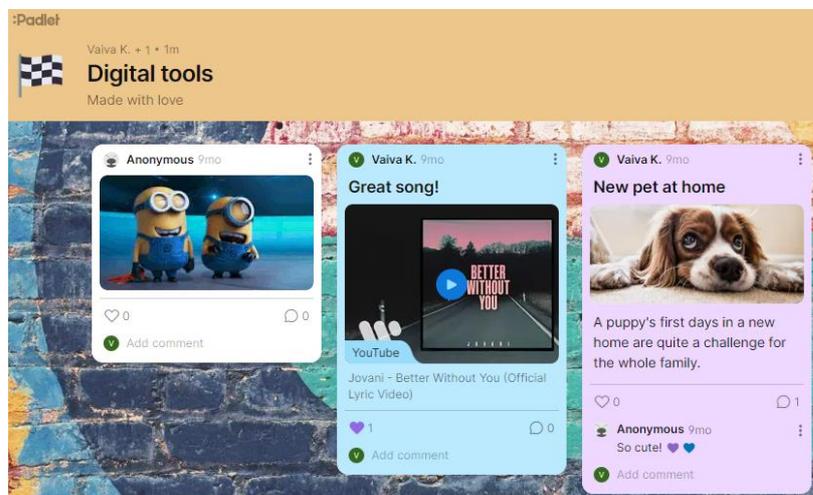
11. Share the project with others: ♡ ⇄ REMAKE ➤ SHARE ⚙ … V .

slido

SLIDO is an easy-to-use Q&A and survey platform. It helps people get the most out of meetings and events by bridging the gap between speakers and their audience.
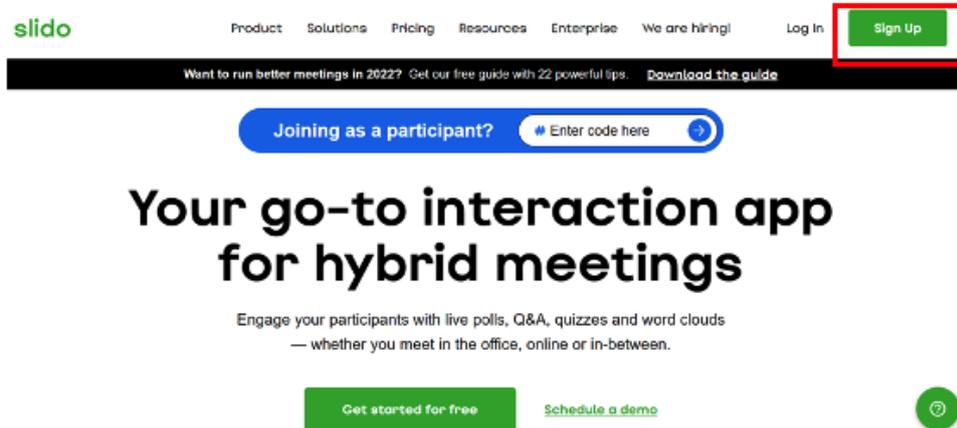
Today we will learn:
- Log in;
- Create an event;
- Create a poll and vote;
- Manage audience questions;
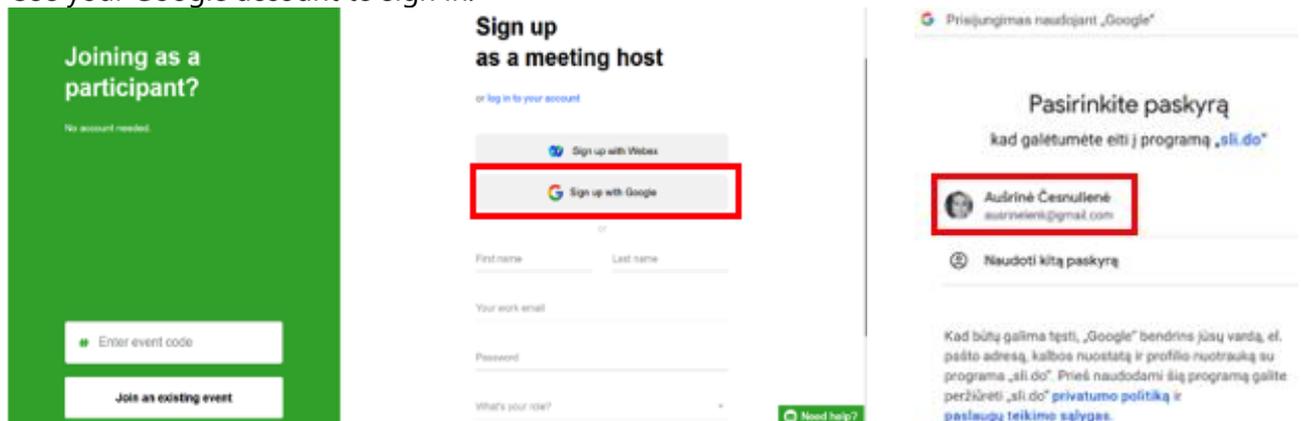- Broadcast Slido;

Log in at
To log in to SLIDO, enter www.slido.com in the address bar
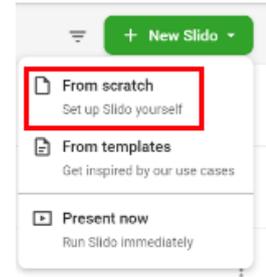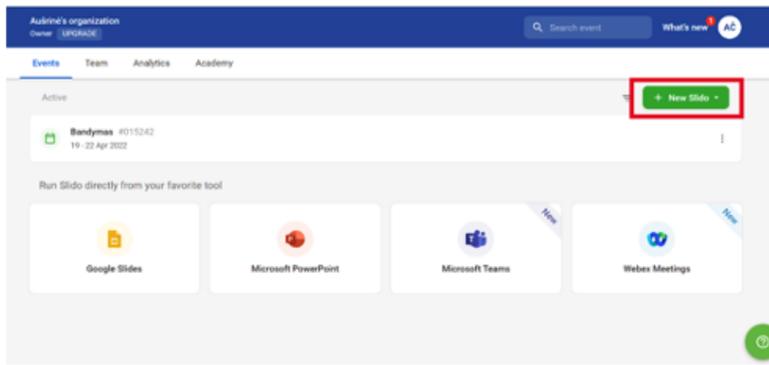When a new window opens, select *Sign Up* (top right):

Use your Google account to sign in:

Creating an event
To create a new event, click on *New Slido* (top right):

Funded by the
Erasmus+ Programme
of the European Union

Enter general event info (name, date, event code) and save :
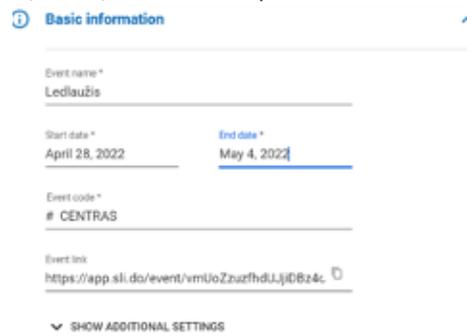
Choose what you want to create: a poll, a vote, a question-and-answer session:
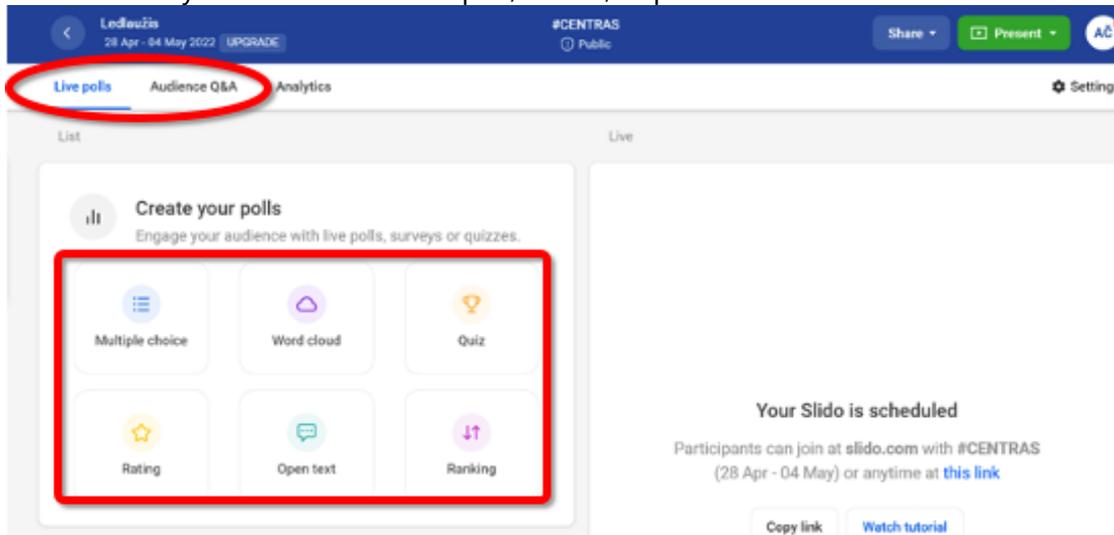
WHICH ONE TO CHOOSE?

Multiple choice survey

Survey your audience using a multiple choice question to find out more about their preferences and opinions. Multiple choice polling is also a quick way to check in real time how the audience understands the content presented.

Each multiple-choice survey can be up to 256 characters long.

Word cloud

The word cloud converts open text responses into a word cloud, the size of which depends on the number of times participants have submitted them.

Quiz
Test your audience's knowledge, whether it's a training session, an exam or a fun evening.

Rating survey
Create a rating survey and allow participants to send feedback on your presentation or rate their experience.

Open text survey
Use an open text survey to get participants to enter words or longer text.

Ranking survey
Learn about participants' preferences by allowing them to set priorities using a ranking survey.

How to create a quiz?
Select from the list of surveys *Quiz*.
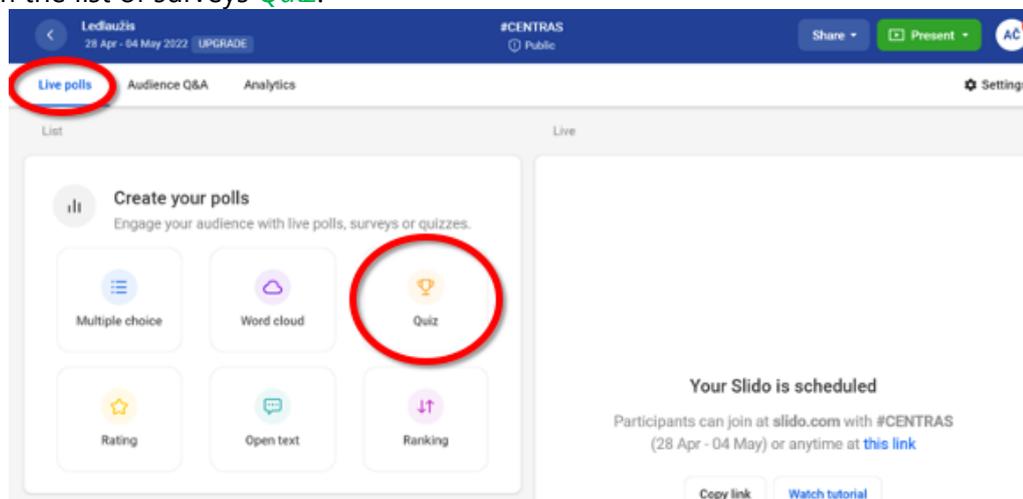
✓ Enter your question, write down multiple answers and tick the correct one;
✓ To create another question, click on the *Add question* option.
✓ If you want the leaderboard to be displayed, tick the *Show leaderboard* box on the right.
✓ To save the quiz, click *Save*.
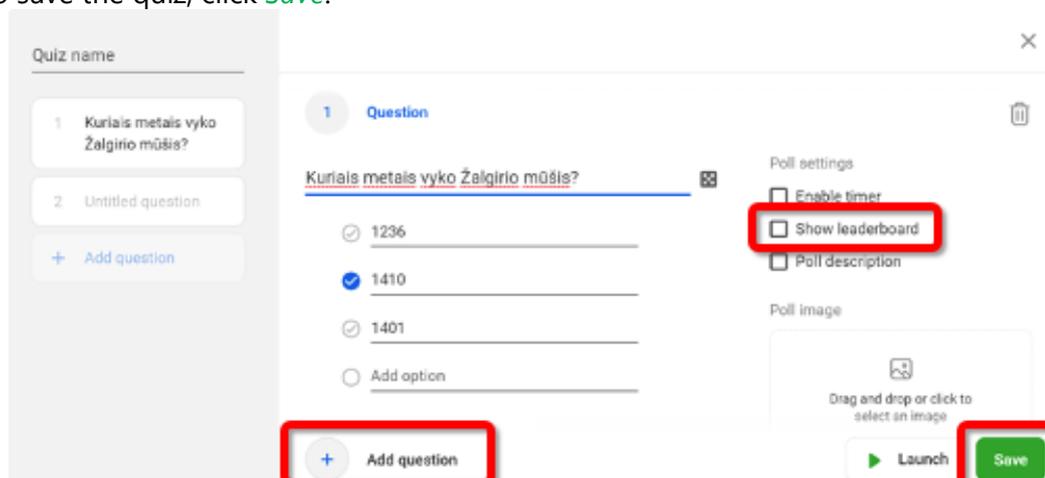
How to manage audience Q&A:

Tell participants how to join the conversation by following these three simple steps:

1. Ask people to open the browser on their smart devices
2. Direct them to Slido.com
3. Tell them to enter the *#eventcode* of the event or they can simply scan the QR code displayed in current mode to log in.
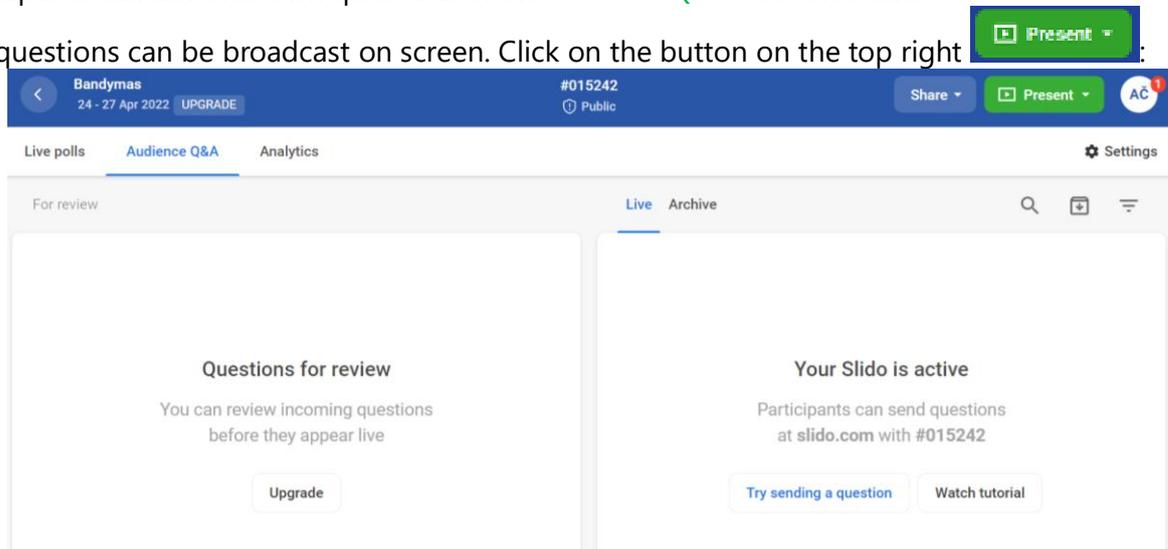
Participants can ask their own questions in the *Audience Q&A* section online.

The questions can be broadcast on screen. Click on the button on the top right :

How to integrate SLIDO into PowerPoint?

Download and install the integration. Slido will then appear in the PowerPoint menu.
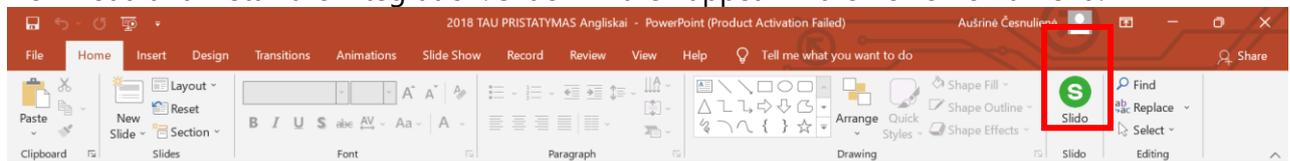
Create your own surveys. Insert polls, quizzes or questions and answers directly into your slides.
Ask people to vote. Participants can log in from their own devices using a single code. No need to download or login.

How can teachers use Slido?

- Create a session. Prepare a lecture directly on PowerPoint slides using Slido integrations.
- Ask students to join in. Students can log in simply by scanning the QR code or by going to slido.com and entering their Slido code.
- Broadcast on Slido.

KAHOOT - a tool for quizzes and more!

KAHOOT is a free online tool for organising surveys, quizzes, and discussions. The biggest advantage of this tool is that it works in all web browsers on a wide range of mobile devices, computers, smartphones, etc. It's also great fun to use, as participants are encouraged to compete, each answer is followed by a personal score and ranking, and the bright colours and fun music create a special mood!

How does KAHOOT work?

Student players just need to go to www.kahoot.it, enter the PIN number and their name provided by their teacher and wait for the questions.

The quiz-host, or the teacher needs to register on www.kahoot.com. This can be done through a Google account and by creating a new activity, which can be a Quiz, a Discussion, or a Survey.

How to create a quiz or survey:

1. Click *Create*, then select *Kahoot*, in the next step *New kahoot*.
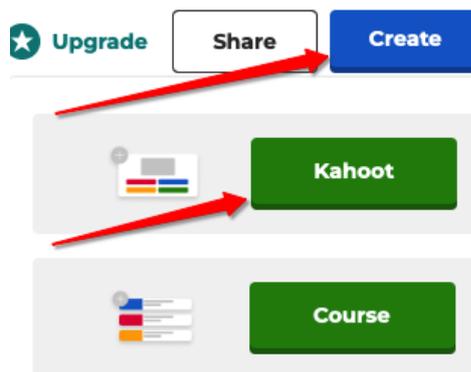
2. On **Question type** select the question form:
   - Quiz - multiple choice question.
   - True or false - the truth or falsity of the statement.

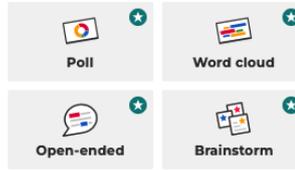These question forms belong to the paid version of **Kahoot Pro**:
   - *Type answer* - players will provide their own answer. Multiple acceptable answer choices can be specified.
   - *Puzzle* - players will have to put the statements in order.
   - *Word cloud* - players will submit their answers, which will be displayed on a large screen as a cloud.
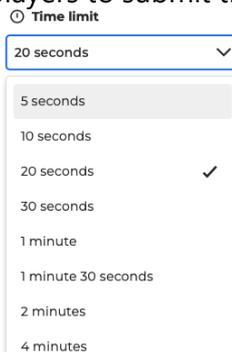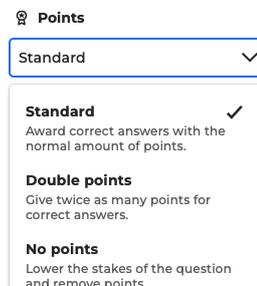   - *Open-ended* - players' answers will be presented as text cards.

Test knowledge

Quiz

True or false

Type answer

Puzzle

Collect opinions

Poll

Word cloud

Open-ended

Brainstorm

3. **Time limit** – set a time limit for players to submit their answers.

Time limit

20 seconds

| 5 seconds |
| 10 seconds |
| 20 seconds ✓ |
| 30 seconds |
| 1 minute |
| 1 minute 30 seconds |
| 2 minutes |
| 4 minutes |

4. **Points** – select the points award system:
   - *Standard* – points are awarded as standard for correct answers.
   - *Double points* – double points are awarded for each correct answer.
   - *No points* – playing with no points.

Points

Standard

Standard ✓
Award correct answers with the normal amount of points.

Double points
Give twice as many points for correct answers.

No points
Lower the stakes of the question and remove points.

So, after setting the desired parameters for the question, the question form is filled in:

Start typing your question

+

Find and insert media

or drop an image here to upload

Add answer 1

Add answer 2

Add answer 3 (optional)

Add answer 4 (optional)
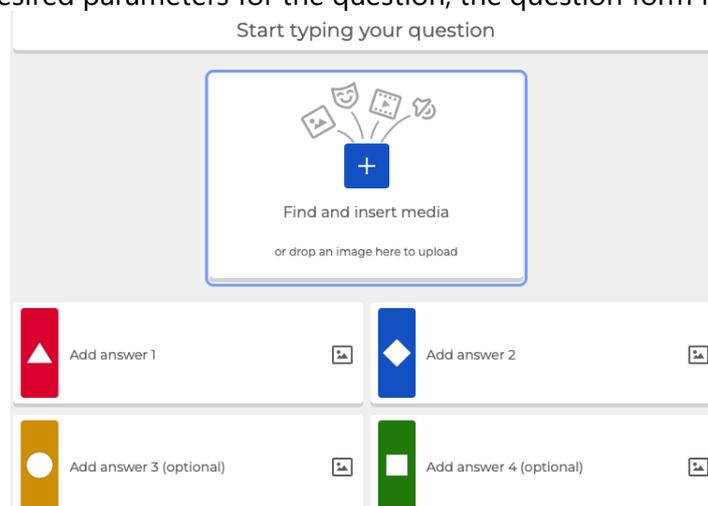
- *Start typing your question* - type your question. For example, *The world's largest city is*:
- *Add answer 1* and *Add answer 2* - type your answer choices.
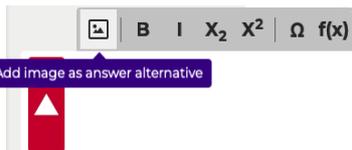- *Add answer 3* and *Add answer 4* - optional, if not entered, players will only have to choose between two answer choices.
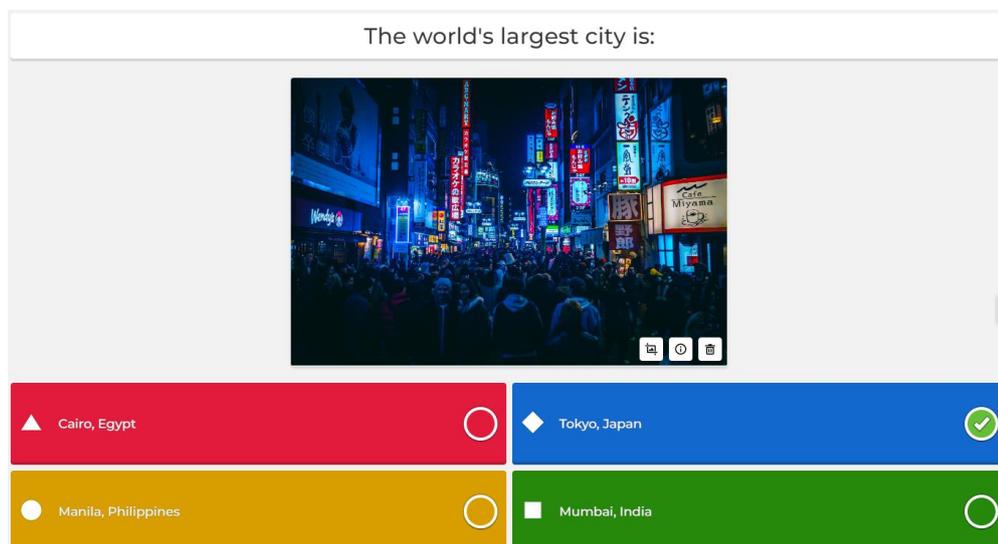

Here you can upload images, GIFs (a format for storing graphic images), videos, audio clips, links from Youtube or Vimeo. You can use the search or upload your own file.

You can also submit your answer choices in the form of pictures instead of text (ONLY in the paid version of **Kahoot Pro**).

Enter your answer choices and tick the green box to indicate which answer is correct:

To add another question, click **ADD QUESTION** and select the question form: **Quiz** or **True or False**:
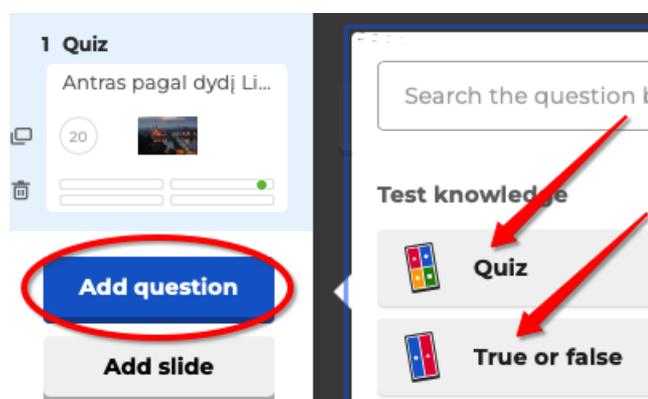
When selecting the **True or False**:

Start typing your question - type a statement that players will have to agree or disagree with.

Tick the box to indicate whether the statement is correct:

True – statement is correct.

False – statement is incorrect.

To spice up the game, you can insert slide **ADD SLIDE** between or before the questions, where you can provide information or interesting facts, e.g. *Did you know that …?*
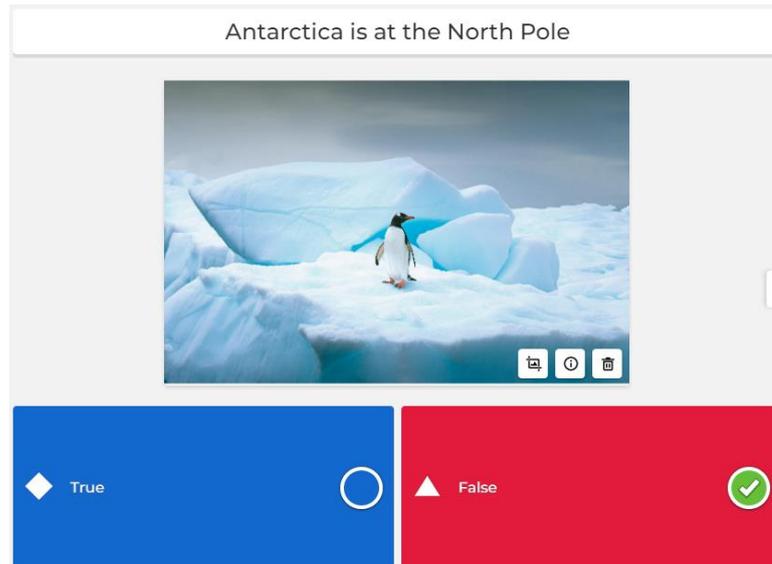

However, this feature is ONLY available in the paid version of **Kahoot Pro**.

Once you have completed all the questions in the quiz, click on the button on the top right **Save** . Give your game a title - *Title*, and a short description - *Description* (optional). Click **CONTINUE**:

The KAHOOT game you created has been saved. Now we can start playing 😊

How to start playing:
1. In *My kahoots* section select which of the games you want to play:

Practical training "Adult educators digital competences development"

My Kahoots   **Team space**

Digital tools

2 Questions   vaivakonc   0 plays

2. Click *Start*:

Digital tools

0 plays · 0 players

Start   Assign

3. Choose *Classic mode*.
4. The game PIN and QR code will appear on the screen. Both codes are unique and can only be used once per game. Example:

Game PIN:
806 9806

5. Players must enter the PIN code displayed on the screen at www.kahoot.it, or scan the QR code with a phone camera or QR scanner.

6. Once all players have logged in, the game host clicks **Start**.
7. Players see the answer choices and choose one. At the end of the set question time, the correct option is shown and how many people chose which option.

8. The game host clicks on **Next**, here you will see a scoreboard where all players are ranked from highest to lowest in order of points scored. The host clicks again on **Next** then on to the next question.

9. After the last question is answered, the top three with the most points are shown and ranked on a podium.

To see how your game will look to the players, the game host can select the *Practice* function and play the game he or she has created with the computer.

Digital tools

1 play · 1 player

Start   Assign   Practice
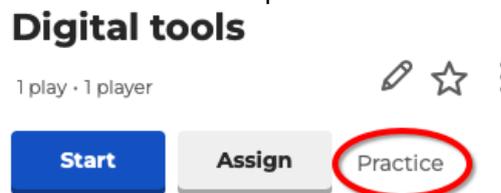
If you notice any shortcomings or areas that need to be corrected, you can edit the game and the questions using the *Edit kahoot* function:

Digital tools

Edit kahoot

3 plays · 4 players

Start   Assign   Practice

43
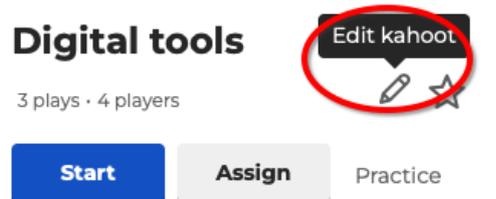
Mentimeter – is a tool for creating real-time polls and votes.

The "Mentimeter" slides are created on a dedicated website and do not require any additional installation. The tool is suitable for polling, lesson reflection. Students answer questions on their smart devices.

To create a Mentimeter survey, visit www.mentimeter.com

If you don't have an account yet, create one by clicking on the *Sign up* button on the top right and log in with your Google account.
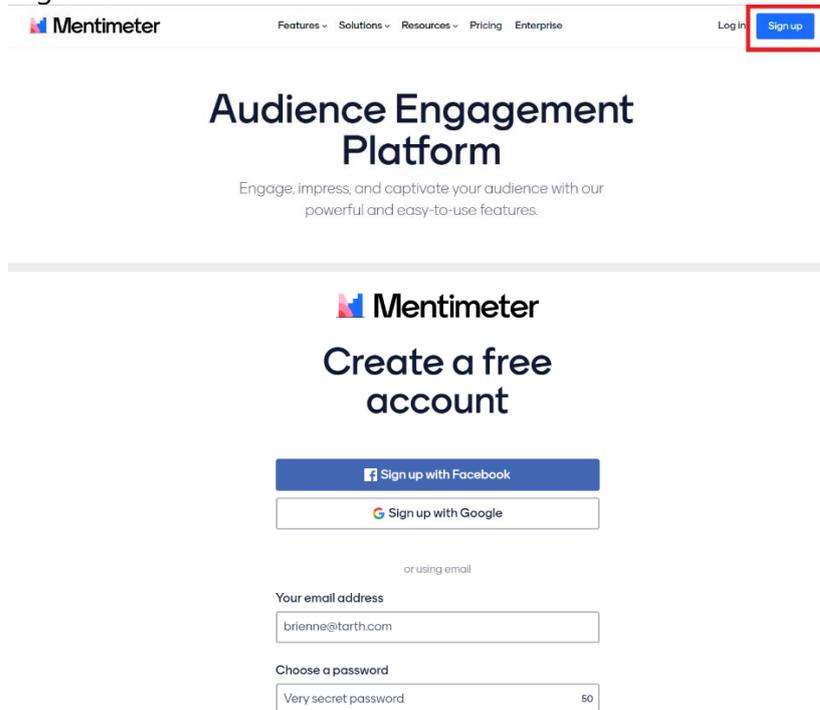
To create a new Mentimeter, click on the *New presentation*.
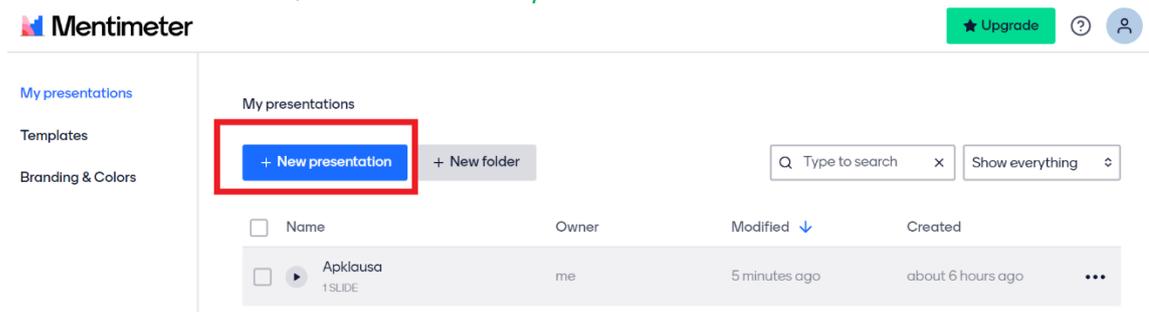
Enter the name of the survey and click *Create presentation*.

44

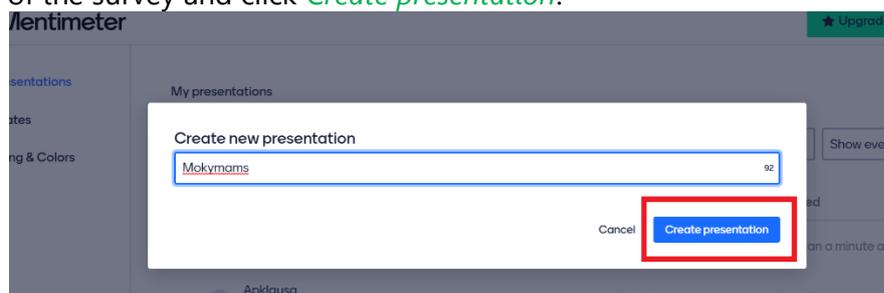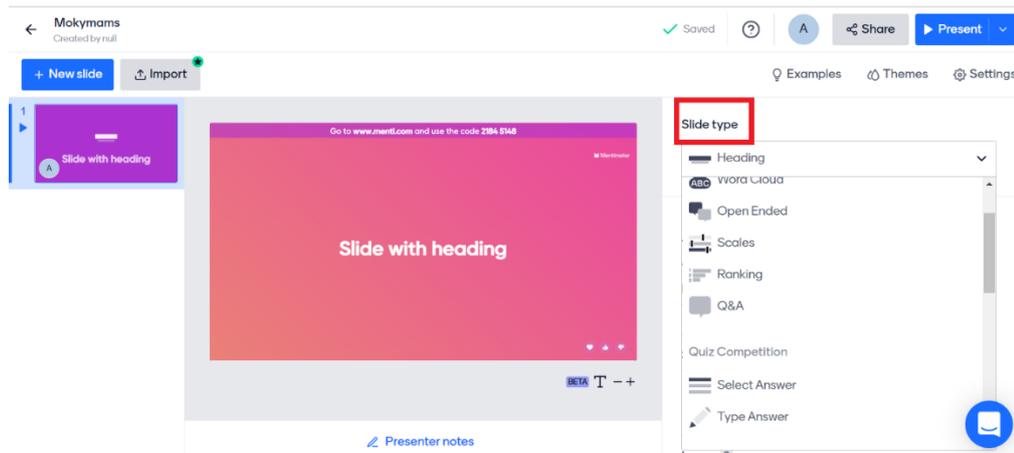When the new window opens, you can choose the type of survey (mind map, poll, ranking, question-and-answer), and you can also choose *Quiz*, which can be of two types: multiple-choice or open-ended, where you enter your own answer.

IMPORTANT! You can create a maximum of 2 question slides and a maximum of 5 quiz slides per Mentimeter presentation.
However, nothing prevents you from creating more presentations 😊

Create your first multiple choice survey.

Under *Slide type*, select the slide type *Multiple choice*. Then, under *Your question*, type your question and enter your choices in the boxes below it. If you want to provide more answer options, click on the *Add another option* button. You can also illustrate your answer option by adding a picture - just click on the button next to the answer and select the picture you want.
To add other questions, click on *New slide* (top left).

Show the presentation you have created.
To showcase your presentation during a meeting, a lesson, press the *Present button* (top right).
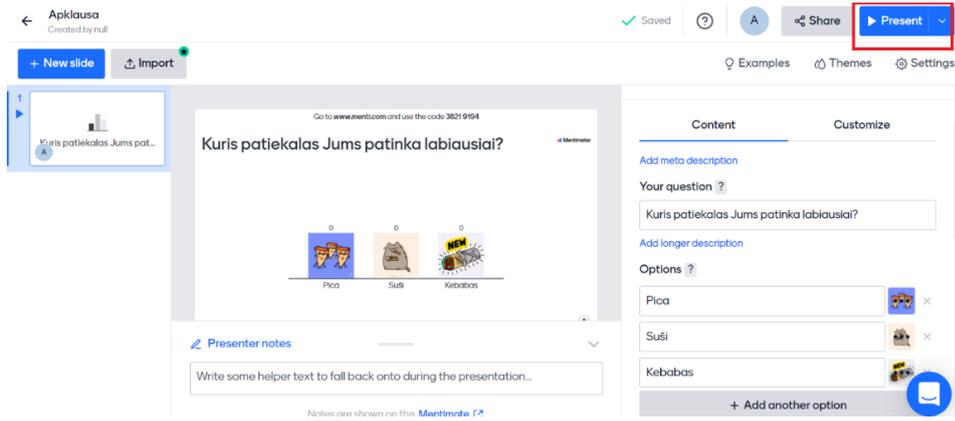
Participants should bring their mobile phones, enter the address www.menti.com and enter the code when the app opens (it is visible at the top of the presentation, in the middle). After doing so, participants will be able to answer the survey you have prepared on their phone, and the changing results will be displayed live on the screen.

If more than one question has been created and you want to move on to the next one, use the arrows on the keyboard or the demonstration sub-menu that appears when you move the arrow to the bottom left-hand corner.

To end the demonstration, press the cross in the menu table ("Exit" button).

See the results of the survey.

Select a presentation that has already taken place and click on the three dots on the right-hand side. An additional menu will appear where you will need to select *Export results*.

46
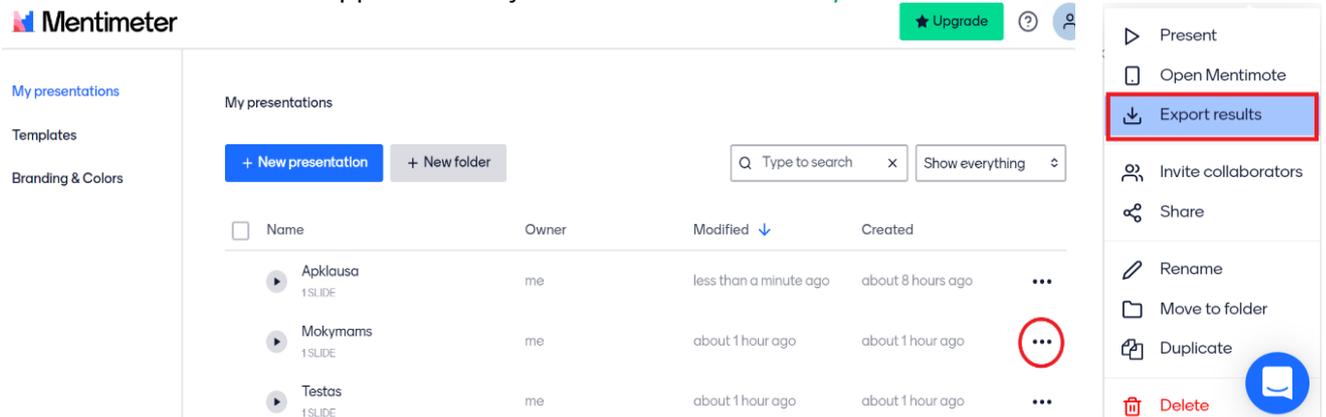
Clicking on the "Export results" button will open a new window, where you can choose whether to download all the results in PDF format or to download each result as a separate image.

You can share the survey you have created with your participants by clicking the *Share* button (top right). It is especially convenient to share the link during a remote meeting - just copy the link, paste it into the chat box and all participants can easily join the survey.

DeepL translator – is a translation tool for fast, accurate and high-quality translation from 26 languages and a reliable alternative to Google Translate.

DeepL uses more advanced technology than Google, so DeepL's translations are very natural, like what a human translator might do.

In terms of the languages it supports, DeepL is slightly more accurate than Google Translate, but DeepL Translate has a limited choice of languages.

Using the "DeepL" translator:
1. Go to www.deepl.com
2. In the window on the left, type or paste the text you want to translate. The translated text will appear on the right side of the window.
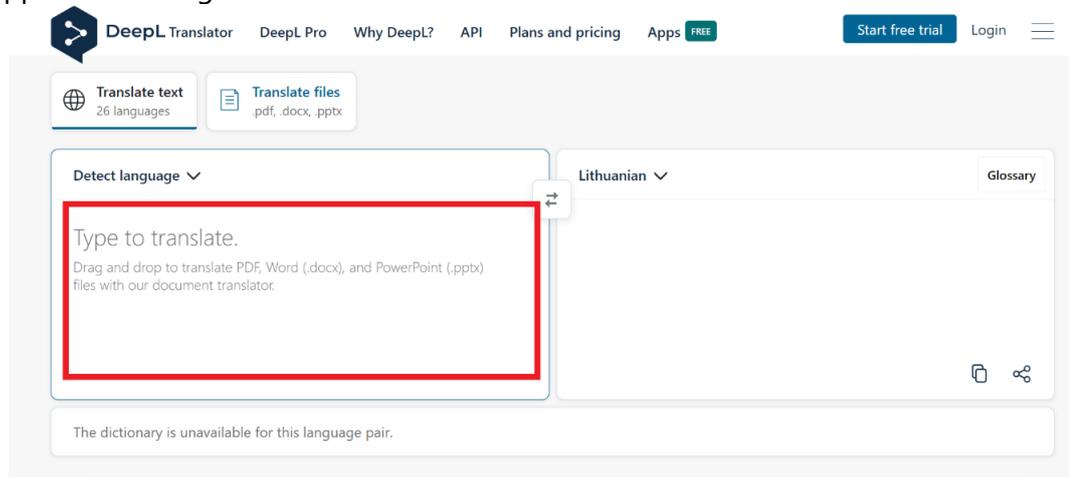
The DeepL translator can translate PDF, Word and PowerPoint documents from your computer into the language of your choice. How do I do it?

Click on the *Translate files* box. To select a document to translate from your computer, click on *Select files from your computer* and select the file you want to translate.
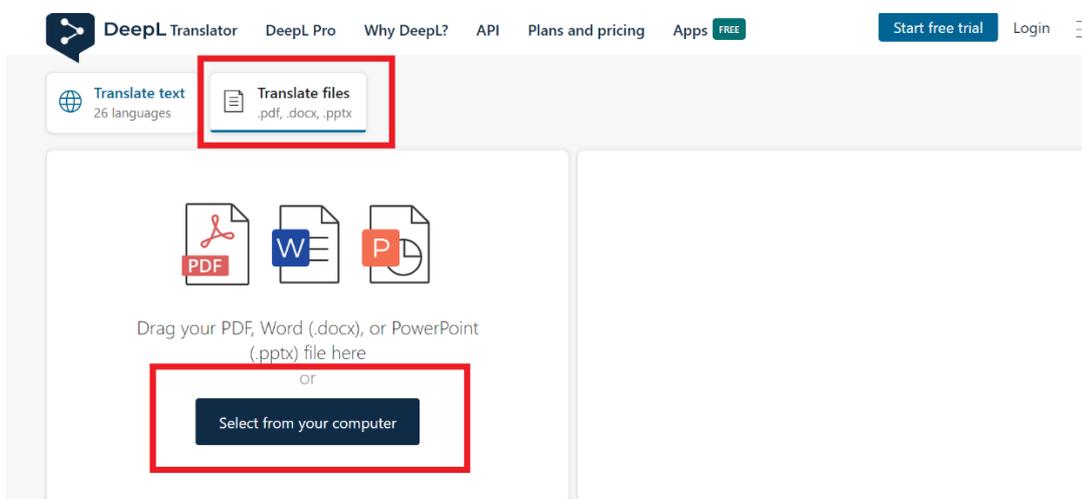
Once you've selected the document you want, choose the language you want to translate it into. Click on the *Translate* button on the bottom right and the document will be translated.
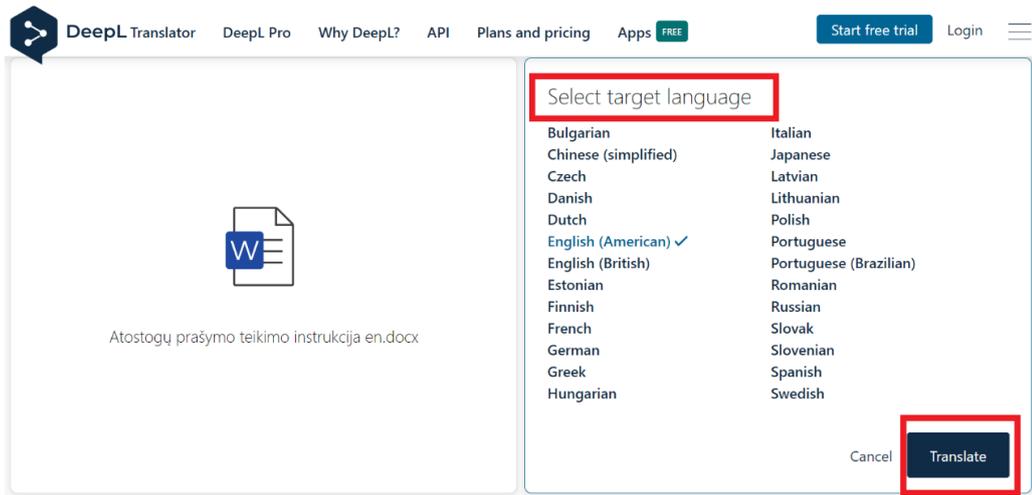
The translated document will be automatically downloaded to your computer.

The free version of DeepL includes:
- Limited text translation.
- 3 file translations per month (not editable).
- Upload file must be up to 5 MB in size.

You can download the DeepL translator to your computer:
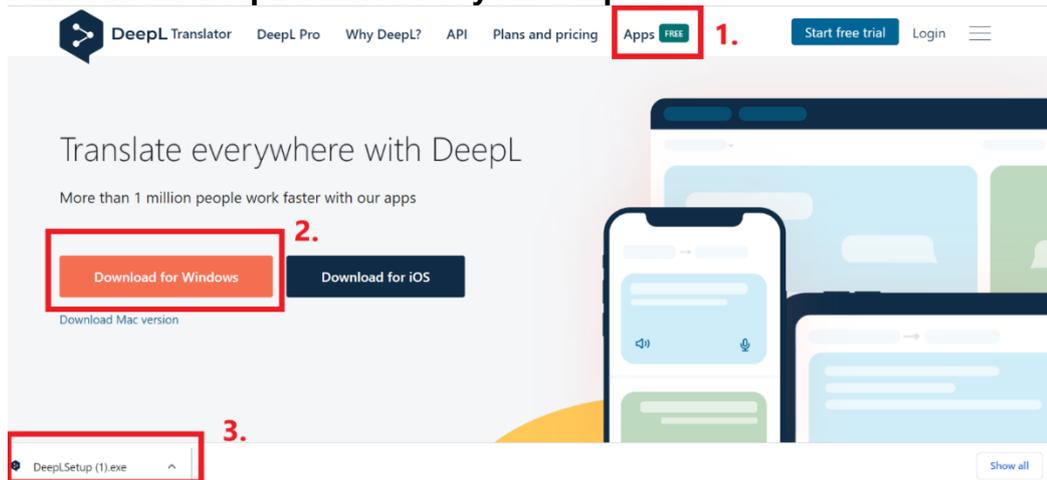
1. *Click on Apps Free button at the top.*
2. *Download the app for your computer with one click.*
3. *Once you have downloaded the app, open the file by double-clicking on it in the downloads folder.*
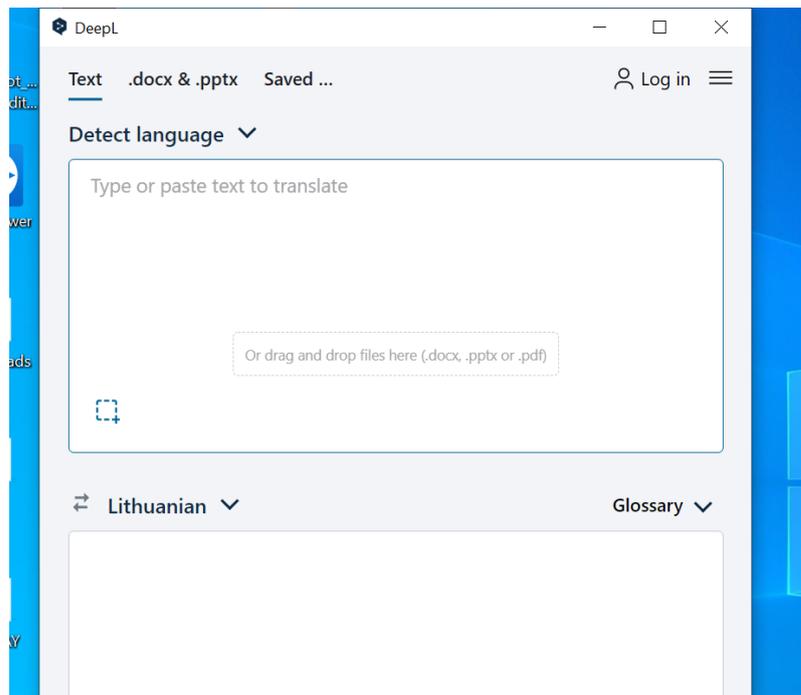
INTERESTING! Use Ctrl+C+C to translate everywhere!

Highlight the text you want to translate, press "Ctrl+C+C" and the translation application will open automatically with the translated text 😊

GENIUS SCAN

GENIUS SCAN is an app that turns your phone into a powerful portable scanner that automatically recognises text and converts it into a high-quality .pdf document.

No more piles of paper or filling your wallet with receipts and business cards. Easily capture and scan documents, photos, forms, receipts, notes, business cards, training boards and convert them to .pdf format with Genius Scan. With different capture modes and automatic document border detection, you'll get the best scans every time.

How to start:

1. Download the **Genius Scan** app from **Google Play** or **App Store**.

2. Click on   .
3. Point your phone's camera at the text you want to scan. When you see the desired result on the screen, wait a moment and the app will capture it for you. Or press the capture button

    .
4. Once you have captured all the pages you want, press *Done*, to cancel, press *Cancel*.

5. To edit the scanned sheets, click on   .
6. In the window that opens, you can:
    - In the **EDIT** tab:
        i.   *Recrop* – to crop a page of a document.
        ii. *Left* – to rotate the page to the left.
        iii. *Right* – to rotate the page to the right.
        iv. *Move* – to move the scanned page to a new document.
        v.   *Delete* – to delete a page.

    - In the **FILTERS** tab:
        i.   *Black and white* – to give the page a black and white effect.
        ii. *Color* – if the original document was in colour, to enable colour on the scanned page.
        iii. *Photo* – to give the page a photo effect.
        iv. *None* – no filters.

Funded by the
Erasmus+ Programme
of the European Union

SAFE
project
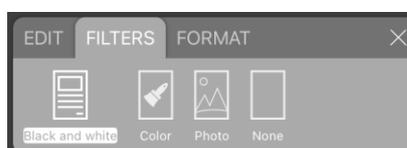
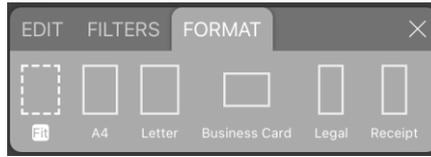- In the **FORMAT** tab you can choose the page format - *A4*, *Letter*, *Business Card*, *Receipt*, etc.

7. You can change the order of the pages by clicking on [icon]. In the window that opens, select the page you want to move, hold it down and drag it to the desired location.

8. To delete an unnecessary page, [icon] In the window, tick the yellow check mark to delete the page and click on the trash sign [icon]. You can also move or copy a selected page to a new or existing document.

9. Change the name of the document by clicking the pencil icon at the top [icon].

Now you can save the document to your phone, or share it.

Click on [icon], and in the window that opens:
- ✓ *Resolution* – you can change the resolution of the document.
- ✓ *Password* – set a password for the document.
- ✓ *Export to*:
  - o *Files* – select the location on your phone where you want to save the document.
  - o *Email* – send the document by email.
  - o Other features - sharing via *Dropbox*, Google Drive, OneDrive, OneNote, *Mobile Signature*, etc. - are only enabled in the paid version of **Genius Scan+**.

ZENLY – is a social mapping app that allows users to share their location with friends and family. **ZENLY** is a live map of your friends and family.

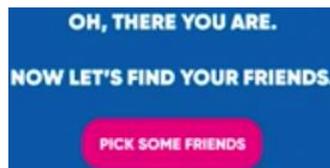Download the **ZENLY** app from **Google Play** or **App Store**.

Sign up:
1. Enter your name, then enter your date of birth in the next step.
2. Enter your phone number for the app to identify you. You will receive an SMS with a confirmation code.

Allow the app to use your location:
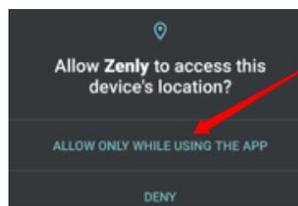
Add friends:

You can add friends from your address book (the app will show you which of your contacts are also using Zenly), by the username under which they're registered on Zenly, by phone number, or from other apps such as Messenger, Snapchat and more.

By selecting a friend from the list, you can see their current location, the outside temperature at that location, the battery life of their phone and, if they are driving or walking, the speed of their movement. You can also write a message or send an emoji to your friend.
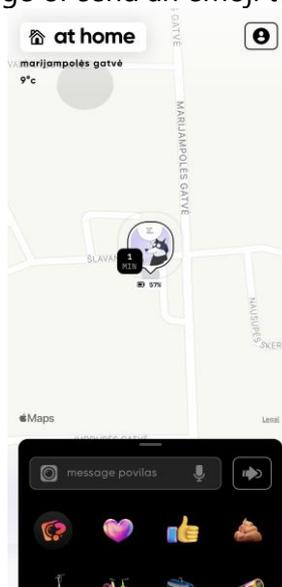
BITLY – is a free URL shortener. BITLY helps you create and share brand links with custom domains.
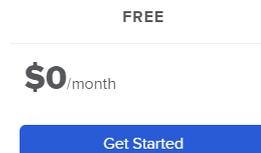
Using the BITLY link shortener:

1. Go to https://bitly.com/
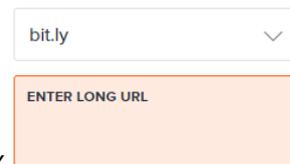2. Click on *Sign up Free*:

   Log in   Sign up Free   Get a Quote

3. Select your FREE plan and click on *Get Started*:

   FREE

   $0/month

   Get Started

   G Sign up with Google

4. In the window that opens, select

   CREATE   ⌄

5. In the main BITLY window, click on

   bit.ly   ⌄

   ENTER LONG URL

6. On the top right hand side in the ENTER LONG URL box   paste the long link.

For example, we will shorten this long Google Maps link:

https://www.google.com/maps/place/Gediminas+Castle+Tower/@54.6866549,25.2884191,17z/data=!4m12!1m6!3m5!1s0x46dd9419df4df72d:0x84cdab3f82f7f6fb!2sGediminas+Castle+Tower!8m2!3d54.6866518!4d25.2906078!3m4!1s0x46dd9419df4df72d:0x84cdab3f82f7f6fb!8m2!3d54.6866518!4d25.2906078

   ENTER LONG URL
   https://www.google.com/maps/
   place/Gediminas+Castle+Tower
   /@54.6866549,25.2884191,17z/
   data=!4m12!1m6!3m5!1s0x46dd
   9419df4df72d:0x84cdab3f82f7f
   6fb!2sGediminas+Castle+Tower
   !8m2!3d54.6866518!4d25.290
   6078!3m4!1s0x46dd9419df4df7
   2d:0x84cdab3f82f7f6fb!8m2!3
   d54.6866518!4d25.2906078|

7. Click on

   CREATE

   Edit link   Hide link

   TITLE
   Add a title.

   CUSTOMIZE BACK-HALF
   bit.ly/3OwDZWR

8. Result: short link https://bit.ly/3OwDZWR

CONTACTS

Marijampolės Meilės Lukšienės švietimo centras
Lithuania
https://mmlsc.lt/

S.A.F.E.Projects
The Netherlands
https://safeprojects.eu/en/home-2/

This document has been funded with support from the European Commission under the Erasmus+ Programme. This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.