

## Library of currently available online tools used in international competitions and competitions

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## 1. General purpose of the research

The report is based on research conducted by members of the NICE Project team (Network for Inter-Institutional Cooperation in Entrepreneurial Education), finances within Strategic Partnerships within Erasmus+ Programme among project partners and lecturers from partner universities:

- Technical University of Ostrava - Vysoka Skola Banska – the project coordinator
- Óbuda University, Budapest, Hungary
- Technical University of Košice, Košice, Slovakia
- University of Bielsko-Biala, Bielsko-Biala, Poland

as well as using the information available on the websites and regulations of other competitions and trainings. The research was enriched by:

- 1) interviews with teachers who are currently using online educational tools in daily education at secondary schools in Bielsko-Biala, Ostrava, Kosice and Budapest during lectures, including entrepreneurship;
- 2) the results from questionnaires that were conducted at the beginning of the project, where we asked we students and teachers about the elements of entrepreneurship in education, the form of teaching, or online tools used in the classroom (see appendix 1).
- 3) the results from questionnaires that were conducted at the end of pilot training lectures and tested at secondary schools in November and December 2021.

The main aim of the study is to identify and summarize the available online tools, such as applications, interactive websites or programs, the use of which will allow for an international competition among high school students from four countries (Czech Republic, Slovakia, Poland, Hungary) on entrepreneurship. Nowadays results in member countries of the European Union show that online tools are useful not only in further education but are even used from the beginning in kindergartens.

The competition is one of the project activities in the NICE project and the result of intellectual output is planned to enrich the project with professional, useful tools, which can be introduced to local secondary schools after the project finishes. Moreover, secondary schools' experience in the project may lead to convincing them to use it in their regular education competition based on new technologies, smart and interesting forms of transferring the knowledge as well as raising high school students' competencies in the area of information and communication technologies, which are currently one of the priority-based in new strategies of development for European Union.

One of the main objectives of the project is to create a real output that will increase the motivation and interest of secondary schools and students to gain knowledge and skills needed for the development of a business activity using online tools – both in research, analysis as well as a creative stage through communication and presentation their results during the competition. Intended competition within the project will include elements of creative thinking, the necessity of communication, information sharing, and coming to conclusions based on the compromise of a group of students.

Nowadays, IT technologies are developing rapidly, and some entrepreneurial activities are purely based on IT use. The created handbook will be a portfolio of online tools, that can be used during the realization and fulfilling not only the tasks within the national and international competition but also in their regular education, helping them to understand essential problems and make the duration easier and more friendly.

## 2. Information and Communication Technologies in the past and today

Information and communication technologies in education are an important element of the European Commission's strategy. It is intended to improve the efficiency of European education systems in all member states as well as the competitiveness of the European economy. In 2000, the European Commission adopted the e-learning initiative, which was the action plan that contained the main elements of development for incoming years. At that time, e-learning was defined as "the use of new multimedia technologies and the Internet to improve the quality of teaching by improving access to resources and services".<sup>1</sup>

The i2010 strategy emphasized the need to promote education and training in the use of ICT. Since 2007, the use of these technologies in education has also become one of the four overarching themes of the lifelong learning program (2007) and an overall priority in one of the four vertical programs (Erasmus, Comenius, Leonardo da Vinci and Grundtvig)). In this context of infrastructure, the main aim was focused on providing schools with Internet access and making the Internet and multimedia resources available to all students of the schools. Moreover, one of the priorities was turned into teacher qualifications as they were recognized as an essential factor in developing those, ICT skills. All European countries have adopted national strategies to increase the application of ICT in a variety of fields, including educational strategies. These strategies aim to develop students' ICT skills (especially ICT proficiency) and

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<sup>1</sup> Kluczowe dane o kształceniu i innowacjach z zastosowaniem technologii informacyjno- komunikacyjnych w szkołach w Europie. Wydanie 2011, Agencja Wykonawcza ds. Edukacji, Kultury i Sektora Audiowizualnego (EACEA, Bruksela 2011, s.9.

educate teachers in this field. Another feature is the concern for the latest technology and infrastructure in schools.<sup>2</sup>

In the face of the increasing digitization of the global economy as well as the currently epidemic situation, the development of Information and Communication Technologies (ICT) is of key importance for competitiveness in Europe. Over € 20 billion were available for ICT investments during the 2014-2020 funding period under the European Regional Development Fund (ERDF). It is predicted that the amount of money in the next financial framework will be higher.

These investments are essential to achieving the Commission's goal. Due to the dynamics of the labor market, the ongoing globalization changes, inspiration to effectively seek and find the best solution is the basis of today's institutional learning, because the chances that after completing formal education our graduates will work all their lives without the need for additional education are negligible. We need to make them a lifelong learning habit.<sup>3</sup>

The education of the XXI century should be nowadays defined as "using the possibilities of new media and any other technologies, tools, which the effects are focused on those skills and competencies useful on the labor market. Education is more and more based on Web 2.0 applications; it can also be referred to as education 2.0. Education in the XXI century (...) should offer students learning, e.g., in the appropriate form, tailoring the curriculum to their individual needs and preferences, and above all effective learning (interesting, purposeful, informed, motivating). Hence, in its context, the theory of connectivism is often referred to, expressing community education, i.e., gaining and transferring knowledge through connect network".<sup>4</sup>

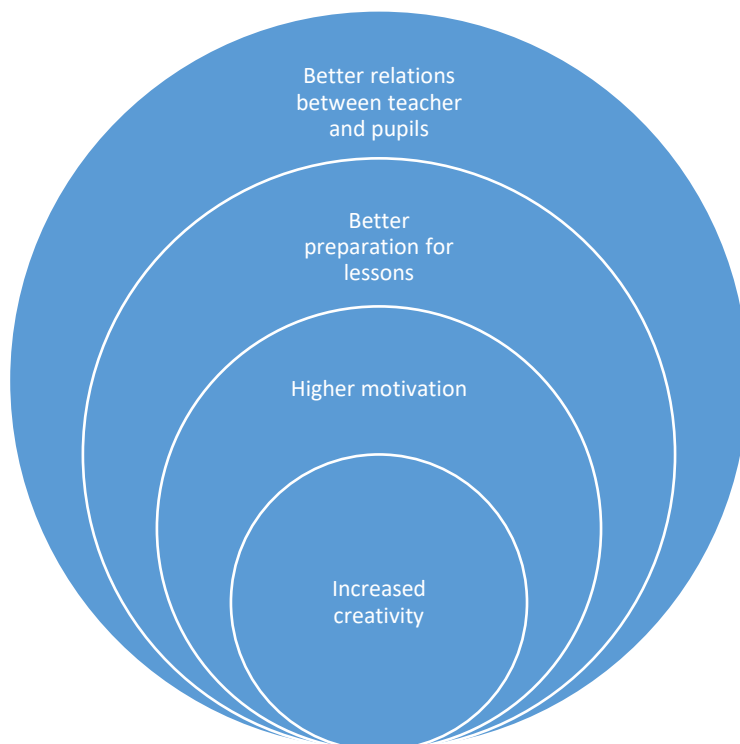
In the theory of connectivism, the teacher is understood as a moderator, and advisor, but nevertheless, his role is very important. The effect of well-planned education 2.0 is not only knowledge, but most of all skills, and abilities, especially sought after in the modern labor market. They write they are in the so-called culture of participation (user-generated content), i.e., the culture of creation and posting your work on the web, sharing it with others. It expresses a new form of human activity – an activity that can be described as mediated because its main tool is the Internet. To the basic ones mentioned Skills include creativity in using technology in your profession as well broadly understood activity and creativity. Their common denominator - for everyone's profession - is the ability to communicate and manage information online. Hence, it is possible that education in the 21st century will more and more often be referred to as network education, mobile, interactive, digital, etc.

<sup>2</sup> Ibidem, s.10-13.

<sup>3</sup> Technologie informacyjno-komunikacyjne, dostępny w systemie World Wide Web: [https://ec.europa.eu/regional\\_policy/pl/policy/themes/ict/](https://ec.europa.eu/regional_policy/pl/policy/themes/ict/), aktualizacja z dnia 1 czerwca 2022.

<sup>4</sup> Laskowska, J. (2007). Rozwój aktywności twórczej dzieci w sferze języka. Kraków: Oficyna Wydawnicza „Impuls”, p. 145.

## Chart number 1. Online education and its advantages



Source: Jaworska, B. (2017). Wykorzystanie technologii informacyjno–komunikacyjnych w edukacji biologicznej. Warszawa: ORE, p. 24.

In the past time Internet was used only for searching for information, nowadays it is used not only as a library full of knowledge, books, and articles – but it started to maintain the role of an educational tool – as it offers modern educational and communication platforms officially used and accepted by schools. Moreover, it may help to develop those competencies – from various areas – which are used in their future professional life.

The relationship between the dynamic development of ICT and the transformations of human cognitive functioning is explained by theory of technological determinism. It was formulated by Harold In-nisa and his students: Eric Havelock and Marshall McLuhan<sup>5</sup>. The research confirmed that technology has become one of the most important factors that determine the way of perceiving and interpreting reality by a man who exists in the technologized world. Simply put, the theory of technological determinism visualized a strong relationship between the technological and the mental world. In connection with the relation to the theory of Karl Marx, is therefore currently being carried out theoretically the division of society into the digital proletariat and digitariat, and therefore into a group about the archaic-analog mentality (whose cognitive style does not match our techno-everyday life) and about the technological and informational mentality (whose cognitive style allows us to keep up with our techoreality).

<sup>5</sup> Kucharska, J., Stanisław, K. (2009). Migrujące audytoria i mobilne teksty kultury. Diaspory w globalnej wiosce. w: A. Maj, M. Derda-Nowakowska (z udziałem: D. de Kerckhove'a) (red.), Kody McLuhana. Topografia nowych mediów. Katowice: Wydawnictwo Naukowe ExMachina, p. 116.

Information and Communication Technologies is a tool with extraordinary potential when it comes to pupils' possibility of development<sup>6</sup>.

Information and Communication Technologies – arguments for using them and advantages in the educational process:

- 1) provide pupils with information in an amount so far difficult to imagine, which is an important context for stimulating their cognitive development child, moreover, they give the possibility to construct knowledge based on content not available in post- medials, and therefore create a completely new context for stimulation cognitive science;
- 2) support the development of various competencies, they stimulate pupils, especially in the context of developing learning skills;
- 3) prompt pupils to conversation, asking questions, discussions, and stories, what stimulates the development of speech and linguistic competencies;
- 4) allow become real creators of their learning process - they can design (or redesign) to customize, and personalize educational problems and issues;
- 5) stimulate the communication process.<sup>7</sup>

The role of ICT started to increase due to technological progress, as well as the worldwide situation caused by pandemic SARS-Covid 19 epidemic. In previous years communication was strongly emphasized it is a depleted and limited form, and it can be, regardless of the context only a modest substitute for face-to-face communication. Subsequent research denied such a simplified vision. Livingstone and Haddon propose to distinguish three roles in the online registration:

- content recipient,
- participant (online communication with other people),
- an actor (creating a specific online activity).

Regardless of the human role, the benefits of use ICT can emerge in four areas:

- education,
- participation and civic involvement,
- creativity and self-expression,

identity and social relationships.<sup>8</sup>

<sup>6</sup> Klichowski, M., Pyżalski, J., Kuszak, K., Klichowska, A. (2017). Jak technologie informacyjno-komunikacyjne mogą wspierać rozwój dziecka w wieku przedszkolnym? – studium teoretyczne. Łódź: Wydawnictwo Eter, pp. 116-117.

<sup>7</sup> Selwyn, N., Bullon, K. (2000). Primary school children's use of ICT. British Journal of Educational Technology, 31(4).

<sup>8</sup> Bargh J.A., McKenna K.Y.A. (2009). Internet a życie społeczne. w: W.J. Paluchowski (red.). Internet a psychologia. Możliwości i zagrożenia. Warszawa: PWN

Information and communication technologies make education faster, because of the easy and instant access to the necessary information. Additionally, the multimedia nature of electronic resources increases the attractiveness of the topics that students and pupils should discuss and also helps to assimilate the content. Therefore, saying about the primary purpose of using ICT, we mean increasing the efficiency of the process teaching-learning, as "illustrations", visualization in order help to better understand what is being developed issues - and ICT is ideally suited for this purpose.<sup>9</sup>

Contemporary school education should reach various types of measures and methods, including tools related to information and communication (ICT) due to a change of perception by young people and due to changing labor market requirements. A teenager leaving school should be equipped with the knowledge and skills that allow him to move freely in the new society. This task is a huge challenge for all member countries of the European Union, especially in the perspective of maintaining the school education level of knowledge. International competitions, using information tools, might be the possibility of sharing their experiences and trying to work out methods adapted to the modern world. Communication and information technologies offer great opportunities to arouse students' interest and to guide their motivation and focus their attention.

Good practice in the use of ICT should meet the following criteria:

- 1) its use is justified and leads to an increase in the effectiveness of teaching; supports or enriches traditional educational content and forms of communication;
- 2) enables and facilitates the learning process and personal development of the student;
- 3) enriches students' knowledge and motivation;
- 4) creates an opportunity to transform students / teachers into a learning community - capable of acquiring new knowledge;
- 5) supports the teacher's efforts and facilitates his work;
- 6) inspires to search for new methodological solutions and quality improvement teaching;
- 7) It can be used and developed by other teachers.<sup>10</sup>

<sup>9</sup> Jaworska B, (2017). Wykorzystanie technologii informacyjno-komunikacyjnych w edukacji biologicznej. Warszawa: ORE, p. 19-25.

<sup>10</sup> Klichowski, M., Pyżalski, J., Kuszak, K., Klichowska, A. (2017), op. cit., p. 117-119.



### 3. ICT not only for education – competitions

Information and Communication Technologies not only help teachers in schools but also represent endless possibilities for making extracurricular activities more attractive, self-study at home, and personal and professional development.

It is also a tool that is now also used to carry out various forms of competitions – from photography to IT.

International competitions take various forms, as they concern various fields, they are of different lengths and numbers of participants.

The proposal for the International school competitions under the Nice project was introduced by colleagues from the Technical University of Ostrava and it was accepted after a discussion followed by all project partner universities. The discussion developed additional ideas. The proposal includes:

- Elevator Pitch in Twitter parameters:
  - 140 characters during a 30-second-elevator ride (no more than three tweets).
- Elevator Pitch:
  - a short presentation of a business idea, project, service, or product that we offer.
  - used to make the first contact
  - the goal is to address a potential client, sponsor, or investor.
  - 120 seconds/ 30-60 seconds/30 seconds
  - oral presentation/ PPT presentation (or other SW)/video
  - 4.7 characters - 140 character equals roughly 25 words - the speech speed 120-200 words per minute = comprehensible 75 words in 30 - second elevator pitch.
  - 120 seconds = 300 words

The structure of the elevator pitch:

1. Introduce yourself - a brief introduction of the presenter/ presented company
2. Present the problem - in the spirit of "every solution starts with a problem", the problem should be presented, in short, but in clear parameters.
3. Present your solution - explanation of the outlined problem's solution using the company's product/service

4. Share your value proposition or Unique selling proposition - highlighting the uniqueness of the proposed proposal
5. Hook and a call to action - using a strong/resonant idea to conclude the presentation and create a creative call for further discussion
  - Clearly identifiable parts = Easy evaluation by the jury.

Additional information:

1. The competition is open to max. 6 teams.
2. The team consists of 5 competitors.
3. The topic is the same for all teams. The chairman of the jury will announce the topic at the beginning of the competition day.
4. To prepare Elevator Pitch, teams have 3 hours.
5. The team has 7 minutes to present the created video. The same time is set aside for each team.
6. The jury shall be composed of 5 members. The professional orientation of the members of the jury is at the discretion of the organizer.
7. Each member of the jury has an answer sheet and its task is to award each team either 1 point or 5 points or 10 points for each marked part.
8. Shootout - In case of equality of points in the first three places, these teams can present a half-minute defense of their position. Each judge will then award each team in the shooting one of the following values: 2 points or 7 points or 13 points. The shot is won by the team with the higher total number of points. If the same number of points occurs again, the shooting process will be repeated once more.

Tools that can be used during international competitions on entrepreneurship for high school students were examined and discussed during the **Learning Teaching Training** that was conducted between the 12th and 14th of April 2022 at the University of Bielsko-Biala, Poland. The training was organized for schoolteachers and academics from the countries of the partner institutions, i.e., Poland, Czech Republic, Slovakia, and Hungary, with the purpose to create a platform for best practices exchange. The aim of the training was likewise to test ICT among the schoolteachers to select the most suitable online tools for the competition.

The first day of the training was devoted to a presentation of the project NICE and an introductory discussion on online tools. During the second day, the following online tools were presented: **Miro** – Online Whiteboard Tool, **Google Jamboard** – Online Whiteboard Tool,

**Mentimeter** – Interactive Presentation Software, **Slido** – Audience Interaction Platform, and **Quizizz** – Learning tools. The presentations were held by academic staff from the Technical University of Ostrava (Vysoka Skola Banska), Czech Republic, i.e., the project coordinator, i.e., Kateřina Kashi, Ph.D., and Ing. Marek Taptuch, head of the Computer Science Laboratory (see Pictures 1 and 3, respectively).



*Picture 1: The first day of the training. Kateřina Kashi, Ph.D. Photo: Agnieszka Będkowska-Kopczyk (henceforth: ABK)*



*Picture 2: The first day of the training. Photo: ABK*



Picture 3. The first day of the training. Ing. Marek Taptuch. Photo: ABK



Picture 4 and 5: Slido word results. Photo: ABK



Picture 6: The winners of Quizizz – an online quiz-based learning tool. Photo: Maria Kubica

The audience was able to use these online teaching tools in practice by creating their own accounts in the applications and actively taking part in conducting various tasks related to the teaching process. According to the feedback from the teachers, most of them were aware of the online tools that were presented during the first day of the training (i.e., **Miro**, **Google Jamboard**, **Mentimeter**, **Slido** and **Quizizz**); however, they declared that they had not used them in their daily teaching practice. Therefore, the teachers welcomed the exercises introduced by the trainers and tested these online tools passionately (see, e.g., Pictures 4 and 5). The training showed that Quizizz was one of the favorite tools; this tool uses a quiz-based learning approach and operates as a game show. All presented tools represent a powerful platform for learning, both in the classroom as well as for remote education.



Picture 7: The third day of the training. Barbara Loranc, Ph.D. Photo: ABK.

The above-described procedure of learning by doing (i.e., creating an account and taking part in tasks) was followed on the third day of the training. The training was conducted by the academic staff of the University of Bielsko-Biala.



*Picture 8: The third day of the training. Michał Lisecki, Ph.D. Photo: ABK.*

In the first part of the training, **Animoto (Digital Story Telling)** and **Digital Flashcards Overview (Anki vs Quizlet)** were introduced by Barbara Loranc-Paszyk, Ph.D. (Picture 7) and tested by the audience.

Then, selected aspects of Learning Management Systems (LMS) on the example of **Moodle** and **MS Teams** were discussed by Michał Lisecki, Ph.D. (Picture 8). Also, in this case, the participants had a chance to test the tools.

It is concluded that Animoto and Anki were new tools for most of the teachers. Moodle seems to be better recognized by schoolteachers; however, it is not used by them in daily practice (it is however well known to academic teachers). Both schoolteachers and academics are quite well acquainted with MS Teams, and they willingly commented on the pros and cons of this tool at the end of the session.

After a concluding discussion, which also included an evaluation of the training, each participant obtained a certificate, see Picture 9.



Picture 9: A participant from Hungary and her certificate. Photo: ABK

The added value of the training was good practices exchange between school and academic teachers, in particular with respect to the online teaching mode during the pandemic and post-pandemic times. One of the conclusions was that a “forced” change from a traditional to a distance learning mode got both schoolteachers and academic teachers acquainted with the idea of ICT but, still, more training is required. The **Learning Teaching Training** held at the University of Bielsko-Biala within the NICE project filled this gap.



Picture 10: Participants of the training.

## 4. Brief description of selected online tools

### Applications for checking and consolidating knowledge (quizzes and game shows)

After the lesson, it is worth consolidating and checking the knowledge, which is why tools for creating quizzes, tests and games were created. Tests can also be an idea for students to prepare themselves for the lesson<sup>11</sup>:

- **Quizizz** - a platform for creating quizzes, which also allows you to use tests developed by other users. Quizzes are shared via a link; they can be solved by many people at the same time on any device with Internet access.
- **Kahoot** - a simple and intuitive panel for creating tests within one of the categories: quizzes, polls, discussions. This tool has an additional option of preparing tests with the use of graphics or images, so you can use it to work with younger children who are still learning to read.
- **Quizlet** - a platform for creating quizzes and a variety of exercises. It enables the consolidation of vocabulary or concepts thanks to the possibility of developing flashcards with words and listening to them, as well as playing while learning. Using Quizlet Live, the teacher can even organize a game show for students in which multiple users can participate simultaneously and can be divided into groups.
- **LearningApps** - an application that allows you to create a variety of online tasks and games for students. In addition to simple quizzes, you can use it to prepare, for example: multiple-choice tasks, texts with gaps, wording pictures, puzzles, matching pairs, or crosswords.
- **Edmodo** - application in English. Virtual platform for uploading teaching materials in various forms, tool also used for communication, messages and group assignments, and tracking students' progress. It enables teachers to engage the class in a discussion on a variety of topics, from how they cope with quarantine to advanced scientific theories. Materials collected while working with a given group of listeners do not disappear, they stay in one place, in the Edmodo Library (Library).
- **LabXchange** - an educational platform in English supporting science teaching. The platform enables the creation of personalized instructions, group tasks and virtual laboratory experiences. The platform also offers access to a library of world-class educational materials.
- **Nearpod** - a tool in English for creating interesting lessons with interactive exercises that can be used to assess learning outcomes. The platform enables the creation of team-solved tasks, guiding their work through formative assessment, virtual reality, polls, teamwork boards, and game-based quizzes.

<sup>11</sup> <https://www.edweek.org/teaching-learning/opinion-10-favorite-online-teaching-tools-used-by-educators-this-year/2020/11>; <https://www.prodigygame.com/main-en/blog/virtual-learning-tools/>; access: July 4, 2022.



- **ThingLink** - an educational platform in English that allows you to create interactive images, virtual tours, movies and other multimedia resources in the cloud. It gives listeners the ability to work on projects and assignments using text, voice, photos and video.

### Applications for multimedia presentations

A multimedia presentation is a frequently used and popular form of communicating content during lessons or lectures. The following programs will help you prepare it:

- **Powerpoint** – a popular and intuitive program for creating presentations, an element of the Microsoft Office suite. It allows you to work on ready-made templates, add text, images, charts and animations.

- **Goggle presentations** – an easy-to-use online presentation editor that allows many people to work together on a presentation at the same time. The finished work can be stored in Google Drive.

- **Prezi** – a program for creating online presentations. This innovative tool allows you to create a specific mind map and present it in such a way that the relationships between the individual elements of the presentation are visible. In the free version, the presentations you create are available to the public.

- **Emaze** – another tool for developing multimedia presentations in a web browser, resembling Prezi. In addition to the basic functions, it also has options for adding movies and soundtracks. It is also possible to import presentations from PowerPoint.

### Applications for contact with students

In order to easily conduct a remote lesson, you need a tool that is intuitive and has all the necessary functions. Thanks to this, the teacher can focus on the content of the classes, not on their technical side. The tools presented below are comprehensive communicators enhanced with functions useful for conducting online lessons and webinars:

- **Skype** – a traditional tool for conducting video conferences with the possibility of recording calls. Skype's functions are much more extensive - it allows you to transfer files, and even share your own desktop with the background music turned on. During video calls, the chat is visible and you can exchange additional messages. Skype also allows you to set a status so that you can see which participants have the program turned on at the moment and which are unavailable.

- **Microsoft Teams** – a comprehensive tool with many functions for conducting online lessons, sharing content, and uploading materials (10 GB available in the free version). It enables conversations, videoconferences, private and group chats, desktop sharing, as well as splitting

participants into groups and working in teams. Here, too, there is an option to set the status, in addition to changing the color theme and blurring the background so as not to distract the audience. The tool is equipped with a search engine and the ability to call up users and groups.

- **Cisco Webex Teams** – an application for teamwork, videoconferencing, and screen sharing. It enables the exchange of text messages and the uploading of files and saving them along with correspondence, which makes it easier to find the necessary content. An interesting option is a possibility of using a whiteboard and graphical representation of the discussed content.

- **Social media** – might be one of the most effective educational tools used not only to communicate but mainly for learning activities. Benefits of education via social media: possible to use everywhere and anytime; easy access for more pupils; creates the possibility of expressing your opinion and sharing with a wider group of participants; shapes social skills.

### Document, photo, and video sharing applications

If there is a need to share more files or content that "weighs a lot" and therefore takes up a lot of disk space, one of the above communicators is not enough to transfer them, you need to use ICT tools for content sharing:

- **Dropbox** – a collaborative tool used to gather content in one place. It facilitates the archiving of data from the computer, their synchronization and sharing - for example with students. In the free version, the user has 2 GB of space to use.

- **Padlet** – a simple tool for creating and working on content together. It is a kind of board on which you can organize and share selected content - in the free version, you can create 3 boards. The use of this tool is, for example, providing a group of materials needed for summary or revision before the test. The padlet also allows you to find and be inspired by the content of boards created by other users.

- **Google drive** – a cloud to which you can upload selected documents, photos, videos and other files, even in large amounts or those with a significant "volume". It can also be used to store content without saving it to your computer's hard drive. Each user has 15 GB of Google disk space at their disposal. An additional, also free, Google Docs office suite allows you to

create and edit text documents, spreadsheets, and presentations. The whole group can work on one document at the same time.

### Graphics applications

To make the lesson more attractive and increase the learning efficiency, you can use a visual message, thanks to photos and graphics. ICT tools will help to prepare them:

- **Pixlr Editor** – a program that allows you to edit photos and graphics online, without the need to install software on a computer or other device.
- **PiZap** – a simple photo editor with which you can make basic photo manipulation and create collages.
- **Canva** – a simple online graphics creation tool in a web browser. The website offers many templates and graphic elements that allow you to develop, for example, a cover design, poster or advertisement.

All ICT tools require you to get to know them in practice and practice them yourself, but this applies especially to graphic programs. The multitude of their functions and the practical nature of operation make it difficult to even list and describe the possibilities they bring.

### A bit more advanced, but at the same time very interesting to read, are interactive films that can be prepared using the tools we propose:

- **EDpuzzle** – by using this tool, you can make your own or found in the database more attractive by selecting its fragment, adding a soundtrack, notes, or open and multiple-choice questions. An interactive video can draw students' attention to important passages and help them better understand the content.
- **Ted Ed** – educational video platform that allows you to add tips, notes, questions, as well as additional materials and links. The tool also includes the option to track students' responses to questions.

An interesting form of discussing the lesson topic can be an infographic or a diagram, which you will create thanks to the following tools:

- **Google Drawings** – is another easy-to-use Google app. It is designed to create drawings and diagrams. Drawing in this application allows you to share your document with other participants and work on the drawing together.
- **Creately** – a friendly tool that allows you to create any diagram or infographic in the form of a mind map, mock-up, or side diagram. Like the tools above, Creately also allows more users to collaborate online.<sup>12</sup>

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<sup>12</sup> For more tools see: <https://elearningindustry.com/digital-education-tools-teachers-students> (access: July 5, 2022).

## 5. Library of available online tools that can be used in international competitions

The library of the available online tools used in international competitions and competitions has been divided according to the specific subject of the competition under the NICE project into several subcategories:

- Presentation tool
- Communication tool
- Competition tool

The above online tools can therefore be categorised as follows. Some tools cannot be directly classified in these subcategories, but can be used, for example, for editing images, saving and sharing data, etc. For each online tool, we also provide a link to the website where you can find more information about the tool.

### 5.1 presentation tool

On line tool	link to online tool
Animoto	<a href="https://animoto.com/">https://animoto.com/</a>
Anki	<a href="https://apps.ankiweb.net/">https://apps.ankiweb.net/</a>
Bplans	<a href="https://www.bplans.com/">https://www.bplans.com/</a>
Canva	<a href="https://www.canva.com/">https://www.canva.com/</a>
Creately	<a href="https://creately.com/">https://creately.com/</a>
Emaze	<a href="https://www.emaze.com/">https://www.emaze.com/</a>
Google drawings	<a href="https://chrome.google.com/webstore/detail/google-drawings/mkaakpdehdafacodkgkpgghoibnmamcme">https://chrome.google.com/webstore/detail/google-drawings/mkaakpdehdafacodkgkpgghoibnmamcme</a>
Google jamboard	<a href="https://jamboard.google.com/">https://jamboard.google.com/</a>
Google presentations	<a href="https://docs.google.com/presentation/create">https://docs.google.com/presentation/create</a>
Lucidchart	<a href="https://www.lucidchart.com/">https://www.lucidchart.com/</a>
Mentimeter	<a href="https://www.mentimeter.com/">https://www.mentimeter.com/</a>
Miro	<a href="https://miro.com/">https://miro.com/</a>
Padlet	<a href="https://padlet.com/">https://padlet.com/</a>
Pixlr Editor	<a href="https://pixlr.com/editor/">https://pixlr.com/editor/</a>
PiZap	<a href="https://www.pizap.com/">https://www.pizap.com/</a>
Powerpoint	<a href="https://www.microsoft.com/en-ww/microsoft-365/powerpoint">https://www.microsoft.com/en-ww/microsoft-365/powerpoint</a>

Prezi	<a href="https://prezi.com/">https://prezi.com/</a>
Slido	<a href="https://www.slido.com/">https://www.slido.com/</a>
Ted Ed	<a href="https://ed.ted.com/">https://ed.ted.com/</a>
Thing link	<a href="https://www.thinglink.com/">https://www.thinglink.com/</a>

## 5.2 communication tool

On line tool	link to online tool
Cisco webex teams	<a href="https://www.webex.com/">https://www.webex.com/</a>
Dropbox	<a href="https://www.dropbox.com/">https://www.dropbox.com/</a>
Edmodo	<a href="https://www.edmodo.com/">https://www.edmodo.com/</a>
Google drive	<a href="https://www.google.com/drive/">https://www.google.com/drive/</a>
Labxchange	<a href="https://www.labxchange.org/">https://www.labxchange.org/</a>
Moodle	<a href="https://moodle.org/">https://moodle.org/</a>
MS Teams	<a href="https://www.microsoft.com/cs-cz/microsoft-teams/log-in">https://www.microsoft.com/cs-cz/microsoft-teams/log-in</a>
Nearpod	<a href="https://nearpod.com/">https://nearpod.com/</a>
Skype	<a href="https://www.skype.com/en/">https://www.skype.com/en/</a>
Social Media	<a href="https://www.instagram.com/?hl=en">https://www.instagram.com/?hl=en</a>
	<a href="https://www.facebook.com/">https://www.facebook.com/</a>
	<a href="https://twitter.com/?lang=en">https://twitter.com/?lang=en</a>
Viber	<a href="https://www.viber.com/">https://www.viber.com/</a>
Whats up	<a href="https://www.whatsapp.com/">https://www.whatsapp.com/</a>

## 5.3 competition tool

On line tool	link to online tool
Edpuzzle	<a href="https://edpuzzle.com/">https://edpuzzle.com/</a>
Kahoot	<a href="https://kahoot.it/">https://kahoot.it/</a>
Learning apps	<a href="https://learningapps.org/">https://learningapps.org/</a>
Quizizz	<a href="https://quizizz.com/">https://quizizz.com/</a>
Quizlet	<a href="https://quizlet.com/">https://quizlet.com/</a>

## 6. Short description of selected online tools

### Animoto

#### What is online tool about

Animoto is an online video creation tool that allows users to create clips using their own photos, videos, and music. It is available at [www.animoto.com](http://www.animoto.com). Animoto provides a user-friendly interface, a variety of templates and customization options, and an extensive library of music and sound effects. With Animoto, users can create a wide range of videos, including slideshows. The tool is suitable for those who want to create engaging and effective videos without the need for specialized video editing software or skills. Animoto can be used in education in several ways, including student portfolios or virtual field trips. It can also be used as a tool for digital storytelling, project-based learning, and multimedia presentations.

Animoto allows students to showcase their creativity, communicate their ideas, and present information in an engaging and visually appealing way. Animoto offers a free version for education, but it is limited in terms of features and the number of videos that can be created. The features include pre-designed video templates, tools for adding text, music, photos, and videos to create a custom video, as well as access to a library of music, photos, and video clips that can be used in videos and ability to share videos on various platforms, including social media. It is a cloud-based service, which means that videos can be created from a browser on any computer and there is no need for downloads.

#### Use for:

Animoto can be used for a number of activities, such as:

- 1) Class projects: Teachers can assign students to create videos to present information on a wide range of topics, from science experiments to historical events. This can help students to develop their creative and presentation skills, as well as their knowledge of the subject.
- 2) Presentations of course content: Animoto can be used to create visually engaging presentations that bring subjects to life. Teachers can create videos to present information in a more dynamic and interactive way, making it easier for students to understand and retain the information.
- 3) Virtual field trips: Teachers can use Animoto to create virtual field trips, taking students on a virtual tour of historical sites, museums, or other locations without leaving the classroom.

- 4) Student portfolios: Students can use Animoto to create portfolios to showcase their work, demonstrating their skills and achievements in a dynamic and engaging way.

#### Where you can find it:

It can be accessed from the website <https://animoto.com/>

#### Payments:

Animoto has a free version for individual users, but it is limited, so as a teacher it is better to apply for Animoto for education, by visiting this website

<https://animoto.com/blog/education/setting-up-student-accounts>

#### Limitations for the free version:

The limitations of the free version of Animoto are:

- 1) Length of video: The free version of Animoto allows videos up to 30 seconds in length.
- 2) The free version of Animoto displays the Animoto logo in all videos and has a limited selection of music tracks.
- 3) Videos created with the free version of Animoto are limited to 480p resolution.
- 4) The free version of Animoto has a limit on the number of projects that can be created each month.
- 5) The free version of Animoto has a limited selection of video styles and limited music library to choose from.

#### How to start and use the application:

To start using the Animoto video creation tool, these steps need to be followed:

- 1) Visit the Animoto website and create an account by entering your email and password.
- 2) Select a template from the library of pre-designed templates
- 3) Add your own text, photos, videos, and music to the template and customize the video
- 4) Preview the video and make any necessary changes and finally publish it.
- 5) Share the video on social media, email, and other platforms



## Moodle

### **What is online tool about**

Moodle is a free, open-source learning management system (LMS) that is widely used by educators, trainers, and course designers to create, manage, and deliver online learning experiences. It is designed to help educators create engaging and interactive online courses, and to facilitate communication and collaboration between students and instructors.

One of the key features of Moodle is its ability to create and manage course content, including text, images, videos, and other multimedia. It also includes tools for creating and managing assignments, quizzes, and other activities, as well as communication tools such as forums and chat. The gradebook feature allows educators to keep track of student progress and performance, and the reporting feature provides detailed information on student engagement and activity.

Moodle also offers a range of features for customization and personalization, including the ability to change the look and feel of the platform, and to create custom activities and resources. It also offers a range of modules, plugins, and extensions that can be used to add new functionality and to integrate with other tools and platforms.

Moodle is widely used in education and training, and can be used for both formal and informal learning contexts. It is known for its flexibility and scalability, and can be customized to meet the needs of different organizations and users. Whether you are a teacher looking to create an online course, or a business looking to provide training to your employees, Moodle has the tools and features you need to create effective and engaging online learning experiences.

### **Use for:**

Moodle can be used to create a variety of activities, tasks, and workshops in the humanities. Some examples include:

- Discussion forums: Students can discuss and debate literary texts, historical events, or concepts in linguistics or philosophy.
- Quizzes and tests: Educators can create quizzes and tests on topics such as literature, linguistics, or practical language tests, and students can take them online as a form of language practice or formal assessment.
- Essay assignments: Students can submit written essays that can later be assessed and educators can provide extended feedback and grades.
- Group projects: Students can work together on projects such as literary analysis or involving collaborative translation tasks (e.g. large CAT tasks with terminology management and consistent group-shared translation memories).
- Reading lists: Educators can create reading lists for students and provide links to texts, articles and other multimedia resources.
- Self-paced courses: Educators can create self-paced courses for students to complete at their own pace, which can include video lectures, readings, quizzes, and discussions.

- Chat and video conferencing: Educators can use Moodle's chat and video conferencing tools (installed optionally) to hold virtual office hours, discussions, and workshops for students.

### Where you can find it:

Moodle can be downloaded free of charge from its official website <https://moodle.org> and installed and installed on a web server. It requires a web server (e.g. Apache or IIS), a database (e.g. MySQL or PostgreSQL), and a PHP environment. Detailed instructions for installation can be found on the Moodle website.

### Payments:

However, the cost of using Moodle will depend on your specific needs and the way you choose to deploy it.

For example:

- If you choose to use an online hosting service, there may be costs associated with using the service.
- If you choose to install Moodle on your own web server, you will need to pay for the server and any associated costs (e.g. domain name, SSL certificate)
- If you need support or professional services such as installation, customization or training, you will need to pay for those

### Limitations for the free version:

Moodle does not limit the number of students which largely depends on the way the system is deployed. It can hold tens and thousands of users.

### How to start and use the application:

- Starting Moodle: Once you have installed Moodle on a web server, you can access it by navigating to the URL of the server in your web browser. You will be prompted to log in using your admin account or as a teacher or student.
- Creating a course: Once logged in, you can create a new course by going to the "Courses" section and clicking on the "Add new course" button. You can then add a title, summary, and other information about the course.
- Creating activities and resources: Once you have created a course, you can start adding activities and resources to it. Activities include things like quizzes, forums, and assignments, while resources include things like files, web pages, and multimedia. To add an activity, go to the course and click on the "Add an activity or resource" button in the section where you want to add it.
- Creating a quiz: To create a quiz, go to the course and click on the "Add an activity or resource" button. Select "Quiz" from the list of options and provide a name for the quiz. You can then add questions, set the quiz settings such as time limit, number of attempts, etc.

- Interacting with students: Once you have created a course and added activities, students can enroll in the course and start interacting with the content. You can communicate with students via the built-in messaging system, use the forum activity to facilitate discussions, and use the gradebook to provide feedback and grades.
- Preparing a quiz: To prepare a quiz, you will need to create a new quiz, add questions to it and set the quiz settings. Moodle supports various question types like multiple choice, short answer, matching etc. Once you have added the questions, you can preview the quiz, set the time limit, number of attempts, and other settings.

Keep in mind that the above instructions are just a general overview, and the process can vary depending on the version of Moodle you are using. You may also refer to the official Moodle (<https://moodle.org/>) documentation for more detailed information.

## Padlet

### **What is online tool about**

Padlet is an incredibly simple-to-use online tool which allows users an opportunity to communicate online while publishing text, images, links, documents, videos, and messages. It is a great means of fostering collaboration between educators and students. Users can use a website or an app to access Padlet. Teachers must register, but doing so gives them the ability to delete posts, modify Padlets, and edit Padlets. Three Padlets (similar to noticeboards) are all users receive for free, but they can recycle them or upgrade for more. It only takes one button click to set up a Padlet, then the URL can be distributed to students who, in class or at home, can add posts to the noticeboard by simply pressing or double clicking. Padlet offers no content. Instead, it gives both teachers and students the chance to share content via links. Additionally, it enables students to distribute learner-generated content in the form of text-based posts, audio files, videos, or documents. Asynchronous or synchronous cooperation is possible with Padlet. Students can exchange ideas, resources, audio, and video, and they can then comment on them, once the comments option is enabled by the teacher. It's a balanced and efficient method of gathering input because users can be all typing simultaneously. Padlet works well for projects since students can do independent research and then share their findings on a Padlet. It should be mentioned that the free version only supports video files up to 20 MB.

### **Use for:**

A Padlet can be created with just one button click, and after that, students can contribute posts to the noticeboard in class or at home by pressing or double clicking. It offers the opportunity for students and teachers to share knowledge via links. The ability to share learner-generated content in the form of text-based articles, audio files, videos, or documents is another benefit. Padlet enables synchronous or asynchronous collaboration. Once the teacher has turned on the comments feature, all students can comment on each other's thoughts, materials, audio, and video. Users can all type at once. This tool is ideal for projects, since students can share their findings on a Padlet noticeboard and obtain feedback.

### **Where you can find it:**

It can be accessed from the website <https://padlet.com/>

### **Payments:**

For an individual user who registers at the website 3 Padlets are free with 20 MB upload, 20 Padlets with 100MB upload cost PLN 12.99 /month. The school can buy a subscription which allows up to 10 teachers use the tool freely starting at \$1,000 /year.

### **Limitations for the free version:**

3 Padlets with 20 MB upload are allowed for free for one registered user, unlimited number of students.

### **How to start and use the application:**

Here are the steps to start and use Padlet:

First, create an account: Go to Padlet.com and create a free account. You can sign up using your email address or log in with your Google or Microsoft account. Second, create a new Padlet: Once you have logged in, click on the "Create" button to start a new Padlet. You can choose a template or start with a blank page. Third, customize your Padlet: Customize the look and feel of your Padlet by choosing a background, font, and colour scheme. You can also add a title and description to your Padlet. Next, add content: To add content to your Padlet, click on the "Add" button and choose the type of content you want to add, such as text, images, videos, or files. Further, to share your Padlet with others, click on the "Share" button and invite others to collaborate by entering their email addresses. You can also choose to make your Padlet public or private.

Padlet is a web-based tool, so you can access your Padlet from anywhere with an internet connection.

## Google classroom

### **What is online tool about**

An application that in a remote form allows not only to conduct lessons, but also to conduct a test and assign homework.

Teachers can quickly create and organize assignments for students, provide feedback efficiently, and easily communicate with the class.

Thanks to the fact that it is a Google application, it allows you to integrate the application for conducting lessons with other services of this company, i.e. Google Drive or Google Meet, Google Calendar.

The Google Classroom app lets you create, organize, and manage classes, assignments, and grades. It also allows you to add different types of videos or other elements to individual materials. The service is online.

In short the application is:

- the possibility of transferring tasks/projects to be performed by students
- sending completed tasks for evaluation
- space for communication, consultation and additional support for the student by the teacher
- easy management of the prepared and received material by class, subject or task completion date
- automatic task saving and automatic archiving
- the possibility of verification of the student's progress by the teacher and the possibility of checking the work by the parent.

### **Use for:**

Assigning tasks and/or projects to be done

Simple delivery of educational materials, including:

- PDF scans (eg school textbooks);
- educational films;
- graphic designer;
- web links;
- documents, spreadsheets, presentations;
- the ability to create new educational materials using the tools of the Google Workspace package for schools and universities - Documents, Presentations, Sheets, Drawings or Forms.

### **Where you can find it:**

<https://edu.google.com/workspace-for-education/classroom/>

Access to Google Classroom is possible through the Classroom mobile application for Android and iOS and via the Internet.

### **Payments:**

The main Google Classroom app is free.

It can be used by educational institutions with a free Google Workspace for Education Fundamentals account, entities registered in the G Suite service (organizations), as well as people over the age of thirteen with an active Gmail. All Google Workspace users (excluding Google Workspace Essentials) also have access to it.

Extras to the Google Classroom application (more disk space, anti-plagiarism program, etc.) may be payable.

### **Limitations for the free version:**

No information (but judging by Google services – no limits on the number of users)

### **How to start and use the application:**

First, the teacher needs to sign in to [classroom.google.com](https://classroom.google.com) with their school email address. Then just click on the "Classes" tab at the top of the page and create a new lesson via the plus button. The teacher can also enrich the resulting section with a short description, subject, location and time. The code needed by students to participate in the class will be generated automatically.

Google Classroom provides 2 ways to invite students to class:

1. Sharing the class code – you will find the class code under the name of the class you have created. By clicking on the square next to the code, it will be enlarged with the option to copy the link with the invitation to the class. You can share the class code with students, e.g. via e-journal, students' mailing list, class e-mail or by giving it to the class teacher.
2. Directly inviting students - You can also invite students directly via the People tab. Click Invite, then enter your students' email addresses. Students must have a Google Account to use Google Classroom.

Setting up a Google account with the current email address - will allow you to log in to Google Classroom, but will not provide a Gmail mailbox;

Setting up a Google account with an address in the Gmail domain - will allow you to log in to Google Classroom, provide Workspace tools for schools and universities, including Gmail.

To create new assignments for students, go to the Assignments section in the top tab menu. Then click the Create button and select a Theme. Once you've entered a topic, click Create, then start adding learning materials and activities for your students. After creating tasks and adding materials, click Publish. Students will receive a notification of a new assignment to complete in the Stream tab. Under the Tasks tab, you can create:

- Project - you will give your students a task along with a deadline for completion and the possibility of giving a grade;
- Test project - you will create and give students a test sheet to test their knowledge. With the use of Google Forms, you can conduct, for example, a quiz or text, and then give a grade;
- Question - through this option you can create a question for students (e.g. a question related to the material completed during the classes) along with the deadline for sending the answer and the evaluation option;
- Material - you will provide students with additional educational materials, eg. helpful with the created project, test or question. The purpose of this option is to support the student in performing tasks, it does not have an assessment option.

How to navigate the Google Classroom dashboard?

Enter the newly created item. In its central part there will be four main subcategories of work with the subject:

- Stream – this is a table of the latest information, changes and news that appeared in selected classes;
  - Tasks – in this space you will post tasks to be performed by your students;
  - People – in this tab you will find people who have assigned to the selected subject;
- Grades – the grade sheet contains students' partial and final grades in the selected subject.

Full tutorial you can find at <https://www.youtube.com/watch?v=M6L-nZGIUTE>



## Microsoft teams

### **What is online tool about**

Microsoft Teams (also known as MS Teams) is a communication and collaboration platform developed by Microsoft. It allows users to communicate and collaborate in real-time, making it a popular tool for remote teams, virtual classrooms, and other collaborative environments.

MS Teams offers a wide range of features, including:

1. Chatting and messaging: MS Teams allows users to send text messages and files to individuals or groups of users. It also supports voice and video calls for one-on-one or group meetings.
2. Team and channel creation: Users can create teams to organize groups of people around a common goal or project. Within each team, users can create channels for specific topics or discussions.
3. File sharing: MS Teams allows users to share files with other users in a team or channel. It also integrates with other Microsoft Office tools like Word, Excel, and PowerPoint.
4. Collaboration tools: MS Teams offers a range of collaboration tools, including whiteboards, polls, and shared note-taking features.
5. Third-party app integrations: MS Teams supports a wide range of third-party app integrations, including project management tools, social media platforms, and customer relationship management (CRM) systems.

Moreover, MS Teams offers many other features, such as calendars, tasks, and apps, that can help you collaborate and communicate more effectively.

### **Use for:**

MS Teams is primarily used for communication and collaboration in a variety of settings, including:

1. Remote work: MS Teams allows remote teams to communicate and collaborate in real-time, making it a valuable tool for distributed workforces.
2. Virtual classrooms: MS Teams can be used for virtual classrooms, allowing students and teachers to communicate, collaborate, and share files and resources.
3. Project management: MS Teams can be used for project management, allowing teams to organize and track tasks, assign roles and responsibilities, and share files and resources.
4. Customer support: MS Teams can be used for customer support, allowing support teams to communicate with customers in real-time and track support tickets and issues.
5. Business meetings: MS Teams can be used for business meetings, allowing participants to join video calls, share screens, and collaborate on documents in real-time.
6. Social events: MS Teams can also be used for social events, such as virtual happy hours, game nights, or family gatherings.

### Where you can find it:

you can download MS Teams from the official Microsoft website. To download MS Teams, follow these steps:

1. Go to the Microsoft Teams website [www.microsoft.com/en/microsoft-teams/education](https://www.microsoft.com/en/microsoft-teams/education) and click on the "Download" button (see Picture 1).



<https://www.microsoft.com/en/microsoft-teams/education>

2. Click on the download button to start the download process
3. After the download, open the installation file and follow the on-screen instructions to install MS Teams on your device.

Alternatively, you can also download MS Teams from the Microsoft Store, which is available on Windows 10 devices. To download MS Teams from the Microsoft Store, search for "Microsoft Teams" in the store and click on the "Get" button to start the download process.

### Payments:

MS Teams offers both free and paid versions.

**The free version** of MS Teams includes many of the core features, such as chat, file sharing, and video conferencing. However, there are some limitations to the free version. For example, the free version allows for up to 100 participants in a meeting, with a maximum meeting duration of 60 minutes. It also has limited storage capacity and does not include some advanced features like Power BI integration or Audio Conferencing.

**The paid versions** of MS Teams include additional features and capabilities, such as higher participant limits, longer meeting durations, increased storage capacity, and more advanced security and compliance features. The paid versions are available as part of a Microsoft 365 subscription, which includes other Microsoft Office tools like Word, Excel, and PowerPoint.

While the free version of MS Teams offers many useful features, it may not be sufficient for larger organizations or more advanced use cases. The paid versions offer additional capabilities and features that may be necessary for certain organizations or use cases.

Bear in mind that there are some limitations of the free version, for instance: participant limit (the free version of MS Teams allows for up to 100 participants in a meeting), meeting duration (meetings in the free version are limited to 60 minutes), storage limit (the free version of MS Teams provides 2GB of storage per user and 10GB of shared storage per team). Moreover, some advanced features like Power BI integration, Audio Conferencing, and Phone System capabilities are not included in the free version. The free version does not include user administration capabilities like user provisioning and management.

### How to start and use this application?

To start and use MS Teams follow these steps:

1. Download MS Teams: download MS Teams from the official Microsoft website or from the Microsoft Store, depending on your device.
2. Sign in to MS Teams: once you have downloaded MS Teams, sign in using your Microsoft account or your organization's work or school account.
3. Create or join a team: to create a team, click on the "Teams" tab and select "Join or create a team". To join an existing team, enter the team code or click on the link to join the team.
4. Add members to your team: once you have created or joined a team, you can add members by clicking on the "Add member" button.
5. Start a chat or video call: to start a chat, select the person or group you want to chat with and click on the "Chat" icon. To start a video call, click on the "Meetings" tab and select "New meeting".
6. Share files and collaborate: to share files, click on the "Files" tab and upload the file you want to share. To collaborate on a document, select the document and click on the "Edit" button to make changes.

## MS Teams: Webinars

MS Teams is well known online tool nowadays. I would like to focus and mention in this NICE project a feature of MS Teams that is less known, namely MS Teams Webinars, which is an interesting feature and has its practical usage.

### **What is online tool about**

MS Teams Webinars is an easy to use tool that allows you to create and host engaging online events with up to 1,000 attendees. You can easily schedule, promote, and deliver your webinars using the same app that you use for your meetings and chats.

With webinars, compared to regular meetings, you can also set up a registration page for your presentation, in other words, if participants want to join a session, they have to register first.

### **Use for**

If you have a small group of people who need to collaborate actively, then MS Teams meeting is the best choice. If you have a large audience who only need to watch and listen, then MS Teams live event is more suitable. If you have something in between, then you might want to consider MS Teams Webinar.

Webinars are more controlled than ordinary meetings, the participants have clear roles: One or several experts (the presenters) share their ideas or provide training to an audience (the attendees). With MS Teams Webinars you can also use custom registration, branding, and email invitations to create a professional and personalized impression.

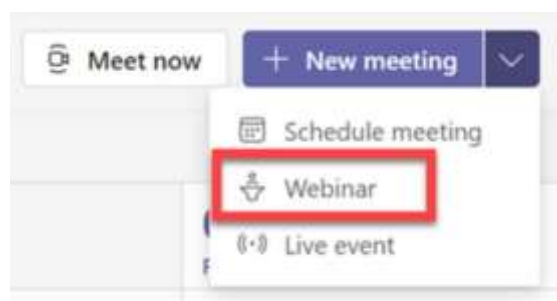
In training and education: You can use MS Teams Webinars to teach your employees, customers, or students new skills, concepts, or best practices. You can also use polls, Q&A, and live reactions to gauge their understanding and feedback.

In internal communication: You can use MS Teams Webinars to share important updates, announcements, or news with your organization.

In an academic environment at our faculty or university: From my point of view, webinars are well applicable for example, for various conferences where registration is required.

### **Where you can find the online tool**

MS Teams Webinar is an extension of the regular MS Teams meeting, and it is part of MS Teams. To schedule a webinar, you need to have appropriate permission from your IT administrator of MS Teams at your organization.



### **Payments**

MS Teams Webinars is not free, to use MS Teams Webinars, you need to have a Microsoft 365 license that includes Teams. There are different types of licenses available, depending on your needs and

budget. The most common subscriptions are: Microsoft 365 Enterprise E1, E3, or E5 or Microsoft 365 A3 or A5 license, which are intended for the academic environment.

You can find more information about licenses for education:

<https://www.microsoft.com/en-us/education/products/microsoft-365>

### How to start and use online tool

You can host webinar in Microsoft Teams in a few simple steps.

#### Step 1: Plan your webinar.

- Before you create your webinar, you need to define your goals, audience, content, and format.
- Think about what you want to achieve, who you want to reach, what you want to share, and how you want to present it.
- You can also choose a theme, a title, and a description for your webinar that will attract and inform your attendees.

#### Step 2: Create your webinar.

- Go to the Calendar tab and click on the New meeting button.
- Select Webinar from the drop-down menu. You will see a form where you can enter the details of your webinar, such as the name, date, time, duration, speakers, and registration options.
- You can also add a custom registration form that will collect information from your attendees, such as their name, email, company, and questions.



**Step  
2:**

**Event details**

How Microsoft Teams will bring SharePoint back to life

3/16/2021 8:00 PM → 5/16/2021 8:30 PM

Time zone: (UTC+00:00) Dublin, Edinburgh, Lisbon, London

Microsoft Teams meeting

Having a hard time increasing user adoption of your SharePoint Intranet? Microsoft Teams will help you promote collaboration and productivity with the modern Microsoft 365 ecosystem.

**Speakers**

Julio Ferrera

With a degree in computer science I've been working with Microsoft Technologies over the last eight years, mainly focused on creating collaboration and productivity solutions that drive the adoption of Microsoft Modern Workplace.

**Register for this event**

This is the form your attendee will fill out when they sign up.

First name \*

Last name \*

Email \*

Custom question  Required

Are you using Microsoft Teams and SharePoint?

Yes  No

+ Add option

+ Add field

### Promote your webinar.

- Once you have created your webinar, you can share the registration link with your audience through email, social media, or other channels. You can also use analytics dashboard to track the number of registrants, attendees, and engagement metrics for your webinar.
- Attendees can join anonymously or authenticated, they do not need to have the MS Teams application installed, they just need a supported web browser (Chrome 3 and latest versions, Edge RS2 and later, Firefox 3 and latest versions, Internet Explorer 11, Safari).

### Step 3: Host your webinar.

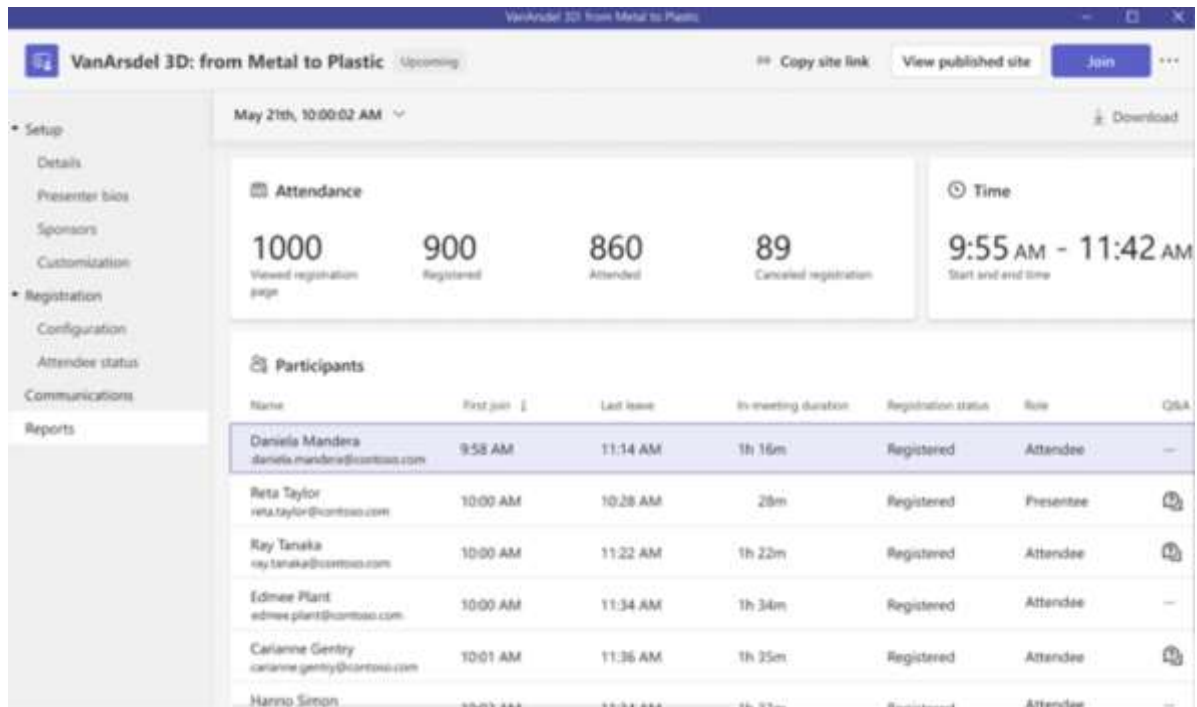
- When it's time to host your webinar, you can join the event from the Teams app or the Teams web app. You will see a pre-live screen where you can check your audio and video settings, chat with other presenters, and queue up your content.
- When you are ready, click on Start to go live.
- You can use the toolbar at the bottom of the screen to manage your webinar features, such as sharing your screen, turning on captions, recording the event, and ending the event.

### Step 4: Engage your attendees.

- During your webinar, you can interact with your attendees using various features in Teams.
- You can use the Q&A panel to answer questions from your audience, or use the chat panel to send messages and polls.
- You can also use the reactions feature to get feedback from your attendees, such as likes, claps, or hearts.

## Step 5: Follow up with your attendees

- After your webinar, you can use the Teams analytics dashboard to view the report of your event, such as the number of views, average watch time, and Q&A activity.



- You can also download the attendance report and the Q&A report for further analysis.
- You can also send a thank-you email to your attendees with a link to the recording of your webinar and any additional resources or information.

### Useful links...

This is just brief introduction to live event in MS Teams Webinars, to learn more about webinars in MS Teams you can visit manufacturer's website:

<https://support.microsoft.com/en-gb/office/get-started-with-teams-webinars-42f3f874-22dc-4289-b53f-bbc1a69013e3>

How to manage webinars registration here:

<https://support.microsoft.com/en-gb/office/manage-webinar-registration-923f382a-0cca-433a-b38d-7461971192d1>

How to view webinar reports here:

<https://support.microsoft.com/en-gb/office/view-webinar-reports-a29785c1-6b0f-437d-b03f-49506d0a7fa6>

Great video "How to use Microsoft Teams Webinar" from ex-Microsoft Program Manager and full time YouTube Creator here:

<https://www.youtube.com/watch?v=c7crgJhNWJk&list=PLIKpQrBME6xJ4Mxv00syl8iOSgLVLMG&index=8>

## MS Teams: Live Event

MS Teams is well known online tool nowadays. I would like to focus and mention in this NICE project a feature of MS Teams that is less known, namely MS Teams Live Event, which is a cool feature and has its great practical use from my point of view.

### **What is online tool about**

MS Teams Live Event is a powerful tool of Microsoft Teams that allows you to broadcast video and meeting content to a large online audience. You can share your video and meeting content up to 20.000 people. It is different from a regular Teams meeting, where all participants can interact with each other. In a live event, only the „event group“ (organizer, producer, presenter) can share their audio, video or screen, while the attendees can watch the live event and post questions in a Q&A panel.

### **Use for**

MS Teams Live Event is designed for „one-to-many“ or „few-to-many“ scenarios, such as a keynote speeches, conferences, panel discussions, presentations, webinars, training sessions, town hall meetings, product launches, and other events where you want to reach a lot of people at once and share your message with more impact.

If you have a large audience, that needs to watch and listen rather than interact, then MS Teams live event is more suitable than regular MS Teams meeting.

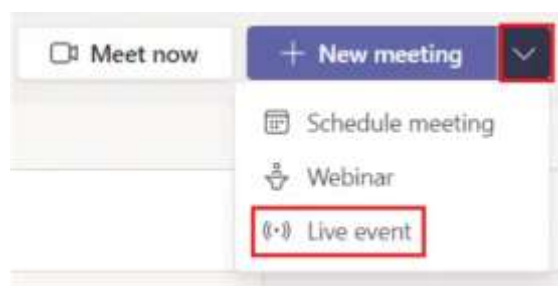
You can also record your live event and make it available on demand.

For example, we used Live Event for the Faculty's Open Day at our university, when we tried to reach as many potential students as possible, or we are using it for events of the Czech Economic Society, where a large number of attendees are expected, not only from among students, but also from the public.

### **Where you can find the online tool**

MS Teams Live Event is an extension of the regular MS Teams meeting, and it is part of MS Teams.

To schedule a live event, you need to have appropriate permission from your IT administrator of MS Teams at your organization.



### **Payments**

MS Teams Live Event is not free, to use MS Teams Live Event, you need to have a Microsoft 365 license that includes Teams. There are different types of licenses available, depending on your needs and budget. The most common subscriptions are: Microsoft 365 Enterprise E1, E3, or E5 or Microsoft 365 A3 or A5 license, which are intended for the academic environment (with E5 and A5 licenses you can host up to 20.000 attendees per live event., in other cases it is 10.000 attendees currently *(as well as a custom license terms and conditions, this changes over time, but Microsoft tries to keep increasing numbers of attendees over time)*).

You can find more information about licenses for education:



<https://www.microsoft.com/en-us/education/products/microsoft-365>

## How to start and use online tool

You can host live event in Microsoft Teams Live in a few simple steps.

### Step 1: Schedule a live event.

- In Teams, select Calendar on the left side of the app.
- Select New meeting > Live event.
- Add the event name, date, time, and details.
- Select who can attend your live event: people and groups in your organization, specific people and groups, or anyone with the link (public).

**New live event**

**Live event permissions**

- People and groups  
Only the specified people and groups can watch the live event.
- Org-wide  
Everyone in your org can watch the live event. (Sign-in required)
- Public**  
The live event will be open to anyone. Use when most of the attendees are outside your org. (No sign-in required)

**How will you produce your live event?**

- Teams**  
You plan to use Teams to share content from presenters' webcams and screens.
  - Recording available to producers and presenters
  - Recording available to attendees ⓘ

Close Back **Schedule**

- Select how you want to produce your live event: in Teams or with an external app or device
- Configure other event options, such as Q&A, captions, and recording.
- Add people to your event group: producers (who control the live event stream) and presenters (who share audio, video, or screen).
- Select Schedule.

### Step 2: Invite attendees to your live event

For events that will be produced in Teams, select “Get link” to copy the live event link and share it with attendees as you see fit—send it in a Teams channel, an email, a website like SharePoint, or add it to a collaboration group.

Attendees can join anonymously or authenticated, they do not need to have the MS Teams application installed, they just need a supported web browser (Chrome 3 and latest versions, Edge RS2 and later, Firefox 3 and latest versions, Internet Explorer 11, Safari).

### Step 3: Start and run your live event.

- In Teams, go to Calendar and select your live event.
- Select Join to join the event as a producer or a presenter.
- As a producer, you can start the live event by selecting Start. You can also share your own video, share participant video, share active desktop or window, and select layouts for the live event stream.
- As a presenter, you can share your audio, video, or screen with the audience. You can also moderate Q&A if enabled.
- During the live event, you can see how many attendees are watching and communicate with other producers and presenters in a private chat.
- When you are done with your live event, select End to stop the broadcast.

### Step 4: Manage your live event recording and reports

After you end your live event, you can access the recording and reports of your live event. You can download the attendance report and the Q&A report as Excel files.



### Useful links...

This is just brief introduction to live event in MS Teams, to learn more about MS Teams Live Event you can visit manufacturer’s website:

<https://docs.microsoft.com/en-us/microsoftteams/teams-live-events/what-are-teams-live-events>

Best practices for producing a Teams live event here:

<https://support.microsoft.com/en-gb/office/best-practices-for-producing-a-teams-live-event-e500370e-4dd1-4187-8b48-af10ef02cf42>

How to moderate a Q&A in a live event in Teams here:

<https://support.microsoft.com/en-gb/office/moderate-a-q-a-in-a-live-event-in-teams-decfaeb1-fb8d-46bb-b296-efd2c7a3f430>

Great video “How to use Microsoft Teams Live Event” from ex-Microsoft Program Manager and full time YouTube Creator here:

<https://www.youtube.com/watch?v=pGmdfUL5mGU>

## Bplans

### What is online tool about

The Bplans tool is a Palo Alto Software application for building a better business plan for small businesses. It is a free comprehensive business planning guide to the popular business plan software LivePlan. By using both, you will learn what a business plan is, explore different business plan formats and how to write a business plan. So, you can easily create a business plan to start, run and grow your own healthy business.

### Use for

You can use the tool for online work. Bplans is a comprehensive business planning app and system that helps you plan, fund, and grow your business. LivePlan works for any business at any stage in its development. LivePlan guides you in the step-by-step process and takes the stress out of starting your business.

- The first thing you'll do in LivePlan is set up your business.
- After you're done setting up your business, you can get started on your business strategy.
- Your pitch is a great way to summarise your business strategy.
- When you're done creating your pitch, you can create your full business plan.
- The last part of building your plan is creating a budget and forecast.
- Check your numbers against the competition to see how they stack up.
- Keep your business growing and healthy with the LivePlan Dashboard.

### Where you can find the online tool

The online tool you can find under <https://www.bplans.com/>

### Payments

There are two subscription plans: LivePlan Standard and LivePlan Premium. On an annual basis, you might save 40% and pay 12 USD monthly for the Standard plan or 24 USD for the Premium one. There is also an option to pay 18 USD monthly for a 6-Months plan. If you pay as you go, you pay 10 USD for your first month and 20 USD for the next month. All subscriptions come with a 35-day money-back guarantee, which means that if the LivePlan is not working for you and you contact them, they will refund you in full. All prices are valid as of early May 2023.

### How to start

You can try LivePlan risk-free for 35 days. Then, if you're not satisfied, get a 100% hassle-free refund.

### Useful links...

- [1.] Bplans official website <https://www.bplans.com/>
- [2.] Bplans official YouTube channel <https://www.youtube.com/@bplans>
- [3.] Official website of Palo Alto Software <https://www.paloalto.com/>

## Grammarly

### What is online tool about

Grammarly is a useful tool that helps improve your writing by checking for grammatical errors, punctuation mistakes, and spelling errors. It provides suggestions on how to enhance your writing style and ensures that your text is clear and effective. With Grammarly, you can write with confidence and communicate your ideas more effectively.

### Use for

Grammarly is a useful writing tool that:

- helps improve the quality of your writing by checking for grammatical errors.
- checks for punctuation mistakes and spelling errors to ensure that your text is error-free.
- provides suggestions on how to enhance your writing style and make your text more effective.
- enables you to write with confidence and communicate your ideas more clearly.
- Enables you to be used both as a standalone writing tool and as an AI-powered assistant to help you improve your writing skills over time.

### Where you can find the online tool

You can find Grammarly by searching for it on your preferred search engine or by visiting the official website at [www.grammarly.com](http://www.grammarly.com). Once you're on the website, you can sign up for a free or paid account and start using the tool to improve your writing. Grammarly is also available as a mobile app for iOS and Android devices. Users can download the app from the App Store or Google Play Store.

### Payments

Grammarly offers both free and paid plans. The paid plans include a monthly, quarterly, or annual subscription fee. You can choose the plan that best fits your needs and budget. To learn more about the payment policy and pricing, you can visit the official Grammarly website at [www.grammarly.com](http://www.grammarly.com).

### Limitations of the free version

The free version of Grammarly offers basic spelling and grammar checks, but it has limitations. It doesn't provide advanced suggestions for clarity, conciseness, or tone. The free version also doesn't offer a plagiarism checker or a vocabulary enhancement feature. To access these additional features, you'll need to upgrade to a paid plan. For more information on the limitations of the free version, you can visit the official Grammarly website at [www.grammarly.com](http://www.grammarly.com).

### How to start

To start using Grammarly, you'll need to create a free account on the official website. After signing up, you can download the Grammarly browser extension or desktop app. Once you have the tool installed, simply type or paste your text into the Grammarly editor. It will automatically start checking for spelling

and grammar errors. If you want to receive more advanced suggestions for clarity, conciseness, or tone, you can upgrade to a paid plan. Keep in mind that the free version has limitations, so you may want to consider upgrading if you're looking for a more comprehensive writing tool.

### Useful links...

For more detailed information on how to get started with Grammarly, visit their official website at [www.grammarly.com](http://www.grammarly.com).

## Padlet

### What is online tool about

Padlet is an online collaboration tool that allows users to create virtual bulletin boards and share ideas with others. It is an easy-to-use platform that supports collaboration and brainstorming in real-time. Padlet is suitable for individuals, groups, classrooms, and workplaces. In this handbook, we will provide a short guide on how to use Padlet, its features, limitations, and more.

### Use for

Padlet is a versatile online tool that can be used for various purposes, including:

- **Presentation:** Users can create a Padlet to present their ideas, products, or services visually. They can add text, images, videos, and links to make their presentation more interactive and engaging.
- **Test:** Teachers can create a Padlet to test their students' knowledge or to get feedback on a particular topic. Students can also use Padlet to collaborate and share their ideas with each other.
- **Online working:** Padlet is ideal for remote teams to collaborate and share their ideas. It allows users to work together on projects in real-time, irrespective of their location.
- **Discussion:** Padlet can be used to initiate discussions on different topics. Users can add comments, ask questions, and give feedback to each other.

### Where you can find the online tool

Padlet is available on the web, and users can access it through their web browser. The website is [www.padlet.com](http://www.padlet.com). Padlet is also available as a mobile app for iOS and Android devices. Users can download the app from the App Store or Google Play Store.

### Payments

Padlet offers both free and paid versions. The free version allows users to create up to three padlets, while the paid version offers unlimited padlets and additional features such as privacy settings, moderation tools, and more. The paid version is available on a monthly or yearly subscription basis. Prices may vary depending on the plan chosen.

### Limitations of the free version

The free version of Padlet has some limitations, including:

- Users can only create up to three padlets.
- Padlets are public by default, and users cannot set privacy settings.
- The free version does not offer moderation tools, which can lead to spamming or inappropriate content.

## How to start

Getting started with Padlet is easy. Follow these steps:

1. Go to the Padlet website or download the app from the App Store or Google Play Store.
2. Sign up for an account or log in using your Google, Facebook, or Microsoft account.
3. Click on the "Create new padlet" button.
4. Choose a layout and customize your padlet by adding text, images, videos, or links.
5. Share your padlet with others by sending them the link or inviting them via email.
6. Start collaborating and sharing ideas in real-time.

## OBS Studio

One very useful and also robust online tool is definitely OBS Studio, which I would like to mention in this Nice project. It has for sure its practical use not only in an academic environment.

### **What is online tool about**

OBS Studio is a powerful and universal software tool for video recording and live streaming. It allows users to capture their screen, webcam, audio, browser windows, and more, and mix them together to create professional-looking videos or online broadcasts.

With OBS Studio you can also add effects, transitions, filters, and overlays to enhance your video quality and appearance. OBS Studio is compatible with Windows, Mac, and Linux, and supports various streaming platforms such as YouTube, Facebook, Twitch, and more.

### **Use for**

OBS Studio is widely used by educators, podcasters, gamers, and online content creators who want to share their work with the world. OBS Studio is not only a tool for streaming, but you can also record your video locally or save it to the cloud.

It can be used for various purposes, such as:

- Creating tutorials, podcasts, or webinars.
- Broadcasting live events, such as conferences, sports, music, or gaming.
- Capturing webcam, desktop, browser windows, or gameplay.
- Editing and mixing audio and video sources, adding transitions, filters, or effects.

In an academic environment at our faculty or university:

- It is used by teachers to create offline recordings of their selected lectures, which can be shared with their students later, e.g. via our university's internal information system.
- For live streaming of conferences to platforms like YouTube.
- We also use OBS Studio to record online exams that need to be archived.

### **Where you can find the online tool**

OBS Studio works on Windows, Mac, and Linux. You can download it from <https://obsproject.com/> and start creating your professional-looking videos or your own live video content today.

### **Payments**

OBS Studio is a free and open source software, is free for anyone to use, for any reason, has no watermarks or other limitations and can be used commercially with no restrictions. OBS is a community-driven project that is constantly updated and improved by its developers and users. You can join the OBS Studio community to get help, feedback, support, and inspiration from other OBS Studio users. You can also contribute to the development of OBS Studio by reporting bugs, suggesting features, or donating to the project.

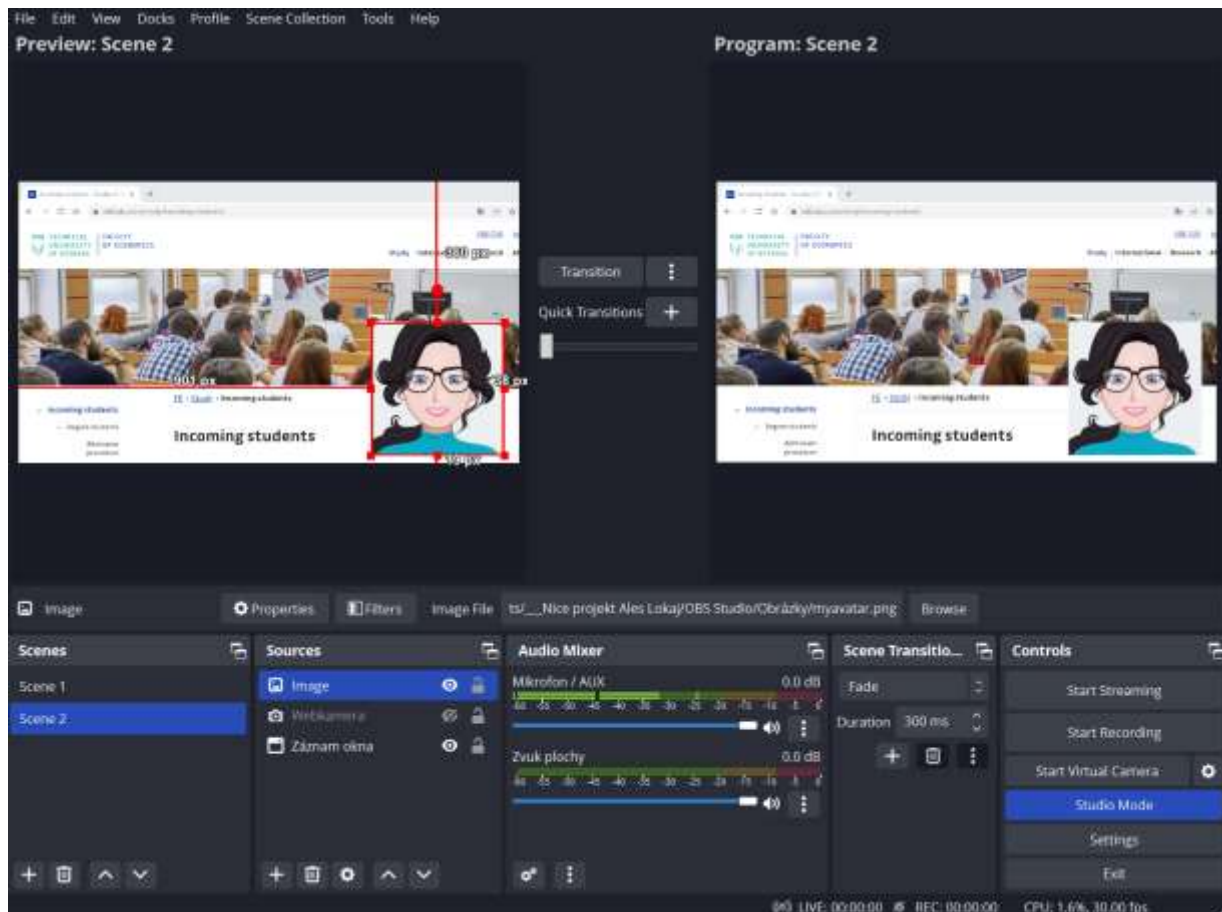
### **How to start**

To use OBS Studio, you need to follow these basic steps:

- Download and install OBS Studio from <https://obsproject.com/>



- Launch OBS Studio and select your preferred settings, such as video resolution, frame rate, audio devices, or hotkeys.
- Add sources to your scene, such as display capture, window capture, game capture, video capture device, browser source, or media source.
- Arrange and resize your sources in the preview window, and adjust their properties, such as volume, color correction, or cropping.



- Optionally, add scenes to your project and switch between them using transitions or hotkeys.
- Start recording or streaming by clicking the corresponding buttons in the main window or using the hotkeys.
- Stop recording or streaming by clicking the same buttons or using the hotkeys again.
- Find your recorded files in the output folder or view your stream on the platform of your choice.

### Useful links...

This is just brief introduction to open source software OBS Studio, to learn more about OBS you can visit community website:

<https://obsproject.com/help>

Quick OBS Studio Start Guide here:

<https://obsproject.com/kb/quick-start-guide>

OBS Studio Overview Guide here:

<https://support.microsoft.com/en-gb/office/view-webinar-reports-a29785c1-6b0f-437d-b03f-49506d0a7fa6>

Great video “How to use OBS for Screen Recording or Streaming – Beginner Tutorial” from ex-Microsoft Program Manager and full time YouTube Creator here:

<https://www.youtube.com/watch?v=ySEWFIKL7c>

## Skype

### **What is online tool about**

Skype is a popular communicator that allows you to make text private conversations, voice and video calls, call landline and mobile phones and send SMS messages. The application offers excellent sound quality and efficient 256-bit AES encryption, which ensures privacy.

Skype is free and lets you talk to other Skype users at no extra cost. You only pay for calls to callers who are not online, thanks to affordable rates for international calls to mobiles and landlines.

In addition to the possibility of calling conventional telephony numbers around the world, you can also set up a virtual telephone number, thanks to which anyone with a regular phone, whether mobile or landline, will be able to call the Skype user.

Skype can be used on a computer, mobile phone, tablet or other mobile device to stay connected, for example while traveling.

The communicator provides voice and video calls in HD quality during individual and group calls. Another useful feature is screen sharing, thanks to which you can easily share presentations, photos or any screen content. To capture important moments or key decisions, calls or video can be recorded.

### **Use for**

- **Audio and HD video calling**  
Clear audio and HD video in one to one or group calls.
- **Smart messaging**  
Messages with fun reactions or @mentions to grab someone's attention.
- **Screen sharing**  
Easily sharing presentations, holiday photos or anything on screen during a call.
- **Call recording and Live subtitles**  
Skype call recording to capture special moments, key decisions and live captions.
- **Call phones**  
Calling friends who are not online with low international calling rates to mobiles and landlines.
- **Private conversations**  
Sensitive conversations private with industry standard end to end encryption.

### **Where you can find the online tool**

The main project website is available at: <https://www.skype.com/>

The application can be downloaded at: <https://www.skype.com/en/get-skype/>

## Download Skype

### Skype for Desktop


Available for Windows, Mac OS X and Linux.

To downloading Skype, see [Skype 12.7.2.0 and Skype 8.0.0.103](#)

[Get Skype for Windows 10 & 11](#)



Get early access to the latest Skype innovations with [Skype Mobile Preview](#)

[See supported devices](#)









### Skype for Mobile

Available for Android and iPhone

**Looking for another device?**

 Mobile
  Desktop
  Tablet
  Web
  Alexa
  Xbox

Depending on the operating system we use, on the indicated page we can download the appropriate installer for personal computers or for mobile systems.

If you want to install the application on your phone or tablet, just use the camera to scan the QR code. The read link will direct the user to the appropriate place in the application store.

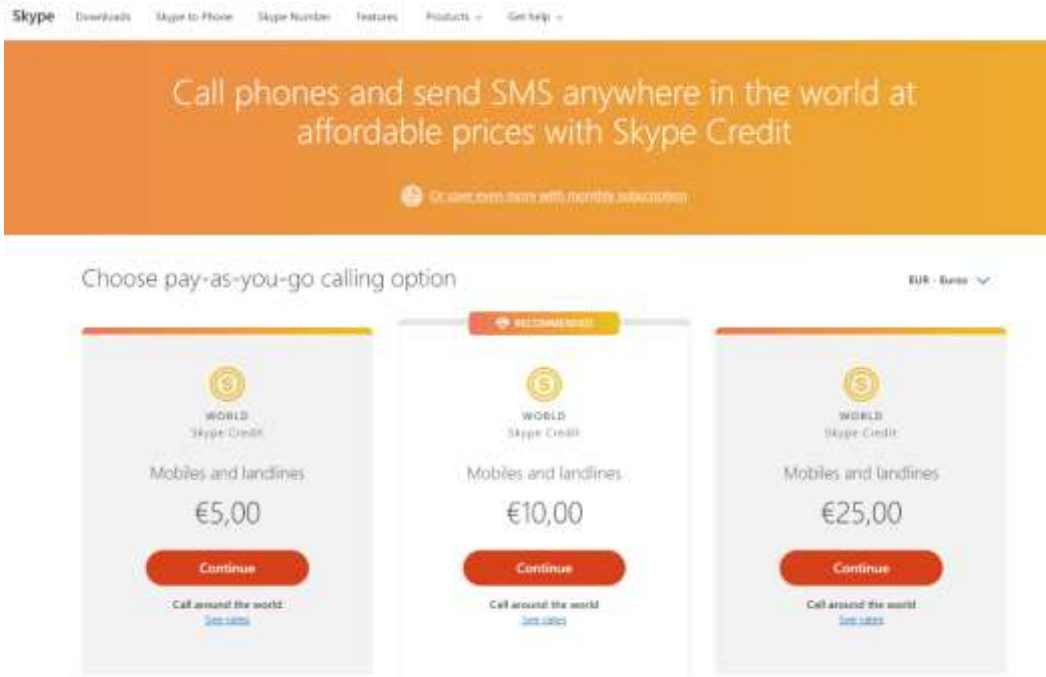
The service is also available via the website, for Alexa assistant and on the XBOX console.

### Payments

Calls, video calls and text messages between individual or group Skype users are free.

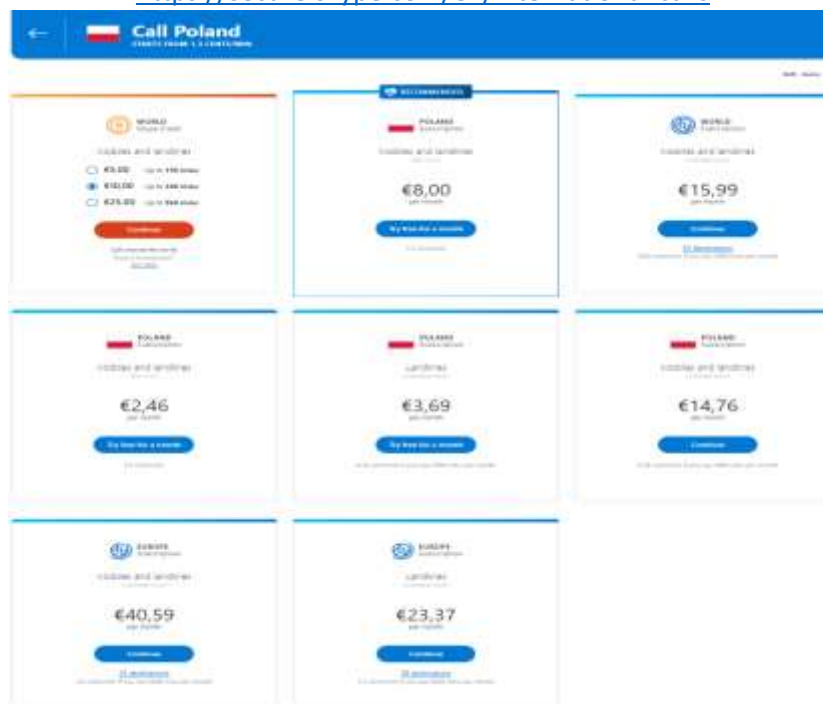
Paid services apply to calls to mobile and landline numbers. The amount of the fee depends on where we will be calling. We choose whether there will be calls within one country or they will be calls to the whole world. We can choose the pay-as-you-go calling option using Skype Credit or choose the subscription option, where we pay a fixed fee for the selected plan.

<https://secure.skype.com/en/credit>



In the case of a subscription, the fee depends on the selected country from and to which country or region we want to make calls. We can also choose the types of calls, whether only to landline numbers or also to mobile numbers.

<https://secure.skype.com/en/international-calls>




























Another paid option is to receive a Skype Number.

A Skype Number is the second phone number associated with Skype account, allowing to answer incoming calls on the Skype app anywhere. People can call from a mobile or landline and the call is answered in Skype. Skype Number is available for 25 countries.

<https://secure.skype.com/en/skype-number/>

**Get your second phone number**  
Get a local number and answer incoming calls on any device with your Skype app

**Choose a country/region and buy your new Skype Number**

 Ireland	 United States	 United Kingdom	 France	 Romania	 Australia
 Sweden	 Switzerland	 Denmark	 Brazil	 China	 Colombia
 Czechia	 Croatia	 Finland	 Germany	 Hong Kong SAR	 Hungary
 Ireland	 Japan	 Korea	 Mexico	 New Zealand	 Puerto Rico
 South Africa					

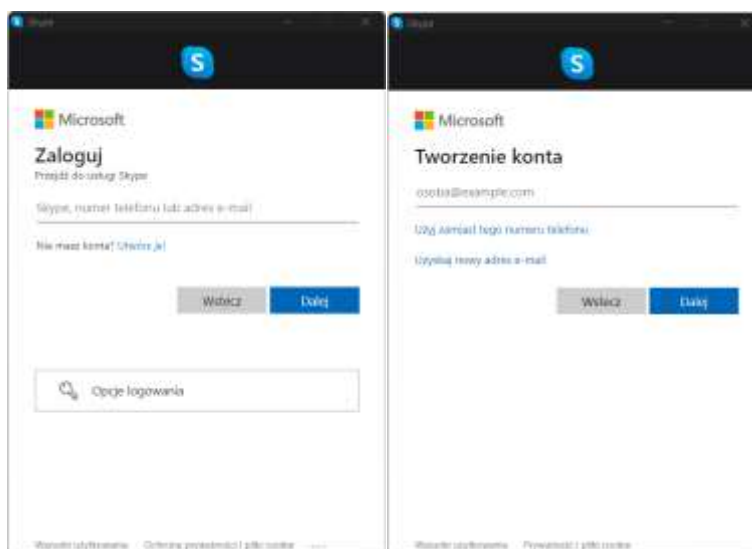
When using a Skype Number, the user pays a fixed fee for unlimited incoming calls. It is possible to choose the billing period (1, 3 or 12 months - sample fees for Poland are as follows \$8.00/every month, \$22.79/every 3 months, \$64.28/every 12 months).

### Limitations for the free version

The free option allows calls and video calls from 2 to 100 participants.

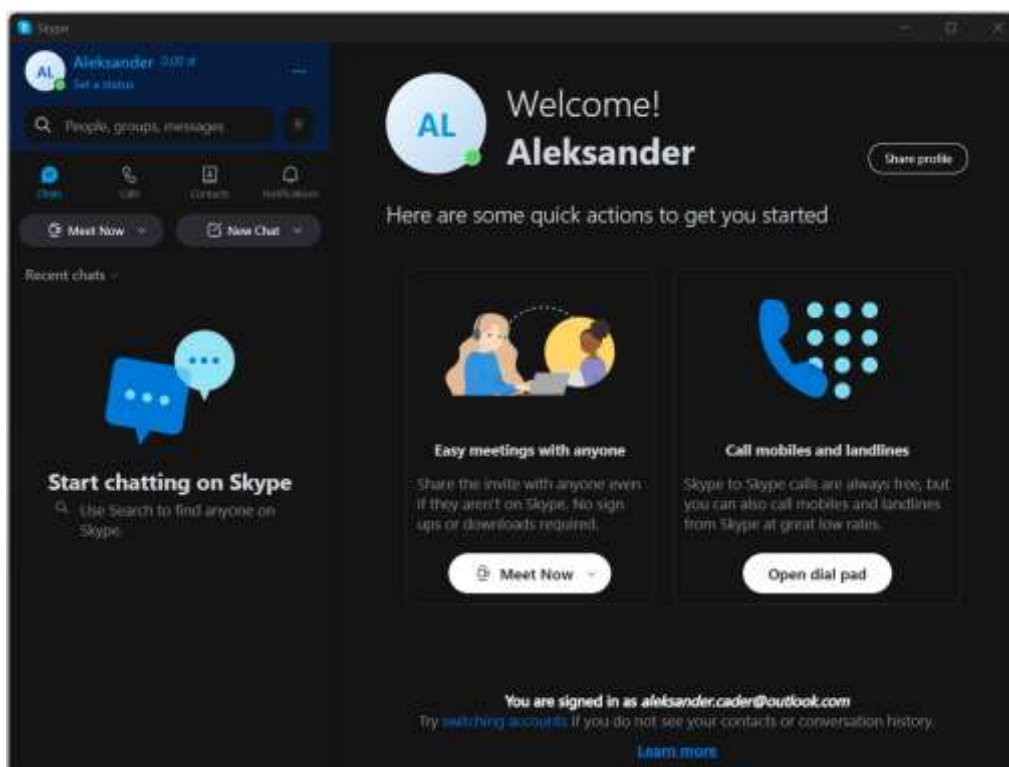
### How to start

A Microsoft or Skype account is required to start working with Skype.

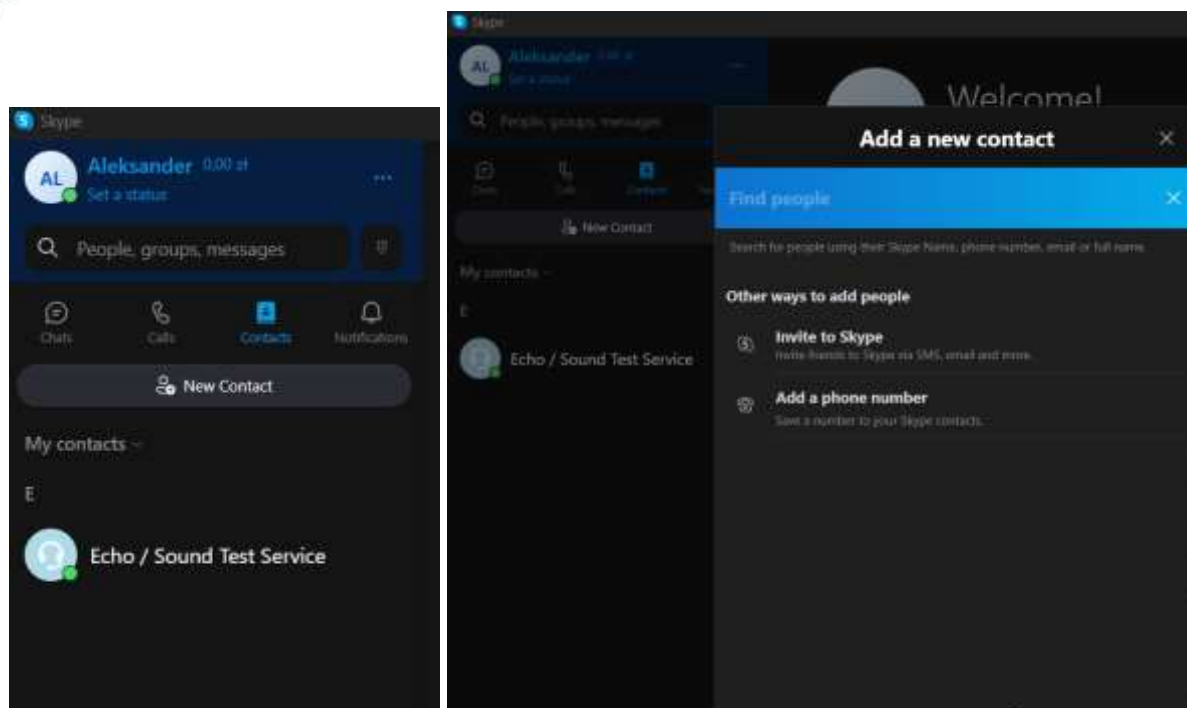


If we do not have such an account, we must create one.

After launching the application and logging in, a welcome screen appears.

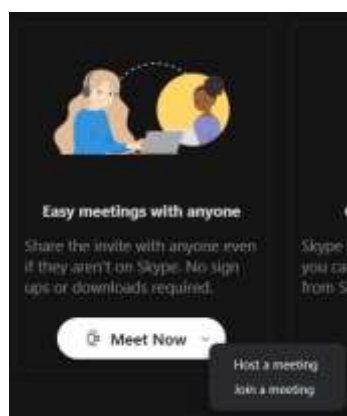


The first step is to search, add or invite people to contacts list.

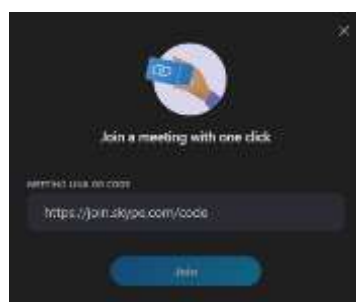


We can search for people by full name, Skype name, email or phone number. Invitees must accept the invitation. After accepting the request by the person invited to contact, their details become visible in our Contacts.

Now we can start a meeting with one or more people (up to 99 people).



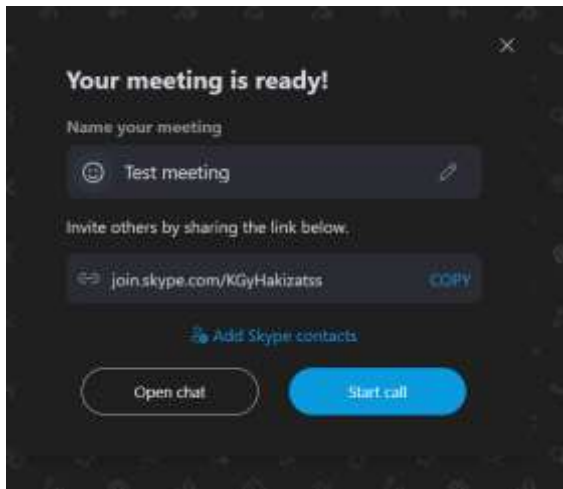
After selecting the Meet Now button, we can create a meeting or join an existing one.



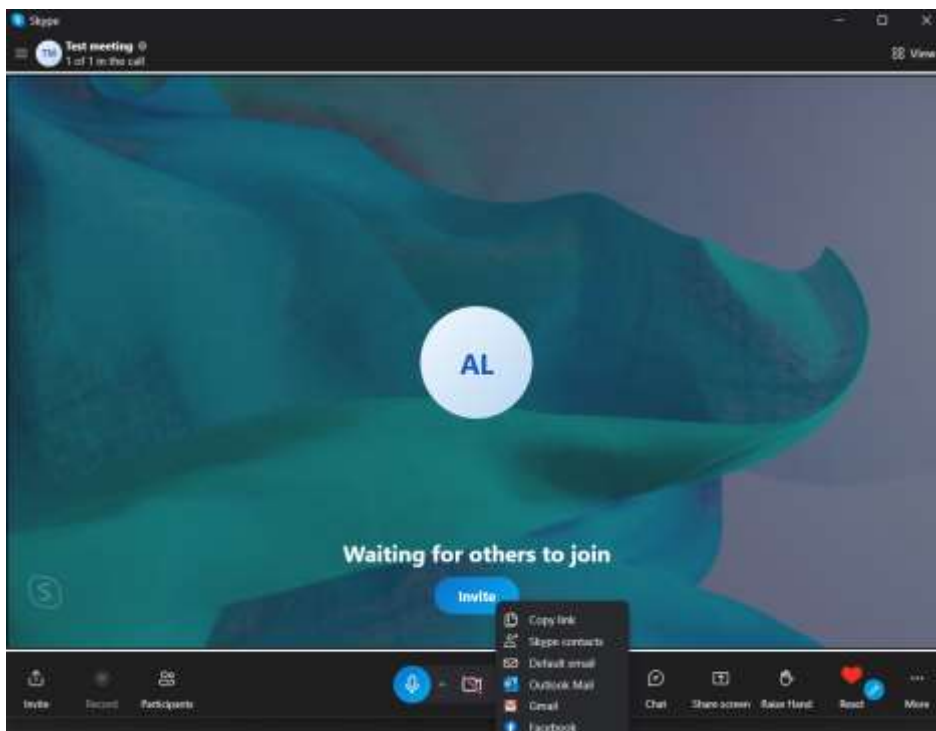
To join the meeting, we need to paste the link to the meeting or enter its code.



When creating a new meeting, we enter its name and generate a link to it.



We copy the link to send it to other participants. Next we start the meeting with the Start call or Open chat button.



After the meeting starts, after pressing the Participants button, we will see a list of participants who have joined the meeting.

Also from this place, we can invite other participants by pressing the Invite button, copying the link to the meeting, selecting participants from the contact list, sending an invitation via e-mail or via social media.

## Canva

### **What is online tool about**

Canva is nowadays well know online tool. In my opinion it is so useful, and I have to mention it here in NICE project, just to be sure, that everybody will know about it.

### **Use for**

Canva is a free graphic design platform that allows you to easily create invitations, business cards, flyers, lesson plans, Zoom backgrounds, presentations. You can create very nice documents, videos, social media presentations (Facebook, Instagram, Tic-toc) and so on. For all these possibilities you can use professionally designed templates or be creative and do something by yourself.

You can even upload your own photos and add them to Canva's templates using a drag and drop interface. It's like having a basic version of Photoshop that's free and doesn't require extensive photo editing knowledge to use. Here's everything you need to know about using Canva:

<https://www.canva.com/learn/all-the-features-on-canva/>

### **Where you can find the online tool**

Canva is available on the web, and users can access it through their web browser. The website is <https://www.canva.com/download/windows/>.

### **Payments**

Canva is free on-line tool, but if you want you can download and install application for Windows, MacOS, Android, iOS as well.

### **Limitations of the free version**

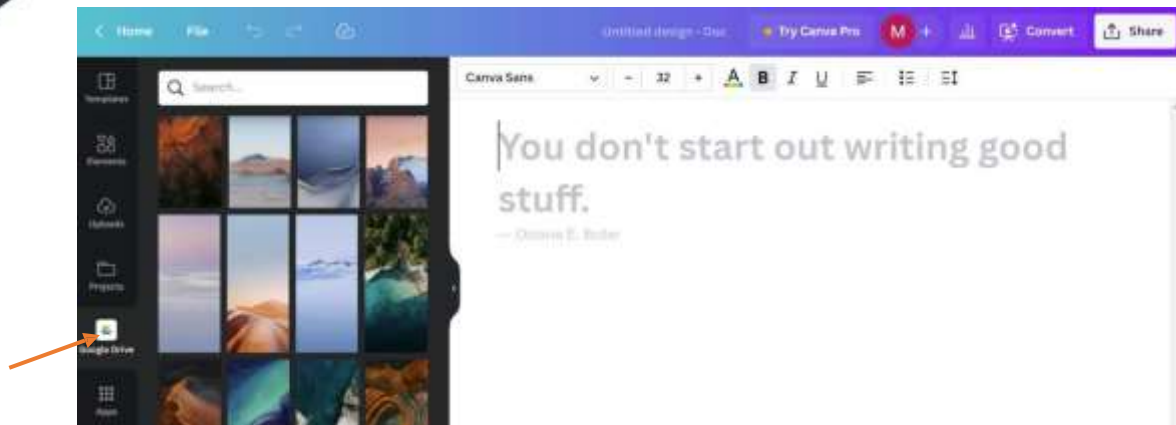
Free version is fully functional but of course there are some limitations. For example, some of the templates are only for PRO version (marked with crown in left down corner). Great new is, that Canva has educational version (same like PRO) that is free for K-12 schools. That means elementary and secondary school in our area.

Unfortunately High education schools do not have such a possibility. For all versions, pricing and other detail information check this web pages:

- <https://www.canva.com/pricing/>
- <https://www.canva.com/help/canva-subscriptions/>

### **How to start**

So let's try it. First of all you need to create account – you can create new one, or use your Google, Facebook or Apple account. If you use your Google account, you can connect Canva with your Photo gallery (Google Drive) and use your pictures directly in Canva.



Working in Canva is quite easy, you do not have to be “super” creative person (because of thousands of templates), and “super” IT guy, it’s drag and drop and really user-friendly environment.

Because this is just brief introduction what Canva is, you can’t find here manuals how to do, but on internet you can find hundreds of manuals and video tutorials how to be an expert in Canva.

Great video for beginners is here:

<https://www.youtube.com/watch?v=un50Bs4BvZ8>

Canva is also very good video editor, so complete tutorial is here: <https://www.youtube.com/watch?v=AlrC-XaKwew>

And of course, there is a lot of information on Canva web site

itself: <https://www.canva.com/designschool/>

<https://www.canva.com/learn/>

<https://www.canva.com/help/editing-and-designing/>

Of course it was prepared short introduction video about Canva, so you can watch it too at [www.nice.vsb.cz](http://www.nice.vsb.cz).

## 7. Summary

Nowadays it is extremely difficult to imagine a school without computers and the Internet. Nevertheless, the effect of active teaching using Information and Communication Technologies is not an easy task. The point is to develop such an education concept that will enrich students' competencies and their engagement in training and creative thinking.

On the other hand, one of the most important goals for all member states of the European Union remains training teachers, whose skills and competencies in that area are identified as still being very low. Without cooperation between teachers, sharing good practices, and sharing mutual inspiration, it will be difficult to introduce the best solutions.

One of the solutions is international projects such as the NICE project which creates space for sharing good practices, as well as exchanging experiences in the area of ICT and interactive teaching. The project's added value is creating space for intercultural and interinstitutional integration of teachers, as well as a common space for new learning activities and personal development.

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