



DIGITAL TOOLBOX

A collection of software tools suitable for
virtualising work-based learning



Virtualisation of work-based learning – challenges, tools, competences: WBL_GOES_VIRTUAL
Agreement Number: 2020-1-AT01-KA226-VET-092549



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More information: www.wbl-goes-virtual.eu

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INTRODUCTION

About the WBL_GOES_VIRTUAL Project

The WBL_GOES_VIRTUAL project is a direct answer to the extraordinary call in late 2020 by the European Commission to aid the negative consequences of the COVID-19 pandemic by providing support structures, educational offerings and materials to vocational education. In the months of the raging pandemic and contrary to other educational sectors, the vocational education and training (VET) providers and especially work-based learning (WBL) processes have not been considered enough by national and regional decision makers in their setup of regulations and in terms of emergency plans. Thus, many VET and WBL learners as well as their trainers were left to figure the situation out on their own.

Within the span of only 12 months, a transnational partnership of five professional organisations from Austria, Germany, Slovenia and Spain have developed a comprehensive and diverse Training Programme for WBL professionals that will support them to digitalise their learning content and enable them to teach/train their learners in a virtual context. Complementary, a Digital Toolbox has been developed to offer these trainers easy instructions for well-established digital tools, while linking these tools for quick access.

About the Tool Box

With the lockdowns all over Europe forced by the spread of the Covid-19 pandemic, most work-based learning (WBL) processes came to a halt. While the school education started to continue online after some time, the learning by doing structure in VET and other work-related learning formats could not adapt so easily. To fill this gap and provide WBL teachers and mentors with the sufficient structure and tools in ad-hoc crises – not limited to lockdowns – the WBL goes virtual consortium created a Toolbox for companies and WBL staff.

This toolbox contains 25 pre-tested tools that are freely available on the market. They all have a free version or at least a demo version to be used immediately. The international partnership initially collected and pre-tested more than 60 tools internally and with the support of experts in the WBL sector in all partner countries, namely Austria, Germany, Spain and Slovenia. Through this thorough selection process, the toolbox contains only the highest ranked tools suitable for the virtualisation of WBL content.

In this way, the time-consuming testing of several tools and the long selection process can be skipped by individual users. The tools are now all presented with application examples and can thus be used and adapted quickly without the need for extensive prior knowledge or major digital skills. Some tools even contain predesigned or recorded material that can be adapted to the learners' needs so the effort of newly creating all online material from scratch is erased. To make adaptation easier in these uncertain ad-hoc situations, all tools are relevant for the company and WBL reality and the topics which need to be virtualised, well tested and described together with application examples, coherent with European VET principles (e.g. learning outcomes approaches, NQF descriptors, ECVET credits etc.), easy to be accessed, downloaded and applied, and free or at least cheap in use for companies. While all tools are available in English, most of them also offer different language versions in many European languages.

The toolbox is available online via the project website and also available as PDF document to research and look up individual tools. To make the latter easier, the PDF is organised alphabetically. Nevertheless, it also contains the four categories (virtual communication, task sharing and monitoring of learners in the WBL process, learning management and authoring tools, tutorial and tutorial making tools, VR/AR tools and software) that are used in the online version to sort the tools. Since some belong in multiple categories, they can be found under different headings to be accessed easily. Both versions provide a clear and navigable structure containing author, keywords, availability/link, added value and benefit for the virtual learning process, a description of the tool, practical applications of the tool and examples of use, the price, requirements at company level, copyright and usage restrictions/GDPR and potential comparable tools. The online version further responds to keywords to find needed tools easily and provides explanatory videos as further information. The WBL provider can thus make an educated decision about the tool and start right away if desired. Most importantly therefore both online and offline versions provide the direct link to access and use the respective tool. To learn from other users, the online version provides a rating system and a comment section to share the experience with each tool.

However, offering engaging virtual WBL does not only rely on the selection of the right tool. There are more things to consider, especially if the providers have no prior experience with it. The WBL_GOES_VIRTUAL project therefore offers a comprehensive training programme in four parts, introducing the learners to digital learning technology hardware and software, online didactics and hands-on practice. This is complimentary to the toolbox and informs companies about the requirements and things to consider for the virtualisation of WBL training. It details e.g. which technical requirements and which investment are needed and what the concrete steps for virtualising WBL are. After all, a functioning and engaging virtual WBL is not about having the most but the right tools in the right circumstances.

GUIDELINE

Virtualising WBL Content – Points for Consideration

The most important factor when thinking about virtualising work-based learning content is of course to realise that this touches a myriad of different vocational sectors, all with different needs and possibilities. Work-based learning settings differ from country to country, even from region to region and it also makes a huge difference if it happens in a large enterprise or a small or medium sized business. How is it possible to provide a fitting guideline for all these diverse situations and perspectives?

The WBL_GOES_VIRTUAL project tries to solve this challenge by offering guiding questions that lead a WBL mentor through the process of preparation and implementation of digitalising their training content. As of now and today's state of technology, it is obvious that virtual training content is not able to be a full and 100% substitute of real-life experiences and hands-on trainings. Nonetheless, in times of crises or even as an innovative and attractive, complementary feature, virtualising work-based learning content and staying in touch with learners through suitable, digital means is crucial.

In reality, WBL mentors are faced with the challenge to continue to provide training offers, but at the same time, they are usually not fully in charge of the circumstances. This means, they need to get in touch with other colleagues and superiors to facilitate the change they need, for example when there is a need to purchase new hardware equipment or software licences. They also need to investigate if they themselves as well as their learners have the necessary competences and accessibility to the suggested virtualisation means.

Step-By-Step Readiness Check

On the following page, a step-by-step readiness check is presented in the format of a guiding canvas. As a mentor, work your way from the left to the right and reflect on the guiding questions. Take notes and make a plan how to approach the virtualisation of your WBL contents.

STARTING POINT	RESOURCES CHECK <i>WHAT IS AVAILABLE AND WHAT DO YOU STILL NEED?</i>	DIDACTICAL STEPS FOR VIRTUALISING WBL CONTENT	FINAL THOUGHTS
<p>Why do I want to virtualise my work-based training offers?</p> <ul style="list-style-type: none"> ○ I want to add digital elements ○ I need to because of external circumstances <p>For how long do I plan to use the digital means?</p> <ul style="list-style-type: none"> ○ Only short-term, just to bridge the time until I can go back to F2F training ○ Medium-term or not sure, if it works great, I may keep using some contents ○ Long-term, I want to continue to use virtual elements in my training <p>What do I want to virtualise?</p> <ul style="list-style-type: none"> ○ Communication with learners? ○ Tasks for self-directed learning? ○ Real content/lectures? ○ Whole process? <p>Who exactly is the target group of your virtual WBL content?</p> <ul style="list-style-type: none"> ○ Make sure to offer content tailored to the needs of your learners. First year WBL learners need a completely different approach than final year learners. 	<div> <div> <p>Infrastructure</p> <ul style="list-style-type: none"> ○ Do you have the necessary infrastructure available? ○ Are you in home-office or can you access the facilities at your company? ○ Do you need to make any special appointments or follow any regulations with other colleagues? ○ How can you assure the accessibility to your content for all your learners? </div> <div> <p>Equipment</p> <ul style="list-style-type: none"> ○ Do you have the necessary hardware available? For you as mentor and for your learners? What would you need to purchase? ○ Do you have the necessary software at hand? Do you need licences as mentor or also for the learners? </div> <div> <p>Time</p> <ul style="list-style-type: none"> ○ How much time would you need to implement the virtualisation? Is it only the setup of a digital communication structure or do you plan to digitalise in-depth contents? ○ Do you have the timely resources available? How can you make time? Is there maybe a more efficient solution? </div> </div> <div> <p>Competences</p> <ul style="list-style-type: none"> ○ Do you already have the necessary competences to virtualise your WBL content? ○ What additional competences would you need? How can you acquire these competences? Is it possible to acquire the competences through self-directed learning through tutorials? <p>Personnel</p> <ul style="list-style-type: none"> ○ Are you working alone to virtualise the WBL content or do you need to collaborate with other colleagues/mentors? ○ If you need support in the implementation (e.g. ICT/IT staff), do your supporting colleagues have timely resources to provide you with the help you need? <p>Financial Resources</p> <ul style="list-style-type: none"> ○ Do you need to purchase equipment or software licences? ○ Do you have the necessary budget available? ○ Who do you need to contact in order to permit the purchase? ○ Make a general estimation: how much budget do you need? </div>	<ol style="list-style-type: none"> 1. Outline the content you want to virtualise. Split it up in sessions of max. 60-90 minutes at a time to cater to the concentration and attention span of your learners. 2. Define learning goals for your learners (what is your learner able to do after finishing the training content). If necessary, define sub-goals and split up the content even more. 3. Create a red thread that leads through the content, ideally step-by-step from start to finish. How will you know that your learners have finished the learning session? 4. Choose the most suitable digital delivery method and complementary software tools. 5. Create the content according to your plans. Make sure that your content engages the learners actively. 6. Create an assessment suitable for your WBL content, for example a quiz. Or should your learners upload a photo of a project they created? It is up to you! 	<ul style="list-style-type: none"> ○ Is your WBL content attractive and digestible for your learners? Does it feature a mix of media, visual elements? If it is just text-based, try to spice it up by using another digital method or by adding some loosening elements. ○ Is your WBL content motivating for your learners? Is the workload feasible in the estimated amount of time? A joke here and there can make a huge difference in motivating your learners to keep going. ○ Gather feedback from your learners to make sure to neither overwhelm nor underwhelm your learners. Especially in the beginning, you may need to keep close contact to the learners in order to assess if your learning content is offered in a suitable way. ○ Try the WBL_GOES_VIRTUAL training programme and the online toolbox for additional information and support



Anchor by Spotify

Author	Michael Mignano, Nir Zicherman (Spotify), Sweden
Category	Learning management and authoring tools; tutorial and tutorial making tools
Keywords	Podcast; podcast management; streaming; creating podcasts; recording content; tutorial making; live streaming; podcast hosting;
Availability/Link	https://anchor.fm/
Added value and benefit for virtual learning process	Free, user-friendly podcast hosting and creation site that offers built-in tools for recording, editing, and sharing of audio-content, offering WBL mentors an engaging and easily accessible tool that learners can make use of on-the-go – anywhere, at any time.
Description of tool	Anchor by Spotify is a free platform for podcast creation, which contains tools that simplify the process of recording and editing audio recordings, arranging them into podcast episodes and publishing podcasts to podcast listening platforms. It features easy-to-use built-in editing tools that offer quick, convenient, intuitive and stress-free uploading, recording and editing of material with the help of the user's chosen device – computers, tablets, smartphones – without the need for special recording or editing software. Recording tools capture audio straight from the user's device and can be synced across all user-used devices. The tool offers free unlimited hosting and streamlined distribution to all major listening apps and sites, as well as offering embedding options.
Practical applications of tool/examples of use	Use a podcast as an opportunity to revise learned materials – summarise the content that you have covered in a specific lesson. Record directions for further work or homework assignments. Get your students to make their own podcasts – for example, explore a specific topic on their own and present it to their peers in bite-sized podcasts.
Price	Free to use.
Requirements at company level	Registration is needed, also possible through Facebook, Google, Twitter or AppleID.
Copyright and usage restrictions / GDPR	No specific restrictions, check with your company GDPR regulations. The tool is available in English only.
Comparable tools	<p>Podbean https://www.podbean.com/ Podcast creation and publishing with own tool for simplified recording.</p> <p>Podomatic https://www.podomatic.com/ Podcast hosting site that offers services for creation and publishing of podcasts.</p>



Restream

<https://restream.io/>

Podcast platform for creation, editing and sharing podcasts.



AnswerGarden

Author	Creative Heroes, Netherlands
Category	Virtual communication; monitoring of learners in the WBL process
Keywords	Instant feedback tool; real time audience participation; create word clouds
Availability/Link	https://answergarden.ch/
Added value and benefit for virtual learning process	Instant brief feedback from students; involve learners to keep attention; establish knowledge level
Description of tool	AnswerGarden is a minimalistic feedback tool. The teacher can ask a question and invite participants to reply via AnswerGarden. Their answers will instantly form a growing word cloud. AnswerGarden can be used for real time audience participation, online brainstorming and classroom feedback.
Practical applications of tool/examples of use	To brainstorm a topic with students; to get short and quick feedback or opinions from students e.g. What do you think you'll need to learn more about next year?; create a poll
Price	Free of charge
Requirements at company level	n/a
Copyright and usage restrictions / GDPR	n/a
Comparable tools	<p>Mentimeter https://www.mentimeter.com/ Create meaningful engagement during hybrid meetings, workshops & lessons using interactive presentations with live polls, quizzes, word clouds, Q&As and more.</p> <p>Tweedback https://tweedback.de/?l=en Tweedback is an online feedback platform for anonymous realtime feedback at events, businesses and educational facilities. It simplifies existing teaching and learning scenarios and enables totally new lesson concepts.</p>



Canva Canva

Author	Melanie Perkins, Australia
Category	Learning management and authoring tools
Keywords	Graphic design tool; design; presentations; posters; videos; photo editing; illustrations of mathematical, statistical and scientific concepts
Availability/Link	https://www.canva.com/education/
Added value and benefit for virtual learning process	A pool of images, layouts and templates to choose from; "Teaching Material" page to find lesson plans written by other educators to get inspired.
Description of tool	Canva is a graphic design platform accessible by phone, tablet or computer for creating visual content. This ranges from presentations, posters and infographics to social media content and videos. The software works on the drag-and-drop principle and already includes templates, images, fonts and graphic elements that users can use.
Practical applications of tool/examples of use	Learner assignment to create infographic on certain topics; lesson plan creation; learners can design and create own learning portfolio and plan to better visualise and record their learning; group projects; to create worksheets and exercises, especially for online sessions
Price	Free for school teachers; free version; Canva Pro 109.99€/year for up to 5 members
Requirements at company level	n/a
Copyright and usage restrictions / GDPR	n/a



Classroomscreen

Author	Classroomscreen B.V., Netherlands
Category	Virtual communication
Keywords	Structure; organisation; live tasks; countdown timer; widgets
Availability/Link	https://www.classroomscreen.com/
Added value and benefit for virtual learning process	Clear demonstration of tasks with countdown timer, media widgets and other structure-giving tools on a virtual screen
Description of tool	Tool to structure and organise your virtual teaching when sharing your screen via a video call. Functions with Zoom, MS Teams and Google Meet. Classroomscreen includes several widgets that can be used in a customised order and setting such as text boxes for notes and instructions, a countdown timer, media widget to see yourself while sharing your screen, a traffic light with free application, a drawing tool, random name picking from a list and polls (only in pro version).
Practical applications of tool/examples of use	When giving virtual lectures or demonstrations, you can include a timer, drawing tools and other media on the screen to enrich your task and offer support
Price	Free of charge for basic version; Pro Plan from 29.90€ / year
Requirements at company level	Registration needed to access full free version
Copyright and usage restrictions / GDPR	n/a





Discord

Author	Jason Citron and Stan Vishnevskiy (Discord Inc.), USA
Category	Virtual communication; task sharing, monitoring of learners in the WBL process; tutorial and tutorial making tools
Keywords	Communication; digital distribution; instant messaging; chats; file-sharing; screenshare; live-study; community
Availability/Link	https://discord.com/
Added value and benefit for virtual learning process	An instant messaging and digital distribution platform that facilitates mentor-learner interaction and offers an opportunity for learners to build their own community, coordinate activities, co-create content and interact or keep in touch with each other through a variety of forms.
Description of tool	<p>Discord is a free group communication and digital distribution platform, where users can communicate with one another through voice calls, video calls or instant messaging.</p> <p>Discord is a multi-faceted communication tool, that is in part similar to chat apps (offering voice calls, text messages), and in part similar to social media portals, as it offers a semi-public, social forum and forum-style community platform on which users can create or join their own groups and communities. Users are able to join or create their own “servers” (groups), with public and private options, to meet and hang out, coordinate activities or co-create content. Servers are a collection of chat rooms and voice chat channels, which can be accessed via invite links (if set to private). These servers work as groups – they are based on a variety of different topics and can be broken down to different channels – small spaces of discussions on specific topics or tasks. Each server allows for the creation of own rules, channels, members, and member roles, which in turn enable or disable users differently within server settings. Different lists of participants (called friends lists) can be created, and the platform offers easy, quick search functions to find participants.</p> <p>The easy-to-use interface allows for livestreaming of content (video, audio), sharing and uploading of different media (images, videos, internet links, audio recordings, documents, gifs ...), as well as directly connecting to other social media accounts (such as YouTube, Twitch, Twitter, Spotify, ...). In this manner, Discord works as a large study or productivity platform, where users can study in real-time with others via web cameras, screensharing or various chat and messaging forms.</p> <p>Discord is available as a computer or tablet app (Windows, macOS, Linux, iPadOS), phone app (Android and iOS) or in web browsers.</p>
Practical applications of	Discord can be used to teach or study live with other users/learners via camera, screenshare, document share or chat.



tool/examples of use	<p>Learners can use the platform as a shared environment to communicate with each other, collaborate on a project or co-create specific content, for example, a video tutorial.</p> <p>Can be used as a platform to connect various mentors, for example within a company or within a sector, to share learning materials and experience with WBL.</p>
Price	Free to use
Requirements at company level	Internet connection, device (computer, tablet, phone) + potentially app
Copyright and usage restrictions / GDPR	<p>Requires users to provide phone numbers; has age-restricted sections. Generally compliant with EU's GDPR laws, but as it collects various data about their users, make sure to confirm with your organization's GDPR restrictions first</p>
Comparable tools	<p>Skype http://www.skype.com High-performing video-conferencing application.</p> <p>Slack https://slack.com Collaboration software which offers real-time messaging, (video-)calls, file storing, and integration with numerous apps.</p> <p>TeamSpeak https://www.teamspeak.com VoIP communication application.</p> <p>Zoom https://zoom.us Collaboration and conferencing software.</p>





Dropbox

Author	Dropbox Inc, USA
Category	Virtual communication; task sharing, monitoring of learners in the WBL process
Keywords	File storage; organisation; task sharing; work in sync; collaboration; team management
Availability/Link	https://www.dropbox.com/business
Added value and benefit for virtual learning process	Collaborative creation and editing of documents, supervision of work process and storage of relevant documents.
Description of tool	Online tool to organise and store files (traditional files, cloud content, and web docs and shortcuts) that can be created, accessed and edited from anywhere (phone, tablet, computer) directly in the tool. Work happens in sync with integration to other tools such as Slack and Microsoft programmes. It gives notifications for progress updates and to-dos added to descriptions. Dropbox Paper functions as a collaborative doc for the learners to create content easily and organise projects using timelines, to-dos and tables. Different access levels with password protection, expiring links and download permissions keep the content secure. Dropbox admin features to simplify team management, support data security and compliance and gain actionable insights into team activity.
Practical applications of tool/examples of use	Storage of “need to know”-documents for learners; platform to store and interact during group projects; to-do lists and timelines to supervise assignments
Price	Basic version free of charge; advanced single-user version: 19.99€/month
Requirements at company level	Registration with email and password required
Copyright and usage restrictions / GDPR	No specific restrictions, check with your company GDPR regulations



Author	Nordtouch, Finland
Category	Virtual communication; task sharing, monitoring of learners in the WBL process
Keywords	Digital whiteboard; collect comments simultaneously; collaborative knowledge construction
Availability/Link	https://flinga.fi/
Added value and benefit for virtual learning process	Encourages active participation during class; create digital mind maps for collaborative tasks and projects; can be accessed anonymously and, therefore, encourages students to ask questions.
Description of tool	<p>Flinga Whiteboard enables teachers and learners to build mind maps and group the messages in any way they want.</p> <p>Flinga Wall is an easy to use message wall. The messages sent can be arranged in their order of arrival or based on the likes they have received.</p>
Practical applications of tool/examples of use	To be used for brainstorming sessions on a topic; to simultaneously collect comments, ideas, questions, examples and answers from learners on digital wall; to promote whole class discussions
Price	5 boards free of charge; Personal Premium Flinga licence: € 76/year; 5 Team Premium licences: €320/year (premium licences include unlimited boards)
Requirements at company level	n/a
Copyright and usage restrictions / GDPR	n/a
Comparable tools	<p>Mindmeister https://www.mindmeister.com/ MindMeister is a collaborative online mind mapping tool that lets you capture, develop and share ideas visually.</p> <p>Padlet https://padlet.com/ Padlet is a web-based digital pinboard or whiteboard tool that you can use to capture and develop almost every kind of information and collaboratively create useful resources.</p>





Google Drive

Author	Google, USA
Category	Learning management and authoring tools
Keywords	Document sharing; collaboration in real time; safe synchronisation across all devices; word processing; spreadsheet; presentation tools; file storage; document storage
Availability/Link	https://drive.google.com
Added value and benefit for virtual learning process	Edit documents simultaneously; tool for learner collaboration and teacher feedback; sharing information; enables cooperative learning; monitor learning; saves changes automatically
Description of tool	Google Drive is a file hosting service provided by Google LLC. It allows users to store documents in the cloud, share files and edit documents together. Google Drive is a combo online-productivity software suite and cloud-based, file-syncing service. It gives a place to store all of your files and the ability to access them from any device. Each learner needs their own Google account to use Drive, which requires an email address.
Practical applications of tool/examples of use	Share documents and files; submit assignments through the tool and correct them with comments and suggestions. Learners can create a presentation/essay simultaneously
Price	Free Google Workspace for Education Fundamentals; Google Workspace for Education Standard (2.20€/learner/year); Teaching & Learning Upgrade (2.50€/employee/year)
Requirements at company level	G-Suite-for-Education account required
Copyright and usage restrictions / GDPR	n/a
Comparable tools	Moodle https://moodle.com/workplace/ Moodle Workplace is a customisable platform that allows you to manage the training of a company based on your interests and needs. The platform streamlines integration, workplace learning, and compliance management, developing a culture of learning. The platform provides learners with an overview of the courses and activities in which they are enrolled.





Google Meet

Author	Google, USA
Category	Virtual communication
Keywords	Online classroom; communicate with learners online
Availability/Link	https://meet.google.com/
Added value and benefit for virtual learning process	Online collaboration with learners; staying connected; flexible location; lesson recording; screen sharing
Description of tool	Google Meet is a standards-based video conferencing application that uses proprietary protocols for video, audio and data transcoding. Educators can create a unique Meet link for each class. It acts as a dedicated meeting space for each class, making it easy for both VET staff and learners to join. Even if learners do not have Gmail accounts, they will be able to click on the link and attend the meeting. Only meeting creators and calendar owners can mute or remove other participants. This ensures that instructors cannot be removed or muted by participating learners. Recordings include the active speaker and anything that is presented. An email with the recording link is automatically sent to the meeting organiser and the person who started the recording.
Practical applications of tool/examples of use	You can conduct lessons as in a real classroom and give learners the floor to present, as well as to discuss certain topics. Start Q&A sessions and create breakout rooms for group activities
Price	Free Google Workspace for Education Fundamentals; Google Workspace for Education Standard (2.20€/learner/year); Teaching & Learning Upgrade (2.50€/employee/year)
Requirements at company level	G-Suite-Enterprise for Education account required
Copyright and usage restrictions / GDPR	n/a
Comparable tools	<p>Microsoft Teams https://www.microsoft.com/de-at/microsoft-teams/log-in Microsoft Teams is a platform developed by Microsoft that combines chat, meetings, notes and attachments.</p> <p>Zoom https://zoom.us/ Zoom is a free tool for holding meetings and video conferences.</p>





Google Classroom

Google Classroom

Author	Google, USA
Category	Virtual communication; task sharing, monitoring of learners in the WBL process; learning management and authoring tools
Keywords	Online classroom; collaboration with learners; classroom and learning management system
Availability/Link	https://classroom.google.com/h
Added value and benefit for virtual learning process	Virtualise and manage all relevant processes and documents that learners need; easy to collaborate with students, streamline assignments and foster communication; good to keep digital lesson plans, schedules, curricula, grades and materials stored in one place; works on all kinds of mobile devices such as smartphones and tablets
Description of tool	Google Classroom enables teachers to create an online classroom space in which they can manage all the relevant interactions and documents that their students need, to collaborate and communicate and grade assignments. Documents are stored on Google Drive and can be edited in Drive's apps, such as Google Docs, Sheets, and so on. It is easy to also include other web resources such as YouTube videos and links.
Practical applications of tool/examples of use	Use Google Docs to share documents/ assignments with your learners and allow for collaborative writing. Assignments can be uploaded with relevant documents for learners. Learners receive email notifications for new assignments. Learners turn in assignments when finished, and teachers can grade the assignments. Learners can work collaboratively on writing projects. Store all relevant documents on Google Drive. Work on the same lesson plan at the same time with a colleague.
Price	Free Google Workspace for Education Fundamentals; Google Workspace for Education Standard: 2.20€/learner/year; Teaching & Learning Upgrade: 2.50€/employee/year
Requirements at company level	G-Suite-for-Education account required
Copyright and usage restrictions / GDPR	n/a
Comparable tools	Moodle https://moodle.com/de/ Moodle is a free course management system and learning platform. The software offers the possibilities to support cooperative teaching and learning methods.



Microsoft Teams

<https://www.microsoft.com/de-at/microsoft-teams>

Microsoft Teams is a platform developed by Microsoft that combines chat, meetings, notes and attachments. The service is integrated into the Microsoft 365 suite with Microsoft Office and Skype/Skype for Business.



Kahoot! Kahoot!

Author	Alf Inge Wang, Norway
Category	Task sharing, monitoring of learners in the WBL process
Keywords	Review game; jeopardy; survey
Availability/Link	https://kahoot.com/
Added value and benefit for virtual learning process	Review of the learning process; entertaining breaks in the lesson; deepening of a topic
Description of tool	Kahoot! is an easy to use learning app, accessible freely online. Learners can create fun quizzes in different modes or play an existing quiz. It is suitable for online and classroom learning, because the answers can be given anonymously via mobile devices, while the results are displayed on a common screen (e.g. projector). Kahoot! is highly motivating and engaging.
Practical applications of tool/examples of use	Learners create parts of a quiz themselves through gathering information from learning materials and practical examples. You can gather opinions on material, events or questions; hold votes and test the level of knowledge acquisition.
Price	Kahoot! Starter 10€/host/month
Requirements at company level	n/a
Copyright and usage restrictions / GDPR	n/a
Comparable tools	Socrative https://www.socrative.com/higher-ed/ Teaching app with gamification elements to track learner's progress.



Author	Lucid Software Inc., USA
Category	Virtual communication; task sharing, monitoring of learners in the WBL process; learning management and authoring tools
Keywords	Diagram drawing tool; mind maps; collaboration; concept map; online flowcharts; synoptic table; diagram library
Availability/Link	https://www.lucidchart.com/pages/
Added value and benefit for virtual learning process	Web-based diagramming tool, which allows users to collaborate and work together in real time, creating flowcharts, organisation charts, website outlines, mind maps, etc., to accelerate understanding and drive innovation
Description of tool	Lucidchart is a web-based diagram drawing tool, allowing users to collaborate and work together in real time, creating flowcharts, org charts, website schematics, UML layouts, mind maps, software prototypes, and many other types of diagrams. Lucidchart is a diagramming platform, a digital space to create as a team, no matter where they are. Lucidchart uses a variety of collaborative features, including in-editor chat, comments and video chat, and real-time collaboration with other editors. Free version features are intended for small projects, allowing you to use a maximum of 60 objects per document. It has file download, print and publish functions and integrates with Google Drive, Google Apps and Microsoft.
Practical applications of tool/examples of use	Brainstorm about a typical problem in a process or action and find the most suitable solution with the learners in real time. You can diagram what can be done (according to the proposals received) and how it can be done. A mind map that houses all the different ideas and shows how they are connected becomes a process flow chart.
Price	free version available (incl. free educational account for teachers and students with premium features) Individual plan: 6.95€/month Team plan: 8€/user (3 user minimum)
Requirements at company level	Creation of account (name, email, password) or enter through Google account, Office 365, slack
Copyright and usage restrictions / GDPR	n/a



Comparable tools**Creatly**

<https://creatly.com>

You can work collaboratively on the creation of a diagram.

Mindmeister

<https://www.mindmeister.com>

Online mind mapping application that allows its users to visualise, share and present their thoughts through the cloud.

Gantt

<https://www.gantt.com/es>

To draw Gantt charts.





Author	Meister, Austria
Category	Virtual communication; task sharing, monitoring of learners in the WBL process
Keywords	Work management; process management; digitalised workflows; organisation; task management
Availability/Link	https://www.meistertask.com/
Added value and benefit for virtual learning process	You know who is doing what at what time and can assign tasks with clear deadlines, instructions and monitoring facilities. Familiarise learners with tools used in the working world
Description of tool	MeisterTask is a task management tool that covers anything from conception to completion, providing an overview of work in progress. The Kanban-style project boards digitalise workflows and allow a clear overview of task progress with automation, time tracking and templates for recurring tasks. It can help you organise your next big project or digitalise task management for your learners' daily business, you need to know who's doing what, when. You can design and customise the environment to your needs. The tool shows you a dashboard with everything in one place, the projects for a clear overview and full efficiency, the tasks where work gets done and finally the agenda as your own personal board.
Practical applications of tool/examples of use	Assign a task for the entire team, organise and set up specific steps on the board and ask learners to monitor it themselves, while you keep the overview
Price	Free of charge for basic version; Pro version from 8.25€ /month
Requirements at company level	Registration with email and password required, alternatively Google or Facebook ID possible
Copyright and usage restrictions / GDPR	n/a



Mentimeter

Author	Johhny Watson, Switzerland
Category	Virtual communication; task sharing, monitoring of learners in the WBL process
Keywords	Student discussion; student participation; anonymous dialogue space; immediate feedback
Availability/Link	https://www.mentimeter.com
Added value and benefit for virtual learning process	Engage the audience in presentations and meetings, allowing learners to contribute actively in the issues to be discussed, allowing the teacher/trainer to obtain immediate feedback
Description of tool	<p>Mentimeter is a digital resource to interact and engage with an audience. The application allows you to launch different participation formats to a specific audience: to a class or to a meeting. Participants answer through mobile phones, tablets or PC and results are seen on the screen in real time. To work with Mentimeter it is necessary to create PowerPoint presentations in which slides with different formats of questions, questionnaires, slides, images, etc. are inserted.</p> <p>It is a digital tool that promotes the participation of learners during the presentation of a topic or content of a course. Thanks to the use of smartphones, the audience can connect to the presentation where they can answer questions and deliver comments in real time.</p> <p>You can carry out questionnaires to generate diagnostic, training and / or summative evaluations, in order to monitor the learning process of learners.</p> <p>By obtaining the results simultaneously, you can give immediate feedback to the answers given by the learners, so that the level of learning achieved by them can be evidenced.</p>
Practical applications of tool/examples of use	This tool allows WBL learners to give their opinion and feedback on a specific problem (on a specific machine, for example) through their smartphones, while being able to answer questions and submit comments in real time. At the same time, Mentimeter allows teachers to give immediate feedback to the answers given by the learners.
Price	<p>free of charge for basic version;</p> <p>Basic Plan: 11.99€/month</p> <p>Pro Plan: 24.99€/month</p>
Requirements at company level	Registration with Google/Facebook ID or email address, password and name and family name



Copyright and usage restrictions / GDPR	Mentimeter is an innovation tool that is provided by the USA and is compliant with the guidelines of the General Data Protection Regulation (GDPR).
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Comparable tools	<p>Kahoot! https://kahoot.com/ Kahoot is an online game-based learning platform based on user-generated multiple-choice quizzes.</p> <p>SurveyMonkey https://es.surveymonkey.com/ Survey Monkey allows users to create online surveys. It is a useful tool for conducting surveys, questionnaires, and data collection. It allows you to send surveys through email and social networks.</p>
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Author	Meister, Austria
Category	Virtual communication
Keywords	Mind map; collaboration; creative thinking
Availability/Link	https://www.mindmeister.com/
Added value and benefit for virtual learning process	Structured flow of ideas with commentary and guided focus on most important issues
Description of tool	Collaborative mind mapping tool with templates, mixed layouts and customisation features to visualise your ideas, collaborate with your team, manage your tasks and share it with the world. You are able to create unlimited subtopics and explore your thoughts, using colour coding for clarity and style. Attachments, embedded media and more can be added to the mind map for context. Guidance and integration into other tools in the MeisterSuite for extended use are available.
Practical applications of tool/examples of use	Creation of a customer journey in sales, including tutorial videos if necessary
Price	Free of charge for up to 3 mind maps; personal plan from 4.99€/month
Requirements at company level	Registration with Google/Facebook ID or email address and password
Copyright and usage restrictions / GDPR	n/a
More information	https://www.youtube.com/watch?v=LK031sB5sb8
Comparable tools	<p>Lucidchart https://lucidchart.com Web-based diagram drawing tool, to collaborate and work together in real time.</p> <p>Creately https://creately.com Visual collaboration and diagram drawing tool with layout and design capabilities.</p>



Author	Martin Dougiamas, Australia
Category	Virtual communication; task sharing, monitoring of learners in the WBL process; learning management and authoring tools
Keywords	Customisable online learning solution; open source/education; learning management; organisational learning; learning platforms
Availability/Link	https://moodle.com/workplace/
Added value and benefit for virtual learning process	Customisable and trusted workplace learning management system: optimise and monitor training, save time with automations, evaluate the impact of learning, create multiple learning platforms, integrate your platform with other systems
Description of tool	<p>Moodle Workplace is a customisable platform that allows you to manage the training of a company based on your interests and needs. The platform streamlines integration, workplace learning, and compliance management, developing a culture of learning.</p> <p>The platform provides learners with an overview of the courses and activities in which they are enrolled. Moodle Workplace allows you to define a specific control panel for each user, so that each trainer can manage and customise the learners' desktop and adapt it to their needs. It allows you to create and deliver training processes, share knowledge with learners and develop specific skills, giving learners the flexibility to access training systems from anywhere and from any device. You can establish training itineraries for your collaborators, customise training platforms to reflect and reinforce the processes and structure of your company.</p> <p>With Moodle Workplace you can group courses and content into programs and create certifications based on programs with determined validity.</p>
Practical applications of tool/examples of use	Workplace makes it easy for WBL learners to feel heard and valued, making important information accessible to everyone, so that no one is left out of conversations and can participate in a whole group of courses from anywhere and on any device.
Price	<p>free of charge; plans for integration of cloud</p> <p>Starter: 100€/year</p> <p>Mini: 180€/year</p> <p>Small: 320€/year</p> <p>Medium: 700€/year</p> <p>Large: 1.250€/year</p>



Requirements at company level	Creation of account with professional email and activation code, need for complete name, password and work category
Copyright and usage restrictions / GDPR	Complies with GDPR, UK GDPR California Consumer Privacy Act 2018 (CCPA)
Comparable tools	<p>Lemon https://www.lemon-mobile-learning.com/en/lemon-system/ Customisable mobile learning platform with chat function and certifications, hosted in Germany, free trial.</p> <p>Eloomi https://eloomi.com/ LMS system with several additional features such as onboarding, appraisals etc., hosted in Denmark.</p>





Overly

Author	Ainars Klavins & Gatis Zvejnieks, Latvia
Category	VR/AR tools and software
Keywords	Augmented reality; AR; bring content to life
Availability/Link	https://overlyapp.com/
Added value and benefit for virtual learning process	Exciting, engaging and creative way to showcase content and thrill learners via customised augmented reality experiences
Description of tool	With the Overly step-by-step augmented reality creator, teachers can bring stimulating and immersive learning methods into the classroom. The AR tools can be used by students on their own, and they can guide their own journey of learning and exploration.
Practical applications of tool/examples of use	Showcase a skeleton, turn machines into 3D images or bring a picture to life by storing a video behind it. Learners only require their smartphones to experience the subject immersively. Practical demonstrations become affordable as materials and expensive equipment are not required.
Price	Free of charge for basic features and 2 markers and 20 recognitions; 11.99/month per marker (the visuals that will be scanned to trigger the AR function)
Requirements at company level	Signing up required; when opting for the business option credit card details required; user and end users need mobile phones or tablets
Copyright and usage restrictions / GDPR	n/a





Padlet

Author	Nitesh Goel, India
Category	Task sharing, monitoring of learners in the WBL process
Keywords	Collaborative learning; whiteboard creation; digital wall; digital noticeboard
Availability/Link	https://padlet.com/
Added value and benefit for virtual learning process	Receive instant feedback in real-time; more interaction between teacher and students; monitor understanding of learners and assess learning; peer feedback
Description of tool	Padlet is a digital tool that can help teachers and learners in class and beyond by offering a single place for a notice board. This digital notice board is able to feature images, links, videos, and documents, all collated on a "wall" that can be made public or private. Its generic structure and the different wall templates open up an almost infinite space of application options. The tool can be used to create rich-media products such as blogs, one-page websites, resource lists, maps and much more. You can also use a padlet to organise learning and interaction or create a shared knowledge and resource bank for everyone.
Practical applications of tool/examples of use	To share and distribute content such as text, images, links, documents, videos or audio recordings; to discuss a topic and comment on work
Price	3 Padlets free of charge after registration; 90€/year/teacher
Requirements at company level	n/a
Copyright and usage restrictions / GDPR	n/a
Comparable tools	<p>MindMeister https://www.mindmeister.com/ MindMeister is a collaborative online mind mapping tool that lets you capture, develop and share ideas visually.</p> <p>FLINGA https://flinga.fi/ With Flinga Wall it is possible to collect learners' comments, questions and answers quickly and easily for all to see. Flinga Whiteboard offers versatile visualisation tools for collaborative knowledge building. The entire classroom can participate simultaneously.</p>





PodOmatic

Author	Johnny Mansour (Podomatic, Inc.), USA
Category	Learning management and authoring tools; tutorial and tutorial making tools
Keywords	Podcast creation; recording content; podcast; video streaming; recorded explanation; tutorial making; podcast hosting; podcast management; live streaming
Availability/Link	https://www.podomatic.com/
Added value and benefit for virtual learning process	A centralised platform for creation, editing and sharing of audio- and video-based content in the form of podcasts to allow for accessible, engaging and informative e-lessons and revision of content
Description of tool	PodOmatic is a podcast hosting site – a centralised platform that offers services for recording, viewing, listening, publishing, distribution, and promotion of audio- and video-based podcasts. It offers easy recording of high-quality content (episodes) from anywhere. Learners can quickly and easily create content with the help of their computer, tablet or smartphone, without the use of special recording equipment or extra editing software. The tool offers instant publishing of created content as well as creation of a personalised media library, which allows for later editing and publishing. The platform also enables users to browse through, search for and download existing content via different categories and filters. The platform is compatible with popular social media feeds or can be embedded on sites/social media networks. The tool offers users various statistics for tracking podcast performance, such as data for plays, downloads, embedded content, likes, comments, follows, and visits, which offers creators the opportunity to analyse and understand how their listeners/viewers are engaging with their podcasts.
Practical applications of tool/examples of use	<p>Create a video demonstration of a work process or of how a specialised tool/machine works.</p> <p>Make a podcast as revision content, summarising all the materials that you have covered in a specific lesson.</p> <p>Instruct learners to make their own podcast (recording) of how they perform a task and use it to assess their skills or progress or review their work together with them. Record class assignments or directions for further work.</p>
Price	<p>Free of charge, limited to 15 GB bandwidth/month and 500 MB of storage</p> <p>Subscriptions starting from 2.20€/month for annual plans</p>
Requirements at company level	Internet connection, device (computer, tablet, phone) + potential app (available for iPhone and Android users)



Copyright and usage restrictions / GDPR	<p>Recognises the European Economic Area protections of handling of personally identifiable information.</p> <p>The tool is available in English only. Membership is age-restricted (13 years of age or older).</p>
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Comparable tools	<p>Podbean https://www.podbean.com/ Podcast creation and publishing with own tool for simplified recording.</p> <p>Anchor https://anchor.fm/ Podcast publisher and distribution tool.</p> <p>Restream https://restream.io/ Podcast platform for creation, editing and sharing podcasts.</p>
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Author	Ádám Somlai-Fischer, Hungary
Category	Virtual communication; task sharing, monitoring of learners in the WBL process; learning management and authoring tools
Keywords	Dynamic presentations; idea sharing; live video explanation; mind map style
Availability/Link	https://prezi.com
Added value and benefit for virtual learning process	Tool to create, manage, and share (from anywhere) presentations that make important information more engaging and easier to remember, by letting the learners focus on the topics that are most relevant, without stopping to search through slides. Clearer connection to audience; presentations can be created in teams
Description of tool	Prezi is a platform-independent presentation program (a digital wall) to explore and share ideas on a virtual document, based on cloud computing. With this tool you can make dynamic presentations by creating a path between the presented objects and include image, sound, video and text. Choose from pre-designed templates or customise the presentation layout and fonts. You can create a presentation collaboratively with your learners and share it with other people or publish it. Additionally, you can interact with your learners through comments.
Practical applications of tool/examples of use	In a remote meeting with the WBL learners you can demonstrate how a machine works through a Prezi presentation while appearing yourself (live or pre-recorded) on the screen. These very visual training materials, with notes, etc. can be recorded to share with other WBL learners and viewed at any time in messaging applications such as MS Teams or Slack.
Price	Free licence that allows you to use Prezi online and publicly, downloadable for anyone; Plus plan: 12€/month Premium plan: 14€/month
Requirements at company level	Registration is required, or access through LinkedIn or Facebook account
Copyright and usage restrictions / GDPR	Complies with the U.S. Digital Millennium Copyright Act ("DMCA") and has designated an agent to receive notices regarding intellectual property infringement



Comparable tools**Canva**

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

Design tool for almost anything from presentation via sticker, social media videos to learning cards and course plans. Material is shareable via Google classroom, Teams etc. and free to use for teachers.

Visme

<https://www.visme.co>

Presentation creation tool with additional tutorials and webinars. Also has templates to create interactive assignments. Free basic version, plans starting at 15€.



Quizlet

Author	Andrew Sutherland, USA)
Category	Learning management and authoring tools; task sharing, monitoring of learners in the WBL process
Keywords	Flash cards; learning cards; game; personalised study
Availability/Link	https://quizlet.com
Added value and benefit for virtual learning process	Motivates the student through learning cards and games to learn in a fun way
Description of tool	Quizlet is an educational website and mobile application. It can be used to study and learn content created by other users, or to create your own study units. It trains learners through flash cards and various games and quizzes. As of August 2017, Quizlet had more than 160 million flashcards by users and more than 20 million active students. It is an individual or group study tool that allows teachers/trainers to create sets of cards with the important topics of a class or activity, which they can share with learners. Writing activities, spelling practice, quizzes, play, learning and competition can be created and configured. You can search for and use activities made by other people in Quizlet for your training.
Practical applications of tool/examples of use	Study and review of the action guidelines, internal procedures and information e.g. in terms of environmental management, quality assurance, data protection of the company
Price	7-day free trial; afterwards 31.99€/year
Requirements at company level	Registration with Google/Facebook ID or Registration with email and password required
Copyright and usage restrictions / GDPR	Intellectual property owners under the DMCA



Author	Amit Maimon, Benjamin Berte & Michael West, USA; now part of Showbie Inc., Canada
Category	Task sharing; monitoring of learners in the WBL process; learning management and authoring tools
Keywords	Quiz; poll; student understanding; monitoring of learning; assessment; contest; formative assessment
Availability/Link	https://www.socrative.com/plans/
Added value and benefit for virtual learning process	Effective engagement of learners, visualised student understanding, immediate feedback and efficient monitoring and assessment of learning
Description of tool	<p>Socrative is a flexible, easy-to-use formative and summative assessment tool, designed to enhance learner and mentor digital communication and help them assess and evaluate understanding, monitor learning, and track progress in real time through use of snapshot polls, quizzes, questions and reflection questions. Quizzes can be true/false, multiple choice, graded short answer or open-ended short responses. Activities can be used for classroom discussion, exit-tickets, revision tests or in-class quizzes. Mentors can use Socrative to assess the whole class at the same time, which provides them with better feedback and is a helpful way of spotting areas that may need more attention or revision. It provides learners with the opportunity to reflect on their own learning, their strengths, and weaknesses, and track their progress.</p> <p>Socrative is intuitive and simple to use, also offers gaming elements – the “Space Race” feature can be used collaboratively in class as an opportunity for (teams of) learners to compete against one another, while results can be displayed on leaderboards or live in the classroom as well as through a web-platform to facilitate discussion. Detailed classroom and student data can be accessed by mentors.</p>
Practical applications of tool/examples of use	Prepare a short quiz to assess existing knowledge before a new lesson. Use the quiz function live, in-lesson, to track potential misunderstandings or poor understanding of content to have the opportunity to tackle and discuss potential issues on the spot. Prepare a repetition exercise before an examination or test, to better understand which topics need more attention or a more in-depth explanation. Use the platform to create a competitive or cooperative quiz and get students involved in a Space Race.
Price	Free of charge for basic version; plans depending on the type of learning setting: K-12 teachers: 79.60€/year



	Higher Ed & Corporate: 159.21€/year
	Volume discounts available at 3+ teachers
Requirements at company level	Internet connection, device (computer, tablet, phone), email account (for mentors). Available as app (for iPhone, Android, Chrome). Registration is needed for mentors; no student sign-up needed.
Copyright and usage restrictions / GDPR	Socrative is only a data processor acting on behalf of educational institutions (who are the data controllers). Consulting your company GDPR regulations is advised. Teachers/mentors need to register to use Socrative
Comparable tools	<p>Kahoot! https://kahoot.it Online game-based learning platform and multiple-choice quizzes assessment tool.</p> <p>Mentimeter https://www.mentimeter.com Creates engagement during class with live polls, quizzes, Q&A.</p> <p>Quizlet https://quizlet.com Online study and learning tool.</p> <p>Survey Anyplace https://surveyanyplace.com Tool to create interactive quizzes, assessments, and survey.</p>





SurveyMonkey

Author	Momentive, Ireland
Category	Virtual communication
Keywords	Survey; questionnaire; customisation; data analysis
Availability/Link	https://www.surveymonkey.com/
Added value and benefit for virtual learning process	Conducting surveys among the learners and enabling them to get in contact with the outside world
Description of tool	SurveyMonkey allows its users to create online surveys. It is a useful tool for conducting surveys, questionnaires, and data collection. It allows you to send surveys through email and social networks. Surveys can be customised with custom themes, logo, fonts, etc. A Smartphone application is available with which, in addition to creating surveys, data can be filtered and compared.
Practical applications of tool/examples of use	Surveys trigger curiosity, sending a survey a few days before class guides you on what to focus on. It also allows learners to voice issues, needs, and desires, giving feedback on how an instructor can change his or her instruction to help them perform better.
Price	Registration free of charge; Pro Plan from 30€/month
Requirements at company level	Registration required
Copyright and usage restrictions / GDPR	Content of surveys has to be checked; anonymous participation possible
More information	https://www.youtube.com/embed/7xdCDJxxoRk?feature=oembed
Comparable tools	Answergarden https://answergarden.ch/ Minimalistic feedback tool for real time audience participation, online brainstorming and classroom feedback.





Visme

Author	Payman Taei (Easy WebContent, Inc), USA
Category	Virtual communication; learning management and authoring tools
Keywords	Content creation; design software; graphic design; presentations; infographics; printables; charts; graphs; templates; social media posts
Availability/Link	https://www.visme.co/
Added value and benefit for virtual learning process	Create highly impactful presentations, engaging charts and infographics, videos and animation, and fully interactive content
Description of tool	<p>Visme is a software based online tool that simplifies creating, editing, sharing, and storing visual material. It is available both in a desktop version and a downloadable app. It is both a presentation as well as a collaboration programme, that fosters cooperative work in co-creation of content and offers plenty of opportunities to create and develop content creatively.</p> <p>It offers templates and designer tools for making professional social media posts, slide decks, presentations, charts, fliers, infographics, online advertising material, logos, storyboards, letterheads, and other items. Visme is based on intuitive, easy to work with, versatile tools with a simple interface and easy layout, that are simple for non-designers to use. It boasts a library of numerous templates and ready-made samples to help users produce high quality visual assets, and includes a variety of stock images, royalty-free visual material, music, animations, and other materials that one can use on a newly created layout or swap. It offers the ability to save projects online and have them be easily accessible anywhere, anytime and by anyone the user grants access to.</p>
Practical applications of tool/examples of use	Create a visually interesting and interactive presentation of your lesson. Give the learners an assignment in which they need to work together to co-create an infographic based on the learning content.
Price	<p>Free accounts with limited options.</p> <p>Plans for personal: 159.13€/year,</p> <p>Plans for business: 307.66€/year</p> <p>Special lower rates are possible for educators, as well as people working for non-profit organisations</p>
Requirements at company level	Internet connection, device (computer, tablet, phone) + potentially app. Registration is required, also possible via Google or Facebook



Copyright and usage restrictions / GDPR	<p>Offers real-time collaboration, an account is needed for learners to co-create.</p> <p>Files can be exported one by one to save a copy of them to another location, but Visme keeps all materials in its own system, with no option of switching to own store for free accounts.</p> <p>No specific restrictions on copyright and GDPR. It is advised you check with your organisation's policies.</p>
Comparable tools	<p>Canva https://www.canva.com Graphic design platform that offers easy-to-use tools to design online visual materials.</p> <p>Prezi https://prezi.com Presentation tool to help create interactive or recorded engaging visuals or presentations.</p>



YouTube

Author	Google, USA
Category	Tutorial and tutorial making tools
Keywords	Tutorial; instruction; example; comprehension; videos; deepening of topic; reusability of produced content
Availability/Link	https://www.youtube.com
Added value and benefit for virtual learning process	Self-study, free lecture content, videos in different languages, ideal for slow learners or if further explanations from different angles are required
Description of tool	YouTube holds a huge pool of videos (from entertainment to helpful tutorials) in a myriad of languages. The use is completely free – watching, uploading and live streaming videos is possible. Creators can decide if their videos are public or only available to a specific audience, thus sharing their information and knowledge.
Practical applications of tool/examples of use	Create your own videos and give assignments to learners to create their own video for a certain topic. Research a new topic before discussing it in class. Use it to showcase different opinions with videos to trigger discussion.
Price	Free
Requirements at company level	n/a
Copyright and usage restrictions / GDPR	n/a





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