



DIGITAL

Digital Technologies to Improve Adult Learning

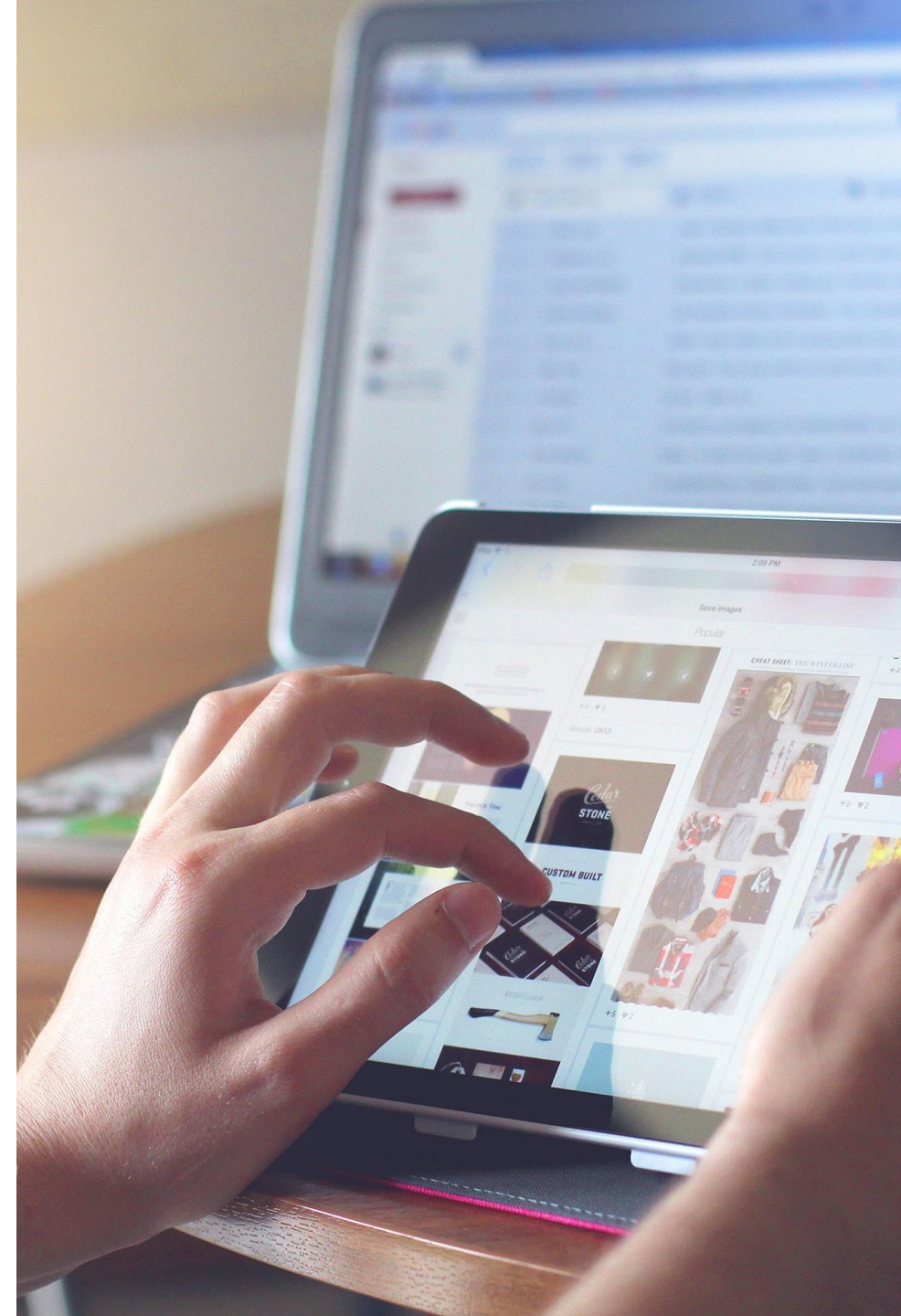


TOOLKIT

23 of the best digital learning resources, tested and tried by our expert team, with practical and concise guidance on how to use them.



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Introduction: How to use this toolkit?

How to use this toolkit?

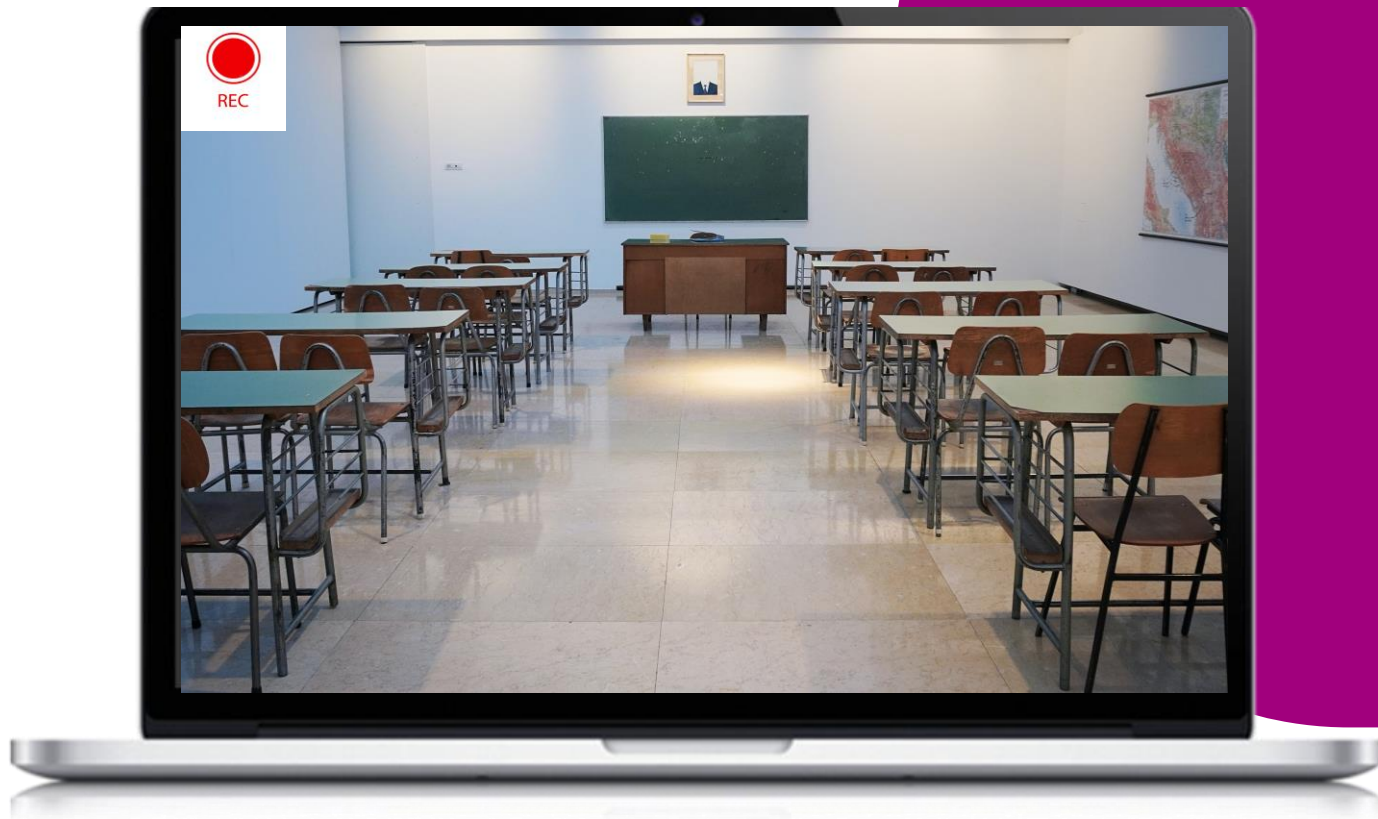
This toolkit is broken down into seven tool categories. In each of these sections there are 3-4 recommended tools that have been tried and tested by our team of educational experts.

For each tool, there is a description of what the tool is for, and why it might be beneficial.

There is also a pros and cons section for each tool, as well as pricing and an instructional video link on how to use each tool which makes this toolkit perfect for beginners and experts!

Please note, any pricing section that has an asterisk means that the tool company did not have a euro pricing section, so the price has been converted.

Screencasting Tools



Screencasting for adult educators

Screencasting is a means of creating videos as an aid to help others. A screencast is a digital recording of a screen, often containing audio narration. This type of tool is great for:

- A learner-centered approach to learning
- Teacher to Teacher learning
- Teacher as facilitator



SCREENCAST MATIC

Screencast-O-Matic is a popular, free tool used to create screencasts. Educators and learners can use Screencast-O-Matic for easy screen recording and video editing.

A flipped classroom is where students are introduced to a topic at home, and time spent in the classroom is focused on understanding the content.

Videos can be used in the classroom for flipped learning, learner assignments, two-way mentorship and more! Screencast O Matic is a well-designed and easy to use tool that can allow the creation of engaging content.

Tool Website: [Screen Recorder & Video Editor | Screencast-O-Matic \(screencast-o-matic.com\)](https://www.screencast-o-matic.com)

SCREENCAST MATIC

Pros for Screencast O Matic:

- Very simple to use, even for beginners
- No installation required, everything is done from website
- Can record screen and webcam at the same time

Cons for Screencast O Matic:

- Requires an internet connection to work
- Free version will not record computer audio
- Several limitations for free version such as cannot record full screen videos or videos longer than 15 minutes

SCREENCAST MATIC

Pricing:

Deluxe version starts from **€1.39*** per month

Premier version starts from **€3.37*** per month

[Screencast O Matic Pricing Link](#)

Devices:

Screencast O Matic is available on **Windows PC, Mac and Chromebook**

The free version can also be used on **Android and iOS iPhone iPad** devices

Tool 1
Video
Tutorial





Adobe Spark

Adobe Spark is an easy-to-use online tool that allows non-designers to create professional quality graphics, short promotional videos, impressive single-page web stories and engaging presentations that communicate ideas cohesively and quickly.

Adobe spark is perfect for flipped classrooms, where a student could showcase what they have learnt by creating visually stunning graphics.

Tool Website: [Adobe Spark Page - Create Beautiful Web Pages](#)



Adobe Spark

Pros for Adobe Spark:

- User friendly- simple and easy to use
- Excellent templates that allow catering towards targeted platforms
- Includes royalty free music and creative commons licensed images

Cons for Adobe Spark :

- The free version will place an "Adobe" watermark on projects
- Adobe Spark behaves differently depending on device/ browser
- An account is required to use the tool



Adobe Spark

Pricing:

Adobe Spark for Education is **Free**

Individual version starts from **€12.29 per month**

Team version starts from **€24.59 per month**

[Adobe Spark pricing link](#)

Devices:

Adobe Spark is available on **Windows PC, Mac and Chromebook**

Adobe Spark can also be used on **Android and iOS iPhone/ iPad** devices with the app.

Tool 2
Video
Tutorial



PRACTICAL
ED TECH
PRACTICALEDTECH.COM



Camtasia is a tool which can be used to edit and create videos, and has a built-in feature that allows the user to screencast or directly record presentations. With a small learning curve, the user can create professional, visually stunning content.

Camtasia can be used as a tool for an educator to create an educational video, or for a student to showcase their learning on a topic. Camtasia has several built-in effects to help make your video look even better.

Camtasia also offers a free 30-day trial, but any videos created during this trial will have a watermark.

Tool Website: [New TechSmith Camtasia® 2020 - Official Site](https://www.techsmith.com/camtasia)



Pros for Camtasia:

- A great first video editing software that is easy to learn
- Amazing built-in effects to make your video look even more professional
- Make your video interactive by adding quizzes to the video

Cons for Camtasia:

- Could be viewed as expensive, but it is a once off cost
- Learning curve could be difficult for some
- Exporting files between video editing software can sometimes cause to crash

**Pricing:**

Education License starts from **€166.27**

Individual License starts from **€244.53**

Business License starts from **€244.53**

Government/ non-profit License starts from **€219.09**

[Camtasia Pricing Link](#)

Devices:

Camtasia is available on **Windows PC and Mac**

Camtasia also offer a free app for **Android and IOS** to record and upload video

MAKE YOUR FIRST VIDEO

CAMTASIA 2020



Course Creation Tools



Course Creation Tools for Adult Educators

The content of a course can make it or break it. By using the correct course creation and content tools, an educator can create engaging content, as well as ensuring maximum material retention.

Create new ways of learning using exciting and visual content with these digital tools.





WORDPRESS

WordPress is a tool primarily used by individuals and organizations for blogging, but it can also be used to create websites. Wordpress has a large array of third-party plugins, allowing Wordpress to be used with many other tools and offers consistent usage between mobile and computer browsing.

For educational purposes, WordPress can be used to create a class blog or website which can provide links to resources for students. Post daily tasks, information of what was covered in a lesson, or even post when assignments are due. Wordpress can also be used to showcase a user's work, perfect for students to showcase what they have learnt.

Tool Website: [WordPress.com: Create a Free Website or Blog](https://WordPress.com)



Pros for Wordpress:

- Simple to use- organise and create content without any prior website management knowledge.
- Many plugins are available, allowing for full customisation of Wordpress websites.
- Lots of themes are available allowing for consistency between mobile and web versions of your website.

Cons for Wordpress:

- Over customisation may cause your website to "break".
- Due to Wordpress being open source, it could be targeted by potential hackers.



Pricing:

Personal plan is **€4 per month**

Premium plan is **€8 per month**

Business plan is **€25 per month**

ECommerce plan is **€45 per month**

[Wordpress Pricing Link](#)

Devices:

Wordpress is available on **Windows PC, Chromebook and Mac**

Wordpress can also be used as an app for **Android and IOS**

Tool 4
Video
Tutorial



TEDEd

The TED-Ed platform provides a framework to quickly and easily create an educational lesson around a TED Talk, TEDEd Lesson or YouTube video.

Educators can then distribute these lessons, publicly or privately, and track their impact on a group/class or an individual learner. Educators can create discussions for their classes, or customized questions to reinforce learning.

TedEd hosts a large amount of existing educational material, where users can search for the desired topics with the search function.

Tool Website: [TED-Ed: Lessons Worth Sharing](https://www.ted.com/ed)

TEDEd

Pros for TedEd:

- Ted Ed is completely free
- Ted Ed includes a large library of existing educational material, prepared by other trainers, advisors and educators. Users can also create lessons around their own YouTube videos
- Videos can be short and to the point, ideal for 'bite-sized learning'

Cons for TedEd:

- Some people may find it difficult to generate their own visually attractive presentation content.
- In order to create a lesson around a video, it need to be previously updated to YouTube as well as listed as public.

TEDEd

Pricing:

TedEd is completely free to use!

Devices:

TedEd is available on **all devices**

Tool 5
Video
Tutorial

TED-ED

Create Learning
Activities Around

YouTUBE Videos





Edpuzzle is an interactive video and formative assessment tool that lets users crop existing online videos and add content to target specific learning objectives.

Teachers can search the extensive library or upload their own videos to customize them with voice-overs, audio comments, embedded assessment questions, and additional resources.

There are also options to choose from the site's curriculum content. Users can assign due dates, and even prohibit students from fast-forwarding through videos.

Tool Website: [Make any video a lesson with edpuzzle](https://www.edpuzzle.com/)



edpuzzle

Pros for edpuzzle:

- The basic plan is free, and it offers unlimited space for 20 videos.
- It is generated by teachers for teachers, encouraging successful learning techniques
- Educators and trainers can add their own voiceovers and audio notes to existing educational videos already online

Cons for edpuzzle:

- The quality of the learning is highly dependent upon quality content of the original material.
- Currently EDPuzzles' users are more education based, however this is expanding and is applicable to many other sectors.



edpuzzle

Pricing:

The Basic plan for Edpuzzle is **free** (but you are limited to uploading 20 videos)

The Pro Teacher plan is **€9.68*** per month

[Link to Edpuzzle pricing](#)

Devices:

Edpuzzle is available on **Windows PC and Mac**

Edpuzzle is also available as a Chrome add-on for **Chromebook**

Edpuzzle can also be used as an app for **Android and IOS**

Tool 6 Video Tutorial

edvuzzle

New users Log in Sign up

Make any video your lesson

Choose a video, give it your magic touch and track your students' comprehension.

Sign up

Video feed showing a man speaking.

Presentation and Animation Tools

Presentation and Animation to bring learning to life!

Presentation and Animation tools use the power of visual storytelling to present and animate ideas and concepts through the use of text, video and graphics. Some research has suggested that video animation can increase the understanding of complex topics, as well as improve learning retention.





PowToon is a tool that enables its user to create visual and engaging videos and presentations in the form of animation. With a short learning curve, PowToon allows users to create a diverse and visually impacting video animation.

PowToon can be used by both a teacher or a learner- the teacher could create an educational video displaying certain information, or the student could create an animated video highlighting what they have learnt.

Tool Website: [PowToon #1 Video Creation Tool - Used by 27 Million People](#)



Pros for PowToon

- Excellent for creating engaging presentations and animated videos
- Easily adapts to the user's style of content creation
- Users can add their own graphics for a personalised approach

Cons for PowToon:

- Very limited app, it is recommended to use the Desktop version of PowToons
- Some users find the tool quite complex and requires a bit of a learning curve
- Free version leaves a PowToon watermark and a short clip at the end of videos



Pricing:

The Basic plan for PowToon is **free**

The Student plan is from **€3.37* per month**

The Teacher plan is from **€5.05* per month**

The Classroom plan is from **€8.42* per month**

[PowToon Pricing Link](#)

Devices:

PowToon have a very limited app called PowToon Connect, which is available on **iOS and Android**.

However, PowToon recommend using their website to create content, which is available on both **Windows and Mac**.

Tool 7
Video
Tutorial



Kahoot!

Kahoot! is a free game-based system which offers an engaging way to test the learning and knowledge of learners and audience. Kahoot! makes learning new topics interactive and fun, it encourages engagement even from adult learners! Kahoot! can be adapted to a wide variety of subjects and languages.

Kahoot! Also has a record of success in classrooms, [according to their own blog post](#) 70% of Kahoot! Users have increased final grades, and Kahoot! Has a "positive effect on learning performance, classroom dynamics, attitudes, and anxiety".

Tool Website: [Kahoot! | Learning games | Make learning awesome!](#)

Kahoot!

Pros for Kahoot!:

- Brilliant for reinforcing learner knowledge
- Fantastic engagement tool, get students to display their understanding of a topic by creating a Kahoot
- Can be used as an assessment tool by teachers

Cons for Kahoot!:

- Some adult learners do not like the "game" style of teaching
- Requires a strong internet connection if several users are connected
- Some users state background music may be distracting

Kahoot!

Pricing:

The basic plan for Kahoot is **free**

The Pro plan is from **€3 per teacher per month**

The Premium plan is from **€6 per teacher per month**

[Kahoot Pricing Link](#)

Devices:

Kahoot is available as a website and app **to all devices**

Tool 8
Video
Tutorial

KAHOOT

A Complete

Beginners Guide





•thinglink..

Thinglink is a tool that allows educators and students embed audio, video and rich media links directly in images and share them across the web, and is simple to operate. Thinglink encourages interactive thinking and collaboration. In a classroom setting it can be easily incorporated into group work.

Thinglink can be used by teachers or students to designate parts of sites or pages with pictures and videos that will produce a pop-up with a description and/or a link to something else on the web when they are scrolled over. Users can make static images interactive which can make learning more engaging.

Tool Website: [Seamlessly make your images, videos, and 360 content interactive with Thinglink](#)



Thinglink

Pros for Thinglink:

- Simple and easy to use, small learning curve
- Analytics are provided to assess how
- Can be used to easily create engaging content

Cons for Thinglink:

- Login is required to access Thinglink
- Students cannot directly add comments to a post, comments must be created on a social media platform first



thinglink..

Pricing:

The Free Teacher plan for Thinglink is **free**

The Professional Teacher plan is **€29.46* per year**

The Premium plan is from **€841.75* per year**

[Thinglink pricing link](#)

Devices:

Thinglink is available for **Windows and Mac**

Thinglink is available as an app for **iOS and Android**

Tool 9
Video
Tutorial



The image shows a screenshot of the ThingLink website homepage. The background is a dark, circular library with bookshelves. At the top left, the "thinglink." logo is visible. In the top right corner, there are navigation links: "SOLUTIONS", "PRICING", "BLOG", "ARTICLES", and "SUPPORT". The main heading "ThingLink" is written in a large, white, sans-serif font. Below it, the text "ThingLink for teachers and schools" is displayed in a smaller white font, followed by the tagline "Create visual experiences for student-centered learning". In the foreground, there are two cartoon characters: a brown owl wearing a grey cap and green glasses, and a circular avatar of a young boy with brown hair and blue eyes. In the bottom left corner, there is a white square containing the ThingLink logo (a colorful square with icons for a heart, a camera, a play button, and a musical note) and the text "thinglink..".

Research and Curation Tools

Research and Curation Tools can save you time and energy!

Research and Curation tools offer knowledge sharing solutions and a social platform for interactions and discussions. This can help reduce the amount of time taken to research information about a topic, or can help to clarify complex topics, as well as improve learning retention.



diigo

Diigo is a social bookmarking website that allows signed-up users to bookmark and tag Web pages. Additionally, it allows users to highlight any part of a webpage and attach sticky notes to specific highlights or to a whole page. The name "Diigo" is an acronym from "Digest of Internet Information, Groups and Other stuff".

These annotations can be kept private, shared with a group within Diigo, or be forwarded to someone else via a special link.

Diigo can very effectively be used to help students learn how to manage online content using the various Diigo features.

Tool Website: [Diigo - Better reading and research with annotation ...](#)

diigo

Pros for Diigo

- Collects and organizes online research results
- Suitable for report writing based on discovered online content
- Users can have online conversations within the context of the materials themselves

Cons for Diigo:

- Requires connection to the internet
- Some users report having issues with PDFs where they cannot be stored offline on the app
- Some users claim the platform is a bit confusing

diigo

Pricing:

The Basic plan for Diigo is **free**

The Standard plan is from **€4.21* per month**

The Pro + plan is from **€5.05* per month**

There is also a **Free plan for teachers**, but this plan must be applied for first.

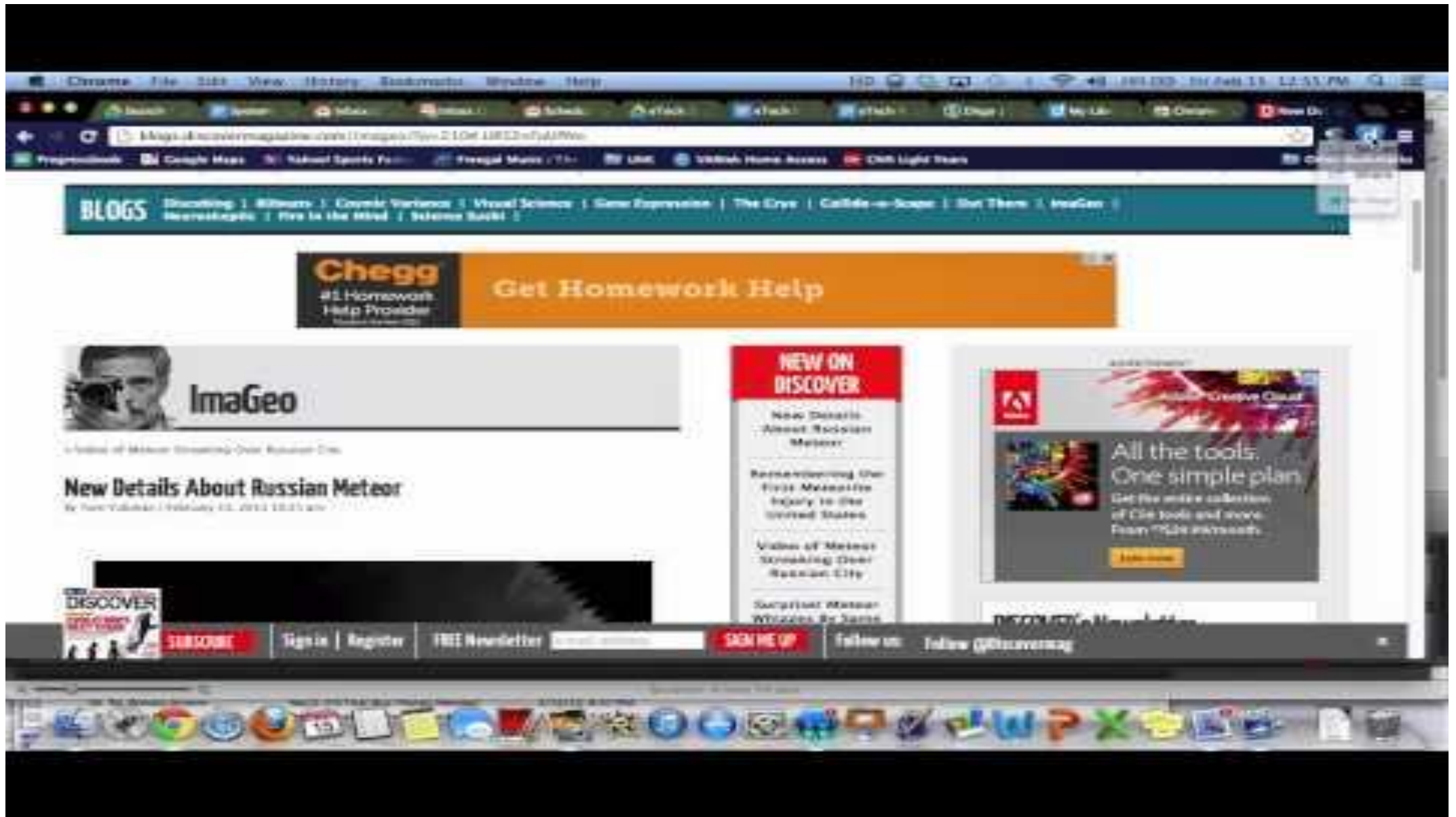
[Diigo Pricing Link](#)

Devices:

Diigo has an app available on **iOS and Android** and A mini extension is available for the **Safari** web browser

Diigo also has a full extension for **Chrome, Firefox and Internet Explorer**

Tool 10
Video
Tutorial





padlet

Padlet is an online noticeboard, which can be used for making announcements, keeping notes and online brainstorming. Notes can contain links, videos, images or document files. When registered with Padlet, one can create as many “walls” or online notice boards as needed.

As a creator of a wall, teachers can moderate all notes before they appear, and privacy settings can be adjusted at any time. Padlet is great for group research, as it allows students to share their ideas with each other encouraging creativity. Using it in a classroom setting, teachers can facilitate greater participation and motivate students to be creative.

Tool Website: [Padlet: You are beautiful](#)



padlet

Pros for Padlet:

- No account is required to use Padlet
- Fantastic engagement and collaboration tool, improving teamwork and co-operation
- Has privacy settings so that you can either have your board open so anyone can view it, or private so only your class can view it

Cons for Padlet:

- Some users report technical issues, such as links breaking or users being unable to view padlets



padlet

Pricing:

The basic plan for Padlet is **free**

The Pro plan is from **€8 per user per month**

Padlet also offer a School Plan which is €2000 per school per year

[Padlet Pricing Link](#)

Devices:

Padlet is available as a website, web browser plugin and app **to all devices**

Tool 11
Video
Tutorial



HOW TO USE PADLET

Tool 12



Pearltrees is a free, visual and collaborative library that lets you organize web pages, files, photos and notes to retrieve and share them anywhere easily. Pearltrees provides a structure for teachers or students to gather, share, and organize resources.

Your links, or “pearls”, are connected into “trees” and can be easily embedded onto a website, blog, or Facebook/Twitter account.

Pearltrees is a fantastic tool to help gather information and resources, as well as reinforce learning.

Tool Website: [Pearltrees](https://www.pearltrees.com/)

Research
Curation



Pros for Pearltrees:

- Great for visualising bookmarks
- Can add content easily from other tools
- Can be used to easily catalogue information from a variety of sources

Cons for Pearltrees:

- Free version requires internet access
- Cannot have a private collection in the Free version
- Some users suggest there is a small learning curve to get a good feel for the tool



Pricing:

The Basic User plan for Pearltrees is **free**

The Premium Personal plan is from **€168 per month per teacher**

The premium Advanced plan is from **€3.36 per month per teacher**

The Premium Professional plan is from **€8.41 per month per teacher**

Group Premium plan is available from **€1.68 per user per month**

Devices:

Pearltrees is available on **all devices, web browsers and in the form of an app for mobile devices.**

Tool 12
Video
Tutorial

PEARLTREES

TUTORIAL

MARK DICKSON
LEARNING CONSULTANT



Webinar Meeting Tools



Webinar and Online Meetings – a key part of education delivery now and in future

Within the current Pandemic, tools that allow people to meet and work with each other without being in the same room is exceptionally important. There are many ways to provide remote lessons, as well as improving course content and structure through the use of these digital tools.





Zoom is a video-chatting tool. You can use it to hold online classes, visit virtually with friends and relatives, and even join remote events like birthday parties. For teachers, the free version of Zoom provides a suite of useful features. This includes the ability to host meetings with up to 100 participants, and to allow students to wordlessly signal to the teacher that they have a question.

Users can also brainstorm on a virtual white board and collaborate on projects by annotating documents on other students' screens.

Tool Website: [Zoom: Video Conferencing, Web Conferencing, Webinars ...](#)



Pros for Zoom

- Very simple to use, no learning curve required
- Free version retains most functionality of paid version
- Very interactive, users can share links and have conversations whilst watching the stream

Cons for Zoom:

- Requires a stable internet connection, poor internet speeds may cause issues with lagging
- Free version is limited to a 40-minute session when more than 2 people are in the group
- Education version can be expensive



Pricing:

The Basic plan for zoom meetings is **free**

The Pro plan is from **€13.99 per month**

The Business plan is from **€18.99 per month**

The Education plan is **€84 per year**, but requires a purchase of 20 licenses

[Zoom link to pricing](#)

Devices:

Zoom has an app available on **iOS and Android**.

Zoom is also available on **Windows and Mac**

Tool 13
Video
Tutorial



LEARN
ZOOM
FAST
IN 12 MINS
STEP BY STEP FOR BEGINNERS

The banner features a large Zoom logo on the left and a computer monitor on the right. The monitor displays a Zoom meeting interface with a woman in the main video window and three smaller thumbnails of other participants at the top. A blue Zoom logo is also positioned in the top right corner of the banner area.



Skype is a tool that enables the user to have one-on-one or group conversations and works on a variety of different platforms. Skype can be used to communicate via message, voice or video call. It can also be used as a file sharing tool, or share your screen and can be used to send pictures.

Skype Translator is also a built-in tool for skype that allows real time language translation allowing you to speak with anyone in the world!

Educators can use Skype in several different ways, they may want to create a presentation or lesson and stream it over Skype, or they may want their students to host a Skype call to showcase their learning.

Tool Website: [Skype | Communication tool for free calls and chat](https://www.skype.com/en)



Pros:

- Versatile, and completely free to use
- Easy to access and use
- Teachers can use Skype in different ways such as hosting a presentation, or getting students to showcase their learning

Cons:

- Requires a strong internet connection
- Sometimes lagging between users can be an issue
- Users must log in before they can use Skype

**Pricing:**

Skype as a tool is mainly free to use

User can use Skype to call mobile and landlines, these services come at different rates depending on usage and location.

[Skype Pricing Link](#)

Devices:

Skype has an app available on **iOS and Android**.

Skype is available on **Windows and Mac**.

Skype is also available on other devices such as **Kindle Tablets and Xbox gaming consoles**.

Tool 14
Video
Tutorial

SKYPE
Teaching
On-Line
Key tools





Facebook live is a tool that can let the user live-stream video through a Facebook Page or Group. This can be used for recording gatherings, events, performances and lessons. Users can watch the stream through a computer, phone, or a connected TV.

Facebook live also has several interactive features which can enhance then learning process- users can also have live discussions about the stream through comments. Users can also react and share the stream.

Tool Website: [Facebook Live](#)



Pros:

- Completely free to use
- Easy to access and use
- Students can watch Facebook live without a Facebook account

Cons:

- Requires a stable internet connection
- Requires a small amount of preparation to ensure a successful stream
- Ensuring all students are online at the correct time may cause frustrations



Pricing:

Facebook Live is completely **free**

Devices:

Facebook Live is available on by accessing the Facebook Website on **web browsers.**

Facebook Live can also be accessed through the **Facebook app for Android and iOS.**

Tool 15
Video
Tutorial





Webex is an online tool that enables users to have online conversations with 1-100 participants (depending on the plan the person hosting the meeting is on) It can be used on many platforms, and is easy to understand and start using.

Webex can be used primarily to communicate via voice or video call. It can also be used as a file sharing tool. Similarly, users can share their screen and can be used to send pictures and other documents.

Webex offers a secure service, where rooms can be locked with a password. Webex is considered an inclusive software, offering equal experiences for everyone regardless of geography, language, or communication style.

Tool Website: [Link to Webex website](#)



Pros:

- Straight forward and easy to use
- Offers noise removal, to remove background noises
- Easy to share documents through webex

Cons:

- Requires a stable internet connection- low bandwidth can cause issues
- Uses a high amount of PC resources
- Users suggest the windows app could be more user friendly



Pricing:

The free plan (1 host) is **free**

The Starter plan (1-50 hosts) is **€12.85 per user per month**

The Business plan (1-100 hosts) is **€25.65 per user per month**

Devices:

Webex can be used on windows by using the **Windows app**.

Webex can also be accessed through the **Webex app for Android and iOS**.

Tool 16
Video
Tutorial

Webex Meetings



Filesharing Tools

Filesharing in an Adult Education Setting

Filesharing tools allow the user to transfer digital files to one or more other users. They can be used in several different ways, sometimes to share files such as course materials. Filesharing also enables users to access any of the files they have uploaded at any point ensuring that they have internet access. Get rid of those USB





Dropbox is a tool that allows the user to store and sync documents and files across many different devices. Dropbox is a well-implemented, cloud-based, automatic, file-syncing service that has an excellent array of apps for various operating systems. Installation is simple, and once installed get instant access to all your files as long as you are connected to the internet.

Using Dropbox as an educator is very useful as a tool for managing your own material and making it more accessible. It is very useful for students working in a group as it makes file sharing and collaborating very easy.

Tool Website:

[Dropbox.com](https://www.dropbox.com) - [Dropbox™ Official Site](https://www.dropbox.com) - [Centralize Team Content](https://www.dropbox.com)



Pros for Dropbox:

- Easy to use
- Very well-established tool where content can be easily added, moved and deleted
- Great tool for group work and distance group work

Cons for Dropbox:

- Participants in the folders can add or delete as they please, this may cause issues if personal backups of materials are not kept up to date
- Search function is very limited which makes it difficult to find specific files

**Pricing:**

The Standard plan for Dropbox is from **€10 per user per month**

The Advanced plan is from **€15 per user per month**

The Professional plan is from **€16.58 per user per month**

[Link to Dropbox Pricing](#)

Devices:

Dropbox is available on **Windows PC and Mac**

Dropbox is also available as a Chrome add-on for **Chromebook**

Dropbox can also be used as an app for **Android and IOS**

Tool 17
Video
Tutorial



wetransfer

WeTransfer is an online platform which is designed to allow you to transfer files for free over the internet. It is easy to use and is convenient, as it allows users to send files for free up to 2GB.

A common issue many people find when trying to send a file to someone else is that many tools will not allow the user to send a file larger than 25mb.

WeTransfer eliminates this by making it easy to send files to one or more people. Send photos, PDF files, videos, or any other large file to colleagues easily.

Tool Website: [WeTransfer is the simplest way to send your files around the world](#)

wetransfer

Pros for WeTransfer:

- Great tool for transferring larger files
- Send up to 2GB for free
- Can send files without logging in on the free version

Cons for WeTransfer:

- Free version contains ads
- Limited to 2GB transfer on free version, the paid plan has a limit of 20GB

wetransfer

Pricing:

The Basic plan for WeTransfer is **free**

The Pro version is **€12 per month**

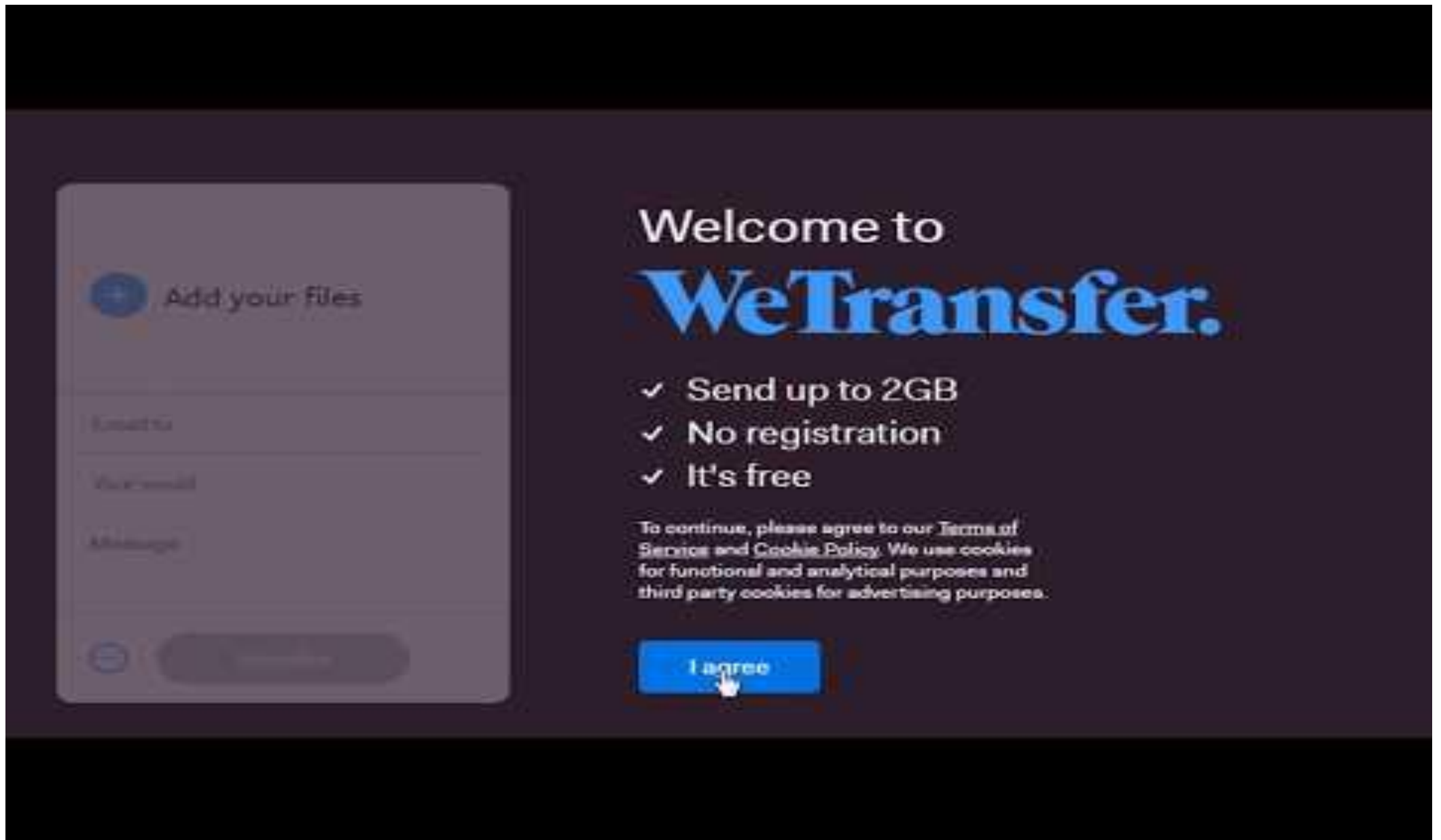
[WeTransfer Pricing Link](#)

Devices:

WeTransfer is available on **Windows PC**

WeTransfer is also available as an app for **Mac, Android and IOS**

Tool 18
Video
Tutorial





Slack is a powerful communication tool, enabling project planning and team collaboration. It provides a platform for communication between a large team or classroom of individuals using channels.

Topics can be separated by creating different channels. Educators can assign users to as many channels as they need in order to keep topics visible to the class members who want to see any individual topic.

Slack is a simple and dynamic tool to use and offers integration with many services students and teachers use every day such as drop box. Slack also allows for the fast and easy searching of posts from users at any time through specific filtering.



Pros for Slack:

- Free plan is excellent for smaller teams
- Integrates between many other third-party tools
- Easy and simple to use, very small learning curve

Cons for Slack:

- Free version is limited in several ways
- Can only hold 5GB of data in free version
- Can only save 10000 messages in free version



Pricing:

The Free plan for Slack is **free**

The Standard plan is from **€6.25 per user per month**

The plus plan is from **€11.75 per user per month**

[Slack Pricing Link](#)

Devices:

Slack is available as a desktop app on **Windows, Linux and Mac OS X**

Slack is available as an app for **Android and IOS**

Slack is also available as a Web app on **Chrome, Firefox, Safari, and Microsoft Edge**

Tool 19
Video
Tutorial



slack



An illustration of a person with dark hair, wearing a red long-sleeved shirt and blue pants, sitting on a black office chair at a desk. They are facing a large computer monitor displaying a webpage with text and a sidebar. Several other smaller windows, also displaying text, are floating in the background against a light green wall. The desk is a simple grey table with a blue cabinet underneath. The overall style is flat and modern.

Project Management Tools

Why do educators need Project Management Tools?

Project Management tools enable educators to organize, plan and manage people and projects in a simple and effective way.

Many take the appearance of a visual board and allow projects to be completed quickly and efficiently.

Many project management tools also allow for users to see how close to completion projects are.





Monday is a powerful tool for day-to-day project management. Everything is managed on a visual board. These boards are colour coded and make a strong visual impact.

With Monday you can see who is working on a project or task and see how far they are in the process. Does a fellow educator at your organisation need help? On Monday users can highlight the progress of a project and request help.

Monday can help to build a culture of transparency whilst allowing people to manage work and meet deadlines.

Tool Website: monday.com[™] | [Management Tool - Get Team Work Done](#)



Pros for Monday:

- Encourages teamwork and cooperation, and all team members can track their progress, perfect for remote work
- Timeline view can give users a quick insight into current deadlines
- Centrally organize project information, schedules, tasks, resources, and communication into an accessible workspace

Cons for Monday:

- Pricing is on a per user basis, adding more users with full permissions will cost more
- Some users can initially find Monday confusing or too cluttered
- The mobile app offers limited functionality



Pricing:

Basic plan for three users is **€24 per month**

Standard plan for three users is **€30 per month**

Pro plan for three users is **€48 per month**

[Monday.com Pricing Link](#)

Devices:

Monday.com is available on **Windows PC, Chromebook and Mac**

Monday.com can also be used as an app for **Android and IOS**

Tool 20
Video
Tutorial

HOW TO USE *monday.com* 2020

Project Management Tutorial





Organize and prioritise your projects with Trello. Trello gives the user the ability to create boards, lists and cards which enable you to keep your projects organised.

With each board, you can share items from many different sources, such as blogs, websites and news articles giving your users accessible information-fast.

With Trello, users can participate in the development of course content within the syllabus, increasing learner engagement and information retention.

Tool Website: [Trello helps teams move work forward](#)



Pros for Trello:

- All changes are made in real time with no delay, so all users can see changes made automatically
- Adding extra members is simple and only requires an email address
- The software is the same on all devices, so it does not matter what device the user is access the software from-it will be the same

Cons for Trello:

- Trello requires an internet connection for it to work
- Ideal for smaller teams, but not the best option for larger teams
- Some functionality improves for the paid version, such as increased upload file size



Pricing:

Basic plan is **free**

Business class is **€10 per user per month**

[Trello Pricing Links](#)

Devices:

Trello is available on **Windows PC, Chromebook and Mac**

Trello can also be used as an app for **Android and IOS**

Tool 21
Video
Tutorial

ORGANIZING WITH



BEGINNER'S GUIDE





Microsoft Teams

Microsoft Teams is a platform that gives its users a hub for teamwork. Teams uses channels rather than file folders and uses chats instead of emails. This change to the usual way of working in a team allows for each team member to access and work on the same files at the same time.

Microsoft office is mainly free to use, but there are several benefits to the paid version, such as long meeting times and the ability to record a meeting. You can connect and create in a whole new way with Microsoft Teams.

Tool Website: [Microsoft Teams is for everyone](#)



Microsoft Teams

Pros for Microsoft Teams:

- Microsoft teams is user friendly and is free to use
- Paid for version is included in Microsoft Office
- Can increase team productivity

Cons for Microsoft Teams:

- Adding an attachment to a message will store it in a folder, sometimes making it difficult to recover
- Everyone who is in a team has access to the channels and files, so confidential information may need to be kept elsewhere



Microsoft Teams

Pricing:

Microsoft Teams is **free to use**

Microsoft 365 Business Basic is **€4.20 per user per month**

Microsoft 365 Business Standard is **€10.50 per user per month**

Microsoft 365 E3 is **€19.70 per user per month**

[Microsoft Teams Pricing Link](#)

Devices:

Microsoft Teams is available on **Windows PC, Chromebook and Mac**

Microsoft Teams can also be used as an app for **Android and IOS**

Tool 22
Video
Tutorial

Microsoft Teams





Google Drive is a filesharing tool that allows the user to upload and access files anywhere through Google's cloud storage, assuming the user has a connection to the internet.

Google Drive has several excellent features, such as flawless integration between other Google Suite software. Users can also share links to their folders and files where other users can edit or change the files assuming that they are given the correct permissions. Google Drive also has very affordable pricing if a user wanted more data storage.

Google Drive also has great options for third party software. For example, Google Drive can integrate between Slack and Trello.

Link to tool website: [Cloud Storage for Work and Home - Google Drive](#)



Pros for Google Drive:

- Very easy to use, small learning curve
- Large amount of free storage (15GB)
- Flawless integration between third party software and other Google software

Cons for Google Drive:

- Requires an internet connection to access and use
- Sign up is required before you can use the product



Google Drive

Pricing:

The 15GB plan for Google Drive is **free**

The 100GB plan is from **€1.99 per user per month**

The 200 GB plan is from **€3.99 per user per month**

The 2TB plan is from **€19.99 per user per month**

[Pricing website link](#)

Devices:

Google Drive is available as a desktop app or can be accessed via the website on **Windows, Linux and Mac OS X**

Google Drive is also available as an app for **Android and IOS**

Tool 23
Video
Tutorial

GETTING THE MOST OUT OF
Google Drive



Conclusions and Annex

Conclusions

There are a lot of digital tools available to improve and encourage learning in an adult setting, through many different means. Each teacher will have their own teaching style, and we would always recommend trying a few different tools before settling on one to give the user a chance to discover what works best for them.

There are also many different functions of these different digital learning tools, and some teachers may find they prefer to use one tool that may cover several different functions. For example, Skype and Zoom can also be both used as a tool for communication and team meetings as well as a tool for sharing files.



Conclusions

It is also important to remember that it can be a complex task being an adult educator, as there are many things to concentrate on at any one time.

Project management is an important factor in this, and educators may find great benefit in using a project management tool to ensure you stay on-top of all of the tasks at hand.

Remember to use the tools you are most comfortable with and that fit your teaching style for the best results!



Annex

As an educator, you may be interested in research surrounding digital technologies in the classroom. Some of the following research may be beneficial for you or your colleagues:

- Byrne, R. (2016). [A Video About Making Screencast Videos.](#) *FreeTech4Teachers.com*
- Ferris, D. R. (1997). [The Influence of Teacher Commentary on Student Revision.](#) *TESOL Quarterly*, 31(2), 315–339.
- Green, S. (2017). [A couple of podcasts on screencasting.](#)
- Martinez, R. (2016). [Screencasting Feedback on Student Essays.](#) *Faculty Focus*.
- Von Bergen, M. (2017). [Using Screencasts for Formative and Summative Assessment.](#) *Faculty Focus*.



DIGITAL

Digital Technologies to Improve Adult Learning

Thank you!

