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I. PREPARING YOUR TOOLS.

GOOGLE DRIVE means all the files at hand, wherever you are. Here you will find applications for creating, editing and storing: DOCUMENTS, PRESENTATIONS, SHEETS, FORMS, DIAGRAMS, DOCUMENTS, NOTES, LISTS, etc.



Google Drive: is a free virtual drive from Google that allows you to sync documents and other files between your PC or Mac, mobile devices and online service. Google Drive creates a folder on a computer that is automatically synchronized to the cloud server, so every file in this folder is accessible from the prime of the prim

anywhere that has an Internet connection. Google Drive offers 15 GB free storage for photos, documents, projects, drawings, videos, presentations, forms, and more.

Types of files you can create, store, and share on your Google Drive:



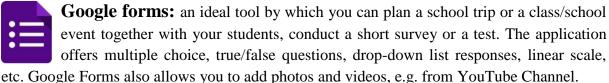
Google Sheets: this application allows you to create and edit already existing spreadsheets either by yourself or with other users, use available files anywhere and anytime (even offline), add comments and reply to them, format cells, type and sort data, display graphs, formulas, and many more. This application allows you to store your files safely, as all changes are saved automatically.



Google Docs: this application allows you to create and edit texts, leaflets, letters, essays and more. You can edit documents yourself or collaborate with others anywhere and at any time.









Google Drawing: A tool for creating simple diagrams and graphs.



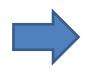
Google Presentations: a tool for creating and presenting slides which lets you create and edit files by yourself or with others, and present your ideas in an attractive way, with rich themes, hundreds of fonts, movie adding features,

animations, and many more. You can also view the change history to view older versions of a presentation by date and by the author of the change.



Google keep: an application that allows users to create short and simple notes and reminders about different tasks and ideas. Mini notebook is integrated with Google Drive, which saves data. This tool also allows you to dictate a voice memo

that is automatically saved as a text.



EVERNOTE, SYMBALOO - all in one place.



Evernote: a program for writing and storing notes, articles, letters, elaborations, presentations, timetables, lesson plans, surveys, links, etc. The ideal tool not only for teachers but also for everyday life. Evernote lets you share notes and photos

and organize and search data across multiple platforms. You can create notes, save web pages as well as pictures from your mobile phone, create task lists and record voice messages. All data is synchronized with Evernote and is available for Windows, Mac, Web, and other mobile devices.

Evernote... how does it work?

https://www.youtube.com/watch?v=eCHxaNQ7kJI







Symbaloo: this is a useful cloud application that allows you to organize and classify web links in the form of buttons that you can personalize. Symbaloo works from a web browser and can be configured as a home page, allowing users to create personalized virtual desktops available from any device with

Internet access.

Symbaloo... how does it work?

https://www.youtube.com/watch?v=Kbp2CSS7cnk

https://www.youtube.com/watch?v=4e9KQ7hPfVw



BLOGGER create your own blog.



Blogger: a perfect place to post your posts and articles for free.

How to create a blog on Blooger.com?

https://www.youtube.com/watch?v=Wa7d7DCPLGc

II. PREPARING YOUR LESSON.

CREATING AND EDITING IMAGES / GRAPHICS:



Befunky: it's a perfect application for creating collages, custom graphics, editing photos, images, etc. BeFunky gives you the ability to create graphics from scratch or using ready-made items.



Piccollage: this is an intuitive application that allows you to edit photos and make funny photo collages. The application allows you to edit images that are available in the memory of your smpartphon or tablet, you can cut selected items and add them to the selected background. PicCollage offers a wide variety of





stickers and icons, and combining several photos into one square, which makes your collage even more attractive. The finished collage can be saved on the device, but you can also share it on Facebook, Twitter or Instagram. The program is available for free, but many of its options are available with a fee (additional stickers, backgrounds, and watermark removal from PicCollage).

EDITING MUSIC, FILMS, PRESENTATIONS, etc.

Useful tools:

Kizoa: it's an application for creating short films, photo collages and other multimedia creations using your own photos, videos and music, and ready-made resources such as backgrounds, transitions, frames, special effects and more.

Kizoa... how does it work?

https://www.youtube.com/watch?v=ZnFY8j0Llrg

https://www.youtube.com/watch?v=kdAhX2csgtY

Video and audio cutting tools:



http://www.youtubecutter.com/

YouTube Chop



https://www.tubechop.com/



Cropper

https://ytcropper.com/







https://www.vibby.com/

www.youtube-mp3.org- a useful tool for downloading music from your YouTube channel.



CREATING QR CODES:

QR Codes: This application enables you to prepare a variety of tasks for students in the form of encrypted QR codes. Due to the fact that virtually every phone is equipped with a camera and the ability to install a simple code reading application, the range of opportunities offered by the use of QR codes

is enormous. Codes may include: any text (articles, texts, questions, messages) or website address, email address, virtual business card (vcard) or even bank transfer data. To read the QR code, just install the application to read the QR codes on your smartphone or tablet. The modern QR code reader for smartphones is smart enough to ask you automatically to open a browser with the web address while scanning it. QR codes work great for so called "Flipped classroom", but also in the field of games, quizzes or competitions.

CREATE: PRESENTATION TOOLS. III.



Weebly: this is an attractive website creation service (website, blog, shop).

How to create a website on Weebly?

https://www.youtube.com/watch?v=I7PjTgpgqn8

https://www.youtube.com/watch?v=UJcncH4NQMA



PowToon: this is a great and very intuitive application for creating animated films and presentations.





How to create presentations in PowToon?

https://www.youtube.com/watch?v=AFv8L0z-72c

IV. ASSESSEMENT, EVALUATION AND FEEDBACK.

GAMIFICATION- that is motivation, commitment, cooperation and rivalry in one. Games and quizzes in the process of teaching and learning foreign languages and more.

Kahoot: this is a free application which allows you to create quizzes, tests and surveys that students can answer on any device, such as a laptop, tablet, smartphone, etc., with access to the Internet. Just go to: www.kahoot.it and enter the teacher's PIN code followed by a student's name. In addition to text, the quiz can include images and video material. For correct answers within the time limit, students are given points that are displayed on the teacher's home screen. Detailed students' results can also be downloaded in a PDF file. In this way, the teacher sees which questions/tasks the pupils have done best and with which ones the pupils have had problems, which gives the teacher a clear picture of what pupils have mastered and what needs to be revised.

How to create a quiz in Kahoot?

https://issuu.com/katarzynacnotalska/docs/how_to_make_kahoot

https://www.youtube.com/watch?v=pAfnia7-rMk



Teacher-Socrative: this application allows you to carry out live and dynamic activities/lessons by creating and running quizzes, games and various types of tests in classrooms using tablets, laptops, smartphones, etc. Socrative also helps teachers to assess students' current assessments (formative assessment) through visualization of results. This will allow them to estimate better to what extent the material passed to students was understood and assimilated by them.





How to create a quiz/ test in Socrative?

https://www.youtube.com/watch?v=WlnI1f-Q1JM&t=228s

https://www.youtube.com/watch?v=nC-Nhpf0Efw



Socrative Student: with this application, students can play and engage in revising and fixing the material in a funny and engaging way, using a variety of games, quizzes or on-fly questions. Students log on to their devices, eg. tablet,

smartphone, laptop, and then log in to the virtual teacher's room using a unique code.



ClassDojo: this is an application that allows teachers to improve the students' behaviour in the classroom quickly and easily. This application collects and processes behavioral data for individual pupils that the teacher can provide to parents. With ClassDojo, a teacher can give students and parents a signal of a positive or negative behavior by using icons and short

descriptions or notes. After the teacher sends the invitation, parents can log in using the appropriate access key (each parent and student has a different access code) and keep track of student progress throughout the school year.

How to create a class in ClassDojo?

https://www.youtube.com/watch?v=J4qi428AgiU

STOPWATCH: an ideal and transparent tool that allows students and teachers to control time while performing individual tasks.

http://www.online-stopwatch.com/full-screen-stopwatch/

Sources:

https://www.google.pl/

https://www.youtube.com/