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**GENERATING SOCIAL INCLUSION THROUGH
EDUCATION PILLS AND THEATRE OF
OPPRESSED AROUND THE WORLD**

**HANDBOOK ON
INTERACTIVE
DESIGN OF
EDUCATIONAL
PILLS**

 **fundación
aspaysm**
castilla y león

 **ROSTO
SOLIDÁRIO**
Organização Não Governamental para o Desenvolvimento

 **Cepay**
Centro de
Estudios Paraguayos
Antonio Guasch

 **ideac**

 **BIDERBOST
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INDEX

PRELIMINARY CONSIDERATIONS... 8

BEFORE IMPLEMENTING THE PILLS... 10

DURING THE IMPLEMENTATION OF THE PILLS... 12

AFTER IMPLEMENTING THE PILLS... 16

FINAL CONSIDERATIONS... 18

CHECK-LIST SHEETS... 20

GET IN TOUCH... 24



PRELIMINARY CONSIDERATIONS

Developing the SIEP educational pills in a virtual format requires that facilitators have certain resources in advance in order to coordinate the sessions fully:

- To have a computer / mobile / tablet with internet access.
- Have installed the communication platforms to be used and create an account to access them.
- To have headphones and microphone connected to the computer
- Have the data to access the online session (time and date, link to the session and password if necessary).

At the same time, the above points also apply to the partitions that will be involved in the virtual sessions (except the one to create an account on the communication platforms).

It is recommended that a team of at least two people be set up for the implementation of the pills to facilitate all phases of the process:

Facilitator: establishes the basic guidelines of the event and ensures that all the activities are carried out and gives support to the rest of the team.

Technical Support: manages the connection details and platform or tool and attends to the queries of the team and participants.

It is recommended that the Facilitator and Technical Support carry out a test session with the communication platforms to be used. This will allow to know for sure how to manage them properly during the sessions.



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It is recommended to prepare a Google Form so that:

- The participants register for the sessions.
- The participants have exact information about the times and dates of the sessions in advance.
- Participants provide their email address as the main contact
- The participants can express if they are facing any difficulties (technical, technological, social, disability, time use) and that the facilitators can take into account these needs.
- Participants can give their informed consent to be photographed and/or recorded.
- The facilitators have an approximation of the number of people who will attend and the profile of the group, in order to be able to adjust the implementation of the pills to these two points.



BEFORE IMPLEMENTING THE PILLS

It is considered necessary to previously review the educational pill that is going to be implemented in a virtual way. This means taking into account the steps proposed in the pill and making a planning where the facilitator has clear the resources and time they need, as well as the indications that have to be conveyed to the participants at every moment. This is recommended:

- Identify the pill to be taken, its objective, the instructions to be shared with the participants to take it, and the expected result.
- Have the tools that will be used to develop the pill ready.
- Prepare the workspace in advance so that participants only have to click and access it.

As part of this prior planning, it is also recommended that facilitators take into account the following aspects:

- Know in advance how many participants will be there during the application of the pill.
- Calculate the time that should be dedicated to the pill, taking into account its previous explanation, completion and sharing.
- Set the day and time of the session beforehand. Take into account the profile and time use of the participants, as these aspects will influence their performance.
- Define the roles of the facilitators (if there is more than one).



- It is recommended that participants be informed in advance of the technical requirements they need to have in order to participate in the session, whether they need to install software, or create an account with certain web services.
- Share instructions with participants on how to access/use the electronic platforms.
- Have rules of etiquette for participation during the pill, based on respect and collaboration, paying attention to the gender, cultural and ethnic diversity of the participants and share them with the participants before the virtual workshop.



DURING THE IMPLEMENTATION OF THE PILLS

It is important to moderate the activity with a positive attitude and energy; this will help the participants feel motivated to take the proposed pill. With this same attitude and energy, it is recommended to share the details of what participants are expected to do:

- Make a general description of the pill (goal, time and results).
- Visually present the instructions for the steps to be followed to carry out the activity.
- Create an environment conducive to the participation of all people in the groups, where they feel comfortable to give their opinion and co-create the solution.
- It is recommended that the participants' microphones are switched on so that what they hear are the instructions on what to do next.

If small groups have to be made, it is recommended:

- Give instructions before dividing the groups so that everyone is clear about what is going to be done in the small groups and the time for this division.
- Use Zoom's "Breakout rooms" feature to divide participants into groups as required by the pill or based on the number of participants. This division can be done randomly or manually, as well as alternating.
- Once the groups have been created, the facilitator can access each group to answer questions, promote interaction, give additional instructions, share material and/or review the progress of each group.



- It is recommended to notify the participants five minutes in advance, that the activity is about to close and that they should make their conclusions (before their return to the group in general).
- Have a constant time control.

If theatrical performances have to be done during the application of the pills, it is recommended:

- Set the gallery mode to display all the screens of the participants.
- Ask the participants who are an audience to switch on their microphones and remove their camera to only see those who will be performing the scene.
- You can use the Zoom backgrounds to set the scenes during the performance.

If other applications are used during the setting, it is recommended:

- Make a brief demonstration of the use of the tool you will be working with.
- Make available the Zoom chat as a space for technical questions.

If Socrative is used for sharing, it is recommended:

- Have active access to Socrative
- Launch the questionnaire linked to the educational pill being applied
- Choose the immediate feedback option
- Share Socrative's link in "student" mode
(<https://b.socrative.com/login/student/>)



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- Ask them to write the name of the room
- Ask for their name to be written
- Ask them to respond to the proposed questions
- Share screen so that the whole group can see what is being answered
- Based on the answers that appear, the facilitator can go deeper, both in groups and individually (or alternately), in what is expressed by the participants.



AFTER IMPLEMENTING THE PILLS

Once the session is over, it is recommended that the facilitators:

- Send thank-you mails to participants.
- Send the satisfaction survey to the participants (if any)
- In case the session has been recorded, share the video so that the participants have access to it.
- Follow up on the commitments and agreements made during the implementation of the pills.



FINAL CONSIDERATIONS

As a form of self-evaluation, it is recommended that facilitators:

- Review the schedule and time spent on the application of the pills (in general) and their activities (in general). This will allow them to assess whether adjustments need to be made for the following sessions in order to maximize time and/or work more effectively.
- Share your experiences with the team of facilitators or with your peers from other institutions to exchange opinions and feelings. Listening to other people's experiences can be a good mirror to improve the work for the next pills.
- Share your lessons learned about the implementation of the pills and the learning process of the participants.
- If you have tips, suggestions, tools or resources that can facilitate the work with pills in virtual environments, it is important that more facilitators have access to these resources.



CHECK-LIST PREPARATION

PREPARATION

Step 1. Identify the objectives, date and duration

Activity	Executed	Not necessary
Define the pill to be applied	<input type="checkbox"/>	<input type="checkbox"/>
Clearly define the expected results	<input type="checkbox"/>	<input type="checkbox"/>
Set date, exact time and duration	<input type="checkbox"/>	<input type="checkbox"/>

Step 2. Define your audience

Activity	Executed	Not necessary
Check the most convenient time zone for participants	<input type="checkbox"/>	<input type="checkbox"/>
Estimate the number of participants	<input type="checkbox"/>	<input type="checkbox"/>
Create attendance list to have a record of the participants	<input type="checkbox"/>	<input type="checkbox"/>



CHECK-LIST PREPARATION

Step 3. Explore the platform

Activity	Executed	Not necessary
Check which platform or tool is most suitable for the pill to be applied		
Explore all the options provided by the platform and its technical requirements		
Schedule the access link at least one week in advance		
Establish the required fields for participants to access the platform		

Step 4. Communication

Activity	Executed	Not necessary
Create a Google Form for participant registration		
Prepare and send the invitations with the access link		
Send reminders with date and time of the session		



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CHECK-LIST EXECUTION

EXECUTION

Step 5. The moment of truth

Activity	Executed	Not necessary
Connecting all members of the facilitators' group		
Check all audio and video devices for facilitators and participants		
Start on time		
Activate the recording process and notify participants		



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CHECK-LIST MONITORING

MONITORING

Step 6. Close

Activity	Executed	Not necessary
Send thank-you mails		
Send satisfaction survey		
If the session was recorded, share the video with the participants		
Track the commitments and agreements made during the session		



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- Share your experience in social networks and mentioning @sieperasmusplus2018
- Share your experience with your peers and young people on social networks with the hashtag #SIEP #ErasmusPlus
- Tell your experience through images, questions or descriptions telling how the implementation of the pills in virtual mode has been.

DISCLAIMER

This publication used the information available from the platforms themselves to produce the instructions for use. It should be noted that this document is for educational use only and is not intended to generate any kind of profit.

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