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

HANDBOOK ON VIRTUAL PLATFORMS

SIEP

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HANDBOOK ON VIRTUAL PLATFORMS

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SIEP: Generating social inclusion through Education Pills and Theatre of Opressed around the world. Project 602250-EPP-1-2018-1-ES-EPPKA2-CBY-ACPALA implemented by Fundación Aspaym Castilla y León, Biderbost, Boscan & Rochin, Rosto Solidário, Centro de Estudios Paraguayos Antonio Guasch and Instituto de Desarrollo de la Economía Solidaria, Social y Asociativa.

This project has been funded with the support of the Erasmus+ Programme of the European Commission. This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

ELABORATION

This publication has been produced by the Aspaym Castilla y León Foundation, Biderbost, Boscan & Rochin, Rosto Solidário, the Antonio Guasch Centre for Paraguayan Studies and the Institute for the Development of the Solidarity, Social and Associative Economy (from 01-12-2018 to 30-11-2020).

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Published in 2020.

INDEX

BLACKBOARD

POWTOON

SOCRATIVE

ZOOM

Blackboard collaborate™

BLACKBOARD

OBJECTIVE

This platform seeks to enable facilitators to create a virtual SIEP classroom where they can both apply a pill and share experiences, material, resources and good practices.

MAKING A PLAN

Planning is one of the most important aspects in creating a course. It is recommended that you take the time to develop an outline or drawing of the elements and activities you will include in your course.

It is important to make an inventory of the materials that you will hang on the platform as part of your virtual classroom. At the same time, it is recommended to create a schedule identifying what content will be available. As students work on the material that is available or progress in the subject, the content can be released.

CREATE A COURSE

Even if you don't have much experience in online education, the course structures allow you to create a course in a short time.

Select a course structure on the Teaching Style page.

1. In the Control Panel, expand the Customization section and select Teaching Style.

2. On the Teaching Style page, in the section Select Course Structure, in the left column, all the course structures are shown in a list. Select a course structure to explore its description and see a preview of its course menu. In the preview, you can select a link from the course menu to find out the purpose of that item in the course structure.

3. Choose a course structure and select Use this structure. The chosen course structure is indicated by a green check mark at the top of the course structure selection tool.

To reverse the action, select Menu from the list of course structures and then select Use this structure. No changes are made to the course.

4. After choosing a course structure, the Include examples of content checkbox appears. Select it to add content items and instructions, as well as the menu links for the course structure. If you do not include sample content, only menu links are added to the course.

5. Select Submit to import the course structure and optional content examples into your course. Select Cancel to exit without making any changes to your course.

*Another **possibility** is to select a course structure in the Quick Setup Guide. If your institution has activated it, the pop-up window will appear each time you enter the course. You can deactivate it at the bottom of the window.

You can also access the pop-up window by following these **STEPS**:

1. In the Control Panel, expand the **Customization** section and select Quick Setup Guide.

2. Expand the **Choose a course structure** section. In the left column, all course structures are shown in a list. Select a course structure to explore its description and see a preview of its course menu. In the preview, you can select a link from the course menu to find out the purpose of that item in the course structure.

3. Choose a course structure and select **Use** this structure. The chosen course structure is indicated by a green check mark at the top of the course structure selection tool.

*To reverse the action, select Menu from the list of course structures and then select Use this structure. No changes are made to the course.

4. After choosing a course structure, the **Include examples of content** checkbox appears. Select it to add content items and instructions, as well as the menu links for the course structure. If you do not include sample content, only menu links are added to the course.

5. Select **Apply changes** to import the course structure and optional content examples into your course. Select **Cancel** to exit without making any changes to your course.

*If you examine and choose a different course structure from the list after selecting Use this structure and decide to Include examples of content, the phrase Include examples of content for will not be updated until a new course structure is applied.

Create activities

You can create activities within the content areas, learning modules, lesson plans and folders.

1) From the Assessments menu, choose **Activity** and provide the name, instructions and files that the students need. You can use the editor functions to format the text and add files. You can also add files in the Activity files section.

2) Select **Browse** My Computer to upload a file from your computer. The file is stored in the top level folder in your course file repository: Course Files or Content Collection. You can also attach a file from the repository.

OR

Drag files from your computer to the "active area" in the Attach files area. If your browser allows, you can also drag a file folder. The files will be uploaded individually. If your browser does not allow you to send the activity after uploading a folder, select Do not attach in the folder row to delete it. You can drag the files individually and resend them.

3) If you wish, select a deadline. Activities with deadlines are automatically displayed in the course calendar and in the module **To-Do**. Deadlines made after this date will be accepted, but marked as overdue. If you do not want students to access an assignment after the deadline, choose the appropriate display dates.

4) In the **Grade** section write the possible points.

5) If you wish, you can add a **rubric.** Expand the sections to select, for example, the anonymous grading method, how the grade will be displayed and the number of attempts. You can allow more than one attempt at an activity.

6) Set the activity as available when you are ready for students to access it. Select the appropriate options for availability, follow-up and display dates. The **dates** displayed do not affect the availability of an activity, only when it is displayed.

7) Select **Send.**

EDIT, REARRANGE AND DELETE ACTIVITIES

You can edit, change the order and delete your activities. Change the order of the activities with drag and drop or with the keyboard reordering tool. For example, reorder the activities so that the current activity is at the top.

From the menu of an activity, select an option:

- **Move** an activity to another location on the course. When you move an activity, it is removed from its original location. You cannot copy an activity.
- **Edit** an activity. If you change the instructions, students who have already submitted will only see the new instructions on their next attempts.
- Apply versioning, tracking, metadata and **revision** status criteria.

On the other hand, an activity can be **DELETED** from a course area; if there is no student submission, the grading centre column will also be deleted. When you delete an activity that has student submissions, all submissions are also deleted. You have **two options**:

- Keep the grades from the report card, but remove the activity and all submissions. Even if the scores are kept in the centre, you will not be able to access student submissions again. This action is irreversible.
- Delete the activity, the report card column, all assigned grades and all submissions. This action is irreversible.

You can also make the gradable item unavailable in the course to keep submissions and scores in the grading centre.

GRADING OF ACTIVITIES

On the Create Activity page, the Grade section is organized into three groups:

- Delivery details: Select general settings, such as who the activity is for and how many deliveries students can make.
- Grading options: Set up anonymous and delegated grading.
- Displaying grades: Select the configuration of the grading centre column, such as whether or not the grade should be displayed to students.

Delivery details

Select the options regarding student submissions:

- *Type of activity:* Select a person, group or work folder. You can request that the activity be sent as a work folder.
- *Number of attempts:* Allow a single attempt, multiple attempts or unlimited attempts. If you select to allow more than one attempt, you can also define which attempt will be used in the score centre.
- *Plagiarism detection tools:* If your institution has activated the SafeAssign service, select the options you wish to use from the plagiarism detection tool. If SafeAssign is not available, these options do not appear.

Grading options

You can choose to grade the activities anonymously and assign other assessors to help you with the grading tasks.

Activate anonymous grading

You can enable anonymous grading to eliminate problems of bias in the grading of major tasks. You can hide the names of students during grading by making them appear as anonymous submissions. You will not be unduly influenced by a student's past performance, class participation or issues such as conflict, race, gender or the aptitude attributed to the student. This technique can also improve the student-teacher relationship, as students will be confident that the grade has been fair.

After checking the Enable anonymous grading checkbox, choose when you want to automatically remove the anonymity of the students:

- **On a specific date:** Indicate the date on which you wish to deactivate the anonymous rating. The system will start removing the anonymity automatically before the end of that date.
- **After all submissions have been graded:** Indicate an expiration date. When the students have submitted their attempts, the deadline has passed and the attempts have been graded, the students' anonymity will be deactivated.

To manually deactivate the anonymous grading, uncheck the Activate anonymous grading checkbox.

Activate Delegated Grading

Getting grades and feedback from more than one scorer helps improve reliability, optimizes consistency and eliminates bias. You can assign specific users in the course for the grading of particular sets of student submissions. For large classes, you can divide the grading tasks between assistant teachers and other assessors.
On the Create Assignment page, choose the assessors and the final assessors who will collaborate on the marking tasks.

A.In the Grading options section, after checking the **Activate delegated grade** checkbox, you will see a list of possible assessors and final assessors. Use the Show menu to filter the list.

B. Use the menu next to each assessor name to assign submissions for scoring:

- **All submissions**
- **Random set:** Rate a random set of the selected number of students. If you assign several assessors to score a random set, the students are distributed evenly before any students are included in several random sets.
- **Groups: G**rade all students in the selected course groups.
- **None**

All teachers on the course can see the grades assigned by the other scorers. If you want people in other roles to also be able to see the scores, comments and private notes that other users add, select the checkbox in the View Settings column. Students will not be able to see the private scores added by other users.

In the Reconcile Grades column, choose who can determine the final grade and comments for each student. All teachers can reconcile grades. In addition, they can allow assistant teachers and assessors to reconcile grades. Users who reconcile grades are also called final assessors.

Viewing grades

Choose the format in which you want the grades to be displayed in the grading centre and to the students in My grades. Only your Main selection will be shown to students.

You can also include the activity score in the calculations for the rating.

Depending on the requirements of the activity, you can choose not to display the grade or statistical information to students in My Grades.

GENERATE COURSE REPORTS

1) In the Control Panel, expand the Evaluation section and select **Course Reports**.

2) On the Course Reports page, access a report menu and select **Execute**.

3) On the Execute Reports page, choose **Report Specifications**.

The **OPTIONS** vary:

- *Select format:* choose an output format from the menu. Valid formats are PDF, HTML, Excel or Word. Graphics are not displayed in Excel format.
- *Select a start date and Select an end date:* For reports covering a specific period, select the start and end dates of the report.
- *Select students:* To run a report on a single student, select the student's name from the menu.
- *Select users:* select one or more users for the report. In Windows, to select several users from a list, hold down the Shift key and select the first and last user. To select non-consecutive users, press the Ctrl key and select each of the corresponding users. On a Mac, press the Command key instead of the Ctrl key.

- *Average interval and target performance level:* these are mandatory for course performance reports. You can define these reports under Show students not available and Show goals not aligned.
- *Select Goal Set and Goal Type:* If the Goal Set appears as None, confirm that the course content fits the goals. If the content fits a goal, you may need to contact your system administrator to update the data in the reports.

4) Select Send. If a course report includes a large number of users, you may have to wait several minutes for the report to be generated. PDF and HTML formats open directly in a new window. Excel and Word ask you to save the file first. To print reports, use the print function included in the window of the application in which the report was opened.

5) When the report is executed correctly, you will be able to perform the following tasks:

- **Save** to **Content Collection**: If your institution has access to the content management features, you can save the report to a Content Collection folder.
- **Download** report: Save the report on your computer. Run a new report: Back to page
- **Execute** reports to be executed another time with different criteria.

6) Select **OK** when you are finished.

FINAL remarks

- As you create your course, you will no doubt move back and forth between development and evaluation. Evaluation should be a constant component of the process, not the final step in the development of your course. Going back to review is not only acceptable, but also the preferred option.
- Continue to refine and add elements to your course as you teach and discover what works well and what doesn't.
- Ask students to send in their course evaluations at the end of the period.
- Ask other teachers online what works for them.
- Explore other online courses. Always be willing to "use the experts' ideas".
- Visit the exemplary Blackboard Course Program which features pedagogically sound and technologically rich courses.

PowToon

POWTOON

OBJECTIVE

This platform will be used so that both facilitators and young people can create their own educational pills for the prevention of bullying and cyberbullying.

CREATE A VIDEO

After entering Powtoon, you will arrive at the My Powtoons page. This is the page you access when you want to create a new Powtoon. You can create a new Powtoon using any of the following methods:

- Use a ready-made template.
- Start from scratch with a blank Powtoon

Ready-made template

- A ready-made template requires only minimal editing, allowing you to create a Powtoon quickly and easily. When a template is used, Powtoon Studio opens in edit mode by default:
- This mode gives you all the **functionality** you need to quickly turn a template into a single Powtoon. See Creating a Powtoon in Edit Mode to learn how to work with a template.

Start from scratch with a blank Powtoon

When a Powtoon is started from scratch, the Powtoon Studio opens in Create Mode by default.

This mode gives you access to all the Powtoon tabs (scenes, background, text, characters, etc.) and displays the timeline at the bottom of the slide. In this mode, you can:

- Create a Powtoon by selecting the **contents** of any of the Powtoon tabs and libraries.
- Control the **timing** of the objects on the slide using the timeline.

ADD OBJECTS

A scene you create in Powtoon is made up of objects you add to the slide. These objects can be characters, props, images or shapes. You need to be working in Create mode to be able to add objects to the timeline.

After placing an object on the slide, you can use the timeline to define the time the object appears on the slide. You can add a maximum of 48 objects to a slide.

Adding **a single object** to the timeline

1. In the Powtoon library, select the object you want to add. The object is added to the timeline with the corresponding label.

2. After adding the object, the following must be taken into account:

- The object is added to the timeline where the game head is positioned.
- After the object is added, the game head is moved forward half a second.
- By default, the duration of the object on the slide starts from the moment the object is added until the end of the slide. The duration on the timeline is represented by the turquoise area.

3. To change the object's time (duration):

Drag the left edge of the object's duration to the desired start time. Drag the right edge of the object's duration to the desired end time.

Adding **multiple objects** to the timeline

In most cases, your Powtoon slide will include more than one object. There will probably be one or more characters, a prop, and perhaps a picture. It is important to time the objects correctly so that your scene is reproduced correctly.

1. In the Powtoon libraries, select the objects you want to add to the slide.
2. Set the time (duration) of the objects:

- Select the object you want to work on. Its corresponding label and its current duration are highlighted on the timeline. Drag the left edge of the object's duration to the desired start time and then drag the right edge of the object's duration to the desired end time.

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3. Set the time for the other objects on the slide according to the above guidelines.

4. Make sure the object you are working on is selected and its label is highlighted on the timeline.

ADD VIDEOS

When you add a video to your Powtoon, it becomes the background of the slide. As with all Powtoon slides, objects and text can be placed in the background.

If necessary, transitions can also be added between slides containing video. This should be done carefully so that the video stream is not affected. In the Powtoon Studio, you must work in Create mode before you can add a video.

The **STEPS** to follow are the following:

1. Navigate to the slide to which you want to add a video. This will be the slide on which the video starts.

2. Select the Videos tab.

3. Use the search bar or browse the following libraries to **locate a video**:

- *Top quality videos:* These are top quality, high-definition videos, covering a wide range of topics and concepts.
- *Video Footage:* These are videos from the Storyblocks collection, an archive of studio-quality HD videos.

- *Marketing Videos/Urban & Nature Videos:* these are prepared videos from the Powtoon collection.
- *My Videos:* these are videos that you have uploaded from your computer or used previously.

Before selecting a video, you can hover the cursor over the video thumbnail and see a preview.

4. Select the video you want to add to your Powtoon. The video will start at the current slide and additional slides will be added to play the duration of the video (if needed).

Notes on the videos:

- When a video is inserted before the existing slides, the existing slides will be moved down.
- If the length of a video is less than a slide, the video will be played until it is finished. After this, the last frame of the video will be displayed in static mode.
- You can mute the video by clicking the sound control button in the lower left corner of the slide.
- When you add a video to your Powtoon, it is also automatically added to My Videos, your personal video library, ready for future use.

ADD MUSIC

If you want to add music to your Powtoon, you can select a soundtrack from the Powtoon libraries or upload a music file. The music you select will be added to the entire Powtoon.

Notes on the videos:

- If you want to add music to an individual slide, see Adding a voiceover to your Powtoon.
- When you add music, it will play in a loop until the end of the Powtoon (disappearing one second before the end of the Powtoon).
- In the Powtoon studio, you must work in Create mode to be able to add music.

EXPORT VIDEOS

After you have created your Powtoon, you will want to export it. Exporting the Powtoon means packing the Powtoon in a format compatible with the corresponding export channel.

There are two actions that can be used to export the Powtoon:

- *Export:* Use this action when exporting your Powtoon for the first time.
- *Publish*: Use this action when you want to re-export your Powtoon (with or without editing) or when you want to publish a link to your Powtoon on social networks.

To export your Powtoon for the first time:

- In the Powtoon Studio, click preview and export. Your Powtoon will be automatically previewed.
- If you are satisfied with the result, click on Export. If you wish to continue editing, click on the X in the upper right corner to return to the Studio. The Export Options page will appear.
- Click on the icon representing the format you want to export your Powtoon to. See Export Formats for specific step-by-step instructions for each format.

SOCRATIVE

OBJECTIVE

Esta plataforma permitirá que las personas jóvenes puedan expresar sus opiniones sobre la metodología, lanzar preguntas de reflexión y compartir feedback.

CREATE QUESTIONNAIRE???

To create a **NEW** questionnaire at Socrative

1. Go to Quizzes in the top menu and click on Add Quiz on the right.

2. You can then enter a name for the test and start adding questions.

3. To the right of a question, you can:
- Click on the Pencil icon to edit it.
- The dustbin to erase it.
- The up and down arrows to move it within the test.
- And the copy button to copy the question from the questionnaire.

The following is a description of the
type of questions that can be elaborated:

1. Multiple choice:

- In the multiple choice questions, you can add a variety of answers for students to choose from. You must have at least 2 answers.

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- You can choose which answers are correct. If you have 2 or more answers selected as correct, then students will have to select all the correct answers for the question to be correct.
- With Socrative Pro, you can also add pictures to the multiple choice answers.

2. True/False:

- In the true/false questions, you can enter a phrase that students can select as True or False.

3. Short answer:

- For short answer questions, students can write their answer to the question.

4. Explanations:

- You can also add explanations to the questions. The explanations will be shown to students after they submit their answers during the exam, if you check the Show exam comments option in the Examination settings when you start the exam.

FINAL MARKS

- In the questions, you can make a basic text style and add images. In addition, with Socrative Pro, you can also insert mathematical equations and add pictures in the multiple choice answers.

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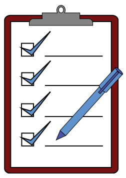
- In open-ended questions, participants must enter their answer exactly as stated in the question to be marked as correct. Spelling is important here.
- Once you have finished creating a questionnaire, click on Save and Exit at the top.

LAUNCH QUESTIONNAIRE



Previous steps:

- The following link is shared with the participants: https://b.socrative.com/login/student/
- They are asked to write the name of the classroom and then their name so that they can be identified in the application.
- Once participants log on to their session, they will see a message that says "Waiting for next activity to start".

Activate the questionnaire:

1. To launch a questionnaire, go to the launch page and click on Quiz. Select the questionnaire you want to run:

2. You can use the search function to find your questionnaire quickly. When you have made your choice, click on Next.

3. Then choose the **DELIVERY METHOD:**

- *Teacher's pace:* you control the flow of questions; you send one question at a time and observe the answers as they happen. You can also skip and recheck the questions.

- *Instant feedback:* students receive immediate feedback and explanations of right and wrong (if applicable) after each question. Students respond to questions in order and skip questions or change their answers. You can monitor their progress from the live results table.
- *Open navigation:* students have the ability to skip questions, edit their answers and navigate back and forth between the examinations at their own pace. Once they have finished, they can send in the completed questionnaire. They can monitor their progress from the live score table.

4. Once you launch a questionnaire, it will be automatically **shared** with students so they can start working on it.

5. In addition, additional **SETTINGS** can be chosen using the selection keys (blue means on, grey means off):

- Require Names (have a record of participants) or turn off this function (anonymous responses).
- Shuffle the questions (change the order of the questions to surprise the participants)
- Shuffle the answers (change the order of the answers to surprise the participants)
- Show question feedback (participants will know if they have a correct/incorrect question after submitting their answers)
- Show final score (participants will know their score at the end of the test)
- A single attempt (participants will only have one chance to answer and will not be able to go back to previous questions).

6. The facilitator will immediately receive the results on her/his screen, can monitor the progress of the participants and can even share the screen to show her/his progress.

REPORTS FROM QUESTIONNAIRE

After finishing an activity, you will be able to generate reports. The reports are available for any questionnaire that is launched. Whether you are closing your current activity or want to get reports on a previous activity, the steps are the same.

1. To generate reports, go to the **Results tab.**

2. Click the **Finish** button to display the report menu. Alternatively, you can go to the Reports tab to get reports of activities that have already been completed.

3. Click on the **Questionnaire** for which you wish to download the reports. Look for the Reports button in the upper right-hand corner.

4. Click on the **Reports** button and the menu for downloading reports will appear.

5. Select the type of report you would like to choose from the sidebar. You can also choose how you want to export them, either by email, downloading them to your device or saving them to your Google hard drive. You can also send the reports directly to the participants (when necessary).

6. When collecting the reports, you can choose one (or several) of the following report **TYPE** options:

Complete Excel results.
PDFs of individual students.
Summary of results PDF.
PDF answer key.

zoom

ZOOM

OBJECTIVE

This platform will make it possible to hold transnational meetings, transnational training, local workshops and one-off meetings between partners, workers and young people.

CREATE A MEETING

Below are the steps to be taken to set up a meeting within this platform:

1. Sign in with your account and you will immediately appear in the meetings section

2. Click on the blue button at the top right of your screen that says "Schedule a Meeting".

3. You can set up your meeting according to the following **criteria**:

- Title of the meeting
- Description of the meeting
- Date and time
- Duration
- Time zone
- Registration
- Meeting code
- Password and/or waiting room
- Video options
- Audio options
- Meeting options
- Adding co-organisers

4. Once all the features of the meeting have been written and/or chosen, the "Save" button will be pressed and the meeting will automatically be scheduled and appear on our schedule.

SHARING AND JOINING A MEETING

It is important that you can share the meeting you have created with the people who will be participating in it. In this sense, the steps to carry out this action are the following:

1. When you are in the meetings section, you will have to click on the *title* of the meeting you want to share.

2. The previous step will direct you to all the *information* in the meeting.

3. Click on the blue "*Copy invitation*" button. A new screen will appear with all the relevant data from the meeting.

4. Click on the blue *"Copy meeting invitation*" button.

5. Once you have done this, open your browser and go to your email account. Create a new email, paste the details of your Zoom meeting into the text of the email, add the addresses of the participants and send the *email*.

On the other hand, it is just as important to know how to join a meeting. Especially if this information has to be shared with the participants themselves. The steps for this are as follows:

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1) Click on the Zoom link sent by the host or copy the link in the browser.

2) Click on "Enter" in the meeting.

3) Write down the name under which you will appear during the meeting.

4) Select the audio and video configuration options.

OR

1) Go to join.zoom.us

2) Enter the meeting ID provided by the host.

3) Click Enter, add your name and select the audio and video settings.

START AND MANAGE A MEETING

It is essential to know how to begin a meeting in Zoom as a host and use all its features. To this end, the following key steps are described below:

1. Sign in with your account and you will immediately appear in the meetings section.

2. Move the pointer over the meeting you want to start and click the blue "Start" button on the right side of the meeting.

3. It will automatically start Zoom and ask you to select the audio and video settings.

4. Once the Zoom meeting has been opened, you will be able to use the options in the menu below:

- **Audio** (will allow you to turn the microphone on and off).
- **Video** (will allow you to turn the camera on and off).
- **Security** (it will allow to manage microphones, videos, forum and other functions of the pairs).
- **Participants** (it will allow you to visualize the waiting room to give access to the participants, know who is connected to the meeting and even be able to turn off the microphones, ask for the camera to be activated or select someone as a co-host).
- **Forum** (it will allow to visualize the general chat among all the participants and in a private way)
- **Screen sharing** (allows you to share the screen of the computer or mobile phone of the person you want).
- **Record** (will allow you to record the audio and video of the meeting)
- **Create rooms** (this will allow you to create small rooms to divide participants into small groups).
- **End meeting** (will allow the meeting to end for both the host and all participants)

CREATE ROOMS

One of the most interesting features of Zoom is being able to create small rooms to divide participants into small groups. To this end, the following key steps are described below:

1. Once the meeting is underway, click on the "Create rooms" button.

2. A screen will appear indicating whether you want the rooms to be generated automatically, whether you want to do it manually or whether the participants choose the room they want to be in.

3. Once the rooms are created, the host will be able to *move* through the different groups using the same functionality of the "Create rooms" button.

4. The host can send *notifications* to all the rooms through the Forum, selecting the option "Messages for all people".

5. With the same functionality of the "Create rooms" button, the host can undo the rooms and have all participants return to the general meeting.

RECORD MEETING

This Zoom functionality allows us to have an audio-video record of our meetings. In this respect, the following key steps are described below:

1. To **enable the automatic recording function** of a meeting:

- Log in to your Zoom account as an administrator and click on Account Settings.
- Navigate to the Auto Recording settings in the Settings tab and verify that the settings are enabled.
- Then choose to record on the local computer or in the cloud.

2. If automatic recording is **disabled** and you prefer to do so once the meeting has started

- Click the record button and select whether you want the file to be stored on the computer or in the cloud.

Co-funded by the
Erasmus+ Programme
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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.