

Online Teaching and Learning Platforms and Tools

Present Content

To present content	Definition	Online Tools
Learning Management System / Online classroom platform	Choose a platform as a virtual classroom space for sharing resources and communication with students	<ul style="list-style-type: none"> • Moodle (CAL, UoK) • Google classroom • Edmodo • Piazza • Lark • Facebook Group
Cloud-based storage space	Choose a platform or an online cloud-based storage space, and share your files from any devices with your colleagues and students	<ul style="list-style-type: none"> • Google drive • Nextcloud • Lark
Text-based	Protect data privacy and data security when uploading and sharing data or educational resources	<ul style="list-style-type: none"> • PDF (e.g. Scanned Notes, journal articles, book chapters etc) • Microsoft Office suite/365 (e.g. Word, Excel, PPT, OneNote) • Google Suite (e.g. Google Docs, Google sheets or Google Slides)
Audio-based	Keep audio short. “Cut up” a single lecture into 10-15 minute sessions.	<ul style="list-style-type: none"> • Create audio recordings: • How to use your phone’s recording app
Video-based	<p>Keep videos short. “Cut up” a single lecture into 10-15 minute pieces.</p> <p>Consider data - reduce file size where possible.</p> <p>Consider accessibility, have notes available.</p>	<ul style="list-style-type: none"> • Use previous lecture recordings • Pre-existing materials, e.g. YouTube, TED-Ed • Make a narrated PowerPoint • Record a teaching video <ul style="list-style-type: none"> ➤ Laptop (with Chrome Browser): Loom & Screencastify ➤ iPhone & iPad: Screen Recording ➤ Android: AZ Screen Recorder - Video Recorder, Livestream ➤ Video conferencing with screen sharing:

		<ul style="list-style-type: none"> • Zoom: <ul style="list-style-type: none"> ➤ Virtual online lessons with ZOOM ➤ Online real-time class with phone calls • Lark: Real-time class
<p>Interactive lesson</p>	<p>Use existing learning resources (E.g. from YouTube, Podcast, etc.), instead of creating them from scratch.</p>	<ul style="list-style-type: none"> • EdPuzzle: Choose a video, give it your magic touch and track your students' comprehension • Nearpod: Create lessons with informative and interactive assessment activities

Engage students in learning activities

learning activities	Definition	Tools
Classroom questions	Keep questions short and clear. Avoid negatives.	<ul style="list-style-type: none"> • Polling: AhaSlides • Q&A: Padlet
Demonstrations	Some practical sessions may need to be rescheduled. There are also online resources, e.g. Merlot, SIMS	<ul style="list-style-type: none"> • Consider virtual simulations and demonstrations, and give data to students for further analysis.
Discussion	Backchannel & Padlet: Using anonymous chat spaces requires preparation.	<ul style="list-style-type: none"> • Anonymous chat: <ul style="list-style-type: none"> ➤ Backchannel Padlet • Debate: Kialo • Asynchronous discussion: Piazza
Group work	An online collaborative tool could allow students to write, edit, and comment group tasks wherever they are.	<ul style="list-style-type: none"> • Collaborative writing software

Organize and Communicate

Online classroom tools	Communication guidelines	Communication tools
<ul style="list-style-type: none"> • Computer Assisted Learning • Google classroom: Create a class (Support Gmail sign up only) • Edmodo: Get started with Edmodo (Support Gmail & Microsoft sign up) • Piazza (any email address can sign up) • Lark (any email address can sign up) • Facebook Group: Video Tutorial: Create a Facebook Group • Notion: A Teacher's Guide to Notion 	<ul style="list-style-type: none"> • Communicate early and regularly • Consider a weekly or semi-weekly update email to keep students on track. Even if you are still planning, communicate that updates will follow. • Establish how students can contact you, and when to expect a response. • Set up a FAQ and refer to it 	<ul style="list-style-type: none"> • Email: Gmail; Outlook; etc. • WhatsApp: Create a Whatsapp Class Group Video Tutorial: iPhone Android • Wechat: Get Started with Wechat Groups • Messenger: Start a group conversation in Messenger

Administer Assessment

Administer assessment		Tools
MCQs & short answer questions	Using Google forms and Google Classroom can minimize your marking burden and admin load. MCQs can be used to provide quick feedback, but require time to write. Carefully constructed MCQs encourage application of concepts to scenarios.	<ul style="list-style-type: none"> • Google Form: PDF Tutorial • Kahoot: Game-based quiz
Demonstration and verbal presentations	Students can submit as an attachment to Google Form. Students can upload verbal presentations to YouTube (set as unlisted), and submit the YouTube video URL.	<ul style="list-style-type: none"> • Google Form • YouTube video
Long answers	Students can submit essays, reports and projects.	<ul style="list-style-type: none"> • Google Docs: Tutorial
Calculations	Students can take a photograph, and submit as attachment to Google Form.	<ul style="list-style-type: none"> • Google Form • GeoGebra
Drawings & graphics	Students can convert to pdf and submit as an attachment to Google Form.	<ul style="list-style-type: none"> • Diagrams.net • Google Form
Portfolios	Students can document and reflect on their learning experiences.	<ul style="list-style-type: none"> • Blogger • Padlet • Wix