

Tools to support communication, interactive working & learning - Developing and delivering blended learning and online training content

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Last updated: 14 September 2022

Why not attend a **Train the Online Trainer course**? In that course we will take you through a selection of tools and show how they work in practice. Training is available both as:

- Live interactive courses www.ceh.ac.uk/training/train-trainer and as
- Self-paced on-demand courses - www.ceh.ac.uk/training/train-online-trainer-demand

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Free & paid-for versions

I started this document focussing on free versions. The recent update includes some descriptions of paid-for versions or the premium versions of free tools.

Intellectual Property & Copyright

Protect Intellectual Property

This document is not a detailed guide on how to protect your intellectual property, but here are some basic tips. Sometimes you will not need special tools to protect your organisation's IP. IP protection is never perfect. Just add as many layers as considered required – reflecting the commercial value of the training material:

- 1) Put your organisation's logo and © statement on the front page of every single document you share with learners. Consider putting a short copyright statement on the first & last (or every single) page of a PPT or other document, something like © UKCEH 2021
- 2) Add © (your organisation's name) to the file name of any file you share with learners
- 3) Do not put videos in the public domain. Put them on a Learning Platform, where you can control access. UKCEH uses <https://ukceh.learnworlds.com/> for this purpose (other online learning portal are available)
- 4) Do not share PPT files. Share a pdf version (possibly in 2 or 3 slides per page handout format)
- 5) Do not share files in MS Word format where this is not essential. Convert to pdf before sharing.
- 6) Watermarking: You can watermark MS word and PPT files.
Official Microsoft guidance for Word [here](#):
You can also add watermarks in video editing software like [VSDC Video Editor](#)
- 7) Use [Free DRM protection](#) to limit access to a video file you share.
- 8) Add © (your organisation's name) on the first slide of your presentation and into the footer of every word document you share with learners
- 9) Some third party chat rooms/virtual classrooms/discussion boards only allow people from an email white-list to access that resource (but they may not prevent download)
- 10) There are specialist software and scripts available to prevent the download of files (i.e. view only). For example, the DRUPAL web hosting software has a module to password-protect pages: www.drupal.org/project/protected_pages and the CopySafe Video Protection module www.drupal.org/project/copysafe_video_protection
- 11) You may wish to add an IP statement during the sign-up process where learners acknowledge copyright and commit to not sharing training material with third parties.

Respecting copyright

This information does not constitute legal advice.

For all source material that this document indicates as creative commons licence (CCO1), please check the licence conditions yourself, as they may change.

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In a nutshell, you cannot use somebody else's information, product, image or other content without their permission. Just acknowledging the source of material does not address copyright law.

There are exceptions for educating and teaching. This document will be useful: [Exceptions to copyright: Education and Teaching](#), Intellectual Property Office, 2014. Please note: where you are paid by a third party to deliver education and teaching, you should consider this a "commercial" activity, i.e. not covered by the above exceptions.

More info from the UK Copyright Service:

https://copyrightservice.co.uk/copyright/p27_work_of_others

We refer to copyright below, especially in the section on [Free Images, clip arts, icons and annotated gifs](#).

Also, you need to know that some tools may be free, but the use of their outputs (e.g. a word cloud) may not be permissible for commercial purposes.

Different countries have different types of licences and copyright laws. If you are based in the UK, but delivering training outside the UK, you may have to comply with two sets of copyright law.

The best starting point for understanding what each licence allows you to do is the creative commons website: <https://creativecommons.org/about/cclicenses/>

Typical licences are

- CC01 (any use, no attribution legally required)
<http://creativecommons.org/publicdomain/zero/1.0/>
- attribution (BY; CC BY): <http://creativecommons.org/licenses/by/3.0/> (any use) **attribution required**
- attribution non-commercial (BY-NC): <http://creativecommons.org/licenses/by-nc/3.0/> **not suitable for commercial training**
- CC BY-SA 2.0, 3.0 and 4.0 (with attribution and a link to the generic licence description and an indication if you made any changes to the images/ graphic (e.g. image adapted from original © Stirling University, [CCBY SA 3.0](#))
 - <https://creativecommons.org/licenses/by-sa/2.0>
 - <https://creativecommons.org/licenses/by-sa/3.0>
 - <https://creativecommons.org/licenses/by-sa/4.0>

Early stage consideration

Easy-to-read writing

Here is a short list of tools that will help you to write easy-to-read text.

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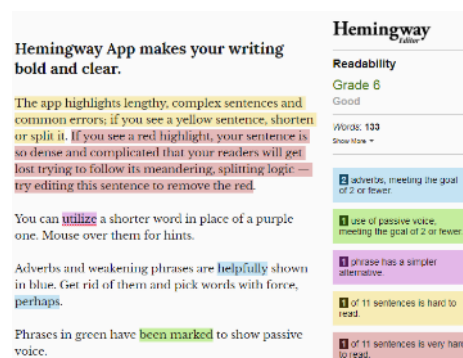
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Hemingway

<http://www.hemingwayapp.com/>

- ✓ Highlights parts of your writing that need simplifying
- ✓ Avoid passive tense and complicated words
- ✓ Shorten sentences
- ✓ Always FREE, no account/ registration required.
- ✓ Paid-for desktop version available for \$20 lifetime licence.



Upgoer

<https://splasho.com/upgoer6/>

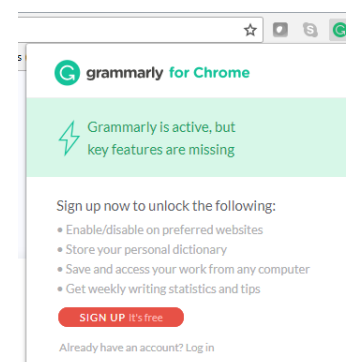
Highlights common and uncommon words colour coded
Good for avoiding difficult words for non-native speakers
Free with immediate access online.

Grammarly

www.grammarly.com/

A free extension available for Google Chrome & Microsoft Edge web browsers. You can also install an app to integrate into MS outlook and MS Word. It works for everything you write online (incl. various online tools).

Optional: You can register to personalise it.



Dyslexie font

www.dyslexiefont.com/

A special font type to help people with Dyslexia (no free version – 1 –year licence from £32)



Diversity of your learners

This document is not a detailed guide on Equality and diversity in training material development. Here a few basic ideas how to increase the diversity of people in your visual training material:

- 1) Use gender and skin colour neutral black icons or clip arts (see [Free Images](#))
- 2) Use coloured icons or clip arts to express diversity
- 3) Try and source real photographs from a mixture of men and women and different skin tones
- 4) Use a diversity of animated characters (see [Animations](#))

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Learner Style & Learner Type

Understanding your own or your learners' preferred learner style and type can help you to create diverse learning activities that meet the needs of your learners.

Honey Mumford

This is a classic test developed in the 1970s.

VAK learning styles

This free online test for Visual Audio Kinaesthetic learning styles gives you some person-specific tips at the end:

<http://www.educationplanner.org/students/self-assessments/learning-styles-quiz.shtml>

Time Zones

If you want to set up suitable training times for online training with learners from other time zones, you may wish to set this up as e.g. two half days instead of one full day, so that neither you nor the learners need to work at unreasonable hours.

Don't get caught out on the southern hemisphere!

A time difference of x hours today, may be a time difference of $x \pm 2$ hours on the day of training! UK spring: our clocks go forward, theirs tend to go back, UK Autumn: our clocks go backward, theirs tend to go forward. Use this to your advantage for Asia/ South Pacific and Americas respectively.

This tool can calculate the time difference for any time zone for any time in the future:

www.timeanddate.com/worldclock/converter.html

Images

Resizing images

The images modern smartphones and cameras produce are far too large in file size for most purposes (e.g. Social media can have file size limits)

You can use the following software to reduce image file size

- PAINT (is pre-installed on most Windows machines)
- Online: <https://picasize.com/>

The following software can reduce file size in large batches, making the process much more time-effective

- [Irfanview](#) (free) – also does other things like watermarking images in batches
- [Photoscape](#) (free, open source) can reduce file size in batches, making the process much more

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- here a list of free batch image editing software: <https://listoffreeware.com/best-free-batch-photo-editor-software-windows>

Another way to reduce the file size of files is to put them in a zip folder, e.g. www.7-zip.org/download.html (free download, install an extra function in your File Explorer)

Creating an image with a transparent background

Images with transparent background are essential for many presentations/ visualisations and animations. If you can source your image as a png, these often already have transparent backgrounds. The following. The higher the contrast between object and background, the easier is it to remove the background.

Method 1: PowerPoint

Inset the image into PowerPoint. Double click on the image. On the “Format” tab click on “Remove background”. Adjust the frame. Everything that is purple will be removed. You may have to manually mark areas to keep/ remove. When done, click “keep changes”. Save the resulting image as a png

Method 2 PowerPoint

Inset the image into Powerpoint. Double click on the image. On the “Format” tab click on Color/ Set transparent color and click with the cursor on the background

Method 3: PaintNet (or other more sophisticated image editing software)

Open the image in PainNet. Use the magic wand tool and click on the background. Press delete. Save the image as a png file.

Method 3: online

Upload the image to <https://pixlr.com/remove-background/> . Play around with the settings if necessary. Download the resulting file

Compressing Images in PowerPoint

Inserting images into PowerPoint files, can create very large pptx files.

To compress all images in a PPTx file to a reasonable size, follow the steps below. This can reduce a PPT file from 10 MB to 2-3 MB. A small file size is desirable for international training context (limited computer power & download speed) or to stay within organisational limits for files attached to email.

- 1.) Open the PowerPoint File
- 2.) Double click on any image
- 3.) This menu will pop up

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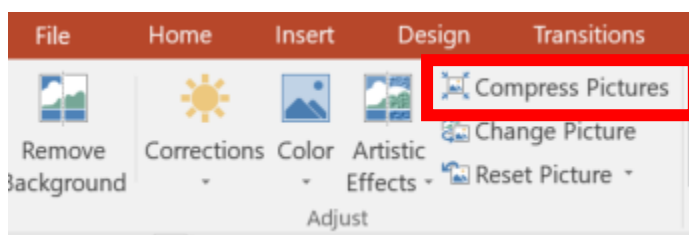
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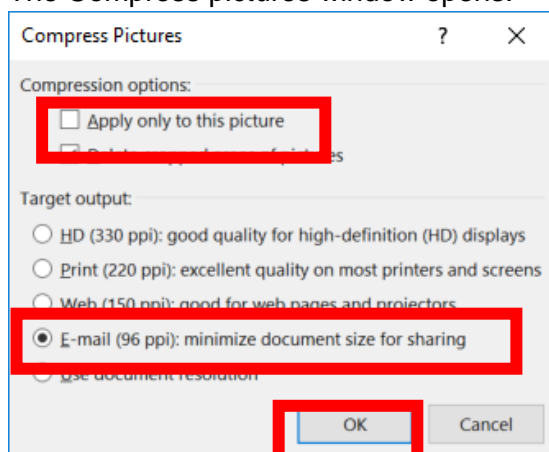
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- 4.) Click on the **“Compress Pictures”** menu button
- 5.) The Compress pictures window opens:



- 6.) Untick the box “Apply to this picture only”
- 7.) Select the target resolution (for online training “E-mail 96ppi” is absolutely fine)
- 8.) Click “Ok”. Job done.

Free images

Only use images where you do have the copyright, a CC01 licence, other form of agreement by copyright holder for any commercial activity, including training courses!

- <https://pixabay.com/> (CC01) (also offers [MS 365 PowerPoint integration](#) –check PowerPoint 2013+!)
- www.pexels.com/ (CC01) (also has a [MS 365 PowerPoint integration](#) - check PowerPoint 2013+!)
- <https://unsplash.com/> (CC01)
- <https://openclipart.org/> (CC01)
- <https://www.cleanpng.com> (CC01)
- <https://publicdomainpictures.net/en/> (CC01)
- <https://www.reshot.com/free-stock-photos/> (some images free & CC01)
- Vectors: <https://publicdomainvectors.org/en/public-domain/> (CC01)
- <https://www.reshot.com/free-svg-icons/> (some images CC01)
- <https://graphics.productioncrate.com/> (account creation required, only 'basic' images)
- More free clip arts <https://classroomclipart.com/>
- Creative Commons Search (<https://search.creativecommons.org/> includes videos, music, images and other media)

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All of the above have a Creative Commons Licence [CC01]. That means, there is no need to ask for permission or even giving credit to the artist or hosting website - even for commercial purposes. I tend to give these sites the courtesy of acknowledging the copyright/ origin of the artwork.

Animated GIFs

- Most websites for animated GIFs do not allow commercial use!
 - <http://gifgifs.com/terms/> (CCO1)
 - <https://www.motionelements.com/stock-image> (put filter on for free = CCO1)
 - <https://www.animatedimages.org/> (the website does not clearly state the licence type.
- Use of animated gifs in printed media, such as catalogues, flyers or magazines is not permitted. Commercial use is not permitted, but this seems to be limited to reproduction in the form of postcards, t-shirts, books or similar). I suggest to attribute source and acknowledge copyright.

Icons: www.flaticon.com 1,000s of free icons available in black and white and colour (some without registration, but you must use the following attribution: "image: Flaticon.com")



Images: Flaticon.com

You can also use [Google advanced image search](#); under usage rights select free to use, share or modify, even commercially.

Clipart Library <http://clipart-library.com/> is for non-commercial use only. That means you should not use these cliparts for any commercial activity, wheter a charged-for training course or a project where a third party pays you to deliver research, capacity building or knowledge sharing activities.

Free video clips

- <https://mixkit.co/free-stock-video/> (CC01)
- <https://www.motionelements.com/stock-image> (filter for free = CC01)
- <https://footagecrate.com/> (registration required; filter for free = CC01)

[Government guidance on Intellectual Property and copyright](#) (note the distinction between non-commercial research and a commercial paid-for training course!)

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UKCEH branding & logos & colours

This guidance is now at www.brandroom.ceh.ac.uk . Logo Colour information is here www.brandroom.ceh.ac.uk/colours

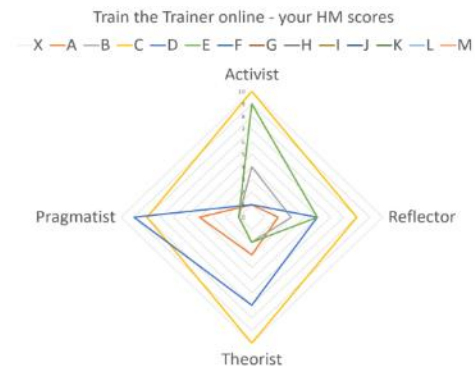


Visualisation & Infographics

MS Excel/PowerPoint

Some nice visualisations are available in the latest MS office package. See also the [PowerPoint](#) section above.

Here an example of a spider diagram showing the Honey-Mumford learner types (mock data).



VUE

Link: <https://vue.tufts.edu/>

Cost: free (open source software)

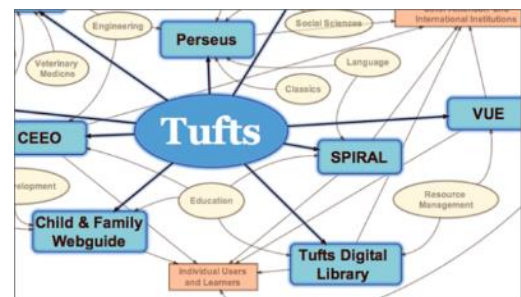
Download required: Y (host, available for Mac, Windows & Linux) – participants (?)

Number of learners: unlimited (?)

Requirements: host needs to download software

Description: VUE stands for Visual Understanding Environment. It is a flexible concept mapping tool for managing and integrating digital resources in support of teaching, learning and research.

Pros & Cons: N/A (UKCEH may provide more detail in a future update)



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Chart.JS

Link: www.chartjs.org/

Cost: free (unlimited use licence)

Download required: Y

Number of learners: unlimited

Requirements: basic webpage programming/ Java script knowledge required

Description: a JavaScript that helps you to produce stunning graphics on web pages

Cons: it is a bit geeky, poor explanation on site how this works



SIMILE Widgets

Link: <http://www.simile-widgets.org/>

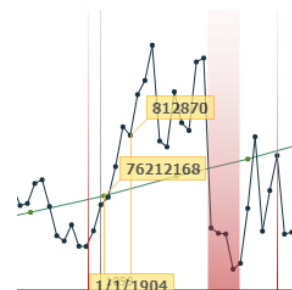
Cost: free, open source

Download required: Y

Requirements: some programming knowledge essential

Description: source code to create visualisations of time lines, time plots or sorting & filtering data

Cons: definitely a bit geeky, poor explanation on site how this works



Live Editor



Link: <https://live.amcharts.com/>

Cost: free (?)

Download required: N

Requirements: account required to save (& re-edit) charts

Description: online WYSIWYG java script based chart creator

Twine

Link: <https://twinery.org/>

Cost: open source and free (no registration)

Download required: optional (download the desktop version of work online)

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Description: Twine is an open-source tool for telling interactive, nonlinear stories. You don't need to write any code to create a simple story with Twine, but you can extend your stories with variables, conditional logic, images, CSS, and JavaScript when you're ready.

Easel.ly

Link: www.easel.ly/

Cost: business account \$5/ month

Number of learners: unlimited

Description: Create infographics (UKCEH may provide more detail in a future update)

Further infographic services with paid-for plans are available. Some have lower cost pricing plans for educational only purposes, i.e. non-commercial use. Some offer short free trials. All tools you want to use for commercial purposes MUST have the appropriate licence.

<https://piktochart.com/> (\$82/ month)

<https://venngage.com/> (\$49/ month)

www.visme.co/ (from \$25/month)

www.picmonkey.com/ (from £9/ month)

Cartograms (map visualisations)

How to create a dynamic map chart in MS Excel:

YouTube:

<https://www.youtube.com/watch?v=EoKoN1q2cTk>

(17:33)

How to create a dynamic map in Excel: YouTube (4 videos)

<https://www.youtube.com/watch?v=at3EAVZAMUA>

(part 1)

How to create a Choropleth map in Excel

www.youtube.com/watch?v=PiLhIOJ011A



Image © Carpe Diem

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Animations

Toonly

Link: www.toonly.com/pricing/

Cost: two paid-for versions

You can purchase a lifetime standard licence of Toonly for only £49 <https://www.toonly.com/onetime/offer.php> (you will get a prompt to upgrade to a lifetime enterprise licence for an extra c£75—see [here](#) - (this page tells you how many more scenes/ backgrounds/ props/characters you'll get with enterprise <https://www.toonly.com/pricing/>

Download required: Y

Requirements: no further requirements (desktop programme)

Tutorial videos

1. Toonly - Make Your Own Cartoon Animation Videos (Oct 2019; 54 min)
<https://www.youtube.com/watch?v=EBY7B2F83p4>
2. Cartoon Animation & Explainer Video Maker Software – Toonly (July 2020; 1 hr)
<https://www.youtube.com/watch?v=nstFOJTkZ5E>
3. How to Make Explainer Video Animation in Toonly (June 2021; 1 hr)
<https://www.youtube.com/watch?v=12rXuoCHC4M>



Plotagon

Link: <https://plotagon.en.softonic.com/?ex=BB-1857.0>

Cost: free, open source

Download required: Yes

Requirements: Windows 7-10

Guidance & review: <https://eurodownload.com/software/download-plotagon-for-pc>

Tutorial videos: Plotagon YouTube channel & playlists: <https://www.youtube.com/c/Plotagon>

Pencil2D

Link: <https://www.pencil2d.org/>

Cost: free, open source (explicitly including commercial use)

Download required: Yes

Tutorial videos: <https://www.pencil2d.org/doc/tutorials.html> & Pencil 2D YouTube channel/ playlists <https://www.youtube.com/channel/UCexMjI4rq8OyzAc7C03uKCQ/videos>

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PowToon

Link: www.powtoon.com

Cost:

free (limited animation length, PowToon logo at the end, no direct download of video; see workaround below) or \$19/month

Download required: N

Number of learners: unlimited

Requirements: Google account to load videos onto YouTube (workaround for free version)

Paid-for version: Pro plan \$19/ month (more objects & characters, branding and outro removed, direct download of video mp4 to your computer)

Tutorial videos:

1. How to make video online in the Powtoon Studio (Aug 2020, 2 min)
<https://www.youtube.com/watch?v=vkfajOpTcM>
2. Easy Animation tutorial in Powtoon for free (Oct 2020; 6 min)
<https://www.youtube.com/watch?v=nizefp1hhtc>
3. How To Make Animated Video For FREE Using PowToon (Oct 2020; 19 min)
https://www.youtube.com/watch?v=ojkEBgVS_6E
4. **Powtoon** has a YouTube channel with more videos:
<https://www.youtube.com/channel/UCqIHqtnKyULNam73BMDrzig>

Description: Tool to create animations with objects, handwriting, moving characters, video, music and many more. It generates an mp4 file.

Pros:

- ✓ Great collection of objects and characters showing different emotions/ actions
- ✓ Intuitive, easy to use
- ✓ Pro plan gives you many more objects and additional characters & features
- ✓ Great for telling story-like content

Cons:

- ⊗ The free version has the PowToon logo advertised in bottom corner throughout the animation and at the end
- ⊗ Free version limited to 15 min
- ⊗ Free version does not allow direct download of animation as mp4 file. The workaround is to post the video on YouTube and then download from there (a bit cumbersome and also it does not fully protect the intellectual property, as in public domain)



More interesting facts 5

- I am reading the text from the slide
- I think you cannot read for yourself
- Worst case: I am facing the screen and showing you my back



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Design

Canva

Link: www.canva.com/

Cost: free plan available (registration required)

Description: Design Anything. Everyone can create professional designs. The free plan features include:

- 250,000+ free templates
- 100+ design types (social media posts, presentations, letters, and more)
- Hundreds of thousands of free photos and graphics
- 5GB of cloud storage

The website also shares some advice and material that is free to access without registration.

Video tutorials: Canva YouTube channel & playlist: <https://www.youtube.com/user/canvadesign>

Inkscape

Link: <https://inkscape.org/>

Cost: free open source software (make sure you understand the licence conditions for commercial use!)

Download required: Y

Number of learners: unlimited learners can view infographics you share

Requirements: create account (?)

Description: Inkscape is a vector graphics editor for GNU/Linux, Windows and MacOS X. It offers a rich set of features. People use it for both artistic and technical illustrations such as cartoons, clip art, logos, typography, diagramming and flowcharting.

Pros & Cons: you need to be quite creative in the first place to get some good results (UKCEH may provide more detail in a future update)



Affinity Designer

Link: <https://affinity.serif.com/en-gb/designer/>

Cost: There is a 90-day free trial. A lifetime licence is only £24.

Description: Affinity Designer works for creating concept art, print projects, logos, icons, UI designs, mock-ups and more. It is easy to learn compared to some free design tools.

Video tutorials: Affinity Designer YouTube channel & playlists:
<https://www.youtube.com/channel/UC6wX4Z3FIGUhyVbtCCwd4FA>

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Colour converter RGB – HEX

If you want to convert any other colour from RGB to HEX use this tool:

<http://www.rapidtables.com/convert/color/rgb-to-hex.htm> (online & free, instant)

Colour palettes

A colour palette is a collection of (matching) colours for use in design and illustration programs.



Free palettes are available here

- Canva; www.canva.com/colors/color-palettes/ (you may have to sign up for the free plan to get better/ more extensive access (see above))
- Colorbrewer: <https://colorbrewer2.org/#type=sequential&scheme=BuGn&n=3> (for creating shades of colours in maps – free access and download of RGB palettes without registration, provided under licence: www.apache.org/licenses/LICENSE-2.0)
- Color tools: <https://www.colortools.net/> - a broad range of tools, including colour matcher, colour picker, RGB. For example, if you take the colours in your organisation's corporate logo, you can find matching or opposite colours. For example, here the opposite colour of the UKCEH corporate logo blue (#2F7ECE or RGB 47, 126, 206):



Colour blindness

Please avoid red-green colour combinations and colour palettes in all visual material. To see what different colours look like for colour-blind people, use this tool: <http://colororacle.org/>

PowerPoint tools & alternatives

PowerPoint templates

- https://www.presentationmagazine.com/free_powerpoint_template.htm (CC01)
- <https://www.presentationgo.com/presentation/category/graphics-metaphors/trees-graphics-metaphors/> (CC01)
- <https://graphicpanda.net/infographic-templates/> (CC01)

PowerPoint advanced graphs

- There are a number of organisations providing free templates. Examples include nice infographics, timers, time lines, editable world maps etc. Please check conditions of licence (e.g. attribution required?) (enter search term you are looking for, e.g. "PowerPoint countdown timer free")

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- People Graph: MS Office 2013+ and Office 365 (online). There are a number of options for more “infographic style” charts/graphs (also dolphins or bags of money, see below). For MS 365, you need to add [people chart app](#) to make it available in Excel



- Icons: MS Office 2013+ [if you have it on your machine] and our Office 365 (online, already installed as standard in PowerPoint). Just use/insert/icons (examples below; resolves all copyright issues compared to using clip arts from internet)



There are more apps and integrations with other (third party) tools described elsewhere in this document:

- Pexels photos <https://appsource.microsoft.com/en-us/product/office/WA104379997?src=office&tab=Overview>
- Pixaby images <https://appsource.microsoft.com/en-us/product/office/WA104381335?src=office&tab=Overview>
- Pick-it <https://appsource.microsoft.com/en-us/product/office/WA104178141?src=office&tab=Overview>
- Slido <https://appsource.microsoft.com/en-us/product/office/WA104381861?src=office&tab=Overview>
- Pixton Comic Characters <https://appsource.microsoft.com/en-us/product/office/WA104380907?src=office&tab=Overview>
- Free picture finder <https://appsource.microsoft.com/en-us/product/office/WA104380225?src=office&tab=Overview>

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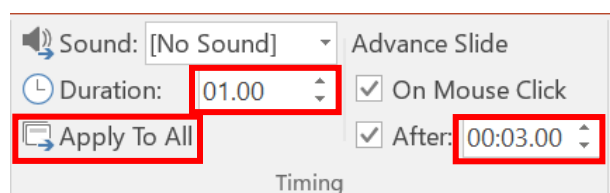
[More Resources](#)

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Playing PowerPoint presentation on a loop

This can be useful for conference stands or for the registration phase of an online meeting, when you want to show some tips how to use the technology, e.g. Zoom)

1. Open the PPT file
2. Menu bar: Slide Show/Set up slide show
3. In the next window make your selections, e.g. check Loop continuously.
4. Menu Bar: Transitions/ set "Duration" and "Advance Slide after" to the desired time..
5. Click "Apply to All"



6. Go into Reading View or Slide Show mode. The slide transition/ loop should start automatically.

Prezi

Link: <https://prezi.com>

Cost: free (basic, online presentations only) - £19/ month (to include offline use of presentations)

Download required: No

Number of learners: Unlimited

Requirements: create account (any email)



Description: create more visual presentations with story-telling functions. You can see the full presentation at once and zoom in and out of detail; quite clever.

Video tutorials:

[Leeds University video on use of Prezi](#)

Prezi YouTube channel & playlists: <https://www.youtube.com/user/PreziVideoChannel>

Pros:

- ✓ Lots of templates
- ✓ More engaging story-telling presentations
- ✓ Great for online presentation/ virtual learning environments

Cons:

- ⊗ Takes a bit of time to get used to and make best use of; unless you pay, online presentations only.

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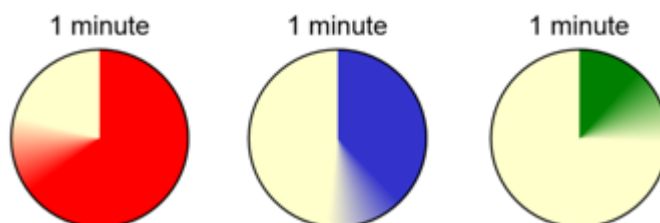
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- ## Timers

<https://www.youtube.com/watch?v=pMRh3cT6PxU> (you can download the file and code via <https://pptvba.com/countdown/>)



- Great variety of timers in different colours and styles:
www.a6training.co.uk/resources/ImprovedPowerPointTimers.pptx (free to use licence)
- www.tutor2u.net/the-professional-teacher/blog/cut-and-paste-powerpoint-timer
(download template as ppt)
- If you have a MS office licence, you can use the following as part of that licence, including for commercial use, without attribution:
 - 1- min timer PPT template <https://templates.office.com/en-us/1-minute-timer-slide-TM01179989>
 - 10- min timer PPT template <https://templates.office.com/en-us/10-minute-timer-slide-tm01179997>
 - 15- min timer PPT template <https://templates.office.com/en-us/15-minute-timer-slide-TM01179978>
- commercial use, must attribute: <http://youpresent.co.uk/free-stuff/free-powerpoint-digital-clock/>
- CCO1 licence timer: <https://www.presentationmagazine.com/powerpoint-countdown-timer-template-974.htm>

A great alternative to presenting bullet points or frequency charts.

The example text is the introduction on www.ceh.ac.uk/news-and-media/blogs/ladybird-challenge





Word cloud generators fall into two principle categories/ways of working

1. You enter the whole text, e.g. from consultation responses. The word cloud will show the most-stated terms in largest font (the good ones will automatically filter out words like “and”, “it” “me” etc.)
2. You enter a list of single words (Some word cloud generators allow you to weigh them, e.g. if 5 people said “sustainable” than that word will be.

experimental coccinellae
demonstrate adversely delightful
communities harlequin competition
called species bipunctata
arrived affect
factors ladybird decades
interact also eat datasets
able aphids 2spot
biological axyridis
dinocampus adalia case
aphidfeeding dramatically

competition chooses
volunteers predatory wasp
important large-scale spot shaping
Harmonia prey axyridis settled
parasites predators Adalia flies coccinellae
questions specifically ladybirds piratic predator number
bipunctata aphids many
generates arrived feeding factors affect
thinking communities relation aphid-feeding
Dinocampus intraguild predicted experimental
dramatically insects long-term shared
demonstrate intraguild predicted experimental
interact research aphids
harlequin

Creating an account allows you to save the word cloud and come back later to make edits.

Free online generators of word clouds with account or log in optional:

1. <https://wordart.com/create> (interesting shapes, incl. wildlife – word cloud after manually removing words)
2. www.danielsoper.com/wordcloud/ (better in filtering out undesired words, but no shapes nor design options)
3. www.jasondavies.com/wordcloud/ (if you like things in different angles – no image)
4. <https://worditout.com/word-cloud/create> (good at filtering out words. You can manually add words to filter out. If you use this tool a lot, you can save the ‘filtered out words’ (ask Ingo Schüder for a list)
5. www.wordclouds.com/ (some nice shapes, not so good at filtering out words, you have to do it manually, nice feature: you can upload your own shapes)
6. Poll Everywhere is a great way to create a relatively basic word cloud in a live and interactive way ([see below](#))
7. If you still cannot find what you are looking for, www.digitaldesignjournal.com/best-free-online-word-cloud-generators/ lists 12 word cloud generator web pages

shaping
predicted
important
volunteers
parasites using
clouds experimental
gathered delightful arrived
able coccinellae aphids ladybird harlequin shared
many demonstrate species eat
feeding ladybirds predators number
long-term shared
intrigued predicted experimental
adversely recording highest feeding
thinking capricious research insects
cultured

Mouse pointer size

You can change the size of your mouse pointer, so your mouse is better visible on screen when presenting. [Use these simple steps to increase your mouse size in Windows 10.](#)

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Embed video in PowerPoint

The official guidance is here: <https://support.microsoft.com/en-us/office/insert-a-video-from-youtube-or-another-site-8340ec69-4cee-4fe1-ab96-4849154bc6db#OfficeVersion=Windows>

Here a YouTube video on this topic: www.youtube.com/watch?v=Wq2Lz2kANzU

PowerPoint Notes

Basics: You can add notes to each slide at the bottom of each the PPT slide.

If the notes are not visible, you can click on “Notes” at the bottom menu bar (next to the different view modes)

Notes may be your own notes/ script, reference/hyperlinks to resources or additional content for learners.

You can save PPT slides and notes to pdf (File/ Save as/Save as type: pdf/Options/ Publish What: Notes pages

You can export PPT slides and notes to MS Word, e.g. if you want them to be part of a course manual with agenda, exercises etc. (File/Export/Create handouts/Create handouts

Presentation mode: if you go into Presentation mode (Slideshow menu or “Slide Show” view option [Screen symbol] in bottom menu bar), you will have the notes on preview (this can be helpful if the notes are your script).

You should never read from a script in a live training session!

It may be a good idea to read from a script if you do a recorded video.

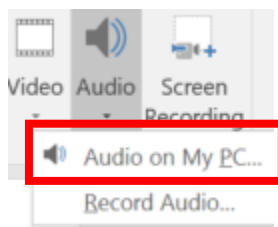
The downside of Slide Show mode is that it can take up to three screens and you cannot see anything else! I therefore recommend to present in “**Reading view**” mode when you do a live training session.

Video Recording

Including screen capture tools for recording a presentation.

PowerPoint

- PowerPoint records a voice-over only
- Guidance how to record a PowerPoint presentation and create video with voice-over www.lifewire.com/how-to-record-voiceover-powerpoint-4173784
- If you want to combine an existing audio file and a new PowerPoint file, the process is very similar to the one described above. You need to select Insert/ Audio/ Audio on My PC instead:



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This can be useful for combining a Zoom audio file or for converting an existing voiceover PPT to a new corporate format

- Once the recording is complete, you need to do this
- File/Export/ Create Video (modify settings as desired)/Create Video/ select file location in your File explorer, e.g. "Videos"/Save (wait for this to complete – can take several minutes!)

Zoom

You need a Zoom account, but no licence to do this (works in free account)

1. Check your Zoom settings for Recording. How much functionality/ how many options you have will depend on your type of licence. Make sure local recording or Cloud recording is turned ON. IN Advanced licences you can chose what to record. ('Record active speaker with shared screen' recommended)
- 
- Whether you use PPT in 4:3 or 10:16, you will always have the black side panel. Webcam stream always in top right corner
2. Use a good USB mike or headphones with integrated mike.
 3. Start a Zoom meeting on your own.
 4. Put the PowerPoint in "Reading View". (not "Slide Show"!)
 5. Start to "Share Screen"
 6. Press the "Record" button.
 7. Start talking through your presentation or the web page
 8. Press "Stop recording"
 9. End the meeting
 10. Go to your Zoom account & select the "Recordings" Menu on the left hand side.
 11. Find your recording and its location under "Local Recordings" or Cloud Recordings" (location will be something like C:\Users\[your device or account name] \Documents\Zoom or simply C:\ Documents\Zoom)
 12. Optional : edit your recording post recording

Note: If your screen share is a web page, the video will also show the mouse pointer (and if you have [increased your mouse pointer size](#) that will also show in video –see screenshot above)

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OBS Studio

Link: <https://obsproject.com/>

Cost: free open source

Download required: Yes –

Number of learners: unlimited

Description: Free and open source software for video recording and live streaming. OBS Studio gives

you more flexibility and creativity how you put a video together than e.g. a PPT voiceover or recording Zoom Screen capture software combining screen + audio + webcam and other input sources.

Best quality when using headset mike.

Pros:

- ✓ Very versatile.
- ✓ Lots of functions & settings, e.g. position, size, overlay
- ✓ Unlimited number of screen captured at the same time
- ✓ Output in different aspect ratios

Cons:

- ⊗ A little bit more complicated
- ⊗ takes a couple of minutes to learn the basics



Camtasia

Link: www.techsmith.com/video-editor.html

It is more a video editor/ video creator tool than a screen capture tool

Features: call outs, animations, captions, voice narration, visual effects

ScreenCast-o-matic

Link: <https://screencast-o-matic.com/>

Cost: free

Download required: Yes –

Number of learners: unlimited

Requirements: create account



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Description: Screen capture software combining screen + audio + webcam. Best quality when using headset mike.

Paid-for version: \$18/ year (no watermark, longer recordings, scripted recordings, create captions, import music etc.)

Pros:

- ✓ combines screen capture + voiceover + webcam
- ✓ good video tutorials <http://help.screencast-o-matic.com/>

Cons:

- ⊗ free version limited to 15 min recording;
- ⊗ Screencast-o-matic logo/ advertising in bottom left corner of screen

CamStudio

Link: <http://camstudio.org/>

Cost: free

Download required: Yes

Number of learners: unlimited

Description: a desktop screen recorder

Video tools

Handbrake video compression

Link: <https://handbrake.fr/> (no registration required)

Cost: free

Description: This is a great free tool to compress videos. It is especially useful in the context of making video material available in developing countries with slow internet connections. Conversion can take as long as the video duration.

Recommended settings: set RF to a maximum of 22 (any higher and the video quality starts deteriorating).

YouTube video explain how to use Handbrake:

<https://www.youtube.com/watch?v=2rX8mTTOC8s>

VSDC Video Editor

Link: <http://www.videosoftdev.com/> (no registration required)

Cost: free (there are regular prompts to upgrade to the paid-for version (just X it away or click on continue without upgrade)

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Description: This is a great tool for editing videos, e.g. raw recordings coming out of Zoom. When you import videos, you can also set the resolution and thereby reduce the file size. You can blend images, videos, audio tracks and more. You can put masks over elements you do not want to be visible (e.g. Zoom windows of learners you do not have permission to show – data protection/ GDPR).

Tutorial videos:

You can split one video files into parts by setting markers during export (video explainer is here: <http://www.videosoftdev.com/how-to-split-video-file>). There are many good tutorials on YouTube, including the channel by Flash Integro/VSDC: www.youtube.com/user/FlashIntegro

Free DRM Protection

Link: https://download.cnet.com/Free-DRM-Protection/3000-18515_4-77972235.html

Cost: free (no registration required)

Description: this software protects the Intellectual property of your video material. You embed the video file in a special “container”. You can then protect this file from being copied. You can limit the times the video can be watched and how long it is viewable (I call that “self-destruct”) or only make a taster length of the video viewable.

IObserve

Link: http://iobserve-app.com/products.html#iObserve_plus

Cost: £499 p.a. (desktop/ applet) – free (android/ apple)

Download required:

Description: *Great for coaches, assessors, teachers, journalists or anyone out in the field. Record your observations. Instantly add criteria and notes to time-stamped points in the recording. Next, review the recording, and finally, both you and the candidate have the option to sign off on the interview or assessment. You can create a declaration with all of the signatures and evidence as a PDF in your documents. Complete observations and assessments in an instant.*

Create video with smartphone

There is plenty of guidance on the internet about this, e.g. <https://vtrep.com/7-ways-get-professional-quality-video-smartphone/>

Wondershare UniConverter Subtitling tool

Link: <https://videoconverter.wondershare.com/subtitle/subtitle-maker.html>

Cost: not clear from website (it says both free download and lifetime licence for \$69)

Download required: Y

More detail may be provided with the next update

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Audio tools

Free sounds and music

- Mixkit <https://mixkit.co/license/> (CC01)
- Production Crate <https://www.productioncrate.com/questions-answers.html> (registration required, some sounds free= CC01)

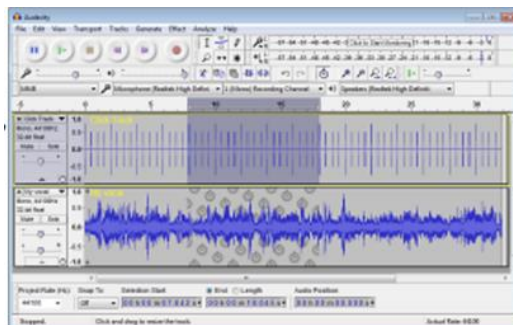
Audacity

Link: <http://www.audacityteam.org/>

Cost: free

Download required: Yes

Number of learners: unlimited



Description: allows high quality sound files editing. Application e.g. recording a whole lecture for learners to listen to again. You can also use it for quite different things, e.g. analysing bat call recordings from bat detector.

[Leeds University video on use of Audacity](#)

Free Audio files

1. FreeSound <https://freesound.org/browse/>

Registration required. They have three licences, so you need to check CC01 and BY (with attribution) are suitable for commercial activity.

2. Free Music Archive <https://freemusicarchive.org/search/?quicksearch=>

No account creation required. This provider has various licences, but you can search by usage: Commercial use. I suggest to not select any of the listed licences – as they all require attribution.

3. This link suggests further sources of free music for video editing <https://www.uscreen.tv/blog/free-music-for-video-editing/>
4. Dig CC mixer <http://dig.ccmixer.org/> (check licence type for each, file when you press the download button; you can set filters to “free for commercial use” and also “instrumental only; no account registration required)
5. Incompetech <https://incompetech.com/music/royalty-free/music.html> (you must attribute all files when using the standard (free) licence; no access to “premium” files; no account registration required))

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Phone

Google hangouts

See [Online chat](#)

WhatsApp

This is a free app available for 1:1 or one to many video conferences and text chat

Available on Android and Apple phones.

This may be a useful tool for hosts, facilitators and organisers of larger meetings taking place via Zoom/ Jitsi Meet/MS Teams/ GoToWebinar. You can use it to communicate with each other and to manage meetings outside the system itself (most video conferencing systems do only allow 1:1 and/or 1 to all chat)

Online chat

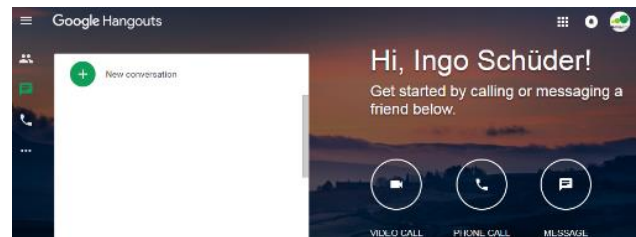
Google Hangouts

Link: <https://hangouts.google.com/>

Cost: free

Download required: No

Number of learners: unlimited (?)



Requirements: every participant must have a Google account

Description: applications include phone call, video call and online chat (group chats) – may be useful for discussion groups & similar where 3rd party participants do not have access to alternatives (such as VC, Skype)

Pros: cheap calls from US to UK (\$0.012/ min) (other features appear to be free)

Cons: Calls outside US are quite expensive

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Discussion Boards

Padlet

Link: <https://padlet.com>

Cost: free

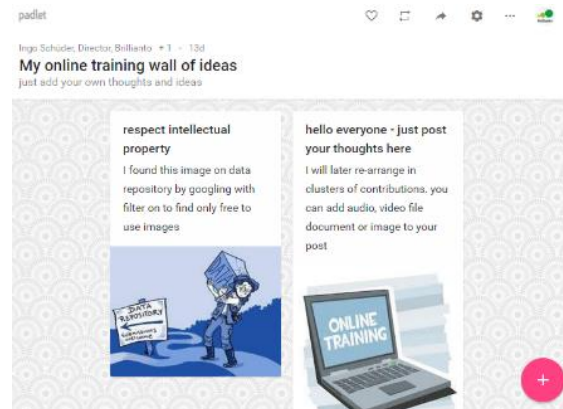
Download required: No

Number of learners: unlimited

Requirements: host needs to create account (option to sign in with FB or Google)

Description: Padlet is a virtual post-it board.

Paid-for versions: \$12/ month, gives you more user management, more privacy features, customised branding, bigger file uploads)



Pros:

- ✓ intuitive, easy to use,
- ✓ templates available,
- ✓ admin moderation before participant posting (optional),
- ✓ you can add audio, video file, document or image to your post,
- ✓ you can set if those with access can read/ write/ moderate
- ✓ privacy options: private (only you and those invited), password protected, secret (only those with link can access, not in Google search) and public
- ✓ you can add/ invite contributors by adding their email address (notification of new participants =- instantly)
- ✓ you can export the Padlet as a pdf, share on FB or twitter and save as CSV or Excel s/sheet
- ✓ Participants do not need a Padlet account nor provide their email to sign in

Cons:

- ⊗ At installation ensure to skip adverts & make sure you untick product updates during sign-up ;-)
- ⊗ very basic text editing only such as bold, hyperlink, indent

Well Sorted

Link: www.well-sorted.org/

Cost: free

Download required: N

Number of learners: unlimited

Requirements: create account, works on most browsers and iPad



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Description: A tool to help you organise or sort a set of ideas online (e.g. clustering post it notes). Good for networking, as an ice-breaker or to sort arguments where many different views are present

Pros: tutorial videos

Tricider

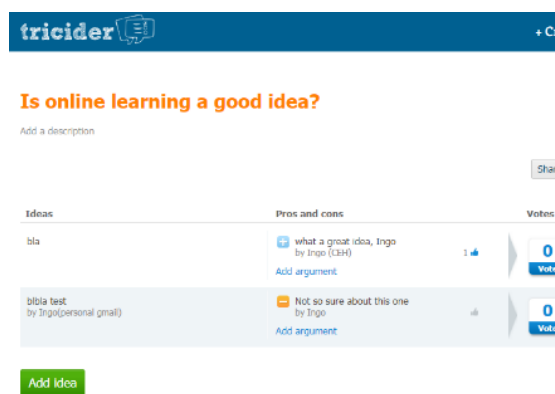
Link: <http://www.tricider.com/home>

Cost: free

Download required: No

Number of learners: unlimited

Requirements: create account (any email or log in with Facebook or Google account) – verification email immediately



Description: Tricider is a free 'social voting tool' for generating ideas and making decisions. Tricider acts like a virtual 'suggestions box' ~ brainstorming or discussion tool. Administrator/teacher invites participants. [More detailed description of Tricider available.](#)

Pros:

- ✓ Has one short tutorial video – link at bottom of page <http://www.tricider.com/home>
- ✓ Participants do not need to log in or register
- ✓ Various customisation/ settings options
- ✓ Allows voting for ideas
- ✓ Initial idea & comments can have description and image upload
- ✓ Participants may add their own ideas
- ✓ You can embed the poll on a website
- ✓ Administrator gets stats on participants responses

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Miro

Link: <https://miro.com/>

Cost: free plan (registration required) the free plan gives you 3 editable white boards and four basic features, including some templates.

Number of users: unlimited

Description: An online collaborative whiteboard platform to bring teams together, anytime, anywhere. Its strength seems to lie in developing organisational charts, using it as an online post-it board. Allows integration with other online tools, e.g. importing images from Unsplash.

Slack

Link: <https://slack.com/intl/en-gb/>

Cost: the free plan is not time-limited

Description: Apparently, it is a new way to communicate – faster than email and more focussed than chat. In the free version you can

- Access/ store up to 10,000 of your team's most recent messages.
- Integrate it with 10 other apps like Google Drive and Office 365.
- Have 1:1 voice and video calls between teammates

Lucid

Link: <https://lucid.co>

Cost:

- Lucidchart has a free plan (limited to 3 editable documents and 100 templates with basic integration & collaboration functions)
- Lucidspark has a free plan with 3 editable boards and up to 300 objects per board and basic collaboration features

Description:

- Lucid is a visual collaboration suite for teams.
- Lucidspark is a virtual whiteboard (<https://lucidspark.com/>)
- Lucidchart is a virtual workspace for diagramming, data visualisation and collaboration (<https://www.lucidchart.com>)

kialo/ kialo edu

Link: <https://www.kialo-edu.com/>

Cost: free for the education and teaching sector (registration required) [not clear how commercial training fits in there?]

Description: An online tool for teaching critical thinking. It seems to be targeting secondary school education. An argument mapping and debate site, specifically designed for classroom use. Follow the logical structure of a discussion and facilitates thoughtful collaboration.

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NowComment

Link: <https://nowcomment.com/>

Cost: free

Description: An online document discussion tool. NowComment makes it easy to have rich, engaging discussions of online documents no matter how large (or small) your class or collaboration group.

Quizzes

FlexiQuiz

Link: www.flexiquiz.com/

Cost: free (unlimited quizzes, 10 questions per quiz, 20 responses per quiz)

Download required: N

Number of learners: 20 per quiz

Description: has a broad range of features, including time limits, progress bar, randomise questions, schedule when quiz opens and closes, grades, fail-pass thresholds, question types include single choice, multiple choice, picture choice, fill in the blanks.

Video tutorials:

1. FlexiQuiz how to create a quiz (Aug 2018; 5 min)
<https://www.youtube.com/watch?v=57dWLLffzC0>
2. HOW TO USE FLEXIQUIZ FOR ONLINE ASSESSMENT (June 2020; 37 min)
<https://www.youtube.com/watch?v=wRKlgzHT304>
3. **FlexiQuiz** has a YouTube channel with more videos:
<https://www.youtube.com/channel/UCI8nI7QPfK74KhIcW9w0XcA>

Paid for version: from \$20/month (unlimited questions & responses, 2 administrators, company logo, certificate etc.)

Think Exam

Link: www.thinkexam.com/

Cost: free trial for 6 days only (unlimited quizzes, but only 30 test/ quiz attempts/ month)

Download required: N

Number of learners: no more than 30/month

Paid for version: from \$66/month (500 quiz/ exam attempts/ month)

Online Quiz Creator

Link: www.onlinequizcreator.com

Cost: free trial only (unlimited number of quizzes/ exams/ online courses, 15 Questions per Quiz/Exam, 100 quizzes/exams taken per month; Question types: multiple choice, free text, fill in the blank)

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Download required: N

Number of learners: unlimited (no more than 100/month)

Requirements: End users can access without registration, email address or similar

Description: The name is deceiving. It can actually create full online training courses with embedded videos, online assessments etc.). Online tool to create exams, courses, assessments or fun quizzes.

[A mock UKCEH course is here](#)

Paid for version: from \$20/month (as above plus 1,000 quizzes/courses/exams taken per month, import & export questions, view & export statistics, Certificate, comment on correct and wrong answers.)

Pros:

- ✓ intuitive, easy to create
- ✓ You can embed the course or exam or quiz in a website of your choice
- ✓ You can set a minimum pass rate
- ✓ You can set maximum number of attempts
- ✓ End-users can do the quiz/exam/course with and without registering
- ✓ You can embed the full course on a page of your choice (TBC)
- ✓ You can use the “invite only” feature and only allow people to access the site after they have paid for it (more [here](#))

Cons:

- ⊗ You can embed a video, but only if the video is published on YouTube, vimeo or similar website (work around: If it is hosted somewhere else, you can still post a hyperlink/URL to the page where it is published)
- ⊗ You cannot upload documents (ppt/pdf), just links to documents published on web (work around for slides from ppt – take screenshot of each slide and post them as consecutive images; [instructions](#))
- ⊗ Free version does not allow comments on correct or wrong answers given in quiz (i.e. people do not find out what the correct answer is)
- ⊗ Free version does not allow to restrict access to “only by invite” or “registration required”, i.e. you cannot limit access to only those who have e.g. paid for the course.

Protecting your organisations intellectual property

- To protect intellectual property, posting videos on YouTube as “unlisted” is a workaround. This means it is not listed YouTube and people cannot find it via Google or YouTube video search. Only people with the video URL can find it. But if course participants share link with people outside their organisation, it could still spread.
- To fully protect your organisation’s intellectual property, post it on your own or customer’s intranet page. This means only people with access to that organisation’s intranet page can do that.

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- When you create an exam, you make sure to untick “Social” / “let users share on FB/TW/LinkedIn” and “Publish”/ “Allow Google to find my exam” (see [here](#)). It looks like that feature is not available for a course, so the course is public!

Kahoot

Link: <https://kahoot.com/>

Cost: free

Download required: N

Number of learners: 10 (basic free professional account) **vs.** unlimited (for teachers or personal accounts)

Requirements: host needs an account

Description: Set a series of quiz questions. Participants visit <https://kahoot.it/>, enter quiz-specific pin. Quiz is multiple choice. Whoever provides get points, the faster you answer, the more point you get. Works with images or text questions. Also available via Android and iPhone.

You may wish to use this for an informal assessment of learners at the end of a training day.

Tutorial videos: Kahoot YouTube channel & playlists: <https://www.youtube.com/user/getkahoot>



Polls/Surveys

JISC

UKCEH has a licence for [online surveys](#), aka JISC pka BOS. UKCEH uses this for a range of purposes. (E.g. registrations for free events, pre course questionnaires, course evaluation & feedback etc.). JISC is a professional survey tool and allows for respondent routing and detailed analysis of responses. It has a broad range of different types of questions (e.g. radio button, multiple choice, and ranking) and many aspects of customisation.

rstu@ceh.ac.uk). JISC has detailed Q&A & guidance pages. You can find answers to most questions by googling “JISC [+topic]” e.g. “JISC participant routing”

Other survey alternatives are [SurveyMonkey](#) (free plan with limitations) or [SmartSurvey](#) (free basic plan). You can also use [Google forms](#) (free)

Zoom polls

Zoom has a built-in poll function. This can be used for quizzes or finding out if people want to have a break or carry on (and anything else).

A detailed description is in: www.ceh.ac.uk/sites/default/files/Zoom_guidance-host_scheduling_online_training_course_settings_UKCEH2020.pdf (page 19).

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LearnWorlds

UKCEH has a subscription for LearnWorlds (<https://ukceh.learnworlds.com>). This allows Exams, Quizzes and Assignments. The Trainer can download the “Scorecard” to find out how individual learners did.

More on [LearnWorlds](#) in the section above.

Poll Everywhere

Link: www.polleverywhere.com/

Cost: free (40 poll responses)

Download required:

No (online)

Yes (ppt embedded)

Number of learners: 40 (free version)

- \$499/month (500 poll responses)

Requirements: create account (any email)

Tutorial videos:

1. Using Poll Everywhere with Zoom and PowerPoint (Feb 2021; 4 min)
<https://www.youtube.com/watch?v=3jkqINLHaeQ>
2. Advanced Polling in Zoom using Poll Everywhere and PowerPoint (Aug 2020; 7 min)
https://www.youtube.com/watch?v=dWYZ_sZitXE
3. Getting Started with Poll Everywhere (July 2021; 55 min)
<https://www.youtube.com/watch?v=K97jx86sz50>
4. **Poll Everywhere** has a YouTube channel with more videos:
<https://www.youtube.com/user/polleverywhere>

What are the qualities of a good trainer-facilitator? (use adjectives to describe)



Description: Create a poll. Respondents can reply by text, phone or going to a website. Very clever real-time polling & audience engagement.

Pros: features in free plan are pretty extensive www.polleverywhere.com/plans

- ✓ Use with PowerPoint (in combination with PollEv presenter app)
- ✓ Full-screen web presentations
- ✓ Many questions types (multiple choice, rank order, survey, clickable images)
- ✓ Live word clouds
- ✓ Text walls
- ✓ Customise look & style

Cons:

- ☹ free account restricted to 40 respondents per poll and 50 polls per month

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- ⊗ to register participants before polling begins, you need a paid-for account (\$700 p.a.; these allow you to later identify responses by name, email or any other piece of identifying information you designate)
- ⊗ Be aware if you are using the Poll Everywhere plug-in to show results directly on your PowerPoint slide/ presentation, this will only work on the machine you installed this plug in on. Once you use a different machine, the plug –in will not work. It may be best to switch to the presentation mode within your Poll Everywhere account

Slido

Link: <https://accounts.sli.do/signup>

Cost: free Basic version (teacher account with unlimited polls & additional features £50 p.a.)

Download required: NO - optional (not recommended)

MS 365 PowerPoint integration – check also MS office PowerPoint 2013+

Number of learners: unlimited participants (free version)

Requirements: Wi-Fi connection at time of live poll, learners/ participants need mobile device (phone/tablet/ laptop) to participate

Description: Interactive real-time tool to ask audience/ participants questions or simple polls

Pros:

- ✓ Number of participants per poll is unlimited (better than Poll Everywhere)
- ✓ Simple & intuitive to use
- ✓ Short training videos on website
- ✓ participation really easy, no registration required (better than Poll Everywhere)
- ✓ interactive Q & A sessions –participants can vote on which question they like best (something that PE does not offer)

Cons:

- ⊗ Number of polls is limited to 3 (i.e. 3 questions only - if you wanted to run more polls at one event, you would need to archive earlier questions and add new poll questions as you go along (i.e. only 3 poll questions can be prepared in advance)
- ⊗ Free version allows anonymous responses (which you may not like)
- ⊗ A lot of customisation & other features not included in free Basic account (e.g. moderation before publication of question)
- ⊗ Cannot directly embed survey results in ppt slide

Mentimeter

Link: www.mentimeter.com/plans

Cost: free plan (limited number of questions per presentation)

Download required: N

Number of learners: unlimited

Requirements: create account

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Description: Interactive presentation platform allowing you to do polls and surveys with immediate visualisation of responses

Paid for version: £9 and £22/ month with more customisation and unlimited questions

Tutorial videos:

1. How to use the Mentimeter App for Zoom (Aug 2021, 5 min)
<https://www.youtube.com/watch?v=qIR5JtBVS6I>
2. How To Create Your First Mentimeter Presentation (Jan 2021; 7 min)
<https://www.youtube.com/watch?v=IQwGklW62v8>
3. How to Use Mentimeter for Online Classroom Quiz? (July 2020, 13 min)
<https://www.youtube.com/watch?v=hNf-wQWIRIY>
4. Interactive presentations with Mentimeter 2021 (Feb 2021, 15 min)
https://www.youtube.com/watch?v=4o-QrC_TpgI
5. **Mentimeter** has a YouTube channel with more videos:
<https://www.youtube.com/user/Mentimeter>

Survey Maker

Link: <https://www.survey-maker.com/>

Cost: free

Download required: No

Account required: Yes (for the host only)

Description: options include: multiple choice, check boxes, drop down menu, image, video, matrix checkboxes as options for the survey

Online meetings/courses

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Zoom

Link: <https://zoom.us/>

Cost: free and paid for-plans (free version is limit of 40 min for 2+ participants)

Download required: Y (for host and participant; one access version allows participation without download, but does need the participant to have a Zoom account)

Number of learners: 100 (free version for up to 40 min only)

Requirements: Host must have account.

Description: Online meeting software with many interactive functions. This includes polls, chat, screen share, breakout rooms

Also available for Android and Apple devices.

UKCEH provides detailed guidance on Zoom:

- ✓ [5 ways to participate in a Zoom meeting](#)
- ✓ [step-by step instructions for participants on how to join a UKCEH Zoom online training course](#)
- ✓ [Installing and using Zoom from an Android phone](#)
- ✓ [Scheduling and hosting Zoom online meetings \(for hosts\)](#)
- ✓ [Using breakout rooms - guidance for hosts](#)
- ✓ [A set of PowerPoint slides hosts may wish to screen-share during a meeting to explain Zoom functions to participants](#)

Pros

- ✓ High functionality for interaction
- ✓ User friendly
- ✓ Improved security measures introduced in May 2020

Cons

- ⊗ Some concerns about data protection and IT security remain
- ⊗ Free version limited to 40 min for 2+ participants

Jitsi Meet

Link: <https://meet.jit.si/>

Cost: always free (open source software)

Download required: No (browser-based)

Number of learners: unlimited

Requirements: works best on Google Chrome web browser

Pros:

- ✓ Always free
- ✓ Unlimited participants
- ✓ Allows for four levels of video resolution (to help people with lower bandwidth)
- ✓ Very high level of encryption



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- ✓ Very good data protection policy

Cons:

- ⊖ Does not have breakout rooms functionality. The workaround is: start multiple Jitsi meetings and users can jump from one meeting to the other.

GoToWebinar

[GoToWebinar](#), has all the usual webinar features, such as chat, online real-time voting/polling, handing over presentation to speaker etc.

GoToWebinar needs a browser applet downloading before you start hosting or participating in a webinar. Plan 2 minutes minimum for download.

GoToWebinar in-built post webinar survey [written guidance](#) & [YouTube video](#).

[Official GoToWebinar tutorial videos](#)

For a post-webinar survey outside GoToWebinar, consider using Online Surveys (aka [BOS](#))

Video conference alternatives

Further alternatives are Skype, Skype for business, MS Teams, FaceTime (Apple devices), WhatsApp video call, FB video call, Google hangouts and many more.

MS teams introduced breakout rooms in the autumn of 2020 (see <https://docs.microsoft.com/en-us/microsoftteams/using-breakout-rooms>)

GatherTown virtual meeting place

Link: <https://www.gather.town/>

Cost: free plan and 3 paid-for plans <https://gather.town/pricing>

Number of learners: 25 (free plan) – 500 in paid plans

Download required: Yes (for host, not for attendees)

Registration required: Yes

Description: Create an avatar and meet your fellow gatherers in a virtual world. For Conferences, Education activities and Socials.

An open access example of a Gather Town created by Toby Marthews, UKCEH:
<https://www.tobymarthews.com/gather.html>

Tutorial videos: Gather YouTube channel & playlists:
<https://www.youtube.com/channel/UCd4uhlois5n9k6fRuVwSCuA>

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Learning Management Systems (LMS)

LearnWorlds

UKCEH now uses the online learning platform LearnWorlds to deliver blended and on-demand self-paced training courses. Please see part of our training course offer at

<https://ukceh.learnworlds.com/>

Link: www.learnworlds.com/

Cost: There is a free trial, but it is limited what you can do with that (basically just find out how it works – You cannot run courses on the free trial).

The Starter Plan is \$24/ month. Voluntary Sector organisations can apply for a discount on the annual plans.

LearnWorlds is an online learning platform. It offers the following features:

Discuss any learning activity (online chat specific to each learning activity), payment integration, quizzes & exams (with downloadable gradebooks), assignments Zoom integration, downloadable files, learner management/ progress monitoring, course certificates and many more.

Here a short video to show you how UKCEH LearnWorlds works:

<https://www.youtube.com/watch?v=ry09IUNXkE>

Tutorial videos: LearnWorlds YouTube channel & playlists:

<https://www.youtube.com/user/learnWorlds>

Google classroom

Link:

https://edu.Google.com/intl/en_uk/products/productivity-tools/classroom/

Cost: free

Download required: No

Number of learners: unlimited



Requirements: you and all learners must sign in with a Google account

Description: An online virtual learning environment. Teachers can set up assignments and grade students' assignments (optional).

Pros: intuitive, user-friendly, professional look, unlimited classes & unlimited students, links to other Google tools easily. Everything is available immediately (no time delay)

Cons: every participant needs a Google account (does not work with e.g. work email account)

Tutorial videos:

1. How to Use Google Classroom - Beginner's Guide (Apr 2020, 12 min)
<https://www.youtube.com/watch?v=zUjU7xY-ZvQ>
2. How to Set up your Google Classroom (June 2020, 22 min)
<https://www.youtube.com/watch?v=mw0pSggip7E>

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3. Google Classroom Tutorial (April 2020, 23 min)
<https://www.youtube.com/watch?v=klvFlrA2E2A>
4. **Google for Education** has a YouTube channel with more videos:
<https://www.youtube.com/googleforedu>

Moodle

Link: <https://moodle.org/login/index.php>



Cost: free (up to 50 learners)

Download required: N

Number of learners: 50

Requirements: account creation (any email address; you can also log in with Google, Microsoft or Facebook account)

Description: Moodle is an open source Virtual Learning Environment.

Pros: you can import whole lessons/ courses from a bank of courses and modify to suit needs; lots of "how to" video (incl. on YouTube); lots of guidance on site

https://docs.moodle.org/33/en/Main_page ; You can run moodle as a closed environment, i.e. only those you want to have access, do have access (protecting your intellectual property)

Cons: set-up takes time (manual authorisation), free version limited to 50 students, setting up teaching content complicated

Socrative

Link: <https://socrative.com/>

Cost: free and paid for plans

Download required: N (?)

Number of learners: 50 learners per room, one room at a time (free plan)

Requirements: host needs to sign up for an account

Description: Socrative is a classroom app for fun, effective engagement and on-the-fly assessments. There are version for primary, secondary and higher education and corporate purposes.

Paid for version: \$99.99 p.a. for the corporate/ higher education version

Pros: N/A

Cons: N/A

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Nearpod

Link: <https://nearpod.com/>

Cost: free (up to 30 learners) to \$349 p.a.

Description: use traditional ppt + polls, quizzes, send absent students their homework. Nearpod seems to be targeted / made for schools. It looks like you can buy pre-prepared lessons or get a school licence with access to 1000s of prepared lessons

Other useful tools & tips

Create versions of a Word document

This may be useful if you want two versions of a document. For example, a 'trainer' and a 'learner' version or an 'internal' and an 'external' version of a Word document. This helps if some text blocks are relevant for one audience, but not for the other. Rather than having two documents, just produce one and hide some text blocks. (I produced this guidance document in this way for UKCEH staff and external learners)

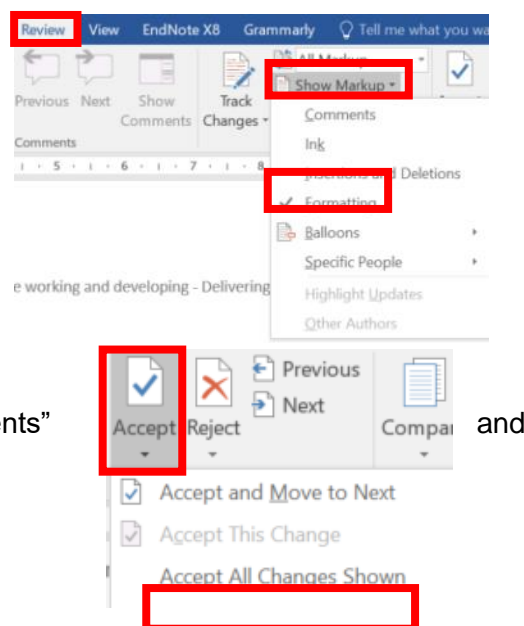
Full guidance here: www.informit.com/articles/article.aspx?p=2030049&seqNum=16

(before printing or converting to pdf: ensure File/Options/Display/ printing options: hidden text checked/ unchecked accordingly)

Edit MS Word track changes fast

When you get a track change document back, sometimes for some reason all the formatting has changed. You can tidy up the document and accept all format track changes in one go, by doing the following

1. Click on the "Review" tab.
2. Click "Show Markup" command.
3. Check only the "Formatting" box on the drop-down menu.
4. Now you can see only formatting changes in the document. Click on the drop-down button on the "Accept" command.
5. Select the "Accept All Changes Shown" option.
6. Once done, go back to step 3 and turn "Comments" "Insertions and Deletions" back to being visible



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Steps Recorder

Steps Recorder is a standard Windows 10 tool. This can be very useful for creating step-by-step written instructions:

Before you start, make sure you only have one screen live when doing this. Otherwise, it will record both screens. It is also best to run a quick test, so you see how the software works.

1. Open Steps Recorder: Just click on the Windows symbol and start typing “Steps Recorder”.

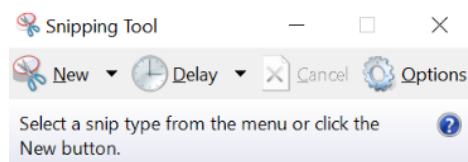


2. Open the software for which you want to record a step-by-step process.
3. Click “Start Record”
4. Do all the steps in the software window.
5. Click on “Stop Record”
6. The initial output is a .mht file
7. You may be able to open the mht file in your internet browser
8. If not, your best option is to convert the .htm file into a pdf using <https://products.aspose.app/words/conversion/mhtml-to-pdf>
9. For further editing of the pdf, convert to a word docx (see below)

Screenshots

I love taking screenshots and could not do without, e.g. for writing step-by step instructions.

Windows has a built-in tools **Snipping Tool**



If you want to screen-capture a menu or pop-up window that disappears the moment you click on the snipping tool, use the keyboard combination **Function + Print Screen** (go to a new word document and paste by pressing CTR + V). If you only want part of the screen, click on the image, Menu/ Format/Crop/ crop the image by moving the black edges in/ press on “Crop” again:

In the latest version of Windows, you can also use WINDOWS key+SHIFT+S to start a more versatile snipping tool.

PDF to Word converter

MS Word very conveniently converts word documents into pdf format.(BTW: this is one of many layers to protect your IP). However, the reverse is not that straight forward.

In the latest version of Adobe Acrobat Reader, you can choose File/ Convert to Word, Excel or PowerPoint. Sometimes this gives good results, other times it can end up a bit jumbled.

An alternative is: <https://pdf2doc.com/>

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This free online tool converts pdf back into MS Word. It does so with great consistency in layout. For example, converting pdf outputs from some online services like Google forms or JISC online surveys, conserves the buttons and other special elements. This can be every useful when you need to remove or edit some detail on the pdf (e.g. remove personal details to produce a redacted version).

PDF editor and form filler

Online free PDF editor & form filler <https://www.pdfescape.com/windows/>

The free account is limited to 10 MB and 100 pages. No account sign-up required for the basic functions. As an alternative, convert PDF to Word and then edit (see above).

GDPR compliant calendar invites (BCC)

If you want to send your learners a calendar invite from MS Outlook (so they have the date pencilled in their diary), there is a simple trick to send this calendar invite as blind copy (BCC).

Follow the steps in <https://www.extendoffice.com/documents/outlook/2074-outlook-send-meeting-invite-bcc.html>

There is one important extra step after step 3 in the above: You need to remove the email addresses that now appear in “location” and enter a location instead, e.g. online.

Video explainer: <https://www.youtube.com/watch?v=FgMjhNkCigc>

QR code

A QR code can be screened by a smartphone and will then automatically take your phone’s web browser to the specific page encrypted in QR code. To help people locate a webpage where you have published an online learning resource, a poll or similar, generate a QR code for free e.g. at <http://goqr.me/>



There are plenty of QR code reader apps for [Android](#) and [Apple products](#) (iPhones)

This can be useful to point your learners to some of the resources described above.

Equation Editors

For scientific modelling and complex relationships you may need complex formula. This site provides a list of free maths equation editor software: <https://listoffreeware.com/free-math-equation-editor-software-windows/>

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Navigation bar in word and PDF

MS Word has a built-in Navigation Pane (View: Check “Navigation Pane”), but you lose this when converting to pdf. If you have a very long document, it may be useful to add a manual contents page, aka Navigation Bar or sidebar. To do this:

1. Create the contents menu in the body of the text:
2. References: Table of Contents/pick one of the available styles
3. You can reduce or increase the level of headings you want to include:
4. Reference/ Table of Contents/ reduce the number of levels from the default 3 to 2 or 1



5. Copy the Table of Contents
6. Open the document header by double-clicking on the top of the document header
7. Insert/ textbox/ select one of the side bars.
8. Edit width and format as desired.
9. Paste in the Table of Contents
10. If the table of contents is too long/ takes up too much space, then create a manual table of contents and hypelink via Insert/Hyperlink/ Place in this document (that is what I have done in this document)
11. Close the header
12. The active hyperlinks will not be clickable in Word (as in the header), but they will be clickable once converted to pdf)

File management & transfer

Send those large training material files via file transfer, not via email!

WeTransfer

If you have a very large file to send to someone, e.g. a recording of a webinar on zoom online training course, you may want to use <https://wetransfer.com/> (it is entirely free and no account is required).

Up to 2 GB – link expires after 7 days.

Send GB

<https://www.sendgb.com>

up to 5GB, but will only save for 7 days

PCloud

<https://transfer.pcloud.com/> up to 5 GB

MS teams file sharing

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You may be able to use MS Teams for transfer of large files, between different organisations.

Zoom recordings download & sharing

For file transfer or large video files produced in Zoom, see: page 21 of Scheduling and hosting Zoom online meetings (for hosts);

www.ceh.ac.uk/sites/default/files/Zoom_guidance-host_scheduling_online_training_course_settings_UKCEH2020.pdf

File catalyst

Peer to peer learning

There are many ways you can encourage peer-learning, e.g.

- Group exercises
- One learner gives feedback on another learners essay/ presentation
- Online discussion board (See tools document)
- Asking group members to answer learners question (rather than answering it yourself)
- Encourage learners to contribute their knowledge/ skills/ experience/ examples at start of course (and throughout)
- You can find loads more if you search for “good practice in peer learning” e.g. [this](#)

Managing learner behaviour

There are many resources on this topic. Here just two examples from

- [Future Learn](#) (video & text)
- [Tes](#)

Social Media

- FutureLearn Social media tips and tools <https://about.futurelearn.com/about/faq/social-media-tips/#bloggingtools>
- [Leeds University video on use of Social Media](#)

Professional Body websites may be great places to get free listings, e.g. AGI.

More Resources

Microsoft Digital Literacy –

- Three levels of curriculum activities about digital literacy skills: basic, standard and advanced.

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- Some of the productivity programmes may be of general use but probably not for training
- www.microsoft.com/en-gb/digitalliteracy/curriculum4.aspx#prodprograms

Guidance & info on Digital Literacy on JISC

- Developing your digital literacy Design Studio
- Extensive range of resources to support your digital development.
- [more theory & background on developing a VLE learning organisation](#)

Open Educational Resources

The idea behind OER is: Why create a resource from scratch if someone else has already created an educational resource (and is sharing it for free)?

Merlot

Link: www.merlot.org/merlot/index.htm

Cost: free

Download required: no software download required. You can freely download resources (pdf/jpeg/videos) you like

Description:

- resource library covering audio, java applets, animations, pdf, video ,ppt; e.g. I found an animation on air pollution straight away
- Can search by audience, e.g. professional
- Remember to search by “free commercial use” & to acknowledge copyright/ IP
- www.trainerbubble.com/free-training-resources/
- Learning through landscapes may be of interest www.ltl.org.uk/resources/index.php
- Lots of icebreakers ideas <http://www.managetrainlearn.com/page/icebreakers-and-exercises>
- long list of training techniques <http://trainingtoday.blr.com/article/most-effective-training-techniques>
- Making it Happen: Embedding digital technologies in curriculum activities https://digitalstudent.jiscinvolve.org/wp/files/2015/09/FE29_7_Strategic_-_SERCv2_FINAL.pdf
- [JISC Digital Media guide to video production](#) – A comprehensive guide to producing video.
- Selection of case study videos on benefits of blended/ online learning freely available [here](#) ; topics include: social media, collaboration, online learning using a VLE, flipped approach to learning, e-portfolios, inclusive teaching methods (about 5 min each)

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Section headlines (if any additions to above are required)

Link:

Cost:

Download required: Y/N

Number of learners:

Requirements:

Description:

Paid for version:

Pros:

Cons:

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