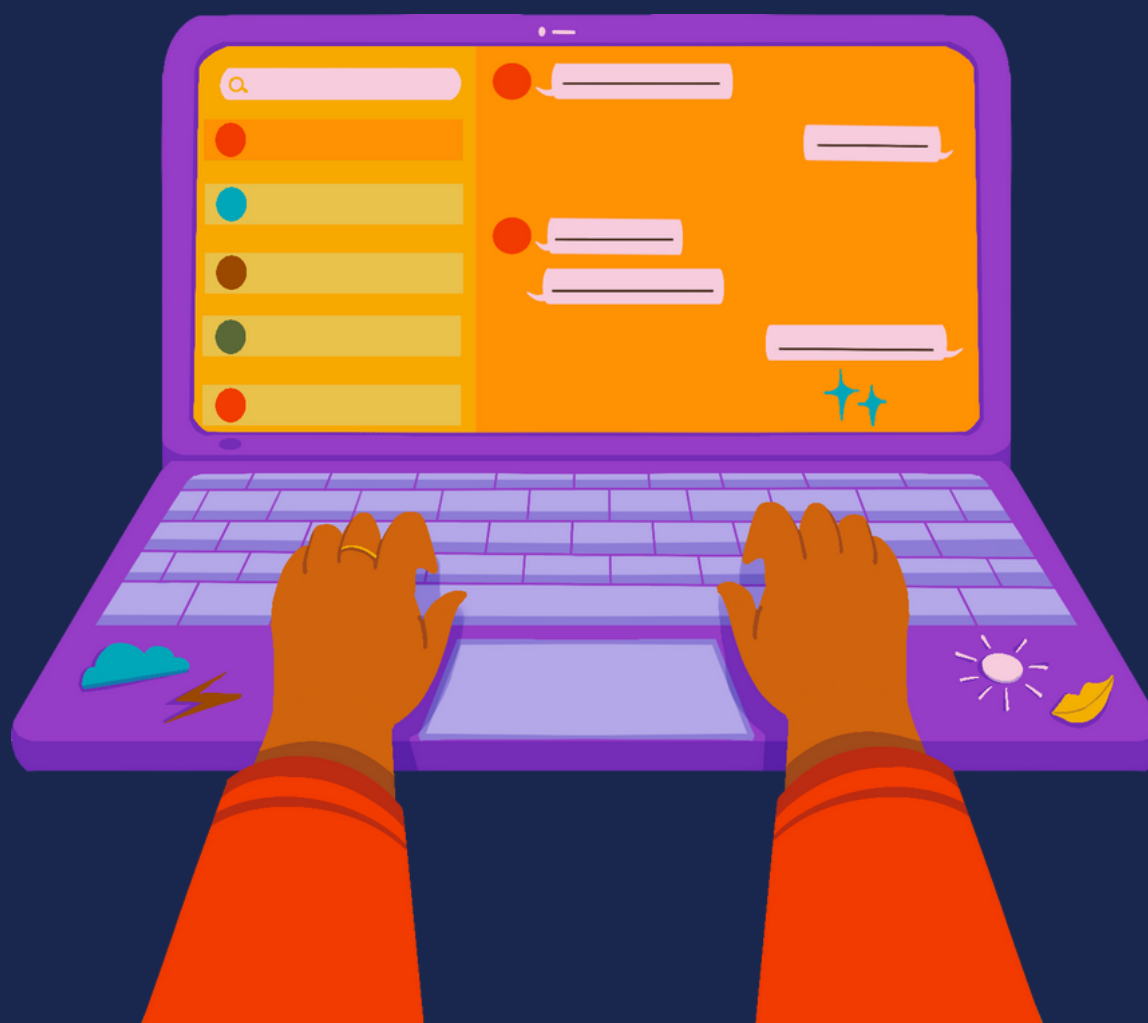


# Sustainable Development Goals for Pupils

## Digital Skills Course Curriculum

Module 1: Using Digital Tools for Cooperation and Communication



## Imprint

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# Introduction

Education is changing and evolving every day, making digital skills to become irreplaceable and needed for both educators and students. The Erasmus+ Project Sustainable Development Goals for Pupils recognized this growing need and has worked on a structured digital skills course tailored for teachers accompanied with Power Point Presentations, quizzes, videos. This course empowers educators to include technology more into their professional practice, enhancing communication, collaboration, and pedagogical innovation. By bridging the gap between digital tools and sustainable teaching practices, this initiative aligns with global education goals, fostering inclusivity, active engagement, and lifelong learning.

The course contains six modules, each focusing on a different aspect of digital education. These modules aim to empower teachers with practical skills, theoretical knowledge, and actionable strategies for using digital technologies effectively in their classrooms. From fostering collaboration to empowering students' digital competence, the modules provide a roadmap for educators to thrive in a technology-driven world.

## **Module 1: Using Digital Tools for Cooperation and Communication**

This module focused on how digital technologies can make easier collaboration and communication among teachers, students, and broader educational communities. Educators will learn to leverage platforms for professional networking, peer collaboration, and real-time communication, fostering a culture of shared knowledge and mutual support.

## **Module 2: Digital Resource Selection, Modification, Creation, and Sharing**

In this module, teachers will dive more into the ethical and practical considerations of selecting, adapting, and creating digital resources. It emphasizes the “dos and don'ts” of resource management, ensuring that educators can curate and share content responsibly while aligning with their pedagogical goals.

## **Module 3: Managing Digital Technologies in Teaching and Learning**

This module is focused on effectively integrating digital tools into teaching practices. Educators will explore principles for managing digital technologies to enhance student engagement, support diverse learning styles, and foster collaborative and self-directed learning environments.

## **Module 4: Digital Tools and Assessment Techniques for Teachers**

Assessment is a critical component of education, and this module introduces teachers to various digital tools and techniques for evaluating student performance. It emphasizes feedback and progress analysis, helping educators to choose assessment strategies that are both effective and aligned with modern pedagogical needs.

## **Module 5: Improving Digital Technology Inclusion**

Inclusivity is a cornerstone of education, and this module delves into ways to use digital tools to enhance accessibility and personalization. Teachers will learn to create inclusive classroom environments where all students, regardless of their background or abilities, can actively participate and benefit from digital learning.

## **Module 6: Promoting Students' Digital Competence**

The final module focuses on empowering students to use digital technologies creatively and responsibly. Educators will explore practices that enable students to develop critical digital competencies, including communication, content creation, and problem-solving. These skills prepare students to navigate the digital world with confidence and innovation.

Each module focuses on a distinct area of digital integration, giving educators the skills and tactics they need to create a modern, inclusive, and technology-driven learning environment. This course will help teachers improve their digital literacy while also inspiring their pupils to become engaged and responsible digital citizens.

By working through these modules, educators will gain a comprehensive understanding of how digital tools may revolutionize their teaching approaches. The Erasmus+ Project Sustainable Development Goals for Pupils aims to provide teachers with the skills they need to establish sustainable, inclusive, and future-ready classrooms, ensuring that education evolves in tandem with technological improvements.

## Module 1: Using Digital Tools for cooperation and communication

<b>Introduction</b>	<p>Effective collaboration and communication are critical competencies for educators in the quickly changing educational environment of today. The goal of Module 1: Using Digital Tools for Cooperation and Communication is to provide educators with the information and skills they need to use digital tools to improve learning, facilitate communication, and promote cooperation. This program will cover a range of tools and methods, such as digital whiteboards, communication strategies, and collaborative document editing, that let coworkers and students work together seamlessly.</p> <p>The program will also include digital resource hubs where information can be quickly accessed and shared, as well as project management technologies that streamline work allocation and progress tracking. To keep everyone informed and involved, we'll also look at best practices for sustaining efficient communication in virtual and hybrid environments. Teachers may create a collaborative environment where ideas are openly shared, creativity thrives, and learning becomes a dynamic, interactive experience by incorporating these tools and strategies. In addition to increasing productivity, this all-encompassing strategy fosters a strong sense of belonging and a common goal among teachers and students.</p> <p>By becoming proficient with these resources, educators may foster a more stimulating and welcoming learning atmosphere where each student's opinion is respected and heard. Additionally, this program will explore the significance of digital citizenship, assisting educators in assisting their pupils in safely and morally navigating the digital world. Together, we can improve our digital communication abilities and create stronger, more cohesive learning communities by setting out on this path.</p>
<b>Learning objectives</b>	<p>The objectives of this module are:</p> <ul style="list-style-type: none"><li>- To acquire expertise in utilizing digital communication platforms and collaborative tools, that improve collaboration and communication between teachers and students,</li><li>- To use digital communication strategies that work to encourage diversity, participation, and clear communication with coworkers and inside the classroom.</li><li>- To promote responsible online conduct and digital citizenship by the incorporation of ethical principles and standards into online communications and teamwork.</li></ul>

<p><b>Learning Competencies</b></p>	<ol style="list-style-type: none"> <li>1. Skillful Use of Digital Tools: Capability to leverage digital platforms to improve teacher-student interactions.</li> <li>2. Inclusive Communication: The ability to use digital approaches that encourage involvement and diversity.</li> <li>3. Ethical Online Conduct: The capacity to incorporate moral principles into online dialogues, encouraging responsible online conduct.</li> <li>4. Effective Collaboration: The ability to exchange and co-create resources using digital tools while maintaining clear communication.</li> </ol>
<p><b>Communication platforms</b></p>	<p>In the current digital era, teamwork and good teaching both depend on excellent communication. It is becoming more and more necessary for us as educators to interact with parents, students, and coworkers on many digital platforms. Three of the most popular communication platforms that enable this connectivity are Zoom, Google Meet, and Microsoft Teams.</p> <p>Each has special features designed for various teaching and learning settings.</p> <p>You will learn about these platforms in this part, along with the benefits, features, and best practices for using them in education. Whether you're using these technologies for virtual instruction, meetings, or team projects, becoming proficient with them can improve your capacity for effective communication and create a stimulating learning environment.</p> <p><b><u>Zoom</u></b></p> <p>Among the many tools available to educators to improve their digital literacy and design dynamic online learning environments, Zoom stands out. Its feature-rich platform and user-friendly interface make it perfect for online learning. Teachers may easily lead group discussions and cooperative projects with the help of essential features like breakout rooms. Real-time screen and document sharing enhances the dynamic and participative nature of lectures, while the integrated digital whiteboard encourages collaborative learning.</p> <p>Zoom's recording features are very helpful as they allow teachers to record lessons for students who are absent or need to revisit the content. Even in situations when internet connections fluctuate, the platform's excellent audio and video quality guarantee a seamless experience. Customizable features like virtual backgrounds and waiting areas give the classroom experience an extra degree of security and individualization. Zoom gives educators the freedom to easily organize events, workshops, and professional development sessions. It also facilitates webinars and large-scale meetings.</p>

### **Some features available on Zoom, and not on other platforms:**

- Enhanced Options in Breakout Rooms:

Zoom provides sophisticated breakout room choices, enabling hosts to allocate attendees in advance, let them choose their own breakout space, and even provide unrestricted movement between rooms.

- Advanced Functionalities of Webinars:

Zoom offers practice sessions, live streaming to social media, and the option to have participants appear as panelists on screen as part of its webinar capability.

- **Google Meet**

With its smooth integration within the Google Workspace environment, Google Meet stands out as an approachable and useful tool for educators looking to build digital skills. It is the perfect option for educators seeking a streamlined way to have virtual meetings, workshops, or classes because of its simplicity and convenience of use. Google Docs, Slides, and Drive can be seamlessly integrated into lessons by teachers using Meet, a feature of Google Workspace that fosters a highly collaborative environment where resources can be shared and worked on in real time.

Google Meet's direct integration with Google Classroom, which lets teachers plan and start video sessions directly from the app, streamlines online lesson administration, is one of its primary differentiators. Google Meet improves accessibility and encourages participation with its live captioning and screen-sharing features. A secure online learning environment is provided by the platform's security measures, which include encrypted meetings and regulated access. Its capacity to accommodate up to 100 people in Google Workspace without any time constraints makes it a useful and dependable option for educators.

There are three major ways to set up a Google Meet:

- through Gmail,
- through Google Meet directly,
- through Google Calendar.

	<p><b><u>Microsoft Teams</u></b></p> <p>With its strong integration with Microsoft Office products like Word, Excel, and OneNote—which are frequently used in the classroom—Microsoft Teams stands out as a holistic platform for educators to develop digital skills. It is perfect for a unified digital classroom experience because of its smooth integration, which enables teachers to create, share, and collaborate on documents immediately within the platform. Teams facilitates effective communication and cooperation between educators and learners by offering threaded chats, channels, and file sharing.</p> <p>Microsoft Teams is unique in that it offers a flexible way to arrange lessons, homework, and reviews in one location. Teachers can streamline class administration by setting up separate</p> <p>channels for projects, groups, or particular subjects. Teams improves the digital environment with capabilities like OneDrive for file storage and Microsoft Forms for tests and assessments.</p> <p>Interactive learning aspects are also included into the virtual classroom through its connection with apps such as Flipgrid and Kahoot!. The platform is a dependable option for secure and organized online learning because of its compliance and security features.</p>
<p><b>Digital whiteboards</b></p>	<p>Digital whiteboards, which provide dynamic and collaborative areas where ideas can be visualized in real time, are an excellent tool for teachers. They allow educators to design engaging lessons, generate ideas, and actively involve students, encouraging innovation and teamwork in online settings.</p> <p><b>A. Miro</b></p> <p>Miro is a great tool for teachers since it offers an adaptable, interactive platform for real-time collaboration. Teachers may create interesting exercises, generate ideas, and arrange content graphically using its extensive library of templates, sticky notes, and drawing tools. Because Miro allows numerous users to collaborate at once on the same board, it's perfect for group projects and lesson planning. To improve the learning process, educators can incorporate multimedia components and provide links to further resources with ease. <u>Miro</u> is an effective tool for fostering creativity in the development of digital literacy and interactive teaching methodologies because of its user-friendly interface and visual style.</p> <p><b>B. Google Jamboard</b></p> <p>For educators, Google Jamboard is a flexible application that provides an easy-to-use yet effective platform for group learning. Teachers and students may brainstorm, doodle, and share ideas in real time on a digital canvas with Jamboard's user-friendly interface. Because multiple people can participate at once, it's perfect for group projects, interactive education, and visual aids. Access to files, photos, and documents from Google Drive is effortless thanks to its integration with Google Workspace. <u>Jamboard</u> helps teachers create an interactive learning environment that encourages participation and collaboration by boosting creativity and engagement.</p>

**C. Padlet**

With its dynamic and user-friendly platform for collaborative learning, Padlet is a great tool for educators. Teachers can use Padlet to create interactive boards where students can post links, videos, text, and images in real time. Because of its adaptability, it's perfect for encouraging student engagement and creativity in brainstorming sessions, discussions, and project-based activities. Padlet's intuitive drag-and-drop interface makes information management straightforward, and its editable layouts provide a variety of visual choices.

The main areas where Padlet, Google Jamboard, and Miro differ: are in their features and user interface. Padlet is an extremely flexible tool that can be used for brainstorming and idea sharing in a visually organized way. It lets users publish a wide range of content, including text, photographs, links, and videos, on a digital wall that may be customized. Google Jamboard is a simple digital whiteboard that allows users to write, draw, and interact in real time. It effortlessly integrates with Google Workspace, making other Google resources easily accessible. Offering sophisticated features like mind mapping, flowcharts, and sticky notes on an adaptable, large canvas, Miro stands out with its extensive toolkit and templates made for intricate project management and visual collaboration. Every tool meets various needs for collaboration, from basic idea sharing to complex project planning.

**Collaborative Document Editing**

Digital literacy for educators requires collaborative document editing because it facilitates seamless content development and real-time teamwork. Together, teachers may collaborate on lesson planning, provide feedback immediately, and incorporate a variety of viewpoints, all of which boost output and promote successful collaboration in the digital classroom.

**A. Google Docs**

Google Docs is a useful tool for teachers using digital education since it allows for easy real-time document collaboration. Using a single platform, teachers can collaborate on lesson planning, share resources, and give immediate feedback. Its features, such as the ability to comment and recommend improvements, encourage group collaboration and interactive communication. Enhancing structure and continuity, integration with Google Drive guarantees simple access to documents and version history. A vital tool in today's digital classrooms, Google Docs allows educators to improve collaboration, expedite workflow, and produce dynamic, engaging lesson plans.

**B. Microsoft One Drive**

Teachers can benefit greatly from Microsoft OneDrive, which offers easy file sharing and safe cloud-based storage. It guarantees that resources are always available by enabling educators to store, access, and collaborate on papers from any device. With the help of colleagues and students, teachers may collaborate and receive feedback more easily by sharing lesson plans, assignments, and multimedia. OneDrive increases efficiency and organization with real-time synchronization and interaction with Microsoft Office applications. Teachers may monitor modifications and retrieve earlier versions of documents with its version history function, which facilitates an effective and cooperative digital learning environment.

	<p>In digital education, Google Docs and Microsoft OneDrive play different but complimentary functions. Real-time collaborative document editing is the main feature of Google Docs, enabling numerous users to work on the same document at once. Its integrated suggestion and commenting mechanisms facilitate collaborative content development and feedback. Google Docs is perfect for interactive lesson planning and instant team collaboration because it works flawlessly inside Google Workspace.</p> <p>Microsoft OneDrive, on the other hand, is a cloud storage solution that prioritizes safe file management and storage. It connects with Microsoft Office programs for document creation and editing, and allows users to store, access, and share documents across devices. OneDrive helps with organization and version recovery by providing features like file version history and offline access. OneDrive is a great tool for sharing and storing documents, but Google Docs offers a more concentrated editing experience with real-time feedback.</p>
<p><b>Project management tools</b></p>	<p>Teachers' digital education is greatly helped by project-management tools such as Trello and Microsoft Planner, which provide organized methods for monitoring and managing instructional assignments. With its boards, lists, and cards, Trello's visual board system gives teachers an adaptable and user-friendly approach to manage lesson plans, monitor student progress, and organize group projects. Teachers may effectively manage workflows and deadlines by using Microsoft Planner, which offers a more integrated experience within the Microsoft environment. It features task assignment, due dates, and progress tracking. With the help of these technologies, teachers can keep their digital classrooms productive and well-organized while also improving communication and organizing skills.</p> <p style="text-align: center;"><b>A. Trello</b></p> <p><u>Trello</u> is a fantastic resource for online learning since it offers a simple, visual method of work management and organization. Teachers can effortlessly keep track of class planning, student assignments, and project progress using its board, list, and card system. Teachers can utilize lists to organize and prioritize work, make boards for various projects or themes, and add cards for particular assignments. Trello's configurable labels and drag-and-drop capability improve organization and flexibility. Due dates, checklists, and collaboration tools are just a few of the features that Trello offers to help with effective task management and a methodical approach to managing assignments and projects in the classroom.</p>

	<p><b><u>B. Microsoft planner</u></b></p> <p>With its complete approach to managing and organizing educational assignments and projects, Microsoft Planner is a powerful tool for digital education. Teachers may make plans, assign assignments, set deadlines, and monitor progress using visual boards and charts using Planner, an integrated tool in the Microsoft 365 suite. Due dates, priority levels, checklists, and other task management tools support educators in maintaining organization and guaranteeing that assignments are turned in on time. Planner also makes it simpler to collaborate with co-workers and oversee classroom activities by allowing shared planning and communication channels. It facilitates an organized approach to digital education and improves workflow efficiency through its smooth connection with other Microsoft products, such as Teams and OneDrive.</p>
<p><b>Effective communication strategies</b></p>	<p>- <b><u>Effective communication strategies</u></b></p> <p>Teachers must communicate digitally effectively if they intend to create a welcoming and successful learning environment. It guarantees interactions that are polite, transparent, and encourage student participation and comprehension. The goal of clear communication is to present information in an understandable and direct way, utilizing basic language and content that is organized logically. This clarity guarantees that pupils understand the subject matter and helps avoid misconceptions. Beyond just being kind, respectful communication includes paying attention to what kids are saying, accepting their viewpoints, and giving intelligent answers. This strategy creates a welcoming environment where students feel appreciated and inspired to engage.</p> <p>Teachers in the digital age need to modify their approaches to communicating for different online forums, email, and video conferencing. To guarantee that messages are adequately crafted and delivered, each media calls for a nuanced approach. Email correspondence, for example, need to be succinct and formal, whereas video conferences provide more dynamic exchanges with real-time feedback and visual clues. Teachers should also be aware of body language and tone when communicating digitally, as these aspects greatly influence how messages are understood. Understanding can be further improved by utilizing resources like bullet points, concise subject lines, and visual aids.</p> <p>Some of the effective communication strategies involve:  <b>Clear and Consistent Messaging:</b> Specify objectives, expectations, and due dates to create clear communication protocols. Provide clear directions and use simple language to make sure students understand the criteria and tasks. Maintaining a cohesive flow of information and preventing confusion are two benefits of consistent communications. Keep students informed and involved by updating them on changes or critical announcements on a regular basis.</p> <p><b>Make Use of the Correct Digital Tools and Platforms:</b> Based on the requirements of your audience and the type of communication, select the appropriate digital tools and platforms. Use video conferencing for interactive talks, email for official correspondence, and collaboration software like Microsoft Teams or Google Docs for group projects and feedback, among other things. Make sure the resources you choose are easy to use and available to all parties involved in order to improve the effectiveness of communication overall.</p>

	<p><b>Encourage engagement and Feedback:</b> Make a concerted effort to promote engagement and offer avenues for feedback. Utilize Q&amp;A sessions, polls, and discussion boards to involve students and get their feedback. Give them honest criticism on their work and be receptive to their queries and worries. Establishing an environment of responsive and engaging communication fosters trust, inspires students, and enhances their educational experience.</p>
<p><b>Digital citizenship and etiquette</b></p>	<p>The term “digital citizenship” describes the ethical and responsible use of digital platforms and technology in a way that respects other people and complies with social norms. It includes knowing how to use online spaces responsibly, safeguarding private information, and having civil and productive conversations. Digital etiquette is applying professionalism and good manners in digital communications. Examples of this include acknowledging the contributions of others, using language that is suitable, and refraining from actions that could offend or injure others. Digital citizenship and etiquette work together to guarantee that people make constructive contributions to the online community and maintain a safe and courteous online presence.</p> <p>Teachers must actively teach safe online behavior in addition to modeling it, which makes digital citizenship and etiquette crucial. In addition to stressing the value of upholding ethical norms, preserving personal information, and showing respect for others, educators are essential in helping students navigate the intricacies of digital interactions. Teachers may lessen the hazards of cyberbullying, false information, and privacy concerns by including lessons on digital citizenship into their curriculum. This helps students acquire the skills they need to navigate online settings securely and efficiently.</p> <p>Promoting digital etiquette in the classroom also encourages students to participate actively and professionally in online debates and collaborations by setting an example for polite communication. As a result, a welcoming and inclusive learning environment is created where all opinions are respected. By emphasizing these elements, educators help foster a climate of trust and accountability and guarantee that digital tools are applied morally and productively. In the end, encouraging good <u>digital citizenship</u> helps students develop into responsible, conscious digital citizens who are ready to participate constructively in an increasingly digital society.</p>

## Creating a digital resource hub

Creating a Digital Resource Hub is essential for educators' digital learning since it gathers important teaching resources and instruments in a single, easily accessible area. This hub streamlines the teaching process and saves time by acting as a repository for lesson ideas, multimedia materials, interactive exercises, and instructional manuals. It makes it simple for educators to share and work together, which encourages continuity and consistency in teaching methods. Teachers that successfully organize their resources may identify and use things that improve student engagement and lesson delivery with ease. A well-organized digital resource hub facilitates a richer and more effective learning environment, freeing up teachers to concentrate on providing excellent instruction and supporting the academic achievement of their students.

### **A. Share Point**

For educators, SharePoint is an effective platform that provides a centralized area for creating, organizing, and sharing educational materials and documents. With it, educators may create personalized webpages for managing lesson plans, assignments, and group projects. In order to guarantee that materials are shared safely within a school or educational network, educators can use SharePoint to manage permissions and regulate access. Enhancing productivity and optimizing operations, the platform facilitates integration with Microsoft Office tools. Because of its capabilities for managing documents and version control, SharePoint is a vital tool for improving digital education and encouraging productive cooperation among teachers.

### **B. Google Site**

An easy-to-use platform for creating and managing digital resource centers is offered by Google Sites, an adaptable solution for educators. To display lesson plans, teaching resources, and project materials in one convenient spot, it enables educators to create personalized webpages. Educators can effortlessly incorporate papers, videos, and interactive content with its drag-and-drop functionality and seamless Google Workspace connectivity. Teachers can collaborate on resource development and effectively communicate updates by using Google Sites' collaborative editing feature. Enhancing digital education, optimizing resource management, and boosting accessibility for both students and coworkers are all made possible by its user-friendly interface and customizable features.

On this [link](#) you can see tutorial for using Google Site.

**Good practices**

**A. Seesaw interactive storytelling**

Teachers can improve student creativity and lesson engagement by utilizing Seesaw's interactive storytelling function. It can be used by teachers to create multimedia-rich storytelling exercises that include text, voice recordings, images, and drawings. With this method, educators can create engaging and dynamic classes that support students in expressing their ideas and demonstrating their learning in novel ways. Teachers can also use Seesaw to grade student work, give tailored feedback, and monitor advancement. Teachers may create a more interesting and productive learning environment by including interactive storytelling into their lesson plans.

**B. Class Dojo**

With ClassDojo, a dynamic platform that improves student engagement and creates a positive learning environment, you can transform your classroom into a lively community. With ClassDojo, educators may set up an online classroom where kids can receive points for good deeds and academic performance. It makes it easier for parents, teachers, and students to communicate in real time, keeping everyone updated on events and developments in the classroom. Teachers may create a welcoming community where students feel appreciated and inspired by utilizing ClassDojo. The platform is an effective tool for creating a cooperative and welcoming learning atmosphere since it also provides tools for goal-setting, exchanging feedback, and recognizing accomplishments.

**C. Flip your classroom with Ed Puzzle**

Using Edpuzzle to flip your classroom modifies the conventional teaching methodology by utilizing interesting, interactive video content. With Edpuzzle, educators can easily create and edit video lessons by incorporating quizzes, comments, and questions right into the content. With this method, direct instruction is moved outside of the classroom, allowing students to go over material ahead of time at their own speed. Subsequently, in-class time is allocated to more in-depth conversations, practical exercises, and tailored guidance, which improves student comprehension and involvement. With Edpuzzle's analytics, teachers can monitor their students' development and comprehension, giving them important insights into their learning. This approach makes the most of the time spent in class while encouraging active learning and making sure that students are ready for deeper conversations. Teachers may establish a more dynamic and student-centered learning environment by integrating Edpuzzle.

<p><b>Quiz</b></p>	<p><b>1. Which feature is unique to Zoom's breakout rooms?</b></p> <p>A) Assigning seats in advance B) Adding attendees mid-meeting C) Creating as many rooms as possible D) Permitting attendees to move between rooms at will</p> <p>(Correct answer: D)</p> <p><b>2. Which app has the finest Google Classroom integration for easy lesson planning?</b></p> <p>A) Zoom B) Google Meet C) Microsoft Teams D) Padlet</p> <p><b>3. What is a crucial component of digital citizenship for educators, according to the B answer?</b></p> <p>A) Encouraging students to use social media; B) Teaching them how to make viral material; C) Encouraging them to behave responsibly and ethically online; D) Emphasizing just technical skills</p> <p>Correct answer: C</p> <p><b>4. Which digital whiteboard provides the most extensive set of capabilities for intricate projects?</b></p> <p>A) Miro B) Jamboard by Google C) A padlet D) SharePoint</p> <p>Correct answer: A</p>
	<p><b>5. Which strategy is crucial to maintaining efficient communication?</b></p> <p>A) Only using email for communication B) Consistently updating and engaging with students using multiple platforms C) Relying solely on face-to-face meetings D) Using group chats without a clear structure</p> <p>Correct answer: B</p>

Quiz

**6. Which feature is unique to Zoom's breakout rooms?**

- A) Assigning seats in advance
- B) Adding attendees mid-meeting
- C) Creating as many rooms as possible
- D) Permitting attendees to move between rooms at will

(Correct answer: D)

**7. Which app has the finest Google Classroom integration for easy lesson planning?**

- A) Zoom
- B) Google Meet
- C) Microsoft Teams
- D) Padlet

**8. What is a crucial component of digital citizenship for educators, according to the B answer?**

- A) Encouraging students to use social media;
- B) Teaching them how to make viral material;
- C) Encouraging them to behave responsibly and ethically online;
- D) Emphasizing just technical skills

Correct answer: C

**9. Which digital whiteboard provides the most extensive set of capabilities for intricate projects?**

- A) Miro
- B) Jamboard by Google
- C) A padlet
- D) SharePoint

Correct answer: A

**10. Which strategy is crucial to maintaining efficient communication?**

- A) Only using email for communication
- B) Consistently updating and engaging with students using multiple platforms
- C) Relying solely on face-to-face meetings
- D) Using group chats without a clear structure

Correct answer: B

