

INTERFACE

In-Service Training Programme and Toolkit for Validation of Skills

Part A: Building the digital pedagogic skills for VET tutors **Module B: Conferencing Tools and digital breakouts**



"The European Commission's support of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission can not be held responsible for any use which may be made of the information therein."

A Introduction

About the topic
**Conferencing Tools and
digital breakouts**

B Training phase

Small group work to the
topic
**Conferencing Tools and
digital breakouts**

A:

Introduction to the topic **Conferencing Tools and digital breakouts**



"The European Commission's support of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission can not be held responsible for any use which may be made of the information therein."

A1: What is Conferencing Tools and digital breakouts ?



"The European Commission's support of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission can not be held responsible for any use which may be made of the information therein."



What is a conferencing tool?

A conferencing tool is a software application or service used for real-time communication and collaboration between **individuals or groups**, typically through **audio and video conferencing, screen sharing, and instant messaging**.

It is commonly used for remote meetings, online presentations, and remote teamwork.

Some very popular examples of conferencing tools are:
Zoom, Microsoft Teams, Google Meet, or Skype

CF. BILLY KRAKOWER, B. / BLUMENGARTEN, J. (2020): *Connecting Your Students with the Virtual World. Tools and Projects to Make Collaboration Come Alive*. New York, Routledge.





What are **digital breakouts**? – Part I

Digital breakouts are a type of educational game or activity that is conducted online and usually used in a **remote, blended or hybrid learning environment**.

It typically **involves a group** of students working together **to solve** problems, tasks or series of challenges or puzzles, with each challenge leading to the next one.

The purpose of digital breakouts is to **engage students** in an **interactive and collaborative learning experience**.

Here you can apply to **critical thinking, problem-solving, and teamwork skills**.

CF. BILLY KRAKOWER, B. / BLUMENGARTEN, J. (2020): Connecting Your Students with the Virtual World. Tools and Projects to Make Collaboration Come Alive. New York, Routledge.





What are **digital breakouts**? –Part II

A breakout is a particularly motivating and teaching method that focuses in particular on promoting social and communicative skills.

The participants / learners have to solve **various puzzles, crack codes** and **solve other tasks** within a certain time in a team in order to open (digital) locks.

The **puzzles** and **tasks** used can be created and used both – **digitally** and **analogue**.

CF. BILLY KRAKOWER, B. / BLUMENGARTEN, J. (2020): Connecting Your Students with the Virtual World. Tools and Projects to Make Collaboration Come Alive. New York, Routledge.



A2: General functions and applications of **Conferencing Tools!**



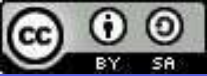
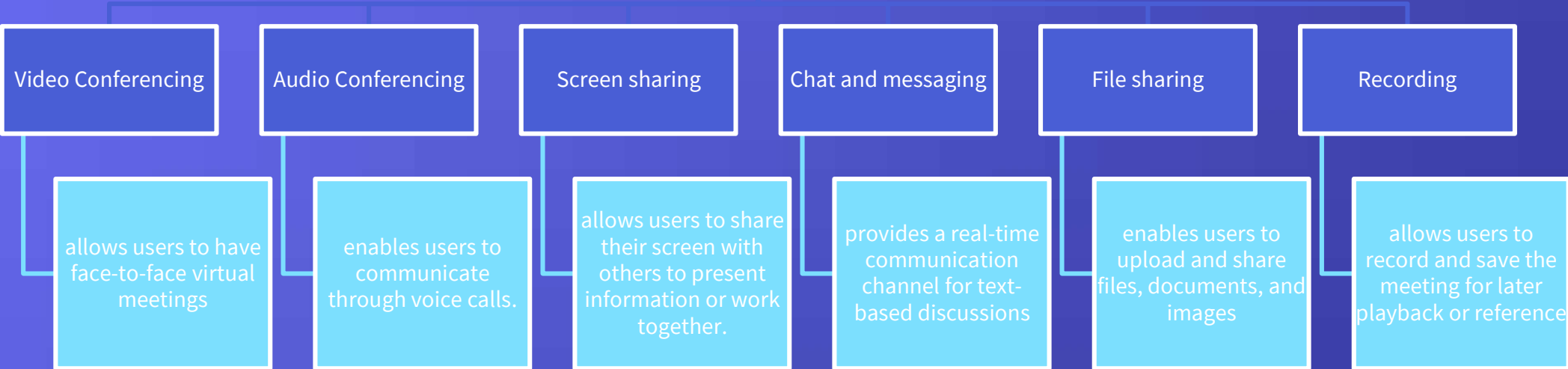
"The European Commission's support of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission can not be held responsible for any use which may be made of the information therein."



General functions of Conferencing Tools

Conferencing tools are designed to facilitate remote communication and collaboration among individuals or groups. Some common functions of these tools include:

General functions of Conferencing Tools



"The European Commission's support of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission can not be held responsible for any use which may be made of the information therein."

General functions of Conferencing Tools

In addition to the functions already presented, the following functions are also very often part of the tools

- Calendar integration: integrates with calendar systems to schedule and manage meeting invitations.



“The European Commission’s support of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission can not be held responsible for any use which may be made of the information therein.”

General functions of Conferencing Tools

In addition to the functions already presented, the following functions are also very often part of the tools

- Virtual whiteboarding: provides a virtual space for drawing, brainstorming, and collaboration.



"The European Commission's support of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission can not be held responsible for any use which may be made of the information therein."

General functions of Conferencing Tools

In addition to the functions already presented, the following functions are also very often part of the tools

- Breakout rooms: allows participants to split into smaller groups for more focused discussions.



"The European Commission's support of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission can not be held responsible for any use which may be made of the information therein."

General functions of Conferencing Tools

In addition to the functions already presented, the following functions are also very often part of the tools

- Security and privacy features: protects data and ensures confidentiality during the meeting.



"Dieses Foto" von Unbekannter Autor ist lizenziert gemäß [CC BY](#)



"The European Commission's support of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission can not be held responsible for any use which may be made of the information therein."

A2: The structure of the digital breakout tasks!



"The European Commission's support of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission can not be held responsible for any use which may be made of the information therein."



The structure of the digital breakout tasks:

To make digital breakouts successful, there are some important factors to consider:

- **Clear objectives:** Make sure you have clear objectives for the breakouts and that all participants understand what is expected of them
- **Small group size:** Ideally, the group size should be limited to 4-6 participants to allow for an intensive discussion





The structure of the digital breakout tasks:

To make digital breakouts successful, there are some important factors to consider:

- **Time limit:** Set a time limit so that breakouts remain productive and can be completed within a reasonable time frame.
- **Structured format:** A well-structured format can help keep the discussions productive and goal-oriented.





The structure of the digital breakout tasks:

To make digital breakouts successful, there are some important factors to consider:

- **Facilitation:** consider having one person as a facilitator for the breakouts to keep the conversation on track and ensure that all participants are heard equally.
- **Interactive tools:** Use interactive tools, such as virtual whiteboards or shared documents, to facilitate collaboration and information sharing.
- **Feedback:** Make sure you get feedback from participants to improve breakouts for future meetings.

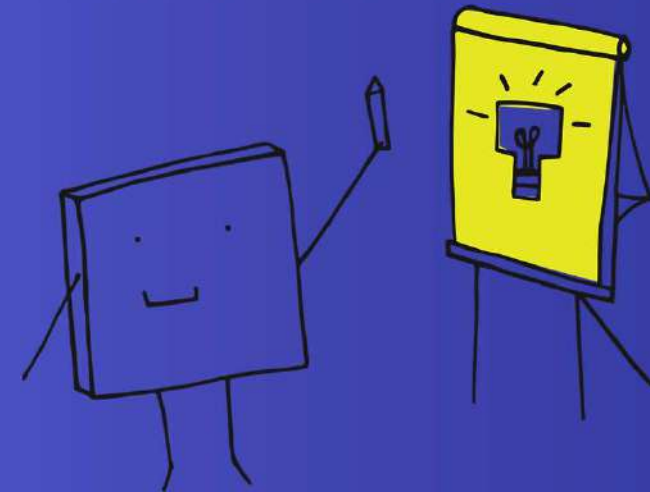




Co-funded by
the European Union

Training phase

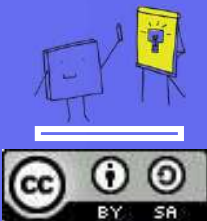
Work session in small groups
And self-learning sessions



"The European Commission's support of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission can not be held responsible for any use which may be made of the information therein."

Task 1

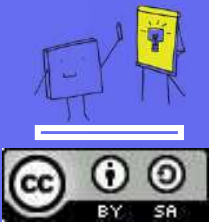
- What can you use the conferencing tools for? What are the advantages of the individual functions for your everyday work?
- You have 20 minutes.
Please, collaborate with another person.
- Afterwards, everyone should share ideas.



"The European Commission's support of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission can not be held responsible for any use which may be made of the information therein."

Task 2

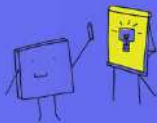
- Get confirm with different conferencing tools!
- Go and research different conferencing tools and create some accounts to test them!
- You have 60 minutes. Please work on your own.
- Afterwards, everyone should share the impressions on the basis what you all wrote down.



"The European Commission's support of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission can not be held responsible for any use which may be made of the information therein."

Task 3

- Think about different tasks for digital breakouts!
- Create different tasks and discuss their benefits with your colleagues. Share them and try to create them as open as possible (your Creative Commons licenses) to guarantee easy remix, rewriting and redesigning for different target groups!
- You have 60 minutes. Please work on your own.
- Afterwards, everyone should share the impressions on the basis what you all wrote down.



More Information about
Creative Commons
Licenses:

Link:

[About The Licenses -
Creative Commons](https://creativecommons.org/licenses/?lang=en)

[https://creativecommons.
org/licenses/?lang=en](https://creativecommons.org/licenses/?lang=en)



"The European Commission's support of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission can not be held responsible for any use which may be made of the information therein."

Congratulation!

You mastered module B on
Conferencing Tools and digital
breakouts!



"The European Commission's support of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission can not be held responsible for any use which may be made of the information therein."

 INTERFACE



INTERFACE

Fortbildungsprogramm und Toolkit für die Validierung von Fertigkeiten

Teil A: Förderung digitaler pädagogischer Fähigkeiten für Berufsbildungstutoren

Modul B: Conferencing Tools und digitale Breakouts



"The European Commission's support of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission can not be held responsible for any use which may be made of the information therein."

A Einführung

Über das Thema
**Conferencing Tools und
digitale Breakouts**

B Ausbildungsphase

Kleingruppenarbeit zum
Thema
**Conferencing Tools und
digitale Breakouts**

A: Einführung in das Thema Conferencing Tools und digitale Breakouts



"The European Commission's support of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission can not be held responsible for any use which may be made of the information therein."

A1: Was ist Conferencing Tools und digitale Breakouts?



"The European Commission's support of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission can not be held responsible for any use which may be made of the information therein."



Was ist ein Conferencing-Tool?

Ein Conferencing-Tool ist eine Softwareanwendung oder ein Dienst, der für die Echtzeitkommunikation und -zusammenarbeit zwischen **Einzelpersonen oder Gruppen** verwendet wird, in der Regel durch **Audio- und Videokonferenzen, gemeinsame Bildschirmnutzung** und **Instant Messaging**.

Es wird häufig für Remote-Meetings, Online-Präsentationen und Remote-Teamarbeit verwendet.

Einige sehr populäre Beispiele für Conferencing-Tools sind:
Zoom, Microsoft Teams, Google Meet oder Skype

VGL. BILLY KRAKOWER, B. / BLUMENGARTEN, J. (2020): Connecting Your Students with the Virtual World. Tools and Projects to Make Collaboration Come Alive. New York, Routledge.





Was sind **digitale Breakouts**? - Teil I

Digitale Breakouts sind eine Art von Lernspiel oder -aktivität, die online durchgeführt und in der Regel in einer **Fern-, Misch- oder Hybrid-Lernumgebung** eingesetzt wird.

In der Regel arbeitet **eine Gruppe** von Schülern zusammen, **um** Probleme, Aufgaben oder eine Reihe von Herausforderungen oder Rätseln **zu lösen**, wobei jede Herausforderung zur nächsten führt.

Der Zweck der digitalen Breakouts ist es, die **Schüler** in eine **interaktive und kollaborative Lernerfahrung einzubinden**.

Hier können Sie Ihre **Fähigkeiten zum kritischen Denken, zur Problemlösung** und zur **Teamarbeit** einsetzen.

VGL. BILLY KRAKOWER, B. / BLUMENGARTEN, J. (2020): Connecting Your Students with the Virtual World. Tools and Projects to Make Collaboration Come Alive. New York, Routledge.





Was sind **digitale Breakouts**? -Teil II

Ein Breakout ist eine besonders motivierende und lehrreiche Methode, die vor allem die sozialen und kommunikativen Fähigkeiten fördert.

Die Teilnehmer / Lernenden müssen innerhalb einer bestimmten Zeit im Team **verschiedene Rätsel lösen, Codes knacken** und **andere Aufgaben lösen**, um (digitale) Schlösser zu öffnen.

Die verwendeten **Rätsel** und **Aufgaben** können sowohl **digital** als auch **analog** erstellt und verwendet werden.

VGL. BILLY KRAKOWER, B. / BLUMENGARTEN, J. (2020): Connecting Your Students with the Virtual World. Tools and Projects to Make Collaboration Come Alive. New York, Routledge.



A2: Allgemeine Funktionen und Anwendungen von **Conferencing Tools!**



"The European Commission's support of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission can not be held responsible for any use which may be made of the information therein."

Allgemeine Funktionen von Conferencing Tools

Conferencing-Tools sollen die Fernkommunikation und Zusammenarbeit zwischen Einzelpersonen oder Gruppen erleichtern. Zu den gängigen Funktionen dieser Tools gehören:

Allgemeine Funktionen von Conferencing Tools





Allgemeine Funktionen von **Conferencing Tools**

Neben den bereits vorgestellten Funktionen sind auch folgende Funktionen sehr häufig Bestandteil der Tools

- **Kalenderintegration:** Integriert sich in Kalendersysteme, um Einladungen zu Besprechungen zu planen und zu verwalten

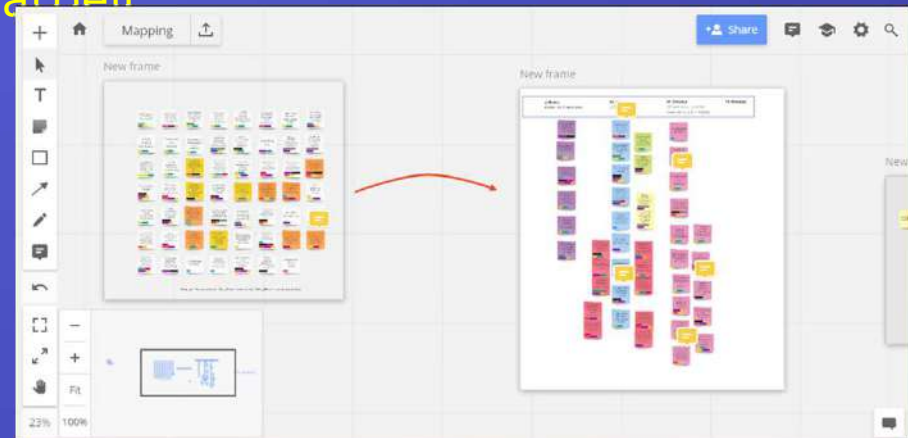




Allgemeine Funktionen von Conferencing Tools

Neben den bereits vorgestellten Funktionen sind auch folgende Funktionen sehr häufig Bestandteil der Tools

- Virtuelles Whiteboarding: bietet einen virtuellen Raum zum Zeichnen, Brainstorming und zur Zusammenarbeit



“The European Commission’s support of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission can not be held responsible for any use which may be made of the information therein.”



Allgemeine Funktionen von **Conferencing Tools**

Neben den bereits vorgestellten Funktionen sind auch folgende Funktionen sehr häufig Bestandteil der Tools

- **Breakout-Räume:** Hier können sich die Teilnehmer in kleinere Gruppen aufteilen, um gezieltere Diskussionen zu führen



Allgemeine Funktionen von Conferencing Tools

Neben den bereits vorgestellten Funktionen sind auch folgende Funktionen sehr häufig Bestandteil der Tools

- Sicherheits- und Datenschutzfunktionen: Schutz der Daten und Gewährleistung der Vertraulichkeit während des Meetings



"Dieses Foto" von Unbekannter Autor ist lizenziert gemäß [CC BY](#)



"The European Commission's support of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission can not be held responsible for any use which may be made of the information therein."

A2: Die Struktur der digitalen Breakout- Aufgaben!



"The European Commission's support of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission can not be held responsible for any use which may be made of the information therein."



Die Struktur der digitalen Breakout-Aufgaben:

Um digitale Breakouts erfolgreich zu gestalten, sind einige wichtige Faktoren zu berücksichtigen:

- **Klare Ziele:** Stellen Sie sicher, dass Sie klare Ziele für die Arbeitsgruppen haben und dass alle Teilnehmer verstehen, was von ihnen erwartet wird.
- **Kleine Gruppengröße:** Idealerweise sollte die Gruppengröße auf 4-6 Teilnehmer begrenzt sein, um eine intensive Diskussion zu ermöglichen.





Die Struktur der digitalen Breakout-Aufgaben:

Um digitale Breakouts erfolgreich zu gestalten, sind einige wichtige Faktoren zu berücksichtigen:

- **Zeitlimit:** Legen Sie ein Zeitlimit fest, damit die Breakouts produktiv bleiben und innerhalb eines angemessenen Zeitrahmens abgeschlossen werden können.
- **Strukturiertes Format:** Ein gut strukturiertes Format kann dazu beitragen, dass die Diskussionen produktiv und zielorientiert bleiben.





Die Struktur der digitalen Breakout-Aufgaben:

Um digitale Breakouts erfolgreich zu gestalten, sind einige wichtige Faktoren zu berücksichtigen:

- **Moderation:** Ziehen Sie in Erwägung, eine Person als Moderator für die Gesprächsrunden einzusetzen, um das Gespräch auf Kurs zu halten und sicherzustellen, dass alle Teilnehmer gleichermaßen gehört werden.
- **Interaktive Werkzeuge:** Nutzen Sie interaktive Tools wie virtuelle Whiteboards oder gemeinsame Dokumente, um die Zusammenarbeit und den Informationsaustausch zu erleichtern.
- **Feedback:** Achten Sie darauf, dass Sie Feedback von den Teilnehmern erhalten, um die Themen für künftige Sitzungen zu verbessern.





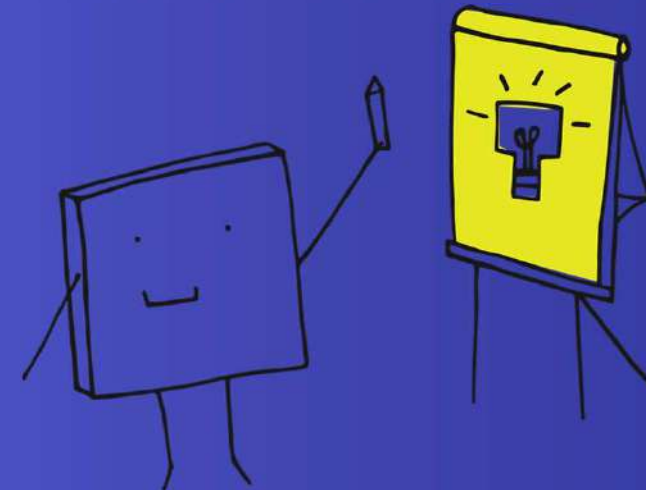
Co-funded by
the European Union



INTERFACE

Ausbildungsphase

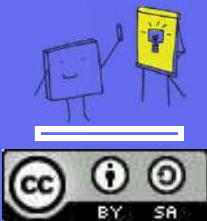
Arbeitssitzung in kleinen
Gruppen und
Selbstlernseminare



"The European Commission's support of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission can not be held responsible for any use which may be made of the information therein."

Aufgabe 1

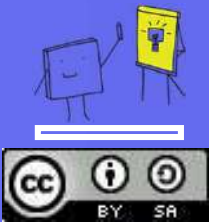
- Wofür können Sie die Conferencing-Tools nutzen? Was sind die Vorteile der einzelnen Funktionen für Ihren Arbeitsalltag?
- Sie haben 20 Minuten Zeit.
Bitte, arbeiten Sie mit einer anderen Person zusammen.
- Anschließend sollten alle ihre Ideen austauschen.



"The European Commission's support of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission can not be held responsible for any use which may be made of the information therein."

Aufgabe 2

- Lassen Sie sich mit verschiedenen Konferenztools bestätigen!
- Recherchieren Sie verschiedene Konferenztools und erstellen Sie einige Konten, um sie zu testen!
- Sie haben 60 Minuten Zeit. Bitte arbeiten Sie selbständig.
- Anschließend sollte jeder seine Eindrücke auf der Grundlage dessen, was ihr alle aufgeschrieben habt, mitteilen.



"The European Commission's support of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission can not be held responsible for any use which may be made of the information therein."

Aufgabe 3

- Überlegen Sie sich verschiedene Aufgaben für digitale Breakouts!
- Erstellen Sie verschiedene Aufgaben und diskutieren Sie deren Nutzen mit Ihren Kollegen. Geben Sie sie weiter und versuche Sie, sie so offen wie möglich zu gestalten (Ihre Creative-Commons-Lizenzen), um ein einfaches Remixen, Umschreiben und Umgestalten für verschiedene Zielgruppen zu gewährleisten!
- Sie haben 60 Minuten Zeit. Bitte arbeiten Sie selbständig.
- Anschließend sollte jeder seine Eindrücke auf der Grundlage dessen, was ihr alle aufgeschrieben habt, mitteilen.



Weitere Informationen
über Creative-
Commons-Lizenzen:

Link:

[Über die Lizenzen -
Creative Commons](https://creativecommons.org/licenses/?lang=en)

[https://creativecommons.
org/licenses/?lang=en](https://creativecommons.org/licenses/?lang=en)



"The European Commission's support of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission can not be held responsible for any use which may be made of the information therein."

Herzlichen Glückwunsch!

**Sie haben das Modul B über Conferencing
Tools und digitale Breakouts gemeistert!**



"The European Commission's support of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission can not be held responsible for any use which may be made of the information therein."

 INTERFACE



INTERFACE

Program doskonalenia zawodowego i zestaw narzędzi do walidacji umiejętności

Część A: Budowanie cyfrowych umiejętności pedagogicznych dla nauczycieli VET

Moduł B: Narzędzia konferencyjne i przerwy cyfrowe



"The European Commission's support of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission can not be held responsible for any use which may be made of the information therein."

A Wprowadzenie

Informacje o temacie
**Narzędzia konferencyjne i
przerwy cyfrowe**

B Faza treningowa

Praca w małych grupach
nad tematem
**Narzędzia konferencyjne i
przerwy cyfrowe**

A: Wprowadzenie do tematu **Narzędzia konferencyjne i przerwy cyfrowe**



"The European Commission's support of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission can not be held responsible for any use which may be made of the information therein."

A1: Co to jest Narzędzia konferencyjne i przerwy cyfrowe?



"The European Commission's support of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission can not be held responsible for any use which may be made of the information therein."



Czym jest **narzędzie do konferencji**?

Narzędzie konferencyjne to aplikacja lub usługa używana do komunikacji i współpracy w czasie rzeczywistym między **osobami lub grupami**, zazwyczaj poprzez **konferencje audio i wideo, udostępnianie ekranu i wiadomości błyskawiczne**.

Jest powszechnie używany do zdalnych spotkań, prezentacji online i zdalnej pracy zespołowej.

Niektóre bardzo popularne przykłady narzędzi konferencyjnych to:
Zoom, Microsoft Teams, Google Meet lub Skype

POR. BILLY KRAKOWER, B. / BLUMENGARTEN, J. (2020): Łączenie uczniów z wirtualnym światem. Narzędzia i projekty ożywiające współpracę. Nowy Jork, Routledge.





Czym są **wyłączenia cyfrowe**? - Część I

Digital breakouts to rodzaj gry edukacyjnej lub aktywności, która jest prowadzona online i zwykle wykorzystywana w **zdalnym, mieszanym lub hybrydowym środowisku nauczania**.

Zazwyczaj obejmuje on **grupę** uczniów pracujących razem **nad rozwiązywaniem** problemów, zadań lub serii wyzwań lub łamigłówek, przy czym każde wyzwanie prowadzi do następnego.

Celem przerywników cyfrowych jest **zaangażowanie uczniów w interaktywne i oparte na współpracy doświadczenie edukacyjne**.

Można tu wykorzystać **umiejętności krytycznego myślenia, rozwiązywania problemów i pracy zespołowej**.

POR. BILLY KRAKOWER, B. / BLUMENGARTEN, J. (2020): Łączenie uczniów z wirtualnym światem. Narzędzia i projekty ożywiające współpracę. Nowy Jork, Routledge.



Czym są **przebicia cyfrowe**? -Część II

Breakout to szczególnie motywująca metoda nauczania, która koncentruje się w szczególności na promowaniu umiejętności społecznych i komunikacyjnych.

Uczestnicy / uczniowie muszą rozwiązywać **różne zagadki, łamać kody i rozwiązywać inne zadania** w określonym czasie w zespole, aby otworzyć (cyfrowe) zamki.

Wykorzystywane **łamigłówki i zadania** mogą być tworzone i wykorzystywane zarówno **cyfrowo**, jak i **analogowo**.

POR. BILLY KRAKOWER, B. / BLUMENGARTEN, J. (2020): Łączenie uczniów z wirtualnym światem. Narzędzia i projekty ożywiające współpracę. Nowy Jork, Routledge.



A2:

Ogólne funkcje i zastosowania narzędzi konferencyjnych!



"The European Commission's support of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission can not be held responsible for any use which may be made of the information therein."

Ogólne funkcje narzędzi konferencyjnych

Narzędzia konferencyjne zostały zaprojektowane w celu ułatwienia zdalnej komunikacji i współpracy między osobami lub grupami. Niektóre typowe funkcje tych narzędzi obejmują:

Ogólne funkcje narzędzi konferencyjnych



Ogólne funkcje **narzędzi konferencyjnych**

Oprócz funkcji już przedstawionych, następujące funkcje są również bardzo często częścią narzędzi

- Integracja z kalendarzem: integruje się z systemami kalendarzy w celu planowania i zarządzania zaproszeniami na spotkania



Ogólne funkcje narzędzi konferencyjnych

Oprócz funkcji już przedstawionych, następujące funkcje są również bardzo często częścią narzędzi

- Wirtualna tablica: zapewnia wirtualną przestrzeń do rysowania, burzy mózgów i współpracy.



"The European Commission's support of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission can not be held responsible for any use which may be made of the information therein."

Ogólne funkcje **narzędzi konferencyjnych**

Oprócz funkcji już przedstawionych, następujące funkcje są również bardzo często częścią narzędzi

- Pokoje z podziałem na grupy: pozwalają uczestnikom podzielić się na mniejsze grupy w celu prowadzenia bardziej ukierunkowanych dyskusji





Ogólne funkcje **narzędzi konferencyjnych**

Oprócz funkcji już przedstawionych, następujące funkcje są również bardzo często częścią narzędzi

- Funkcje bezpieczeństwa i prywatności: chronią dane i zapewniają poufność podczas spotkania.

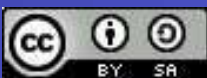


"Dieses Foto" von Unbekannter Autor ist lizenziert gemäß [CC BY](#)



"The European Commission's support of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission can not be held responsible for any use which may be made of the information therein."

A2: Struktura cyfrowych zadań typu breakout!



"The European Commission's support of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission can not be held responsible for any use which may be made of the information therein."



Struktura cyfrowych zadań typu breakout:

Aby cyfrowe breakouty odniosły sukces, należy wziąć pod uwagę kilka ważnych czynników:

- **Jasne cele:** Upewnij się, że masz jasne cele dla breakoutów i że wszyscy uczestnicy rozumieją, czego się od nich oczekuje.
- **Mały rozmiar grupy:** Idealnie, wielkość grupy powinna być ograniczona do 4-6 uczestników, aby umożliwić intensywną dyskusję





Struktura cyfrowych zadań typu breakout:

Aby cyfrowe breakouty odniosły sukces, należy wziąć pod uwagę kilka ważnych czynników:

- **Limit czasowy:** Ustal limit czasowy, aby breakouty pozostały produktywne i mogły zostać zakończone w rozsądnych ramach czasowych.
- **Ustrukturyzowany format:** Dobrze zorganizowany format może pomóc w utrzymaniu produktywnych i zorientowanych na cel dyskusji.





Struktura cyfrowych zadań typu breakout:

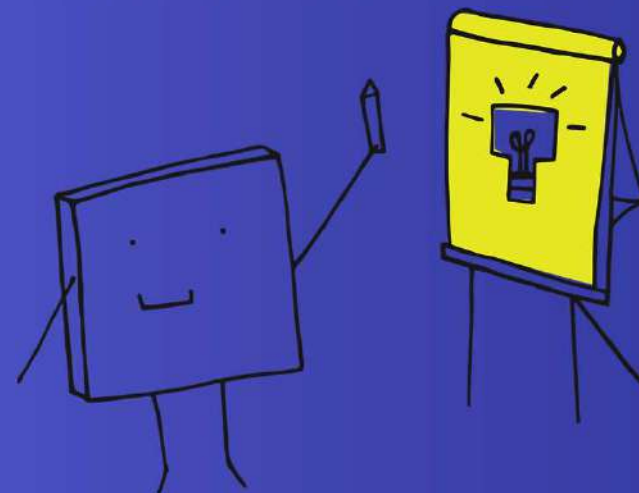
Aby cyfrowe breakouty odniosły sukces, należy wziąć pod uwagę kilka ważnych czynników:

- **Facylitacja: warto rozważyć** wyznaczenie jednej osoby jako facylitatora w breakoutach, aby utrzymać rozmowę na właściwym torze i zapewnić, że wszyscy uczestnicy zostaną wysłuchani w równym stopniu.
- **Narzędzia interaktywne:** Korzystaj z interaktywnych narzędzi, takich jak wirtualne tablice lub współdzielone dokumenty, aby ułatwić współpracę i dzielenie się informacjami.
- **Informacje zwrotne:** Upewnij się, że otrzymujesz informacje zwrotne od uczestników, aby ulepszyć breakouty na przyszłe spotkania.



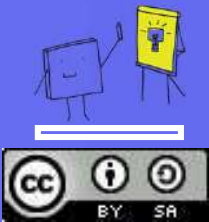
Faza treningowa

Sesja robocza w małych
grupach
Oraz sesje samokształcenia



Zadanie 1

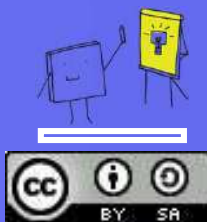
- Do czego można wykorzystać narzędzia konferencyjne? Jakie są zalety poszczególnych funkcji w codziennej pracy?
- Masz 20 minut.
Proszę, współpracuj z inną osobą.
- Następnie wszyscy powinni podzielić się pomysłami.



"The European Commission's support of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission can not be held responsible for any use which may be made of the information therein."

Zadanie 2

- Uzyskaj potwierdzenie dzięki różnym narzędziom konferencyjnym!
- Sprawdź różne narzędzia konferencyjne i utwórz kilka kont, aby je przetestować!
- Masz 60 minut. Pracuj samodzielnie.
- Następnie każdy powinien podzielić się wrażeniami na podstawie tego, co wszyscy zapisali.



"The European Commission's support of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission can not be held responsible for any use which may be made of the information therein."

Zadanie 3

- Pomyśl o różnych zadaniach dla cyfrowych breakoutów
- Twórz różne zadania i omawiaj ich korzyści z kolegami. Dziel się nimi i staraj się tworzyć je tak otwarte, jak to tylko możliwe (licencje Creative Commons), aby zagwarantować łatwe remiksowanie, przepisywanie i przeprojektowywanie dla różnych grup docelowych!
- Masz 60 minut. Pracuj samodzielnie.
- Następnie każdy powinien podzielić się wrażeniami na podstawie tego, co wszyscy zapisali.

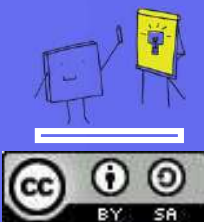


Więcej informacji o licencjach Creative Commons:

Link:

[Informacje o licencjach - Creative Commons](https://creativecommons.org/licenses/?lang=en)

<https://creativecommons.org/licenses/?lang=en>



"The European Commission's support of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission can not be held responsible for any use which may be made of the information therein."

Gratulacje!

Opanowałeś moduł B dotyczący narzędzi konferencyjnych i przerw cyfrowych!



"The European Commission's support of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission can not be held responsible for any use which may be made of the information therein."





INTERFACE

**Ενδοϋπηρεσιακό πρόγραμμα κατάρτισης
και εργαλεία για την επικύρωση των δεξιοτήτων**

**Μέρος Α: Ανάπτυξη ψηφιακών παιδαγωγικών δεξιοτήτων για τους
καθηγητές ΕΕΚ**

Ενότητα Β: Εργαλεία διάσκεψης και **digital breakouts**

A

Εισαγωγή

Σχετικά με το θέμα
Εργαλεία διάσκεψης και
digital breakouts

B

Φάση κατάρτισης

Εργασία σε μικρές ομάδες για
το θέμα
Εργαλεία διάσκεψης και
digital breakouts

A:

Εισαγωγή στο θέμα Εργαλεία διάσκεψης και **digital breakouts**



"The European Commission's support of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission can not be held responsible for any use which may be made of the information therein."

A1: Τι είναι τα Εργαλεία διάσκεψης και **digital breakouts;**



"The European Commission's support of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission can not be held responsible for any use which may be made of the information therein."



Τι είναι ένα εργαλείο διάσκεψης;

Ένα εργαλείο διάσκεψης είναι μια εφαρμογή ή υπηρεσία λογισμικού που χρησιμοποιείται για την επικοινωνία και τη συνεργασία σε πραγματικό χρόνο μεταξύ **ατόμων ή ομάδων**, συνήθως μέσω **ηχητικής και βιντεοδιάσκεψης, κοινής χρήσης οθόνης και άμεσων μηνυμάτων**.

Χρησιμοποιείται συνήθως για απομακρυσμένες συσκέψεις, διαδικτυακές παρουσιάσεις και ομαδική εργασία από απόσταση.

Μερικά πολύ δημοφιλή παραδείγματα εργαλείων διάσκεψης είναι:
Zoom, Microsoft Teams, Google Meet ή Skype

ΠΡΒΛ. BILLY KRAKOWER, B. / BLUMENGARTEN, J. (2020): Σύνδεση των μαθητών σας με τον εικονικό κόσμο. Εργαλεία και σχέδια για να κάνετε τη συνεργασία να ζωντανέψει. Νέα Υόρκη, Routledge.



Τι είναι τα **digital breakouts**; - Μέρος I

Τα **digital breakouts** είναι ένας τύπος εκπαιδευτικού παιχνιδιού ή δραστηριότητας που διεξάγεται διαδικτυακά και χρησιμοποιείται συνήθως σε ένα **απομακρυσμένο, μικτό ή υβριδικό περιβάλλον μάθησης**.

Συνήθως **περιλαμβάνει μια ομάδα** μαθητών που συνεργάζονται **για να λύσουν** προβλήματα, εργασίες ή σειρές προκλήσεων ή γρίφων, με κάθε πρόκληση να οδηγεί στην επόμενη.

Σκοπός των **digital breakouts** είναι να **εμπλέξουν τους μαθητές σε μια διαδραστική και συνεργατική μαθησιακή εμπειρία**.

Εδώ μπορείτε να εφαρμόσετε την **κριτική σκέψη, την επίλυση προβλημάτων** και τις **δεξιότητες ομαδικής εργασίας**.

ΠΡΒΛ. BILLY KRAKOWER, B. / BLUMENGARTEN, J. (2020): Σύνδεση των μαθητών σας με τον εικονικό κόσμο. Εργαλεία και σχέδια για να κάνετε τη συνεργασία να ζωντανέψει. Νέα Υόρκη, Routledge.





Τι είναι τα **digital breakouts**; -Μέρος II

Το **digital breakout** είναι μια ιδιαίτερα παρακινητική και διδακτική μέθοδος που εστιάζει ιδιαίτερα στην προώθηση των κοινωνικών και επικοινωνιακών δεξιοτήτων.

Οι συμμετέχοντες/μαθητές πρέπει να λύσουν **διάφορους γρίφους, να σπάσουν κώδικες** και να **επιλύσουν άλλες εργασίες** μέσα σε ορισμένο χρονικό διάστημα ομαδικά, προκειμένου να ανοίξουν (ψηφιακές) κλειδαριές.

Οι **γρίφοι** και οι **εργασίες** που χρησιμοποιούνται μπορούν να δημιουργηθούν και να χρησιμοποιηθούν τόσο **ψηφιακά όσο** και **αναλογικά**.

ΠΡΒΛ. BILLY KRAKOWER, B. / BLUMENGARTEN, J. (2020): Σύνδεση των μαθητών σας με τον εικονικό κόσμο. Εργαλεία και σχέδια για να κάνετε τη συνεργασία να ζωντανέψει. Νέα Υόρκη, Routledge.



A2:

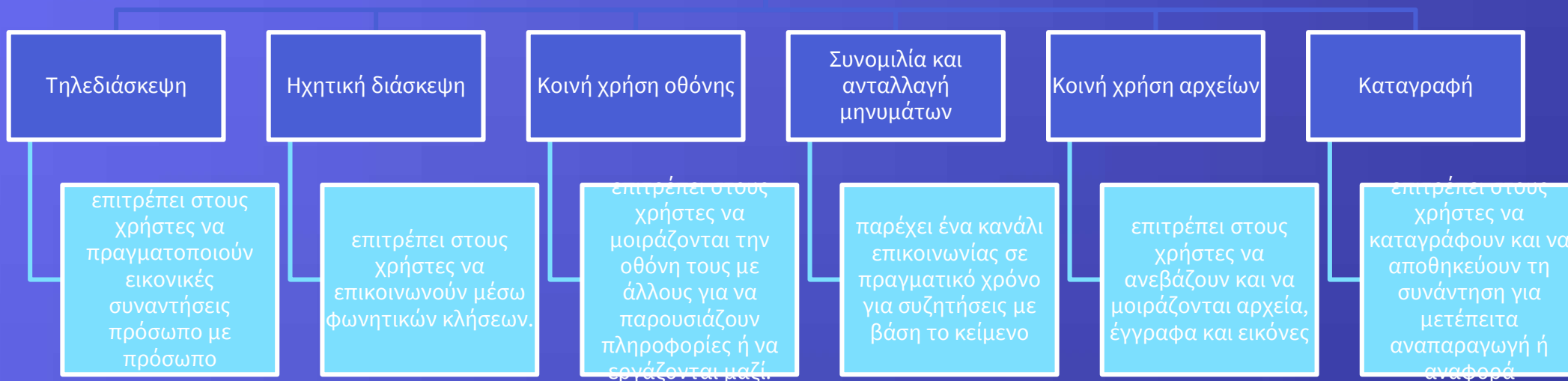
Γενικές λειτουργίες και εφαρμογές των Εργαλείων Διάσκεψης!



Γενικές λειτουργίες των εργαλείων διάσκεψης

Τα εργαλεία διασκέψεων έχουν σχεδιαστεί για να διευκολύνουν την εξ αποστάσεως επικοινωνία και συνεργασία μεταξύ ατόμων ή ομάδων. Ορισμένες κοινές λειτουργίες αυτών των εργαλείων περιλαμβάνουν:

Γενικές λειτουργίες των εργαλείων διάσκεψης





Γενικές λειτουργίες των εργαλείων διάσκεψης

Εκτός από τις λειτουργίες που έχουν ήδη παρουσιαστεί, οι ακόλουθες λειτουργίες αποτελούν επίσης πολύ συχνά μέρος των εργαλείων

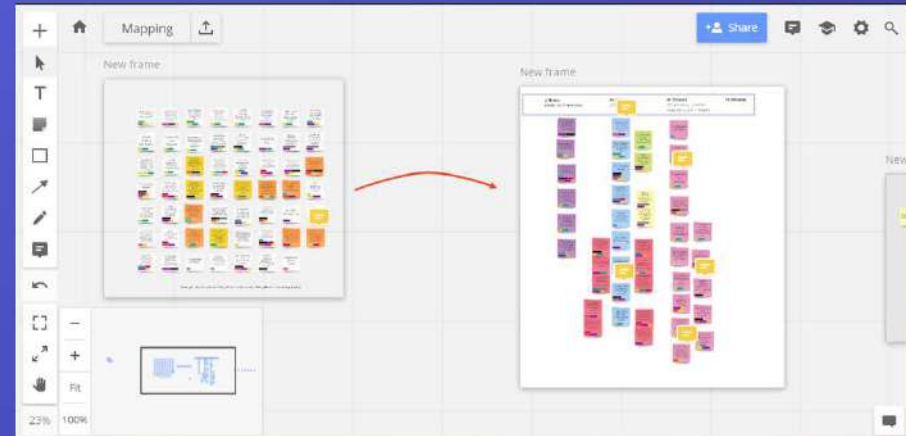
- Ενσωμάτωση ημερολογίου: ενσωματώνεται με συστήματα ημερολογίου για τον προγραμματισμό και τη διαχείριση προσκλήσεων συνεδριάσεων.



Γενικές λειτουργίες των εργαλείων διάσκεψης

Εκτός από τις λειτουργίες που έχουν ήδη παρουσιαστεί, οι ακόλουθες λειτουργίες αποτελούν επίσης πολύ συχνά μέρος των εργαλείων

- Εικονικός πίνακας: παρέχει έναν εικονικό χώρο για σχεδίαση, καταίγισμό ιδεών και συνεργασία.



"The European Commission's support of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission can not be held responsible for any use which may be made of the information therein."



Γενικές λειτουργίες των εργαλείων διάσκεψης

Εκτός από τις λειτουργίες που έχουν ήδη παρουσιαστεί, οι ακόλουθες λειτουργίες αποτελούν επίσης πολύ συχνά μέρος των εργαλείων

- **Breakout rooms** : επιτρέπει στους συμμετέχοντες να χωριστούν σε μικρότερες ομάδες για πιο εστιασμένες συζητήσεις.





Γενικές λειτουργίες των εργαλείων διάσκεψης

Εκτός από τις λειτουργίες που έχουν ήδη παρουσιαστεί, οι ακόλουθες λειτουργίες αποτελούν επίσης πολύ συχνά μέρος των εργαλείων

- Χαρακτηριστικά ασφαλείας και προστασίας της ιδιωτικής ζωής: προστατεύει τα δεδομένα και διασφαλίζει την εμπιστευτικότητα κατά τη διάρκεια της συνεδρίασης.



"Dies Foto" von Unbekannter Autor ist lizenziert gemäß [CC BY](#)



"The European Commission's support of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission can not be held responsible for any use which may be made of the information therein."

A2: Η δομή των εργασιών σε **digital breakout!**



"The European Commission's support of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission can not be held responsible for any use which may be made of the information therein."

Η δομή των εργασιών σε digital breakout:

Για να είναι επιτυχημένα τα digital breakouts, υπάρχουν ορισμένοι σημαντικοί παράγοντες που πρέπει να ληφθούν υπόψη:

- **Σαφείς στόχοι:** Βεβαιωθείτε ότι έχετε σαφείς στόχους για τα digital breakouts και ότι όλοι οι συμμετέχοντες καταλαβαίνουν τι αναμένεται από αυτούς.
- **Μικρό μέγεθος ομάδας:** Ιδανικά, το μέγεθος της ομάδας θα πρέπει να περιορίζεται σε 4-6 συμμετέχοντες, ώστε να είναι δυνατή η εντατική συζήτηση.



"The European Commission's support of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission can not be held responsible for any use which may be made of the information therein."



Η δομή των εργασιών σε digital breakout:

Για να είναι επιτυχημένες τα digital breakouts, υπάρχουν ορισμένοι σημαντικοί παράγοντες που πρέπει να ληφθούν υπόψη:

- **Χρονικό όριο:** Ορίστε ένα χρονικό όριο, έτσι ώστε τα digital breakouts να παραμένουν παραγωγικά και να μπορούν να ολοκληρωθούν σε εύλογο χρονικό διάστημα.
- **Δομημένη μορφή:** Μια καλά δομημένη μορφή μπορεί να βοηθήσει να διατηρηθούν οι συζητήσεις παραγωγικές και προσανατολισμένες στους στόχους.





Η δομή των εργασιών σε digital breakout:

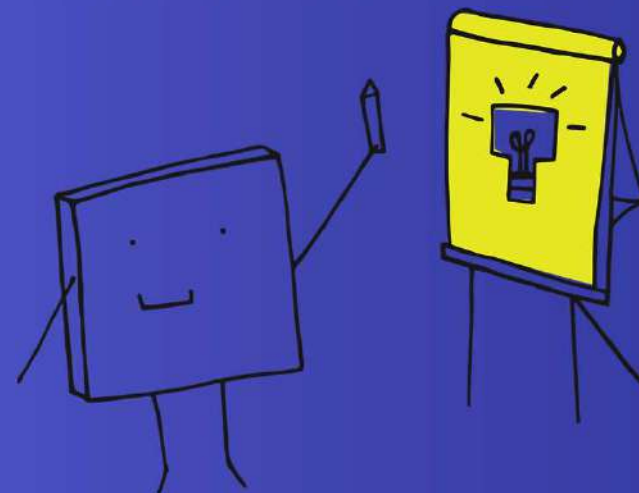
Για να είναι επιτυχημένες τα digital breakouts, υπάρχουν ορισμένοι σημαντικοί παράγοντες που πρέπει να ληφθούν υπόψη:

- **Διευκόλυνση:** σκεφτείτε να έχετε ένα άτομο ως συντονιστή για τα digital breakouts, ώστε να διατηρείται η συζήτηση σε καλό δρόμο και να διασφαλίζεται ότι όλοι οι συμμετέχοντες ακούγονται εξίσου.
- **Διαδραστικά εργαλεία:** Χρησιμοποιήστε διαδραστικά εργαλεία, όπως εικονικούς πίνακες ή κοινά έγγραφα, για να διευκολύνετε τη συνεργασία και την ανταλλαγή πληροφοριών.
- **Ανατροφοδότηση:** Βεβαιωθείτε ότι λαμβάνετε ανατροφοδότηση από τους συμμετέχοντες για να βελτιώσετε τα digital breakouts για μελλοντικές συναντήσεις.



Φάση κατάρτισης

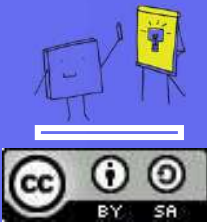
Συνεδρία εργασίας σε μικρές
ομάδες
Και συνεδρίες
αυτοεκπαίδευσης





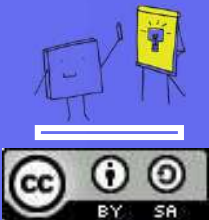
Εργασία 1

- Για ποιο λόγο μπορείτε να χρησιμοποιήσετε τα εργαλεία διάσκεψης; Ποια είναι τα πλεονεκτήματα των επιμέρους λειτουργιών για την καθημερινή σας εργασία;
- Έχετε 20 λεπτά. Παρακαλώ, συνεργαστείτε με ένα άλλο άτομο.
- Στη συνέχεια, όλοι θα πρέπει να ανταλλάξουν ιδέες.



Εργασία 2

- Δοκιμάστε διαφορετικά εργαλεία διάσκεψης!
- Πηγαίνετε και ερευνήστε διάφορα εργαλεία διασκέψεων και δημιουργήστε μερικούς λογαριασμούς για να τα δοκιμάσετε!
- Έχετε 60 λεπτά. Εργαστείτε μόνοι σας.
- Στη συνέχεια, ο καθένας θα πρέπει να μοιραστεί τις εντυπώσεις του με βάση αυτά που όλοι καταγράψατε.



"The European Commission's support of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission can not be held responsible for any use which may be made of the information therein."

Εργασία 3

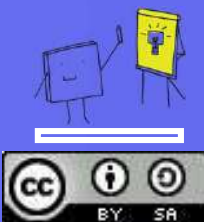
- Σκεφτείτε διαφορετικές εργασίες για digital breakouts!
- Δημιουργήστε διαφορετικές εργασίες και συζητήστε τα οφέλη τους με τους συναδέλφους σας. Μοιραστείτε τις και προσπαθήστε να τις δημιουργήσετε όσο το δυνατόν πιο ανοιχτές (οι άδειες Creative Commons σας) για να εγγυηθείτε την εύκολη επανασύνδεση, αναδιατύπωση και επανασχεδιασμό για διαφορετικές ομάδες-στόχους!
- Έχετε 60 λεπτά. Εργαστείτε μόνοι σας.
- Στη συνέχεια, ο καθένας θα πρέπει να μοιραστεί τις εντυπώσεις του με βάση αυτά που όλοι καταγράψατε.



Περισσότερες πληροφορίες σχετικά με τις άδειες χρήσης Creative Commons: [Σύνδεσμος:](#)

[Σχετικά με τις άδειες χρήσης - Creative Commons](#)

<https://creativecommons.org/licenses/?lang=en>



"The European Commission's support of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission can not be held responsible for any use which may be made of the information therein."

Συγχαρητήρια!

Ολοκληρώσατε την ενότητα Β σχετικά με τα εργαλεία διασκέψεων και τα **digital breakouts!**



"The European Commission's support of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission can not be held responsible for any use which may be made of the information therein."

 INTERFACE



INTERFACE

Formação contínua de formadores e Manual para validação de competências

Parte A: Competências digitais para formadores. Módulo B: Ferramentas de teleconferência e *breakouts* digitais.

A _____ **Introdução**

Sobre o tema
**Ferramentas de teleconferência e
breakouts digitais.**

B _____ **Fase de formação**

Trabalho em pequenos grupos
**Ferramentas de teleconferência e
breakouts digitais.**

A:

Introdução ao tema

Ferramentas de teleconferência e *breakouts* digitais



"The European Commission's support of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission can not be held responsible for any use which may be made of the information therein."

A1: O que são as ferramentas de conferência e *breakouts* digitais?



"The European Commission's support of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission can not be held responsible for any use which may be made of the information therein."



O que é **uma ferramenta de teleconferência**?

Uma ferramenta de teleconferência é uma aplicação ou serviço de software utilizado para a comunicação e colaboração em tempo real entre **indivíduos ou grupos**, normalmente através de **conferências de áudio e vídeo, partilha de ecrã e mensagens instantâneas**. É normalmente utilizado para reuniões e trabalho em grupo à distância e apresentações online. Alguns exemplos mais conhecidos de ferramentas de teleconferência são o Zoom, Microsoft Teams, Google Meet ou Skype.

CF. BILLY KRAKOWER, B. / BLUMENGARTEN, J. (2020): Connecting Your Students with the Virtual World. Tools and Projects to Make Collaboration Come Alive. New York, Routledge



O que são *breakouts* digitais? – Parte I

Os *breakouts* digitais são um tipo de jogo ou atividade educativa realizada online e normalmente utilizada num **ambiente de aprendizagem remoto, misto ou híbrido**.

Normalmente, **envolve um grupo** de participantes que trabalham em conjunto **para resolver** problemas, tarefas ou uma série de desafios ou puzzles, sendo que cada desafio conduz ao seguinte.

O objetivo dos *breakouts* digitais é **envolver os participantes** numa **experiência de aprendizagem interativa e colaborativa, onde podem desenvolver e aplicar o pensamento crítico, a resolução de problemas e as competências de trabalho em grupo**.

CF. BILLY KRAKOWER, B. / BLUMENGARTEN, J. (2020): Connecting Your Students with the Virtual World. Tools and Projects to Make Collaboration Come Alive. New York, Routledge





O que são **breakouts digitais**? – Parte II

O *breakout* é um método de ensino particularmente motivador e centrado na promoção de competências sociais e comunicativas.

Os participantes têm de resolver **vários puzzles, decifrar códigos e resolver outras tarefas** num determinado tempo, em equipa, para abrir fechaduras (digitais).

Os **puzzles** e as **tarefas** utilizados podem ser criados e utilizados tanto ao **nível digital** como **analógico**.

CF. BILLY KRAKOWER, B. / BLUMENGARTEN, J. (2020): *Connecting Your Students with the Virtual World. Tools and Projects to Make Collaboration Come Alive*. New York, Routledge



A2:

Funções e aplicações gerais das ferramentas de teleconferência!

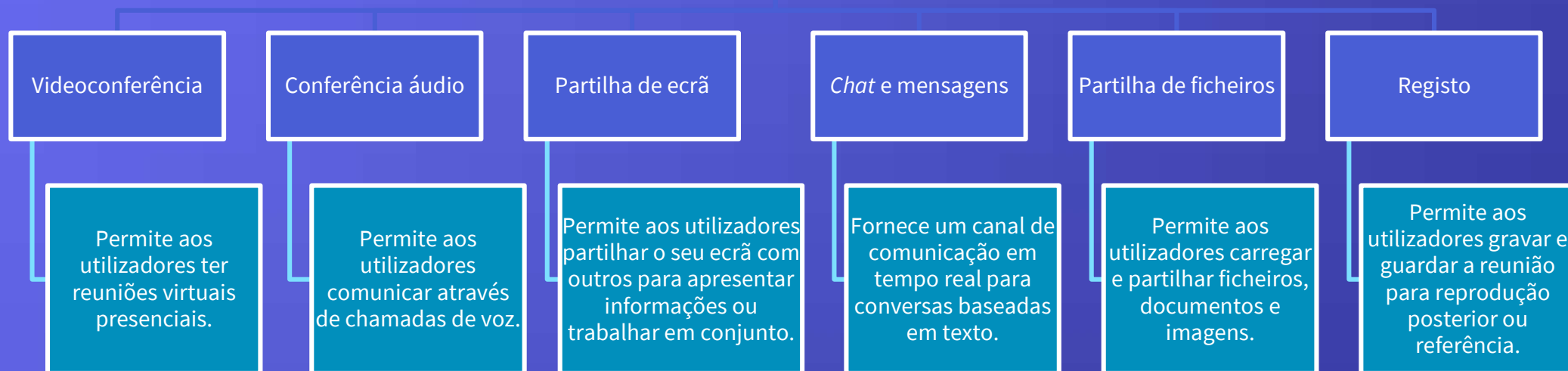


"The European Commission's support of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission can not be held responsible for any use which may be made of the information therein."

Funções gerais das ferramentas de teleconferência:

As ferramentas de teleconferência foram concebidas para facilitar a comunicação e a colaboração à distância entre indivíduos ou grupos. Algumas funções comuns destas ferramentas incluem:

Funções gerais das ferramentas de teleconferência





Funções gerais das **ferramentas de teleconferência:**

Para além das funções já apresentadas, as seguintes funções também fazem frequentemente parte das ferramentas:

- **Calendário:** integra-se com sistemas de calendário para agendar e gerir convites para reuniões.





Funções gerais das **ferramentas de teleconferência**:

Para além das funções já apresentadas, as seguintes funções também fazem frequentemente parte das ferramentas:

- Quadro branco virtual: proporciona um espaço virtual para desenho, *brainstorming* e colaboração.



Fonte: [CC BY-NC](#)

Funções gerais das **ferramentas de teleconferência**:

Para além das funções já apresentadas, as seguintes funções também fazem frequentemente parte das ferramentas:

- Salas de conversação (*chat rooms*): permitem que os participantes se dividam em grupos mais pequenos para debates mais específicos.



Fonte: [CC BY-NC](#)

"The European Commission's support of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission can not be held responsible for any use which may be made of the information therein."

Funções gerais das **ferramentas de teleconferência:**

Para além das funções já apresentadas, as seguintes funções também fazem frequentemente parte das ferramentas:

- Características de segurança e privacidade: protege os dados e garante a confidencialidade durante a reunião.



Fonte: [CC BY-NC](#)

"The European Commission's support of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission can not be held responsible for any use which may be made of the information therein."

A3: A estrutura de **tarefas de** ***breakouts*** digitais!



"The European Commission's support of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission can not be held responsible for any use which may be made of the information therein."



A estrutura de tarefas dos *breakouts* digitais:

Para que os *breakouts* digitais sejam bem sucedidos, há alguns fatores importantes a considerar:

- **objetivos claros:** certifique-se de que tem objetivos claros para as sessões de trabalho e que todos os participantes compreendem o que é que se espera deles;
- **grupos pequenos:** idealmente, o tamanho do grupo deve ser limitado a quatro a seis participantes para permitir uma conversa intensa;





A estrutura de tarefas dos *breakouts* digitais:

Para que os *breakouts* digitais sejam bem sucedidos, há alguns fatores importantes a considerar:

- **limite de tempo:** defina um limite de tempo para que as reuniões de grupo continuem a ser produtivas e possam ser concluídas num período de tempo razoável;
- **formato estruturado:** um formato bem estruturado pode ajudar a manter as conversas produtivas e orientadas para os objetivos;





A estrutura de tarefas dos *breakouts* digitais:

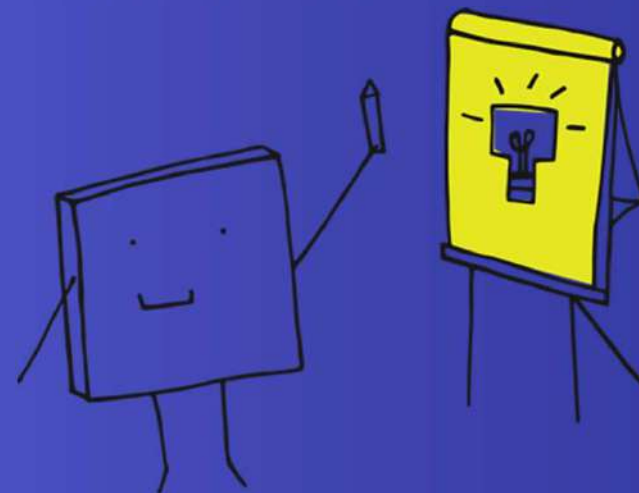
Para que os *breakouts* digitais sejam bem sucedidos, há alguns fatores importantes a considerar:

- **facilitação:** considere a possibilidade de ter uma pessoa como facilitadora para as sessões de debate, a fim de manter a conversa no rumo certo e garantir que todos os participantes são ouvidos da mesma forma;
- **ferramentas interativas:** utilize ferramentas interativas, como os quadros brancos virtuais ou documentos partilhados, para facilitar a colaboração e a partilha de informações.
- **feedback:** certifique-se de que obtém *feedback* dos participantes para melhorar as sessões de trabalho em reuniões futuras.



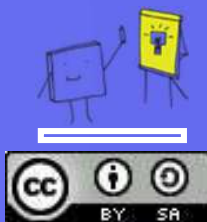
Fase de formação

Sessão de trabalho em pequenos grupos.



Tarefa 1

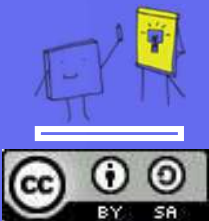
- Para que é que pode utilizar as ferramentas de teleconferência? Quais são as vantagens das funções individuais para o seu trabalho quotidiano?
- Dispõe de 20 minutos.
Por favor, colabore com outra pessoa.
- Em seguida, partilhe as ideias com os outros grupos.



"The European Commission's support of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission can not be held responsible for any use which may be made of the information therein."

Tarefa 2

- Identifique as diferentes ferramentas de teleconferência!
- Pesquise diferentes ferramentas de teleconferência e crie algumas contas para as testar!
- Dispõe de 60 minutos. Por favor, trabalhe sozinho.
- Em seguida, partilhe as suas impressões com base no que escreveu.



"The European Commission's support of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission can not be held responsible for any use which may be made of the information therein."

Tarefa 3

Mais informações
sobre as Licenças
Creative Commons:

Link:

creativecommons.org/licenses/?lang=pt

- Pense em tarefas diferentes para os *breakouts* digitais! Crie diferentes tarefas e debata as suas vantagens com os seus colegas. Partilhe-as e tente criá-las o mais abertas possíveis (utilize as licenças Creative Commons) para garantir uma fácil remistura, reescrita e reformulação para os diferentes públicos-alvo!
- Dispõe de 60 minutos. Por favor, trabalhe sozinho.
- Em seguida, partilhe as suas impressões com base no que escreveu.



"The European Commission's support of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission can not be held responsible for any use which may be made of the information therein."

Parabéns!

**Dominou o módulo B
sobre ferramentas de teleconferência e *breakouts* digitais.**



"The European Commission's support of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission can not be held responsible for any use which may be made of the information therein."

INTERFACE

Consórcio:



“The European Commission’s support of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission can not be held responsible for any use which may be made of the information therein.”

INTERFACE

Kvalifikācijas celšanas programma un instrumenti prasmju novērtēšanai

**A daļa: digitāli pedagoģisko prasmju veidošana
Profesionālās izglītības pasniedzējiem**
B modulis: konferenču rīki un digitālās darba istabas

A

levads

Par tēmu: **konferenču rīki
un digitālās darba istabas**

B

Apguves fāze

Darbs mazās grupās
**konferenču rīki un digitālās
darba istabas**

A: Ievads tēmā: **konferenču rīki un digitālās darba istabas**



"The European Commission's support of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission can not be held responsible for any use which may be made of the information therein."

A1: Kas ir konferenču rīki un digitālās darba istabas?



"The European Commission's support of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission can not be held responsible for any use which may be made of the information therein."



Kas ir konferenču rīks?

- Konferenču rīks ir lietojumprogramma vai pakalpojums, ko izmanto tiešsaistes saziņai un sadarbībai starp personām vai grupām, parasti izmantojot audio un video konferences, ekrāna kopīgošanu un tūlītēju ziņu apmaiņu.
- To parasti izmanto attālinātām sapulcēm, tiešsaistes prezentācijām un attālinātam komandas darbam.
- Daži ļoti populāri konferenču rīku piemēri ir: Zoom, Microsoft Teams, Google Meet vai Skype

CF. BILLY KRAKOWER, B. / BLUMENGARTEN, J. (2020): Connecting Your Students with the Virtual World. Tools and Projects to Make Collaboration Come Alive. New York, Routledge.



Kas ir digitālās izlaušanās istabas? – 1.daļa

Digitālā izlaušanās istabas ir izglītojošas spēles vai aktivitātes, kas tiek vadīts tiešsaistē un parasti tiek izmantots attālinātā, jauktā vai hibrīdā mācību vidē. Tas parasti ietver izglītojamo grupu, kas strādā kopā, lai atrisinātu problēmas, uzdevumus vai virkni izaicinājumu, mīklu un katrs izaicinājums ved uz nākamo.

Digitālo izlaušanās istabu mērķis ir iesaistīt izglītojamos interaktīvā un uz sadarbību balstītā mācību pieredzē.

Šajā procesā tiek izmantotas kritiskās domāšanas, problēmu risināšanas un komandas darba prasmes.

CF. BILLY KRAKOWER, B. / BLUMENGARTEN, J. (2020): Connecting Your Students with the Virtual World. Tools and Projects to Make Collaboration Come Alive. New York, Routledge.





Kas ir digitālā izlaušanās istabas? – 2.daļa

Izlaušanās ir motivējoša mācīšanas metode, kas vērsta uz sociālo un komunikatīvo prasmju veicināšanu.

Lai atvērtu (digitālās) slēdzenes, izglītojamiem komandā noteiktā laikā jārisina dažādas mīklas, jālauž kodi un jāatrisina citi uzdevumi.

Izmantotās puzles un uzdevumus var izveidot un izmantot gan digitāli, gan analogi.

CF. BILLY KRAKOWER, B. / BLUMENGARTEN, J. (2020): Connecting Your Students with the Virtual World. Tools and Projects to Make Collaboration Come Alive. New York, Routledge.



A2: Konferenču rīku vispārīgās funkcijas un pielietojumi!

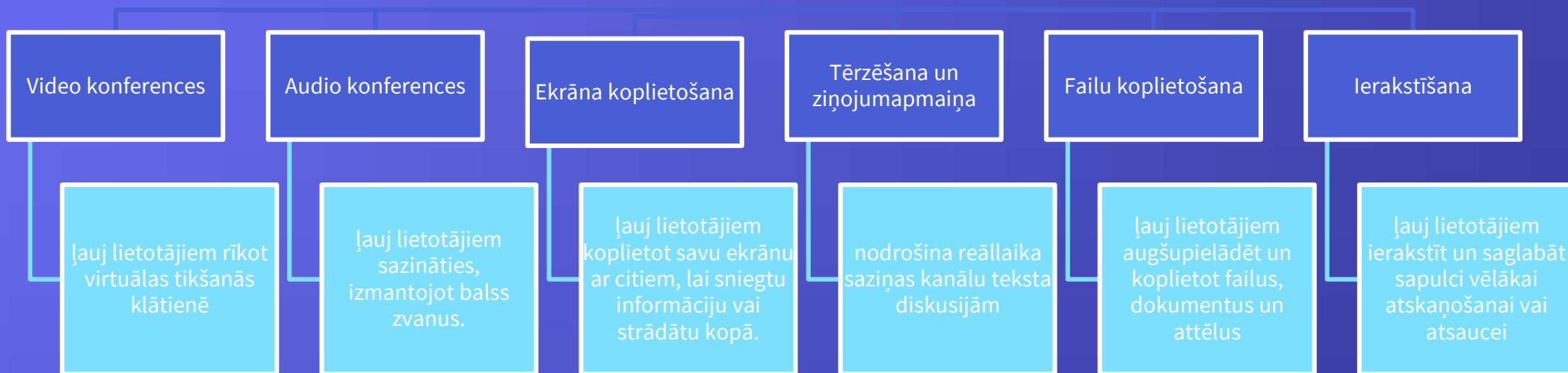


"The European Commission's support of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission can not be held responsible for any use which may be made of the information therein."

Konferenču rīku vispārīgās funkcijas

Konferenču rīki ir paredzēti, lai atvieglotu attālināto saziņu un sadarbību starp indivīdiem vai grupām. Dažas šo rīku kopīgās funkcijas ietver:

Konferenču rīku vispārīgās funkcijas





Konferenču rīku vispārīgās funkcijas

Papildus jau piedāvātajām funkcijām ļoti bieži konferenču rīkos ir iekļautas arī šādas funkcijas:

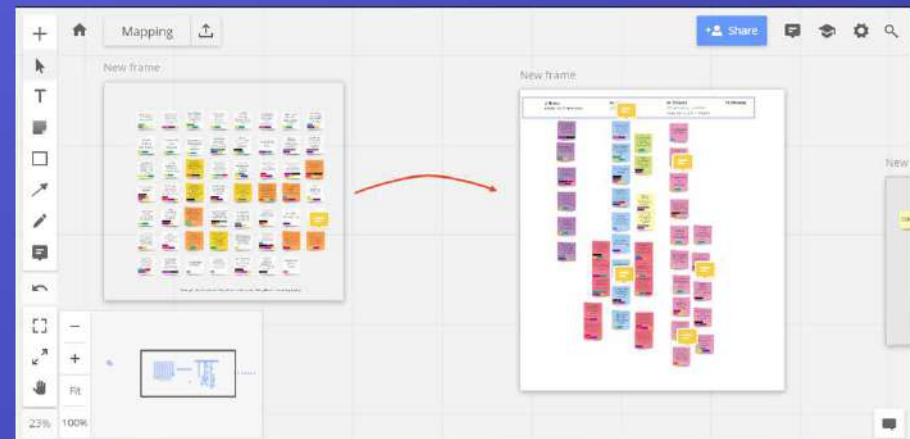
- Kalendāra integrācija: plānotie notikumi tiek savienoti ar kalendāru sistēmām (parādās lietotāja kalendārā), lai plānotu un pārvaldītu sapulču ielūgumus.



Konferenču rīku vispārīgās funkcijas

Papildus jau piedāvātajām funkcijām ļoti bieži konferenču rīkos ir iekļautas arī šādas funkcijas:

Virtuālā tāfele: nodrošina virtuālu telpu zīmēšanai, prāta vētrai un sadarbībai.



“The European Commission’s support of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission can not be held responsible for any use which may be made of the information therein.”

Konferenču rīku vispārīgās funkcijas

Papildus jau piedāvātajām funkcijām ļoti bieži konferenču rīkos ir iekļautas arī šādas funkcijas:

- Grupu darba telpas (breakout rooms): ļauj dalībniekiem sadalīties mazākās grupās mērķtiecīgākām diskusijām.



Konferenču rīku vispārīgās funkcijas

Papildus jau piedāvātajām funkcijām ļoti bieži konferenču rīkos ir iekļautas arī šādas funkcijas:

- Drošības un privātuma līdzekļi: aizsargā datus un nodrošina konfidencialitāti sapulces laikā.



"Dieses Foto" von Unbekannter Autor ist lizenziert gemäß [CC BY](#)



"The European Commission's support of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission can not be held responsible for any use which may be made of the information therein."

A2: Digitālo darba istabu uzdevumu struktūra!



"The European Commission's support of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission can not be held responsible for any use which may be made of the information therein."



Digitālo darba istabu uzdevumu struktūra:

Lai digitālo darba istabu darbība būtu veiksmīga, ir jāņem vērā daži svarīgi faktori:

- Skaidri mērķi: pārliedcinieties, ka jums ir skaidri uzdevuma mērķi un ka visi dalībnieki saprot, kas no viņiem tiek gaidīts
- Mazs grupas lielums: Ideālā gadījumā grupas lielums būtu jāierobežo līdz 4-6 dalībniekiem, lai nodrošinātu intensīvu diskusiju





Digitālo darba istabu uzdevumu struktūra:

Lai digitālo darba istabu darbība būtu veiksmīga, ir jāņem vērā daži svarīgi faktori:

- Laika ierobežojums: iestatiet laika ierobežojumu, lai veicamās aktivitātes būtu produktīvas un tās varētu pabeigt saprātīgā laika posmā.
- Strukturēts formāts: labi strukturēts formāts palīdzēs uzturēt diskusijas produktīvas un mērķtiecīgas.





Digitālo darba istabu uzdevumu struktūra:

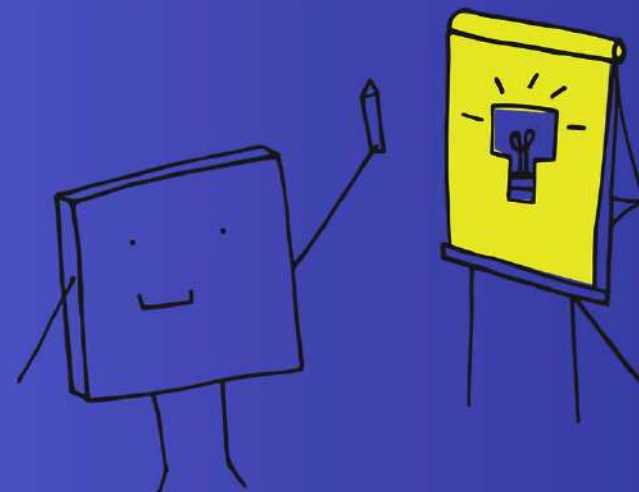
Lai digitālo darba istabu darbība būtu veiksmīga, ir jāņem vērā daži svarīgi faktori:

- **Vadīšana/procesa atvieglošana:** deleģējiet vienu personu, kas koordinēs izlaušanās istabas darbību. Lai virzītu sarunas un nodrošinātu, ka visi dalībnieki tiek uz klausīti vienlīdzīgi.
- **Interaktīvie rīki:** izmantojiet interaktīvos rīkus, piemēram, virtuālās tāfeles vai koplietojamus dokumentus, lai atvieglotu sadarbību un informācijas apmaiņu.
- **Atgriezeniskā saite:** pārliecinieties, ka ir saņemta atgriezeniskā saite no dalībniekiem, lai uzlabotu nākamo uzdevumu izstrādi.



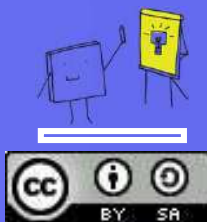
Apguves fāze

Darbs grupās un pašvadīta
mācīšanās



1.uzdevums

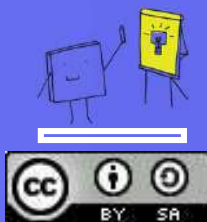
- Kādiem nolūkiem izmantot /vai varētu izmantot konferenču rīkus? Kādas ir konkrētu funkciju priekšrocības jūsu ikdienas darba veikšanā?
- Jums ir 20 minūtes. Lūdzu, sadarbojieties ar citu personu.
- Dalieties ar idejām.



"The European Commission's support of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission can not be held responsible for any use which may be made of the information therein."

2.uzdevums

- Izpētiet un izmēģiniet dažādus konferenču rīkus! Lai to izdarītu izveidojiet kontus tiem rīkiem, kas jums ir saistoši un noderīgi, pārbaudiet to piedāvātās funkcijas.
- Jums ir 60 minūtes. Lūdzu, strādājiet patstāvīgi.
- Dalieties iespaidos, pamatojoties uz to, ko esat izpētījis un pierakstījis.



"The European Commission's support of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission can not be held responsible for any use which may be made of the information therein."

3.uzdevums

- Padomājiet par dažādiem digitālo darba istabu uzdevumiem!
- Izveidojiet dažādus uzdevumus un pārrunājiet to priekšrocības ar saviem kolēģiem. Kopīgojiet tos un mēģiniet tos izveidot pēc iespējas pieejamākus lietotājam (Creative Commons licences), lai nodrošinātu vieglu uzdevumu apvienošanu, pārrakstīšanu un pārveidošanu dažādām mērķa grupām!
- Jums ir 60 minūtes. Lūdzu, strādājiet patstāvīgi.
- Dalieties iespaidos, pamatojoties uz to, ko esat izpētījis un pierakstījis.



Plašāka informācija par
Creative Commons
licencēm:

Saite:
[About The Licenses -
Creative Commons](https://creativecommons.org/licenses/?lang=en)

[https://creativecommons.
org/licenses/?lang=en](https://creativecommons.org/licenses/?lang=en)



"The European Commission's support of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission can not be held responsible for any use which may be made of the information therein."

Apsveicu!

Jūs apgūvāt B moduli par konferenču rīkiem un digitālās darba istabas!



"The European Commission's support of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission can not be held responsible for any use which may be made of the information therein."

 INTERFACE

