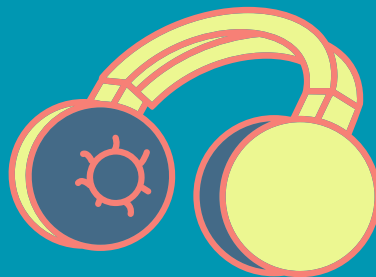
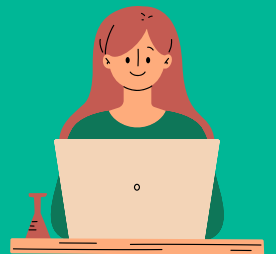




MANUALS 1.0

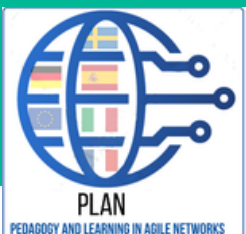
- ✓ DIGITAL
- ✓ INNOVATIVE
- ✓ USER-ORIENTATION
- ✓ COLLABORATIVE
- ✓ CREATIVE



HOW TO FOSTER FLIPPED CLASSROOM

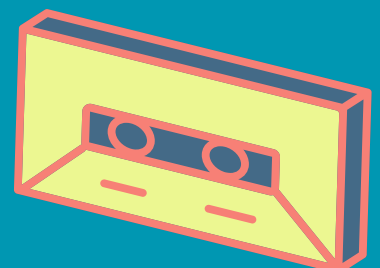
CHECKLISTS AND TIPS HOW TO PRODUCE

digital escape rooms
explainer videos
e-books
podcasts
videos created with canva



P.L.A.N. - Pedagogy and Learning in Agile Networks

P.L.A.N.



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CHECKLISTS AND TIPPS

INTRODUCTION

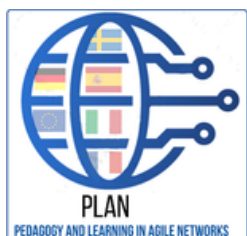
Welcome to the KA2 Erasmus+ Project P.L.A.N manual. In this project, we have **developed comprehensive Checklists and Tips for producing digital tools**. Initially, these Checklists were created using AI. We then tested them ourselves and invited other teachers and students to evaluate our products. Based on their valuable feedback, we refined and enhanced our Checklists and Tips.

We hope that our materials will be helpful to you. We also welcome your feedback to improve further and expand our manuals.

Producing digital learning tools can significantly **enhance the flipped classroom model**. These tools allow students to engage with the material at their own pace outside of class, ensuring they come prepared for more interactive and in-depth discussions during class time.

Explainer videos can simplify complex concepts, making them more accessible, while **eBooks** provide a flexible and comprehensive resource for students to refer back to. **Digital escape rooms** add an element of gamification, making learning fun and engaging while reinforcing key concepts. Additionally, **producing podcasts** helps students enhance their communication skills, encourages research and critical thinking, fosters creativity, and builds technical skills.

This approach not only fosters independent learning but also maximizes classroom time for collaborative activities and personalized instruction.



CHECKLISTS AND TIPPS

CONTENTS

general information, checklists, and tips & tricks about

- DIGITAL ESCAPE ROOM
- EXPLAINER VIDEO
- E-BOOK
- PODCAST
- HOW TO CREATE A VIDEO WITH CANVA

MANUALS

GENERAL INFORMATION



Description

DIGITAL ESCAPE ROOMS are interactive, game-based learning activities where students solve a series of puzzles and challenges to “escape” from a virtual room. These puzzles can be integrated with various subjects, such as math, social studies, science, history, and language arts. The goal is to promote critical thinking, collaboration, and problem-solving skills.

Application Suggestions

1. **Subject Integration:** Tailor puzzles to fit the curriculum. For example, use math problems for a math escape room or historical clues for a history-themed room.
2. **Group Work:** Encourage teamwork by having students work in small groups to solve puzzles. This fosters collaboration and communication.
3. **Technology Use:** With the online tool “Genially”, you can create a digital “escape room” very quickly and easily and for free. The web service offers numerous templates that you can use as you wish.
4. **Themes and Stories:** Create compelling narratives that fit the theme. A captivating story can make the experience even more intense and memorable.
5. **Assessment:** Use escape rooms as a form of assessment to measure students' understanding of the material in a fun and interactive way.

Learning Effects

1. **Critical Thinking:** Students develop critical thinking skills as they analyze clues and solve puzzles.
2. **Collaboration:** Working in groups helps students improve their teamwork and communication abilities.
3. **Engagement:** The game-like nature of escape rooms increases student engagement and motivation.
4. **Problem-Solving:** Students enhance their problem-solving skills by tackling various challenges.
5. **Knowledge memorization:** The interactive and playful approach contributes to better brain memory.

DIGITAL ESCAPE ROOM

CHECKLIST



DIGITAL ESCAPE ROOM

- [] **Define the goal:** What is the goal of the escape room? What should the players achieve or experience?
- [] **Choose a theme:** What theme should the escape room have? What atmosphere, story, or puzzles should be associated with it?
- [] **Select platform:** Which platform should be used for the escape room? How should the players be able to interact and communicate?
- [] **Design rooms:** How many and which rooms should the escape room have? What should they look like and what functions should they have?
- [] **Create puzzles:** How many and which puzzles should the escape room have? How should they be integrated into the rooms and the theme?
- [] **Incorporate clues:** How should the players find clues for the puzzles? Where and how should they be hidden or displayed?
- [] **Determine solutions:** How should players solve the puzzles? Which inputs, actions or reactions should be required?
- [] **Give feedback:** How should players receive feedback for their solutions? What feedback, effects or rewards should be given?
- [] **Set a time limit:** How much time should players have to complete the escape room? How should the time be measured and displayed?
- [] **Adjust difficulty level:** How should the difficulty level of the escape room be designed? How should it adapt to the players and their progress?
- [] **Storytelling:** How should the story of the escape room be told? Which characters, dialogs, or events should appear?
- [] **Insert sound and music:** How should the escape room's sound and music be designed? Which sounds, voices or melodies should be used?
- [] **Optimize graphics and design:** How should the graphics and design of the escape room be optimized? Which colors, shapes, or effects should be used?
- [] **Testing and debugging:** How should the escape room be tested and debugged? What errors, bugs, or potential improvements should be found and fixed?
- [] **Publish and promote:** How should the escape room be published and promoted? Which channels, formats, or strategies should be used?

Checklist with the collaboration of artificial intelligence

GENERAL INFORMATION



Description

Explainer videos are short, engaging videos that simplify complex topics or processes. They use visuals, animations, and voiceovers to clearly convey information, capturing attention and making learning enjoyable

Producing Explainer Videos

- **Planning:** Start with a clear script that outlines the key points you want to cover. Keep it concise and focused.
- **Storyboarding:** Create a storyboard to visualize the sequence of scenes and animations.
- **Tools:** Example for Video creation tools are Powtoon, Canva, or Adobe Spark. These platforms offer templates and easy-to-use interfaces.
- **Voiceover:** Record a clear and engaging voiceover to accompany the visuals.
- **Editing:** Use video editing software to refine the video, add transitions, and synchronize the audio with the visuals.

Using Explainer Videos in the Classroom

- **Introduction to New Topics:** Use explainer videos to introduce new concepts in a visually appealing way.
- **Reinforcement:** Reinforce lessons by summarizing key points with an explainer video.
- **Homework Assignments:** Assign videos for students to watch at home, followed by a discussion or quiz in class.
- **Flipped Classroom:** Use a flipped classroom model where students watch videos at home and do hands-on activities in class

Learning Effects

- **Enhanced Engagement:** The combination of visuals and audio helps capture students' attention and keeps them engaged.
- **Better memory:** Visual aids and concise explanations can improve memory and understanding.
- **Accessibility:** Explainer videos can cater to different learning styles, making content more accessible to all students.
- **Self-Paced Learning:** Students can watch and rewatch videos at their own pace, allowing for better comprehension.

EXPLAINER VIDEO

CHECKLIST



EXPLAINER VIDEO

- [] **Define the goal:** What is the goal of the video? What should it achieve or accomplish?
- [] **Define the topic, and identify the problem:** What is the topic of the video? How can the video solve or explain the problem?
- [] **Analyze the target group:** Who is the video's target audience? What are their needs, interests, and prior knowledge? What should they know afterward?
- [] **Determine tone and style:** How should the video appeal to the target audience? What tone and style should be used?
- [] **Choose a format:** What format should the video have? How long should it be? What elements should it contain?
- [] **Create a storyboard:** How should the video be designed? Which scenes, graphics, animations or effects should be used? What is the structure?
- [] **Create a script with text:** Who should speak the video - a real voice or artificial intelligence? What voice, pitch and language should be used? What exactly should be said?
- [] **Select music and sound effects:** What music and sound effects should accompany the video? How should they support the mood and message of the video?
- [] **Producing the video:** How should the video be technically realized? What software, hardware and resources should be used?
- [] **Test the video:** How should the video be tested for quality, comprehensibility and the reaction of the target group? Which feedback mechanisms should be used?
- [] **Optimize video:** How should the video be improved based on the feedback? What changes should be made?
- [] **Publish the video:** Where and how should the video be published? Which platforms, formats and channels should be used?
- [] **Promote the video:** How should the video be publicized?
- [] **Evaluate the video:** How should the success of the video be measured? How do your users react to your video? Which key figures and indicators should be used?

TIPS & TRICKS



Watch our video:

How to create a Story Line and capture your audience

You want to create an explainer video to communicate your message clearly and effectively. You already have an idea in mind, but you're afraid of presenting your video to a large audience? Often they need a story to get along easier with the information.

In this video, you learn also more about **user orientation**.

<https://www.youtube.com/watch?v=z3yXyUYp4XU>



EXPLAINER VIDEO

Check our Checklist

How to create a Explainer Video with CANVA

There are numerous tools available for creating Explainer Videos, but we highly recommend CANVA for beginners. With CANVA, you can easily add text, voiceovers, effects, symbols, and AI applications. The interface is user-friendly, especially if you are already familiar with using CANVA for infographics in your class.

Additionally, CANVA offers a special plan for teachers, making it an even more valuable resource.

You can find HOW TO CREATE A VIDEO WITH CANVA in this Book

Check our Explainer & Image Videos

As part of this project, we produced various types of videos, including those explaining Scrum in education and videos documenting our meetings. You can find all these videos on our website and on our YouTube channel, @PLAN4817.





Description

eBooks are digital versions of books that can be read on electronic devices such as tablets, e-readers, and computers. They offer a flexible and interactive way to access and engage with content, making learning more dynamic and accessible.

Using eBooks in the Classroom

- **Engaging Topics:** Select eBooks that cover a wide range of subjects and genres to cater to different interests and learning needs.
- **Student Projects:** Encourage students to create their own eBooks. This allows them to explore their creativity and present information in a structured format.
- **Interactive Features:** Utilize eBooks with interactive elements such as hyperlinks, multimedia, and quizzes to enhance learning.
- **Collaborative Learning:** Use eBooks for group projects where students can collaborate on writing and designing their own digital books.

Learning Effects

- **Enhanced Engagement:** Interactive features and multimedia elements capture students' attention and keep them engaged.
- **Better memorization:** The combination of text, images, and interactive content helps improve information memory.
- **Creativity and Expression:** Creating eBooks allows students to express their creativity and present their understanding in a unique way.
- **Accessibility:** eBooks cater to different learning styles and can be accessed anytime, making content more accessible.
- **Self-Paced Learning:** Students can read and interact with eBooks at their own pace, allowing for better comprehension.
- **Interactive Learning:** eBooks with quizzes and multimedia elements encourage active participation and deeper understanding.

EBOOK

CHECKLIST PART ONE



- [] **Determine target group:** Which students should the e-book be for? What age group, school level or interests do they have?
- [] **Select topic:** What topic should the e-book cover? Which subject area, learning objectives or content should be covered?
- [] **Determine format:** What format should the e-book have? How long should it be? What type of file should it be?
- [] **Research content:** What information and sources should the e-book use? How should the research be carried out? How should the quality and timeliness of the information be ensured?
- [] **Structure the content:** How should the content of the e-book be organized? What chapters, sections or headings should it have? What should the logical and didactic sequence of the content be?
- [] **Writing content:** How should the content of the e-book be formulated? What language, style and tone should be used? How should the comprehensibility and readability of the texts be ensured?
- [] **Illustrate content:** How should the content of the e-book be illustrated? Which images, graphics, tables or diagrams should it contain? How should they be selected, created or inserted?
- [] **Design interactive content:** How should the content of the e-book be made interactive? What elements such as links, videos, audio, animations or quizzes should it contain? How should they be integrated, controlled or played?
- [] **Create layout:** How should the layout of the e-book be created? What fonts, colors, margins or spacing should it have? How should the page numbering, table of contents or bibliography be designed?
- [] **Design the cover:** How should the cover of the e-book be designed? Which elements such as title, author, logo or image should it contain? How should they be arranged, aligned or highlighted?
- [] **Observe copyright:** How should the copyright of the e-book be respected? What rights and obligations does the author have? How should the sources, quotations or licenses be indicated? ...

EBOOK

See also next page



CHECKLIST PART TWO



[] **...Carry out quality management:** How should the quality checks of the e-book be carried out? What criteria and methods should it fulfill? How should errors, inconsistencies or suggestions for improvement be found and corrected?

[] **Get feedback:** How should feedback for the e-book be obtained? Which target group, questions or channels should it use? How should the opinions, suggestions or criticism be evaluated and implemented?

[] **Publish the e-book:** How should the e-book be published? Which platforms, formats or channels should it use? How should the visibility, accessibility or accessibility of the e-book be ensured?

[] **Promote the e-book:** How should the e-book be promoted? Which strategies, measures or networks should it use? How should the awareness, attractiveness or demand for the e-book be increased?

EBOOK

TIPS & TRICKS



We used mostly CANVA and BookCreator for eBooks.
You can find examples on our homepage.

Fillable PDF

If you want to create an eBook and distribute it as a fillable PDF, you can find free online tools to convert your PDF into forms. We recommend trying PDFescape and PDF24, both of which we have tested and found effective.

GENERAL INFORMATION



Description:

Podcasts use audio to convey information clearly and engagingly. They are easy to produce and allow for creativity, making them an excellent tool for both teachers and students. Podcasts can include not only information but also emotions, making topics more comprehensible and impactful.

Using Podcasts in the Classroom

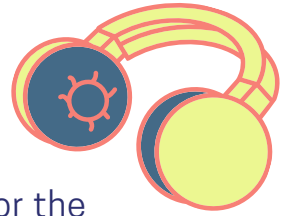
- **Engaging Topics:** Choose topics that are relevant and interesting to students. Encourage them to explore subjects they are passionate about.
- **Student Projects:** Have students create their own podcasts. This fosters creativity and allows them to express their understanding and emotions about a topic.
- **Class Discussions:** Use podcasts as a starting point for class discussions. Play a podcast episode and then have students discuss the content and share their thoughts.
- **Guest Speakers:** Invite guest speakers to record podcasts. This can provide students with diverse perspectives and expert insights.

Learning Effects

- **Enhanced Engagement:** Audio storytelling captures students' attention and keeps them engaged.
- **Improved memory:** Clear explanations and engaging audio files ensure that information is better remembered.
- **Creativity and Expression:** Creating podcasts allows students to express their creativity and emotions, making learning more personal and meaningful.
- **Accessibility:** Podcasts cater to different learning styles, making content more accessible.
- **Self-Paced Learning:** Students can listen to podcasts at their own pace for better comprehension.
- **Interactive Learning:** Follow-up discussions and activities based on podcast content encourage active participation and deeper understanding.

PODCAST

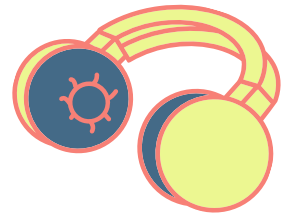
CHECKLIST



- [] **Planning and topic:** Consider what topic or topics are appropriate for the podcast. Research to gather relevant and interesting information.
- [] **Target group:** Define your target audience to make the podcast specifically appealing.
- [] **Script or guide:** Create a script or guide to keep the podcast structured.
- [] **Equipment and technology:** Make sure you have access to appropriate recording equipment and software.
- [] **Interviews and guests:** If relevant, schedule interviews or involve guests for diverse perspectives.
- [] **Check sound quality:** Test the sound quality before recording to make sure everything is clear.
- [] **Editing:** Learn basic editing techniques to make the podcast sound professional.
- [] **Music and sound effects:** Add appropriate music or sound effects if needed.
- [] **Podcast artwork:** Design appealing podcast artwork to attract attention.
- [] **Publishing schedule:** Set a publishing schedule to maintain consistency.
- [] **Distribution and promotion:** Plan distribution strategies and promote your podcast effectively.
- [] **Get feedback:** Get feedback from classmates or teachers to make improvements.
- [] **Social media presence:** Use social media to share your podcast with a wider audience.
- [] **Data management:** Systematically organize your podcast files and information.
- [] **Evaluation:** Regularly evaluate the success of your podcast and adjust your strategies as needed.

PODCAST

TIPS & TRICKS



Our experience is that students really love this format. They can be creative and make their voices heard.

Tips for a Successful Classroom Assignment:

- **Provide a Checklist:** Give students a checklist to guide their work.
- **Listen to Examples:** Start by listening to a podcast recommended by the students.
- **Choose the Right Topic:** Select a topic that is both emotional and informative, allowing students to discuss it knowledgeably and express their feelings.
- **Inform at the Start:** Provide students with key information at the beginning, including:
 - Surprising figures (fun facts) to provoke thought.
 - Expert opinions with diverse perspectives.
 - Example statements from those affected by the topic.
- **Encourage Research:** Motivate students to conduct further research and plan the podcast structure.
- **Foster Creativity:** Encourage students to be creative in their approach.

PODCAST



Description

Canva is an online design tool that allows users to create a wide range of visual content, including presentations, posters, infographics, and much more. It is user-friendly and offers a variety of templates, making it suitable for both teachers and students.

Using Canva in the Classroom

- **Visual Aids:** Create engaging visual aids such as posters, infographics, and presentations to enhance lessons.
- **Student Projects:** Encourage students to use Canva for their projects, allowing them to design visually appealing reports, posters, and presentations.
- **Collaborative Work:** Use Canva for group projects where students can collaborate on designing content together.
- **Interactive Lessons:** Design interactive lesson plans and worksheets that can be shared digitally with students.

Creating Explainer Videos with Canva

- **Templates:** Use Canva's video templates to create professional-looking explainer videos easily.
- **Animations:** Add animations and transitions to make the videos more engaging.
- **Voiceover:** Record and add voiceovers to explain the content clearly.
- **Multimedia:** Incorporate images, icons, and text to visually represent the information.
- **Editing:** Use Canva's editing tools to refine the video, ensuring it is clear and concise.

CHECKLIST



- [] **Create a Canva account:** If you don't already have an account, visit the Canva website and sign up. Get verified as a teacher and have full access for free.
- [] **Choose a template:** Canva offers a variety of video templates. Choose one that suits your needs.
- [] **Edit your template:** Add text, change the colors, add images or adjust the layout.
- [] **Add text:** Click on the text icon in the left sidebar. Select a text style or create your own. Drag the text to the desired position and enter your text. You can change the font, size, color and alignment.
- [] **Add video clips:** You can upload your own video clips or choose from the Canva library.
- [] **Bring a picture to life and use the SpeedPaint app.** The app will then create a video from the photo in which a hand draws the diagram. You can adjust the speed over time.
- [] **Edit photos and images.** You can remove backgrounds and use the picture with a different background. Create shadows and much more. See what options you have under the Icon photos editing.
- [] **Add music or audio:** Canva also has a library of music and audio clips that you can add to your video.
- [] **Add Voice-Over:** Record your text with your cell phone. Or use AI Voice. Here you can insert the text and you choose a voice.
- [] **Try out more Apps** and let us know how it worked.
- [] **Preview and customize:** Preview your video and make adjustments if necessary.
- [] **Save and download:** When you're happy with your video, save and download it.
- [] **Share your video:** You can share your video directly from Canva on social media platforms or send it via email.

CREATE A VIDEO WITH CANVA

TIPS & TRICKS



See also the chapter HOW TO CREATE A EXPLAINER VIDEO in this eBook. The example we present there is also made with CANVA. The drawing hand, the front picture, and the voice-over are made with AI CANVA offers.



Try Canva for Education for free

Inspire learning through the power of visual communication. It's 100% free for K12 teachers and their students.

Canva for Education

CREATE A VIDEO WITH CANVA



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