

# TOOLS FOR SUPPORTING ENGAGING DIGITAL EVENTS.





© World Scout Bureau Inc. ORGANISATIONAL DEVELOPMENT December 2020

World Scout Bureau Global Support Centre Kuala Lumpur

Suite 3, Level 17 Menara Sentral Vista 150 Jalan Sultan Abdul Samad Brickfields 50470 Kuala Lumpur, MALAYSIA

Tel.: + 60 3 2276 9000 Fax: + 60 3 2276 9089

worldbureau@scout.org scout.org

Reproduction is authorised to National Scout Organizations and Associations which are members of the World Organization of the Scout Movement. Credit for the source must be given. This handy list of tools will help you explore just **some** of the digital options out there for you to use in your engagements as a consultant. Some are free and some require a subscription but all of them provide lots of support and videos on how they can be used.

When planning to use any platform or tool you should think about which tools will elevate your digital delivery yet keep it simple for the participants in your workshop or session. Make sure you also take a look at the guidance on preparing for delivering to an NSO and top tips for great digital sessions.

Always ask your Regional Support Centre what tools they may have access to if they are subscription based as you may be able to access the use of those too.

## **Interactive Feedback and games tools**

#### Kahoot

KAHOOT! is a game-based learning platform that makes it easy to create, share and play learning games or trivia quizzes in minutes. Unleash the fun in classrooms, offices and living rooms!

https://youtu.be/7XzfWHdDS9Q

#### Slido

SLIDO is an easy to use Q&A and polling platform. It helps people to get the most out of meetings and events by bridging the gap between speakers and their audiences.

https://youtu.be/XfnJkz00pTq

#### Keamk

KEAMK is a Random Team Generator. It is a service to create random groups from a list of participants. Keamk also offers the possibility of generating balanced teams using different criteria such as gender or skill level of participants.

#### Quizalize

QUIZALIZE is an online platform for classroom polling and assessing that can be accessed by computer, tablet, or mobile phone. Teachers can create quizzes to test students' knowledge in the classroom, then see the results propagated in the Teacher Dashboard through data reports.

https://www.youtube.com/channel/UChiwqEZYGGyNbUFVwdh5 AA

#### Classcraft

CLASSCRAFT is a game-based approach to teaching and learning.

It was created to encourage your child's participation in class and with their lessons, promote good behaviour, and develop 21st-century skills like collaboration and communication. Everything they learn stays the same, but they get to have a little fun each day!

https://youtu.be/zgcxo3dVcTU

#### **Edpuzzle**

EDPUZZLE is an easy-to-use platform allowing you to engage every student, one video at a time. Get to know more about us below.

https://youtu.be/-L62wAxCzEM

## **Collaborative Tools**

#### Mural

MURAL is a digital workspace for visual collaboration. Based in the cloud, MURAL provides shared, virtual whiteboards where teams can visually explore complex challenges, facilitate design thinking methods, and organize Agile processes across any device.

https://youtu.be/o0946e6barQ

https://youtu.be/xJI0zbAQLzc

https://youtu.be/o0946e6barQ

#### Miro

MIRO is the online collaborative white boarding platform that enables distributed teams to work effectively together, from brainstorming with digital sticky notes to planning and managing agile workflows.

https://youtu.be/7L1-0DOGHDY

#### **Jamboard**

JAMBOARD is one smart display. Quickly pull in images from a Google search, save work to the cloud automatically, use the easy-to-read handwriting and shape recognition tool, and draw with a stylus but erase with your finger - just like a whiteboard.

https://youtu.be/-RaT2sHL4aw

https://youtu.be/gXwV5SIKLAE

## **Brainstorming Tools**

#### **Dropbox Paper**

Create and edit docs without leaving DROPBOX PAPER is more than a doc-it's a workspace that brings creation and coordination together in one place. Write and edit, brainstorm, review designs, manage tasks, or run meetings.

https://youtu.be/fmsq1uKOa08

#### **Padlet**

PADLET is a website that provides users with a digital canvas. The user can post text, videos and images from a mobile device or a desktop. One of the great appeals of Padlet for classroom use is the fact that many people can post to the same board at the same time, making it very suitable for collaborative work and the creation of projects.

https://youtu.be/U3P5QvSmLeU

### **Ideaflip**

IDEAFLIP is an innovative, cloud-based mind mapping software designed to help change agents, leaders, facilitators, and innovators collaborate in real-time with colleagues to generate & manage ideas, brainstorm creatively, and solve problems.

#### **Noteapp**

NOTEAPP (formerly known as CorkboardMe) is a virtual corkboard that allows users to create sticky notes filled with different types of information and to collaborate with others. Click anywhere on the screen to drop a sticky note, then choose a color and add files or write text.

# Platforms to use for delivering digital sessions

Name	Price	Advantages	Disadvantages	Tutorials
Zoom	FREE or 14.99US D per month - includes 9 licenses	<ol> <li>You can manage a meeting until 100 participants</li> <li>You can make breakout rooms, to divide the main group and let them discuss some topic, or make an exercise</li> <li>You can record your meetings</li> <li>You can set a waiting room for your participants</li> </ol>	On the free version, you have a top of time. Only 40 minutes maximum  On the free version, you don't have a cloud to store your recordmeetings	https://support.zo om.us/hc/en- us/articles/206618 765-Tutoriales-de- Zoom-en-video
Google Meet  (You must have a free google account)	FREE or 8USD per month - includes only 1 license	You can manage a meeting until 100 participants     You have English subtitles at real-time	On the free version, you have a top of time. Only 60 minutes maximum on large groups On the free version, you can't record a meeting On the free version, participants must have google accounts (free to set up)	https://www.youtu be.com/watch?v=I RZckVNQS7I
Jitsi	Free	1. The theoretical limit of people attending a meeting is 200, but the users recommend a maximum of 75 2. You can record your meetings on a dropbox cloud 3. you can connect the meeting with a youtube channel and don't have a limit of time	Does not have a whiteboard tool  The connection could present so downgrade on the quality of the video if the number of people exceeds 75	https://www.youtu be.com/watch?v=3 Iwiwq7eofE

Cisco webex	FREE or 13.50US D per month per host	1.Allows up to 100 participants 2.you can record your meetings on your computer hard disk 3.You can create different rooms for your participants. 4. You can set an registration procedure to send by email to the assistants 5.You can manage the settings of the chat	On the free version, you have a limit of 50 minutes  At first, it's a little bit less intuitive than other platforms	https://youtu.be/5 WywiTZEIS8?t=50
Microsoft Teams	FREE or 5USD per month per user	1.The free version allows over than 100 participants 2.You can record the meeting 3.Doesn't have a limit of time 4.People without an account can access to your meeting 5.You can set a waiting room for the participants	1.At the moment you can not make breakout rooms for the participants For better use of the application, you should download the desktop tool	https://www.youtube.com/watch?v=dPYZ05EYai0

# **Project Management tools**

When you are managing your project you may want to explore the use of a collaborative digital tool, some useful ones are below. However, it is key to remember that you must ensure that all your updates and actions are stored on the service platform and not on other tools outside of WOSM.

NAME	Pricing	Advantages	Disadvantages	Tutorials
ASANA	Basic FREE license	Have an unlimited task ad projects that you can create Can see your project as a calendar or as a list. Assign until 15 people to each team (you can create various teams that collaborate with the same project). Can assign tasks to each team participant. Asana could be synchronized with other apps	If you have more than 15 team members, you need to make multiples teams. If you want some of the payment features, you need to buy an annual membership	https://asana.co m/es/guide/get- started/begin/qui ck-start https://www.you tube.com/watch? v=iKsO9zx9n2Q

TRELLO	FREE	For every project, you make a "board" and can add an unlimited task to each board. For every task you write "cards", each of one has its own list of achievements - these are unlimited. You can upload documents up to 10 MB. Can assign tasks to each team participant.  It's really easy to use	On the free account, you have until 10 boards per team You don't have a calendar view	https://trello.co m/guide https://www.you tube.com/watch? v=WlzWKP0Dp3E
CLICK UP	FREE	Don't have a limit to users that can join to your project. Can upload documents until 100MB. Can assign tasks to each team participant. You can add comments and have a chat in the menu of every task.	Have a limit of 5 spaces - 5 projects at the same time Is not so easy to use	https://clickup.co m/onboarding https://youtu.be/ f_exDBcGYnM

# **Document Storage**

It is vital to remember to abide by data Privacy laws when handling documents that may contain any personal or sensitive data such as names, email addresses and so forth.

NAME	PRICING	Advantages	Disadvantages	Tutorials
GOOGLE DRIVE	FREE	On the free account you have 15 GB to store documents, videos, presentations, etc. You can create folders and allows you to share an entire folder or a single document. You can create directly the documents on the cloud (for example a doc, a calc sheet, or a presentation). You can manage the sharing configuration.	You need a google account  The storage capacity it's shared with other google tools, like e-mail	https://www.yo utube.com/watc h?v=cCZj5ojxR AA

DROPBOX	FREE	Have until 2GB of storage.  If you have a google account, you can access with the same user details.  Allows you to create a folder on your desktop to share the documents (when you are connected to internet all the documents automatically would be uploaded to the last version on the cloud)  You can edit and create some documents.	On the free version, you only have 2GB	https://www.yo utube.com/watc h?v=h8gAlEb8- d0
WE TRANSFER	FREE	Allows you to send documents up to 2GB.  You don't need to make an account to use the service	On the free version, to share the document you create a link which will expire one week later	https://www.yo utube.com/watc h?v=gmzMsSCK j4E

NOTES:	

.....





© World Scout Bureau Inc. ORGANISATIONAL DEVELOPMENT DECEMBER 2020

World Scout Bureau Global Support Centre Kuala Lumpur

Suite 3, Level 17 Menara Sentral Vista 150 Jalan Sultan Abdul Samad Brickfields 50470 Kuala Lumpur, MALAYSIA

Tel.: + 60 3 2276 9000 Fax: + 60 3 2276 9089

worldbureau@scout.org scout.org