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TEATORIAL
WORKBOOK

Using Technology and Social Media in Teaching

Using Technology and Social Media in Teaching Workbook

Technology is everywhere and entwined in nearly all parts of our lives. Even more so with mobile and wireless devices and is increasingly a requirement in education today. Technology is a wonderful tool to support teaching, learning and assessment, but until the Corona Virus Lockdown in Spring 2020, we didn't realise that it would become the face of that teaching, learning and assessment. Whilst there have been many online classes delivered over the years, during this pandemic, all classes had to be run online whilst people were socially distancing. This therefore brought Technology and Social Media to the forefront of not only our educational lives but life in general.

Technology and Social media is such an under used tool in most brick classes. This is for a variety of reasons, from the unreliability of equipment, to poor WiFi, to lack of confidence to use it, to the lack of training and support around using it. However, during lockdown a lot of these fears and concerns had to be put to one side in order to communicate with the outside world.

In this Teatorial, I want to show you what technology and social media is and the many different ways you can use it to not only support your brick and click teaching but also to enhance and improve your learners experience of learning. I also want to share with you ways of overcoming the reasons we've just spoken of and to share with you the many advantages.

The Advantages of using Technology and Social Media in our Classrooms

Let's look first at the advantages of using technology and why we should embrace it.

1) By using technology, you teach your students how to use that technology, what to do when it goes wrong and to give them the confidence to use it in the future. My Aunt who was having her 80th birthday, said she didn't want 'one of those fancy computer things, as it was far too complicated, and she said it would stress her out'. Having bought her an iPad and having attended a class, you now can't get her off it!

2) It can be used very effectively as a tool for differentiation. You can set different tasks for different students based on a variety of student needs and preferences.

3) By putting technology in your classes shows your students how to use it safely and with confidence, including staying safe online, safeguarding, citizenship skills, digital etiquette and using the equipment safely and responsibly.

4) It opens a world of technology that they may never have had the courage to use and try before and this has become much more so since the pandemic.

5) It enhances the learning experience and can promote real wow moments of understanding. It also enables students to learn at their own rate.

6) Students can access the most uptodate information quicker and easier than ever. I have been in brick classes sometimes when a question has come up that I can't answer. After all we are not Einstein and won't know the answer to absolutely everything! Sometimes, students have looked it up on a smart phone during the class.

7) Using technology provides a good source of communication between you and your students, and your students and their peers to collaborate. You could set up a blog and share your students work. You can link this to inspirational websites, video and other materials. Better still ask some of your more abled students to do it themselves. A great way to showcase work and something for your students to be proud of and share.

8) Using technology is a great way of covering all learning styles. You could set a topic around a subject, say a visit to a museum, and using technology all students can support and learn whatever their learning preference.

9) You can use the Flipped Classroom method, either in a brick class or a click one. You set your students some work, ask them to do some research around a topic and then when they come to the class it is all about discussing their findings and answering questions.

10) Use as a tool for your research and theirs.

11) Research shows using technology helps student to remember and retain what they have learnt.

12) You can spark a real interest in something and use the internet to grow that spark into a flame.

13) Using technology and social media activities can motivate and engage your students much more. For example, students can use them as outlets for creativity, to feedback to each other and create their own blogs.

14) Social Media sites offer the opportunity for students to be part of a community, where they can discuss topics, share ideas and discover new ones.

15) It's fun! It's different and can spice up run of the mill lessons and make them enjoyable.

What is Technology?

Let's start by looking at what we mean by technology which we can use to support us both in delivering brick and click classes.

You will need both Hardware and Software and of course WiFi/the Internet to link the two together.

Hardware tends to be the things that are tangible and we need them to access and operate online and these include:

Types of Hardware:

Computers,	Digital Recorder	Headphones	Webcams
Laptops, Desktops	Voting Systems (eg, Mimio)	Video Recorders	Microphones
iPads, Tablets	Watches	Photocopiers	Cameras
Phones	Wireless Keyboards	Printers	Smart Boards
Lighting	Tripods	Green Screens	

Write a list of all the hardware that you have or have access to. Remember you don't need it all, but access to the internet is a must, either via a phone, computer or tablet and a webcam so your students can see you.

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Software

Social Media is the software, the programs, the websites and apps, that we go online to use and they tend to fall into a few categories, such as Social Networks, Wikis, Blogs, Podcasts, Visual Media, Webinars, Animation, Gaming and Instant Messaging amongst others. There is more in the Glossary in this Teatorial on what each of these mean. Here are a few that you may or may not be familiar with.
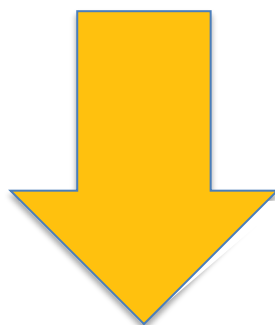
Social Media

Social Media	Examples	Used to
Social Networks	Facebook Youtube WhatsApp Messenger Instagram Tik Tok Twitter Linkedin Pinterest	Communicate, socially interact, post comments, information, messages, images, videos to collaborate and share.
Wikis	Wikipedia WikiHow WikiBooks Wikimedia Commons MediaWiki SlimWiki	It's a depository that is developed collaboratively by students where anyone can add and/or edit content.

Social Media	Examples	Used to
Blogs	Blogspot Hubspot Tumblr Blogger Facebook Weebly Ghost	A diary style text, where you can discuss, share a topic which contains text, videos and pictures.
Podcasts	iTunes, Spotify Google Podcasts Podcast Alley Podbean Buzzsprout Captivate	An audio programme, spoken word, music, set up your own podcasts on any topic, streamed, downloaded, subscribed to – release regular episodes.
Visual Media	Photosharing Slideshows Video Sharing Animation Comic Strips Infographics Mind Maps	Collaborate and distribute videos, slideshows, photos etc in order to tell stories and share knowledge and skills.
Webinars	Zoom Google Meet Microsoft Teams Adobe Connect Zoho Meeting	Online meeting or presentation or event which connects you to your students around the world.
Animation	Animaker Blender K-3D OpenToonz Pencil2D Stykz	Animation brings things to life either in 2D or 3D. You can use it to show how something works, for example the respiratory system, or could tell a story or link two topics together

Social Media	Examples	Used to
Gaming	ClassDojo Socrative Minecraft Education Duolingo Kahoot	Turns what you are doing into a video game with the point scoring, badges, rules of play, which engage, motivate and challenge learners.
Presentations	Slidebean LibraOffice Prezi Canva Microsoft Powerpoint Google Slides Keynote	Sharing a topic with an audience, with the use of different types of slide shows, showing text, pictures, videos etc.
Instant Messaging	Messenger WhatsApp Skype Snapchat	An instant conversation using text, symbols and abbreviations that are usually short and usually can be retrieved later on.

Write a list of all the software that you have or have access to. Remember, again you don't need it all, but it's good to know what you have, and also how you currently use them. You also need to think about how well you understand and can use the software that you have. You can then think about the next actions that you need to take to improve your knowledge and skills.

Software	How well I can use it	Next Actions I need to take

Planning Lessons

We are now going to look at how to Plan for either Brick or Click lessons, step by step, using Social Media.

There are some things to think about as usual before planning a lesson:

1. What is the aim and learning outcomes of the lesson?
2. What are the topics that you want to cover?
3. What skills and knowledge do they need to learn?
4. What ideas and concepts do you want your students to share, discuss or contribute to?
5. How can your students demonstrate learning and understanding?

Spend some time now thinking about one of your lessons that you are going to teach and use Social Media in. Answer each of the questions above.

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Which Social Media Tool?

Once you have this over-arching view of your lesson, we need to think about the right social media tool to use to ensure your students not only fully engage with the session but really learn, achieve and progress.

Here is a table of social media methods that will link to your smart outcomes, with ideas next to them of what you can use them for.

Blooms Taxonomy

Think about Blooms Taxonomy, that was covered in the Aims and Learning Outcomes Part 2 Teatorial. There are 5 levels to Blooms Taxonomy and the idea is that students move up through the cognitive levels, acquiring more and more understanding. Take a look at that Teatorial if you are not sure what I mean.

Social Media Method	You could use these for
Pinterest, Podcasting, quizzes and surveys, Mind mapping, Skype, Twitter Visual Media, Polls and Surveys, Wikis	Blooms Taxonomy – Knowledge and Comprehension levels
Blogs, Gamification, Mind mapping, Podcasting, visual media	Blooms Taxonomy – Analysis, Synthesis, Evaluation
Gamification, Animation, Mind mapping, Webinars, Podcasts, Social Networking, Visual Media	Group Work
Pinterest, Webinars, Instant Messaging, Mind mapping	Brainstorming
Instant Messaging, Blogs, Gamification Polls and Surveys, Podcasts, Webinars, Social Networking, Animation	Communication
Blogs, Instant Messaging, Webinars, Podcasting, Polls and Surveys, Social Networking	Feedback
Blogs, Podcasts, Visual Media, Prezi, PowerPoint, Animation, Social Networking, Mind mapping, Gamification	Presentations

Let me give you an example of what I mean:

The aim of your lesson is to teach students that are beginners, how to 'Boost your Immunity with Nutrition'. One of the learning outcomes is to 'Consider what blood sugar levels are and how the results can affect 3 different lifestyles.'

You want to explain a little about blood sugar levels and then ask the class to come up with their ideas, opinions and views on the topic. You can ask them to research information from websites, wikis, and link it also to previous work you have done. You can then use mind mapping with Blood Sugar in the middle and then work out from there asking your students to write, draw, add pictures etc.

Have a look in the tables above and think about what tools you could use in order to create an inspirational and exciting lesson. Use what you did on pages 9 and 10 to help you.

Learning Outcome	Social Media Method	How does this answer Planning Lessons questions 3, 4 and 5 on pages 9 and 10.

The next step is to show how the results of blood sugar levels can affect 3 different lifestyles. You could create 3 boards, one for each lifestyle in Pinterest and ask students to add pictures, videos, etc to it to show their understanding.

You can then use both the mind map and the Pinterest boards and ask students to feedback to you and their peers. Your students can also use both as revision aids in the future, or to add to a bigger project. These can be started in class and then logged into at a later date and used for homework.

Once you have chosen your preferred Social Media method, ask yourself the following questions:

☕ How will the students be engaged and learning with the Social Media method you have chosen and what will they be doing?

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☕ How will the students contribute, and how do you plan to manage this?

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How are you going to assess your students?

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Do you have the appropriate skills to be able to use this tool and will your students also? If not, how do you propose to learn it yourself, and support your students?

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Are you going to do a test run? How are you going to do it?

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☕ **How are you going to 'scaffold' your lesson?**

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☕ **How are you going to evaluate your session?**

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As with any type of Online activity there is always the risk of cyberbullying and the need to safeguard our students and ourselves against this. It is important to note that it is not just children who are bullied but adults as well.

What is Cyberbullying?

In basic terms cyberbullying is the sending of intimidating or threatening messages over the internet. Any message, written or verbal that is sent, of a hostile nature is also included under the umbrella term of cyberbullying.

There are a few things to note as to why online bullying is different to other forms of bullying:

- ⚡ **Anonymity** – Online bullies can hide behind pseudonyms and false picture so it can be difficult to know who is doing the bullying.
- ⚡ **A public audience** – Bullies' comments can spread very quickly throughout the internet and can have more than one bully taking part. It can take the form of text, pictures, videos and some of these can have been photoshopped. It can be in emails, in blogs, social media posts and so on. It can also be sent many times, at different times of the day or night and can be saved and copied and is virtually impossible to delete.
- ⚡ **No Respite** - As long as the victim is linked to the internet, cyberbullying can happen anywhere. Unlike face to face bullying where the victim can escape, cyberbullying can continue to take place even in the safety of students' own homes.
- ⚡ **Comeback** - Because bullies cannot see the effect their words and actions can have on their victims, they often do not feel any remorse and believe that there will be little or no comeback or consequences from their actions.

How to deal with Cyberbullying

Make sure your students know what it is and that if it does happen, they should not keep it to themselves but get in touch with you and/or your Safeguarding officer and that they will be supported.

Make it also known to your students that you and your organisation will not tolerate bullying. You can do this in your ground rules.

If a student is being bullied make sure that you reassure them that it is not their fault and that they have done nothing to deserve this kind of behaviour.

Change your privacy settings on your social media account to stop others accessing your personal information.

Report cyberbullying to appropriate authorities if and when necessary and don't let it fester.

Make sure you keep the evidence of cyberbullying and keep a record of it so that when you do report it you have proof of what has been going on.

Administration

There will be a bit of work to do around administering lessons that use social media tools.

Here are a few things that you may need to think about:

⚡ GDPR – you will need to ensure your follow the rules, there is more on this in the 'GDPR for Teachers' resource. Have you followed the rules? What changes do you need to make?

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⚡ How will you take a register of students' attendance?

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⚡ Usernames and passwords - they need to be secure. How will you replace lost passwords? You can setup bulk passwords for some Social Media.

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⚡ Can you create groups and 'sub' or 'breakout' groups? Do you know how to do this, and how you 'pop' in and out of the groups?

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⚡ Do you know how to block users where necessary? How would you do this?

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⚡ Can you mute/unmute students when teaching in a webinar? How?

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⚡ Can you delete comments, discussions, posts, notifications etc where necessary? How?

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⚡ How will you ensure that your students' privacy is kept, that they don't accidentally give away information about themselves such as their location, when you are away from home, photographs of themselves, family etc?

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⚡ If you use Social Media sites, and you 'friend' your students, how do you ensure it stays professional and that any posts are appropriate.

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⚡ How are you going to access your students work so that you can check for learning?

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⚡ How will you track their work and record results?

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⚡ How easy will it be to mark it? How are you going to do this?

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⚡ How will you ensure that work is not only saved but that you have a backup, should anything be lost? Some software automatically saves work, but you would need to look for software backup tools if not.

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Problems, Problems, Problems

With the best will in the world both Technology and Software will go wrong. I think that if you expect it to go wrong and have a contingency in place when it does, it takes a lot of the stress off you and your students.

Remember, you are not an IT engineer, and shouldn't fix or attempt to fix their hardware, if it goes wrong you could be liable.

With regards to software however, most sites will have a helpdesk that you can contact for support.

It may be that students or hackers post offensive materials on the software that you are using. Make sure you are able to block this, have good firewalls in place and that you ask your students to let you know if they see this so that you can erase it as soon as possible.

You may not want students to see each others work. With having separate accounts, usernames and passwords this should be prevented, however, you can with some software either ensure this happens or perhaps if students are working in groups you can unblock this. You will need to ensure you understand how this works before the class goes 'live'.

Glossary of Terms

Social Media	The means by which we share and communicate with others over digital technology.
Technology –	The equipment needed to use social media
Hardware	This is anything tangible like computers, phones, printers etc
Software	The programmes used to run on the computers.
The **hardware** is like your **body**, and the **software** your **brain** to make it work!!	
Social Networks	these include Facebook, Snapchat and WhatsApp. They tend to have feature profiles, friends, groups, member status updates and posts and can belong to an individual or a group.
Wikis	these are websites which are easy to edit, add and delete pages and content. The beauty of these is that they can be private to just your classes for example or made public. These are generally created by a whole class rather than individuals.
Blogs	a website where you post regularly on a subject or a variety of subjects. They can be journals, diaries or about a particular topic and can include images, videos and quizzes.
Podcasts	Online audio that can be streamed, downloaded or subscribed to. They can be music or the spoken word and can be on any topic.
Visual Media	Anything that is visual, such as photosharing, presentations, videos, animation and comic strips for example.

Webinars	Face to face classes, that are held over the internet. You will normally teach a group of students or maybe a one to one and you will be able to see each other, talk to each other and will be able to use the Chat box to type into and communicate with each other.
Animation	Bringing things to life in either 2D or 3D. You can use it to show how things work.
Instant Messaging	An instant conversation using text, symbols and abbreviations that are usually short and usually can be retrieved later on.
Mobile Learning	Learning that takes via a mobile device such as a tablet or phone.
Cyberbullying	The use of the internet to bully someone by sending messages, videos and pictures etc that are threatening or intimidating.
Brick Class	A face to face class
Click Class	An online class
Apps –	short for Applications which are software programmes.
USB Passport –	A USB Passport is an external hard drive for storing documents, pictures, videos and is normally portable, and used as a backup storage device.
Add in any Others:	