INTELECTUAL OUTPUT 2

TOOLKIT 1

Toolkit for content and platform requirements for educational folders' creators

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We aknowledge the NationalAdvisory Boards that contribuited to the validation process of this toolkit (*Members of the AB:……………………………………..*)			

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Executive Summary

INCLUDE focus on the development of educational content, related to various subjects, according to the Content and Language Integrated Learning (CLIL) methodology. From the selected subjects, there is a choice of a number of topics, for which educational material directly related to the European identity are being created. All of the material will be categorized, organized and maintained in an open digital repository, which will be easily accessible and contain metadata, in order to facilitate the educational material's search, use and evaluation of effectiveness.

Even from the beginning of the project, we are analyzing the users' needs and requirements concerning the platform and we are investigating the most suitable tools to create educational folders, answering questions about users' roles and rights of the platform. This analysis along with the review of the state-of-the-art of most suitable e-tools together with metadata format is a prerequisite for platform development. This deliverable presents the above-mentioned information, offering a toolkit for content and platform requirements for educational folders' creators.

Method

This section describes the requirements process used in the INCLUDE project. This process covers all the activities involved in discovering, documenting, and maintaining the set of requirements of the project in a way that enables shared understanding of the problems and needs (requirements) of the project among different stakeholders, and can be generally described by a set of logical phases that will be executed during the whole project.

The process consists of four major phases with clearly defined goals:

- **Requirements elicitation and identification** refer to the identification and capture of the needs of the INCLUDE project, based on the scenarios, as well as those coming from project high level goals and those referred to the technologies involved.

● **Requirements analysis and specification** encompasses gaining a detailed understanding of project, conceptual modelling and resolution of possible conflicts between individual requirements and/or stakeholders, refining the previously captured requirements into formal specifications, providing a systematic overview that serves as a basis for the validation of the requirements.

● **Requirements validation** is a continuous process that takes place throughout the project, with the goal of ensuring that the final solution satisfies the needs of all stakeholders.

● **Requirements management** also takes place throughout the project, with the goal of identifying, documenting and managing any changes in a traceable way, and communicating and coordinating such changes by involving all relevant stakeholders.

This deliverable encompasses mainly the two first phases in terms of users' requirements. The requirements are captured at different levels of detail, each of them leading to a further refinement of the requirements set. Technological requirements are part of T2.

INCLUDE Users' Categories and Roles

Stakeholders

The main stakeholders of INCLUDE platform are the members of the school community, mainly students and educators/teachers. The produced material is used by a school, where the end-users (students and educators) are able to choose scenarios and decide which activities and/or objects to use and how to do so, based on the characteristics of their learners and the educational needs they want to meet.

Stakeholders Categories

Students:
The students are the main users of INCLUDE platform. They have access to the different courses of the platform, after their enrollment by their teacher. They also have access to all the educational e-tools of the specific lesson.

Educators/teachers:
The INCLUDE digital repository is available to any teacher interested in using the material in a learning environment. A teacher is responsible for her/his team(s) of her/his school in the educational platform, while (s)he can also create an INCLUDE educational folder and has access to all the educational folders uploaded to the INCLUDE platform.

Platform Roles

The users of INCLUDE project platform have five distinguished roles based on the rights they have:
- School Manager (ROL-01)
- Teacher (ROL-02)
- Student (ROL-03)
- Consortium Member (ROL-04)
- Administrator (ROL-05)

A **School Manager** creates and manages her/his team(s) of her/his school via the INCLUDE platform. The role of School Manager includes the creation and modification of one individual user account or bulk creation of new user accounts, user default preferences, the creation of cohorts of users. A School Manager can generate reports for the entire team or for a specific team member and can create assessments, Training Plans, access the Content Library, and view analytics for her/his team.

A **Teacher** is responsible for a single team or multiple teams of her/his school. A Teacher is one of the creators of the INCLUDE educational folders for her/his school and has access to all INCLUDE educational folders (folders uploaded by another Teacher to the INCLUDE platform, either from her/his school or for other INCLUDE project schools). In addition, a Teacher can include an educational folder from INCLUDE educational folders, in her/his lesson in INCLUDE platform. A Teacher manages her/his lesson, following the scenario script included in the educational folder for her/his lesson, or creating a new one, and can access the analytics, provided by INCLUDE platform for her/his team.

A **Student** is a member of a single team or multiple teams of her/his school. Student access a course or many courses, enrolled by her/his teacher. Student is the main user of the INCLUDE platform. She/he follows the lesson set by her/his teacher in the INCLUDE platform. She/He access all the educational e-tools provided by the specific lesson.

A **Consortium Member** is the account with read-only access, without the ability to consume content. A member of this group has access to INCLUDE platform in read-mode. A researcher can be enrolled in this team after request. This group will include all the project members who are not school members, as well as researchers who are interested in INCLUDE project.

An **Administrator** is the account owner for the NTUA team account (technical partner of the INCLUDE project). The Administrator can perform various tasks related to the user accounts and can modify the INCLUDE platform settings. The role of Administrator includes the creation and modification of one individual user account or bulk creation of new user accounts, user default

preferences, the creation of cohorts of users. Administrator handles bulk user actions such as how to message, confirm, download or perform other actions on a large group of users globally.

Rights Management

Each folder has metadata describing the resource and rights associated with it. The following objectives exist related to rights metadata:

- Creation and curation of resource metadata with a special focus on assertion and management of rights.
- Content creators are given ownership of maintaining their rights.
- Add additional rights metadata to describe usage rules such as licenses to enable asset to be utilised in derivative works.
- Distribute rights metadata to facilitate claim assertion and conflict resolution.
- Content creators will have a central repository of their metadata transformed to the correct target schema.
- Extended rights metadata can be used for the creation of new open networks. Management of the rights metadata can be shared between collaborators (Schools, Teachers etc.).

Security and privacy

The system must be flexible enough to support different levels of personal data exposure depending on the needs of different users. An ID can be assigned to every actor so as not to share personal data to all system users. All users should be able to review all rights share details in the platform and some rights holder information should be public (e.g. name of school or teacher).

Finally, we will adhere to the rules of GDPR, though it should be understood that the profiles we generate about users are based on user consent which is asked for at the time of registration. Further though the project should avoid sharing the profiles of the users with outside parties, or being very transparent about such actions.

Requirements and Scenarios

Interviews with the end-users, group meetings and discussions between teachers and students mainly of the participating schools have been used in order to define the users' requirements of the INCLUDE platform.

Tables 1-9 describe the main requirements that have been extracted. Most of them are related to the end-users of the platform (students and teachers).

Section	Description
Id	**USE-REQ-01**
Type	Look and Feel
Short name	Multi-device
Description	The demonstrator application UI should adapt to different devices and displays, including mobile, to provide a proper operation of the solution and a good user experience. Give support to both Android and iOS mobile platforms.
Role	ROL-01, ROL-02, ROL-03, ROL-04

Table 1- Users' Requirement 01 for INCLUDE platform

Section	Description
Id	**USE-REQ-02**
Type	Functional

Short name	User account
Description	A user can create her/his account
Role	ROL-01, ROL-02, ROL-03

Table 2- Users' Requirement 02 for INCLUDE platform

Section	Description
Id	**USE-REQ-03**
Type	Functional
Short name	Storage
Description	Each user account should have its spare storage. The user can upload content and organise it.
Role	ROL-01, ROL-02, ROL-03, ROL-04

Table 3- Users' Requirement 03 for INCLUDE platform

Section	Description
Id	**USE-REQ-04**
Type	Functional
Short name	Evaluation form for the content
Description	The user can evaluate the uploaded content.
Role	ROL-02, ROL-03

Table 4- Users' Requirement 04 for INCLUDE platform

Section	Description
Id	**USE-REQ-05**
Type	Content
Short name	e-tools

Description	INCLUDE platform should be enhanced with appropriate e-tools
Role	ROL-02, ROL-03

Table 5- Users' Requirement 05 for INCLUDE platform

Section	Description
Id	**USE-REQ-06**
Type	Functional
Short name	Reports and analytics
Description	The School Manager can extract reports for an entire team or a specific team member and view the analytics report for all of the teams of her/his school. The Teacher can extract reports for an entire team or a specific team member and view the analytics report only for her/his teams.
Role	ROL-01, ROL-02

Table 6- Users' Requirement 06 for INCLUDE platform

Section	Description
Id	**USE-REQ-07**
Type	Functional, Content
Short name	Educational folders' access
Description	A teacher should have access to all educational folders uploaded to the platform and can use them in her/his lesson.
Role	ROL-02

Table 7- Users' Requirement 07 for INCLUDE platform

Section	Description
Id	**USE-REQ-08**
Type	Functional, Content
Short name	e-tools for students

Description	
Description Students should have access to the educational e-tools of their lessons.	
Role	ROL-03

Table 8- Users' Requirement 08 for INCLUDE platform

Description	
Section **Description**	
Id	**USE-REQ-09**
Type	Functional
Short name	adding a member
Description	A researcher who is interested in INCLUDE project can be added to the platform.
Role	ROL-04

Table 9- Users' Requirement 09 for INCLUDE platform

Following users' requirements, the INCLUDE platform will provide a variety of functionalities to its members such as: creation of user account, spare storage for each user account, content upload and organization and content evaluation forms. It is the main interface for INCLUDE community. It

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will be based on an open source Learning Management System (such a moodle, the most famous LMS). The main role of this platform is to support INCLUDE community in creating educational folders containing the corresponding educational objects (activities and resources). Additionally, the INCLUDE platform can be used in the teaching procedure as an e-learning system. Each educational folder will be based on an educational scenarios. The INCLUDE platform will be enhanced with appropriate e-tools, since the scenario's methodology for INCLUDE project will be based on autonomous learning, using the cycle of formative assessment.

Toolkit for educational folders' creator

Who can create an educational folder

A Teacher can create an educational folder, following specific guidelines. Moreover, (s)he has also access to all the created folders that are uploaded to the platform.

What is an educational folder for the INCLUDE project

In the framework of INCLUDE project, each participating school is asked to produce educational content folders and to implement both the material produced by its own teachers and the material produced by teachers from the other schools.

Each INCLUDE educational folder includes multimodal learning objects. The format and the number of educational objects of each educational folder, are determined by the teachers who create it. Such objects, in addition to documents, may be worksheets, multimedia files (videos, audio files, presentations, photos, artwork representations) and web 2.0 tools (quiz, drill and practice activities, etc.).The educational folders refer to various subjects such as History, Literature, Science, Geography, Economics, e.t.c. (details can be found in Subject Areas List of the Controlled Vocabularies Table -Table 46) depending on the interests of their creators and following the objectives of INCLUDE project (enhancement of transversal skills, help students feel the "Europeanity" through the subject that they deal with and perform the formative assessment cycle).

What can be included in an educational folder

An educational folder comprises scenario script and all the digital materials required for the scenario (e.g. worksheets, documents, multimedia files, web tools, e.t.c.).

Scenario Script

The scenario script file (a digital document) provides five informative sections:

1. The scenario identity (Title, Creators, Creators' School, Subject Areas, curriculum Module and Unit, the age of Student that this scenario is suitable for,requisite English Language Level, Requirements of equipment and materials, Duration, Key words)
2. The key competences and their corresponding area (Knowledge, Skills, Attitudes), as referred to the document Council Recommendations on key competences for lifelong learning (OJ L2018/C 189/01) .
3. The learning outcomes (for both subject area and English language).
4. The transversal skills which are promoted through the scenario.
5. A short paragraph that describes how the scenario promotes Europeanity.

Digital Materials

The digital materials are all the files that are used by the student. As an educational INCLUDE folder needs to be stand-alone and platform independent, all digital material created in the duration of the INCLUDE project must follow these needs, helping in the material maintenance and functionality.

In the following, a detailed list of state-of-the-art educational tools, that a creator could use, is provided. As the tools for teaching are endless and very constantly evolving, a teacher must select the most flexible tool for materials' creation. The proposed educational tools have been shared in categories. Information is also provided about possible usage, possible educational tool and possible dependencies for the creation of digital materials for INCLUDE educational folders.

Category	OFFICE suite
Description	An office suite is a collection of productivity software usually containing a word processor, spreadsheet and presentation program. There are many different brands and types of office suites.
Possible Applications	Microsoft Office A collection of office-related applications, each of them serves a unique purpose and offers a specific service to its users (documents, worksheets, presentations). iWorks An office suite of applications created byApple Inc. for its macOS and iOS operating systems, and also available cross-platform through the iCloud website. It includes Keynote, a presentation program; the word processing and desktop publishing application Pages and the spreadsheet application Numbers.

	Google Docs Google has managed to replicate Excel, Word, and PowerPoint with Google Spreadsheets, Docs, and Presentations, respectively. You can upload, create, and store all these files online, and then download them to other office applications and save them on your hard drive or share your work with others online. Google surrounds these tools with their famous search application, access to online books, and a scholars' search for online documents. LibreOffice Includes several applications that make it the most versatile Free and Open Source office suite on the market: Writer (word processing), Calc (spreadsheets), Impress (presentations), Draw (vector graphics and flowcharts), Base (databases), and Math (formula editing). Apache Open Office It is a multiplatform and multilingual office suite and an open-source project that includes key desktop applications such as a word processor, spreadsheet, presentation manager, and drawing program with a user interface and feature set similar to other office suites.You can also save files in PDF format. ZOHO: Zoho is an office productivity suite that works much like Google Docs in that you have access to spreadsheet, word, and an online presentation tool. You can upload, save online, download, and share.
Dependencies	The INCLUDE educational folder can contain all of the files (doc, docx, xls, xlsx, pdf, ppt,pptx) that created from these suites.

In the framework of INCLUDE project, a teacher can use a variety of online tools and resources. Most of the web 2.0 teaching tools are web-based, which means that they can be accessed from any computer. Depending on the scenarios that a teacher creates, a variety of tools can be used. The creator of the scenarios is free to decide which tools will be used for her/his scenarios. We strongly recommend to use web 2.0 that can produce stand alone material which means that the produced material are functional in any platform.

One of the most recommended suite for your scenarios is the H5P. Apart from this, we recommend a list of state of the art web 2.0 tools that teachers could include in their scenarios as an educational material or as a part of an activity that their students must conduct in the framework of their teachers' scenarios. As the rapid new development of web 2.0 tools this list is only a sample of web 2.0 tools. So, you must be sure that the e-tool that you will produce, can be extracted from its "environment", as a stand alone tool which can be considered as part of your INCLUDE educational folder. More

information on how to download or embed material for other sources into your educational folder will be provided at the end of this toolkit.

Category	H5P suite
Description	H5P makes it easy to create, share and reuse HTML5 content and applications. H5P empowers everyone to create rich and interactive web experiences more efficiently - all you need is a web browser and a web site with an H5P plugin.
Possible Application	Using H5P you can create interactive content like Interactive Video, Course Presentation, Branching Scenario, Drag and Drop, Dialog Cards, Virtual Tour (360), Accordion, Image Hotspots, Flashcards, Drag the Words, Timeline, Question Set, Multiple Choice question, Memory Game, Agamotto, Documentation Tool, Guess the Answer, Fill in the Blanks, Image Sequencing, Arithmetic Quiz, Find the Hotspot, Mark the Words, Dictation, Essay, Summary, Impressive Presentation, Collage, Chart, Single Choice Set, Audio).
Dependencies	H5P content may be created on any H5P enabled web site like H5P.com or in INCLUDE platform where a H5P plugin will be installed. H5P is a completely free and open technology, licensed with the MIT license. Demos/downloads, tutorials and documentation are all available for users who want to join the community. The INCLUDE educational folder can contain all of the files that created from H5P suite.

Category	Math Apps
Description	Dynamic mathematics software for all levels of education that brings together geometry, algebra, spreadsheets, graphing, statistics and calculus in one easy-to-use package.
Possible Application	GeoGebra is the leading provider of dynamic mathematics software, supporting science, technology, engineering and mathematics (STEM) education and innovations in teaching and learning worldwide.
Dependencies	GeoGebra content may be created on geogebra.org or in INCLUDE platform where a geogebra plugin will be installed. Demos/downloads, tutorials and documentation are all available for users who want to join the community and the materials. The INCLUDE educational folder can contain all of the files that created from GeoGebra.

Category	Infographics

Description	An infographic (or information graphic) is "a visual representation of information or data", a collection of imagery, charts and minimal text that gives an easy-to-understand overview of a topic.
Possible Application	Google Chart Tools Provides several tools for making data more comprehensible. Special URLs can be used to embed graph and chart images in users' own web. ChartsBin Create your own interactive map and export it as image. ChartTool Charts and graphs are a great tool because they communicate information visually. On Onlinecharttool.com you can design and share your own graphs online and for free. Cacoo Cacoo is a user friendly online drawing tool that allows you to create a variety of diagrams such as site maps, wire frames, UML and network charts. Cacoo can be used free of charge for 14 days. Inkscape An Open Source vector graphics editor, with capabilities similar to Illustrator, CorelDraw, or Xara X, using the W3C standard Scalable Vector Graphics (SVG) file format. Lucidchart You can create flowcharts, org charts, mind maps, concept maps and many types of helpful visual communication. Lucidchart is completely free for students and teachers (no strings attached). Piktochart Make Information Beautiful. Create infographics, presentations, posters, flyers and reports. Pixlr The most popular online photo editor in the world(libraries like photoshop). Wordclouds.com is a free online word cloud generator and tag cloud creator. Paste text, upload a document or open an URL to automatically generate a word- or tag cloud. Customize your cloud with shapes, themes, colors and fonts. You can also edit the word list, cloud size and gap size. Wordclouds.com can also generate clickable word clouds with links (image map). When you are satisfied with the result, save it as an image. Chart Chooser Tool for improving Excel and PowerPoint with HTML5 goodness. Use the filters above to find the right chart type for your needs. Then download as Excel or PowerPoint templates and insert your own data.
Dependencies	For INCLUDE project, you have to download your creation of these online tool/platform and import to your educational folder. Possible file format of this category that an INCLUDE educational folder can contain are:

	jpg, bmp, png, svg, pdf, html5.

Category	**Speech (Speech to Text, Text to Speech, podcast)**
Description	Speech to text software is a type of software that effectively takes audio content and transcribes it into written words in a word processor or other display destination. Text to speech takes text and transcribes it into audio file. These types of software are extremely valuable to anyone who needs to generate a lot of written content without a lot of manual typing. It is also useful for people with disabilities that make it difficult for them to use a keyboard. In addition, a podcast is a digital audio file made available on the Internet for downloading to a computer or mobile device, typically available as a series, new installments of which can be received by subscribers automatically. The term Podcast is actually a portmanteau of iPod and Broadcast.
Possible Application	Chrome Speak Chrome Speak (App Version), select the text and right-click to speak with offline tts engine, TTS (text to speech). Text to Voice TTS gives Firefox the power of speech. Select text, click the button on the bottom right of Firefox window and this add-on speaks the selected text for you. Isn't it brilliant? Audio is downloadable. Text2speech Free online text to speech converter. Just enter your text, select one of the voices and download the resulting mp3 file to your computer. This service is free and you are allowed to use the speech files for any purpose, including commercial uses. Voki Lets you create customized avatars, add voice to your Voki avatars, post your Voki to any blog, website, or profile, and take advantage of Voki's learning resources. vozMe Vozme is an online text to speech program that lets you type-in any English or Spanish text and then play it as an audio stream. Audacity Is free, open source, cross-platform software for recording and editing sounds. Audacity is available for Windows, Mac, GNU/Linux and other operating systems.

	[MP3myMP3 Recorder](#) Saves any audio you hear on your computer straight to mp3 or wav.
Dependencies	For INCLUDE project, you have to download your creation of these online tool/platform and import to your educational folder. Possible file format of this category that an INCLUDE educational folder can contain are: mp3, wav

Category	**Digital Storytelling**
Description	Digital storytelling refers to a variety of emergent new forms of digital narratives, e.g. web-based stories, interactive stories, hypertexts, narrative computer games, etc. A teacher can create a digital story for use as an anticipatory set for a lesson or enhance current lesson plans with the use of a digital story within a unit, or assign student-created stories which requires students to research a topic from a particular point of view.
Possible Application	[Flexclip](#) A tool for creating videos It takes just minutes to create a video which can bring your lessons to life. Its powerful features can be used to create stunning presentations incorporating images, video clips, music and text. [Google photos](#) A tool that you can use your photos from google photo to create videos [CoSketch](#) CoSketch is a multi-user online whiteboard designed to give you the ability to quickly visualize and share your ideas as images. [Creately](#) 100's of thoughtful features to make creately diagramming quick and natural, it's a joy to use. [Cartoonist](#) Cartoonists is an online tool to create cartoons or personal digital stories, consisting of professional backgrounds, characters, props, images and text. With Cartoonist, you can create multimedia stories. You can use the tool to create comic strips or more personal digital narratives. [Creative Docs.net](#) Creative Docs .NET is a vector-based graphic design tool with support for rich text, ideal to quickly write short documents, manuals, posters, illustrations,

	schemas, plans, flow charts, and much more.
	Diagram.ly Draw Diagrams Online, free. draw.io is an online diagramming application. It features the full range of visual configuration you expect, as well as web application features such as a full range of export options, a large collection of icons, real-time collaboration and embedded widget sharing.
	MakeBeliefsComix At MakeBeliefsComix you can create your own comic strip with an easy and fun way and you can continue to edit and make more changes, and when you are done you can print or email your comic.
	Pixton Pixton introduces the world to Click-n-Drag Comics™, a revolutionary new patented technology that gives anyone the power to create amazing comics on the web. Pixton is free for fun but has paid version for Schools and Businesses.
	Storybird Storybird lets anyone make visual stories in seconds. They curate artwork from illustrators and animators around the world and inspire writers of any age to turn those images into fresh stories. Zimmer Twins The Zimmer Twins is a site devoted to kids and creative storytelling. It is free for Kids & Families to join, make and watch a movie and paid for Educators and Schools.
	Toontastic: Toontastic is a storytelling and creative learning tool that enable you to draw, animate, and share your cartoons.
Dependencies	For INCLUDE project, you have to download your creation of these online tool/platform and import to your educational folder. Possible file format of this category that an INCLUDE educational folder can contain are: jpeg, bmp, gif

Category	Survey, Polls, and Quizzes
Description	We strongly recommend to use applications for survey, polls and quizzes that can export your products as stand alone products
Possible Application	Google Forms (part of Google Drive) Collect RSVPs, run a survey, or quickly create a team roster with a simple online form. Then check out the results, neatly organized in a spreadsheet. This is a cloud service which provides you a url to access your form as well as the worksheets where you can keep the quiz responses'. This is not a stand alone file and

	it cannot be kept into your educational folder. Hot Potatoes You can choose from the following six types of questions to create your interactive quiz: crossword, multiple-choice, short-answer, gap-fill, matching/ordering and jumbled-sentence. You have to download the software.
Dependencies	As part of INCLUDE project, you should export the quiz or poll you created using the above-mentioned tools/platform and import it in your educational folder. We strongly recommend to use H5P. You can also use the tools provided by INCLUDE platform. The installed Learning Management System (Moodle) will provide Teacher (RL-02) with many activities, such as Forums, Assignments, Quizzes etc.. More details can be found at: https://moodle.org/plugins/browse.php?list=category&id=1

Category	**Screen Capturing Tools**
Description	Screen capture tools are a digital recording of a computer screen output, often containing audio narration.
Possible Application	Snipping Tool is a Microsoft Windows screenshot utility included in Windows Vista and later. It can take still screenshots of an open window, rectangular areas, a free-form area, or the entire screen. Snips can then be annotated using a mouse or a tablet, stored as an image file (PNG, GIF, or JPEG file). SnapShooter is relevant program of the Mac OS X.
Dependencies	For INCLUDE project, you have to download your creation of these online tool/platform and import to your educational folder. Possible file format of this category that an INCLUDE educational folder can contain are: jpg, gif, bmp.

Category	**Photo, Image and Video Editing**
Description	A Photo Editor, Image Editor or Video Editor is used for editing photos or create and edit images or videos.
Possible	Hippo Video Is a Personalized Video Distribution Platform that helps you easily create

| Application | personalized videos and distribute them through multiple channels. It emphasizes on making videos accessible and easy to use.

Gickr.com Instantly create Animated GIF online and free.

Inkscape An Open Source vector graphics editor, with capabilities similar to Illustrator, CorelDraw, or Xara X, using the W3C standard Scalable Vector Graphics (SVG) file format.

Paint.NET Simple, intuitive, and innovative user interface. Every feature and user interface element was designed to be immediately intuitive and quickly learnable without assistance.

Pencil Pencil is an animation/drawing software for Mac OS X, Windows, and Linux. It lets you create traditional hand-drawn animation (cartoon) using both bitmap and vector graphics. Pencil is free and open source.

PhotoPeach Help you to tell better stories online using photos. With PhotoPeach you can create a rich slideshow in seconds to engage your student We also support background music, captions, and comments so you can elaborate on your story further.

PicMarkr Free Watermark. Add Custom Watermark with PicMarkr! PicMarkr lets you to add custom watermark (image or text) to your images online and free.

Pixlr The most popular online photo editor in the world.

Ezvid Ezvid is a 100% free video creation tool that allows you to capture everything that appears on your computer screen. It also allows you to edit your recorded videos by splitting your recordings, inserting text and audio, controlling the speed and even drawing directly on your screen. You can save your edited videos.

BlueBerry Flashback Express Recorder This recorder just, like other screencast tools, enables you to capture your screen while recording yourself through a webcam. It introduces quite a long list of features that will let you edit videos like a pro. BB Flashback Express Recorder also has a very easy user interface that allows you to decide what area of your screen you would like to capture and whether to record sound and web activity or not. Another good thing about it is that you can have scheduled recordings so you wouldn't have to miss online events. It also includes a player which works like a VCR and allows you to review your recording frame-by-frame. |
|---|---|

| | Rylstim Screen Recorder Rylstim is a very simple and easy to use Screen Recorder which, aside from capturing your screen, also allows you to record events happening on the monitor including right and left clicks. It has a minimalistic and intuitive interface but supports multiple CODECs. You can also customize the video frame rates. Rylstim Screen Recorder works on Windows XP, Windows Vista, Windows 7 and Windows

Krut Krut is a screencast tool that works in almost any Operating system and requires Java to run. It's a very simple program with only 3 basic controls: Record, Snap for still pictures, and the Arrow button used to adjust the borders of your recording area. It's very minimalist without all those complicated features that other screencast tools offer, but it can be powerful too because of some additional features such as timer-controlled recording. You can also use it for recording streaming video and audio.

CamStudio CamStudio is a pretty straightforward program that lets you record your screen and audio and produce outputs in AVI format. It enables annotation such as text and call out inserts and even provides you some cursor options such as default, hidden or highlighted, which should be carefully laid out prior to recording. You have some video options too which lets you control compression, frame rates , quality and time lapse but aside from that, you can't really do much with the video because it doesn't include editing capabilities.

Screen-O-Matic Screencast-O-Matic is a screencast tool which has both web-based and desktop versions. It's very easy to use and will run so long as you have Java installed on your computer. It has free video hosting and allows you to record your screen or both your screen and webcam. You may also publish your output directly to YouTube. The free versions of Screencast-O-Matic has limited features though. For instance, there's a 15-minute recording time limit, there's a small watermark when recording, it doesn't allow webcam-only recording and it doesn't allow you to zoom and annotate while recording. |
| Dependencies | For INCLUDE project, you have to download your creation of these online tool/platform and import to your educational folder.
Possible file format of this category that an INCLUDE educational folder can contain are gif, jpg, bmp,svg, avi, mp4 or mov. |

Category	PDF Tools
Description	PDF is a file format developed by Adobe in the 1990s to present documents, including text formatting and images, in a manner independent of application software, hardware, and

	operating systems] Based on the PostScript language, each PDF file encapsulates a complete description of a fixed-layout flat document, including the text, fonts, vector graphics, raster images and other information needed to display it. Today, PDF files may contain a variety of content besides flat text and graphics including logical structuring elements, interactive elements such as annotations and form-fields, layers, rich media (including video content) and three dimensional objects using U3D or PRC, and various other data formats. The PDF specification also provides for encryption and digital signatures, file attachments and metadata to enable workflows requiring these features (Source: wikipedia https://en.wikipedia.org/wiki/PDF).
Possible Application	**Adobe Reader XI** Adobe Reader is a trusted high quality tool that allows you to view and print your PDF files. It also lets you interact with PDF content, including multimedia. Other features covered are adding and verifying digital signature, annotating on PDF pages, creating and filling out PDF forms, and printing out these documents. **Doro PDF Writer** by CompSoftDoro PDF Writer is very easy to use and is pretty straightforward. It doesn't have all the other options that other PDF tools have but it works great in printing PDF files. It is installed as a virtual print driver and converts any printable document or image to PDF format. Just select it from the program's setting menu before printing a PDF document and it will launch and provide you the option to change the document's metadata. On top of those mentioned is the ability to enable and disable copying, pasting and printing functions of the document. It is compatible with XP, Vista, Windows 7 and 8. **BullZip PDF Printer** by BioPDFBullZip is another PDF tool that works as a virtual print driver and uses Ghostscript to convert documents. Like Doro, it also allows you to convert printable document or image to PDF format but on top of that, it also lets you add watermarks, merge PDF files and even add protection to your PDF files. It is free for up to 10 users and offers installation of promotional, third party components. You may check the guidelines here. **PDFTK Builder** This is an open source PDF tool used which allows you to easily reorder or merge selected pages. It is also capable of splitting and rotating pages and adding stamp and encryption to your file. Aside from those mentioned it doesn't offer too much and even lacks the basic function of watermarking with background text. **PDFill PDF Tool** This is probably one of the most user-friendly free PDF tools that offer you

	so many features. It provides the most important functions such as merging, splitting, reordering, rotating and cropping pages and even allows you to add headers, footers and watermarks. It also offers additional features such as encrypting and decrypting security options, and deleting, flattening and adding form fields. It requires GhostScript and Java to run.
Dependencies	For INCLUDE project, you have to download your creation of these online tool/platform and import to your educational folder. Possible file format of this category that an INCLUDE educational folder can contain is pdf

Music and Photos

Royalty Free and Creative Commons Music

Archive's audio and MP3 library This library contains over two hundred thousand free digital recordings ranging from alternative news programming, to Grateful Dead concerts, to Old Time Radio shows, to book and poetry readings, to original music. Many of these audios and MP3s are available for free download.

Brainy Betty Free Sound Clips and Music for Presentations.

ccMixter Find music for a video, school project, game you're developing, podcast. Find exactly the music you're looking for - podsafe, liberally licensed - using dig.ccMixter Music Discovery tool.

CCTrax All showcased music is available under one of the six Creative Commons licenses. They authorize free music download and enable the artists to promote their music while protecting their rights.

FMA The Free Music Archive is an interactive library of high-quality, legal audio downloads. The Free Music Archive is directed by WFMU, the most renowned freeform radio station in America. Radio has always offered the public free access to new music. The Free Music Archive is a continuation of that purpose, designed for the age of the internet.

Freeplay Music Library Is a comprehensive collection of High End Broadcast production music spanning all the popular musical genres, available for download.

FreeSFX Download free sound effects. This involves audio design, music composition and voice production in various forms - for Games, Animation, TV and Film.

Freesound Freesound aims to create a huge collaborative database of audio snippets, samples, recordings, bleeps, ... released under Creative Commons licenses that allow their reuse.

iBeat Free Beats – Download beats, loops, breaks and samples. Free under Creative Commons licensing.

Incompetech Incompetech hosts a wide variety of royalty free music. You can browse their selection by genre or feel. "Feel" would include things like: Action, Relaxed, Intense or Humorous; you can

select a combination of 'Feels' and it will check its database for selection matches. Clips can be played on the website and instantly downloaded as well.

Josh Woodward You can freely download, share and use all 180+ of Josh Woodward songs.

Musopen Set music FREE. Musopen (www.musopen.org) is a 501(c)(3) non-profit focused on improving access and exposure to music by creating free resources and educational materials. We provide recordings, sheet music, and textbooks to the public for free, without copyright restrictions.

Orphan Songs The Orphan Songs website is running by Carl-Otto Johansson. Most of the music here is free to download and use. (Creative Commons).

PacDV This is a small database of free audio clips organised by mood or emotion such as: Warm, Loving, Serious or Lonely.

Partners in Rhyme Royalty free music libraries with high quality free music tracks.

Purple Planet Free Collection of Royalty Free Music available for download, composed and performed by Geoff Harvey and Chris Martyn Music can be used free of charge for web-based projects e.g. YouTube

Free Sites For Photos

PublicDomainPictures.net is a repository for free public domain photos. You can download high quality photos.

FreeImages is containsmore than 6000 original stock photos Free images is a high quality resource of digital stock photographic images for use by all. All images in their collection are free to use on websites and printed materials.

Free stock photos, easy to download, easy to browse. Use them for commercial or personal design projects of any kind. Some are even public domain, so you can use those for whatever you want.

FreePixels offers free high resolution stock photos for use in both personal and commercial design projects.

Flickr Free Use Photos Group are available for use by anyone. There is no need to give credit or to fear rights infringement. These images are posted by their creators. By posting to this group, you're allowing freedom of use.

Every Stock Photo is a search engine for free photos. These come from many sources and are license-specific. You can view a photo's license by clicking on the license icon, below and left of photos. Membership is free, without advertising, and allows you to rate, tag, collect and comment on photos.

How you will make your folder searchable

Metadata enrichment process of educational Folders

The digital repository will host all the produced educational folders. After the process of metadata enrichment through the repository specially designed forms, the end users will be able to search, browse, view and retrieve any digital information available(metadata and files).

The application profile used for the metadata enrichment process is based on the Dublin Core metadata scheme, the definition of which can be found in Dublin Core Metadata Initiative ([DCMI](#)). The primary goal of the DCMI framework is to create a broad, interdisciplinary, international consensus around a core set of elements that are useful in describing a wide array of resources across the Internet, and useful to a diversity of communities or domains of interest for the purpose of networked information discovery and retrieval.

The DCMI provides support for a wide range of metadata including research, authoring, technical, legal and educational metadata. One of the principles that characterize the DCMI framework is the **extensibility**. This attribute of DCMI permits the creation of additional elements (and element qualifiers) where necessary to meet particular metadata needs of local or domain specific applications. For example, nearly every education-specific metadata set rooted in the principles of the DCMI has created an element of one sort or another to express various characteristics of the "audience" for which the resource being described is either intended or otherwise useful. The DCMI principle of extensibility permits the creation of such a "local" element and accompanying qualifiers.

For the metadata enrichment process of educational folders, the metadata scheme will be extended accordingly in order to serve the metadata author's needs. Below, you can find the "**Digital Repository Application Profile Table**", that contains all the metadata fields included in the application profile. Fields indicated with the "dc" prefix originally belong in the DCMI framework, while elements indicated with the dc.ext" prefix are custom fields created for the particular educational needs of the project (such as key competences, transversal skills etc.). Also, in the "**Controlled Vocabularies Table"** you can find all the available controlled vocabularies (thus, predefined list values for all the fields of the Application Profile Table that have a "Yes" value in the isControlledVocabullary column).

Table 10 Digital Repository Application Profile Table

Field	Name	Type	Cardin ality	Multi plicit y	isControlled Vocabullary	Hint in form	Appe ars in UI	Can be omi tte d?
dc.title	Title	Free text	Manda tory	Yes	No	Enter the title of the educational folder.	Yes	No
dc.author	Creators	Last Name/First Name Component	Manda tory	Yes	No	Enter the names of the authors of this educational folder.	Yes	No
dc.description	Descripti on	Free text	Manda tory	No	No	Enter the description of the educational folder.	Yes	No
dc.keyword	Keyword s	Free text	Option al	Yes	No	Enter the keywords (words or phrases) of the educational folder. Each keyword should be entered separately	Yes	No
dc.subject	Subject Areas	Taxonomy	Option al	Yes	Yes	Select the subject area	Yes	No

						for the educational folder. Multiple values can be selected		
dc.date.issued	Date of Issue	Month/Day /Year	Option al	No	No	Please give the date of previous publication or public distribution . You can leave out the day and/or month if they aren't applicable.	Yes	Yes, if not applied
dc.type	Type	List	Option al	Yes	Yes	Select the type(s) of content of the educational folder. To select more than one value in the list, you may have to hold down the "CTRL" or "Shift" key.	Yes	Yes, if all items are just educatio nal folders and nothing more
dc.language	Languag e	"English"	Option al	No	No	Select the language of the main content of the educational	No	Yes, if all educatio nal folders have the same language

						folder.		
dc.publisher	Publishe r	Free text	Option al	No	No	Enter the name of the issued instance of this educational folder.	Yes	Yes, , if all educatio nal folders have the same publisher eg INCLUDE
dc.rights	Copyrigh t	Standard Component for creating copyrights and licenses	Manda tory	No	No		No	Yes, if it is fixed for all educatio nal folders
dc.license	License	Free Text	Manda tory	No	No		No	Yes, if it is fixed for all educatio nal folders
dc.ext.age	Student Agel	List	Option al	Yes	Yes	Select the age of the target audience	Yes	No
dc.ext.keyword sPerFile	Keyword s in folder files	Custom Component	Option al	Yes	No	Please insert the filename and the keywords	Yes	Yes, if not applied

						that describe the specific file (inside the educational folder), separated by comma		
dc.ext.school	School	Drop down list	Option al	No	Yes	Please insert the school	Yes	N o
dc.ext.module	Module	Free text	Option al	Yes	No	Please write down the module of the scenario	Yes	No
dc.ext.unit	Unit	Free text	Option al	Yes	No	Please write down the unit of the scenario	Yes	No
dc.ext.englishL evel	English Languag e Level	List	Option al	No	Yes	Fill in the English Language Level (According to the Common European Framework reference for languages)	Yes	No
dc.ext.require ments	Require ments	Free text	Option al	No	No	Fill in any additional requiremen ts	Yes	No
dc.ext.duration	Duration	List	Option al	No	Yes	Fill in the duration (in teaching	Yes	No

						hours)		
dc.ext.keycompetence	Key competences	List	Optional	Yes	Yes	Please check from the list the key competences your scenario promotes. You can check more than one key competence.	Yes	No
dc.ext.learningOutcome	Learning Outcomes	Free text	Optional	Yes	No	Write here both learning outcomes concerning the English Language and the Subject Area	Yes	No
dc.ext.transversalSkill	Transversal Skills	List	Optional	Yes	Yes	Please check the transversal skills being developed in the scenario	Yes	No
dc.ext.europeanity	Europeanity	Free text	Optional	No	No	Please describe in which sense do you believe that your	Yes	No

						scenario promotes europeanity (max 50 words)		

Table 11 Controlled Vocabularies Table

Subject Areas List	History Mathematics Religious Education Visual Arts Education Modern Greek Literature Literature Geography - Geology Modern Greek Language Information & Communication Technologies Computer Science Environmental Education/Education for Sustainable Development Physics Biology Chemistry Political & Social Sciences Music Education Ancient Greek Language and Grammar Drama/Theater in Education (DiE/TiE) Design & Technology Physical Education Health Education Intercultural Education Philosophy Mechanical Engineering Electrical Engineering Astronomy Latin Language Agricultural Science Management & Economics Domestic Science Electronics & Automation Civil & Structural Engineering No matching

Type List	image
	drill and practice
	inquiry
	text
	micro-experiment
	educational scenario - lesson plan
	video
	presentation
	open activity
	audio
	educational game
	exploration
	map
	dynamic visual representation
	artifact
	simulation
	visualisation
	website
	reference
	application
	assessment
	conceptual map
	experiment
	demonstration
	3D/VR
	model
	glossary
	timeline
	data
	project
	tool
	guide
	broadcast
	course
	music score
	other
Age List	10
	11
	12
	13
	14
	15
	16
	17 +

School List	1o peiramatiko gymnasio Athinas Scoala Gimnaziala "Mircea Eliade" Istituto Comprensivo Carducci-King Institut BISBE BERENGUER
English Language Level	A1 A2 B1 B2 C1 C2
Duration (in teaching hours)	3 4 5
Key Competences	A list with all the available values for this field can be found here: https://docs.google.com/document/d/1Lyy4rK_0gdZS4aIw7vgk7xf2y6nuiC6mlqCP-9Lb1Mo/edit
Transversal Skills	Information literacy Creativity and Innovation Collaboration and Communication Autonomous learning