**Training Fiche Template**

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| Title | Classroom management: keeping the audience involved within the virtual classroom - Digital mind maps for professional collaboration |
| Ref. DigCompEdu  | Area 1: Professional Engagement |
| Keywords (meta tag) | Mind maps; Concept maps; Digital tools; Collaboration; Content design; Project planning; Project monitoring; Project work design  |
| Language | English |
| Objectives / Goals / Learning outcomes | The learner:1. **identifies** the digital mind-mapping tool best suited to her/his needs and **uses** it to make simple maps;
2. **recognises** aspects and uses of digital mind maps that can facilitate collaboration on selected professional issues;
3. **Recognize** aspects and ways of using digital mind maps that facilitate collaboration in some problems in the professional field.
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| Description | We understand the usefulness of digital mind maps, as opposed to manual ones, when the context is complex and requires freedom to rethink, reorganise, or share.Finally, we see how they can be used to facilitate and stimulate professional collaboration analysing three use cases. |
| Contents arranged in 3 levels | 1. Digital mind maps
	1. And if you want to change your mind?
	2. What would you do?
	3. The tools available to you
	4. Try it out
	5. Aspects to consider when choosing the tool
	6. Strengths and weaknesses
2. Collaborating with digital mind maps
	1. Introduction
	2. CASE 1 - Content organization
	3. CASE 1 - A solution with digital mind maps
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| Self-evaluation (multiple choice queries and answers) | **Unit 1 Digital mind maps Test****1. Which of the following requirements makes it more convenient to use a digital mind map than to make one manually?** (2 correct answers)* Putting a strong personal touch.
* Show off drawing skills.
* Being able to change one's mind at any time.
* Being certain that you don't have to spend.
* Not having a pre-determined limit on the amount of concepts to be represented.

**2. You need to choose a mind-mapping software that you want exploit to organize content. What aspect of the available tools do you need to pay particular attention to?** (1 correct answer)* Ease of managing text that can be associated with nodes.
* Availability of a free version and its limitations.
* Formats accepted for import.

**3. You need to choose a software for creating mind maps that you want to be able to use with multiple devices. Which feature of the available tools do you need to carefully evaluate?** (1 correct answer)* Ease in sharing the map in terms of viewing/editing.
* Availability of a free version and its limitations.
* Platforms for which a version of the software is planned.

**4. You want to create a mind map and work on it together with some colleagues. Which digital solution is most useful?** (1 correct answer)* Any digital tool for drawing mind maps.
* A tool that allows for map sharing, preferably synchronous.
* A tool that allows for map sharing, preferably asynchronous.

**Unit 2 Collaborating with digital mind maps****1. What is the activity for which collaborative digital mind maps are originally useful?** (1 correct answer)* Brainstorming.
* The content writing process.
* The planning and monitoring of projects.

**2. How can the use of a digital mind map simplify interactions with the expert?** (2 correct answer)* Points on which support is needed can be isolated.
* The expert can edit the map and associated content at any time.
* It is possible to make use of the map itself to receive answers to any issues/doubts that may be raised.
* It is not essential that the collaboration always be synchronous.
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| Toolkit (guidelines, best practices, checklist, lessons learned…) | Name  | Digital Mind Maps - Tools sheets |
| Description | A PDF document brings together the **product sheets for 5 of the many mind-mapping software tools**: GitMind, MindManager, MindMeister, Mindomo and XMind.Recorded features/information, based on the tests carried out in November 2022, include: Site, contact and tutorials linksSupported platformsAvailable subscriptions / free versionImport/Export file formatsElements that can be associated with nodesManagement of sharing/collaborationEvaluation of graphics, interface and relevant features**An empty form is also provided** that can be filled in by the learner if there is another tool she/he prefers. |
| File name | RESET\_PR3\_IALFVG\_TOOL\_Classroom management\_EN |
| Resources (videos, reference link)  |  |
| Related material |  |
| Related PPT | RESET\_PR3\_IALFVG\_Classroom Management-digital mind maps\_ppt\_EN |
| Bibliography  | Giglioli, A., & Collinassi, G. (2011). *Le mappe per apprendere.* Bologna: luca sossella.Gineprini, M., & Guastavigna, M. (2004). *Mappe per capire. Capire per mappe.* Roma: Carocci. |
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