Podrobna navodila učiteljem za izobraževanje na daljavo prek aplikacije Viber

Zaradi stopnjevanja razmer v zvezi s koronavirusom v Sloveniji je MIZŠ do nadaljnjega zaprlo vse šole v Sloveniji. Kljub izrednim razmeram pa odgovorni želijo izvajati kontinuiteto učnega procesa, z namenom doseganja učnih ciljev učnih načrtov. Strokovnjaki se zavedajo različnega stanja v slovenskih šolah, tako z vidika tehničnih kot kadrovskih zmožnosti. **Učiteljem in šolam priporočajo naj raziščejo alternativne načine za izobraževanje na daljavo** in tako zagotovijo, da imajo vsi učenci enak dostop do gradiva in skupnega znanja v varnem okolju.

Za izobraževanje na daljavo so na voljo različne komunikacijske poti oziroma spletna orodja, **med vrsto odličnih in uporabnih tehnologij pa je tudi aplikacija Viber, ki učiteljem omogoča, da na trenutno najbolj uporabljeni platformi za komuniciranje v Sloveniji, odprejo skupnost, vanjo dodajo učence in z njimi delijo predavanja v video ali pisni obliki.**

Najlažji način, kako lahko učitelji uporabijo Viber za učenje na daljavo, je uporaba funkcije **Viber Communities.**

Nekatere prednosti uporabe aplikacije Viber:

Prednosti uporabe platforme Viber in funkcije Viber Communities so v dejstvu, da je Viber v Sloveniji **najbolj uporabljana aplikacija za hitro sporočanje, kar pomeni, da obstaja verjetnost, da jo ima veliko število učenk in učencev že naloženo na svojih pametnih napravah in da so tudi že v neki meri seznanjeni z delovanjem in funkcijami aplikacije,**
- community oz. skupnost je lahko odprta ali zaprta,
- podatki oz. informacije v skupnosti so vidne vsem članom,
- **beleži se zgodovina sprememb,**
- Učitelj **lahko deli predavanje oz. lekcijo z vsemi učenci naenkrat s priponko v obliki video datoteke ali tekstovne datoteke (tudi spletnega učbenika),**
- Učitelj lahko **deli naloge s pomočjo tekstovnih priponk**, izvede lahko tudi **preverjanje znanja z predpripravljenim testom, narejenim v Google Forms**, medtem ko lahko dobi povratne informacije skozi chat/pogovor,
- poleg tega lahko učitelj izvede tudi **skupinsko avdio konferenco z do 20 učenci naenkrat,**
- vsakdo lahko preko Viberja **deli datoteke do velikosti 200 MB, ne glede na format.** Vizualno gradivo, kot so recimo slike in video posnetki se lahko delijo kot datoteke, **omogočena je tudi funkcija predogleda.**

V priloženem dokumentu je Viber pripravil **zelo podrobna in enostavna – tekstovna in slikovna - navodila**, kako odpreti skupnost in znotraj nje uporabljati različne funkcije, ki bodo prav prišle vsem učiteljem pri predavanjih in deljenju znanja z njihovimi učenci.

V navodilih je podrobno predstavljeno:
- Kako odpreti skupnost za razred
- Kako moderirati skupnost
- Kako deliti video lekcijo ali predavanje
- Kako deliti besedilo lekcije oz. predavanja
- Kako uporabiti »Google Forms« za izvedbo preverjanja znanja/testa/izpita v Viberjevi skupnosti

Na koncu dokumenta so opisane **še vse dodatne možnosti in funkcije, ki so na voljo za administratorje Viberjeve skupnosti** – v tem primeru bodo to najbrž ravnatelji/ce in učitelji/c

**Step by step guide for teachers to enable
remote education on Viber**

Content:

Introduction

Due to the global outbreak of COVID-19 and the escalating situation in Slovenia, the MIZŠ has ordered all schools in Slovenia to stay closed until further notice. Teachers should explore alternative ways for remote education, making sure all students have equal access to materials and shared knowledge in a safe environment. This is a step by step guide for teachers on how to utilize Viber's platform for remote education.

How to use Viber for distance education?

The easiest way for teachers to use Viber for distance learning is by using Viber Communities.

A Community is a group with unlimited number of members that can be used for a vast number of purposes.

Communities can be:
- Public - anyone can join
- Closed - kept to a closed group of people, invited by the admin

The administrator of the community (teacher/s) decides on the ground rules including who has rights to write / post. The communication can be one way (only the teacher/s post and the students can only read, react and forward) or two way (the community members can post as well). These rules can be changed by the admin depending on the situation over time.

The information posted in the community is visible to all members, regardless when they have joined the community and history is kept in the chat. Everyone who has Viber installed on a mobile device can open/create a community given the fact that an internet connection is in place.

Examples for community usage:
- Teacher creates a community and adds one by one all students (through their phone numbers)
  Note : She/he has to have them as numbers in his/hers phone and they should have Viber installed. If they don`t have Viber installed he/she can invite them through SMS or other channel by sharing the Invite link to the community.
- Teacher creates a community for larger group of students, gathered by some other criteria (ex. all students from 10 & 11 grade)
  Note : She / he can share the invite link through their online diary platform as a note or any other channel to make sure that the information will reach the user if they don`t have the students number.
- Teachers from different schools create a community between themselves to share insights and updates

Note : They can share the link to the community and make sure all members are allowed to share it and invite more people from the Community Settings in the info screen
- Other examples - communities for parents, for teachers, **fun communities for students etc.**

For example if a teacher teaches 5th graders, he/she may share a new lesson with all students at once with a video tutorial and/or text attached as a file or an online study book. Self-study tasks can be attached as text files, the test can be done with a pre-prepared test in Googles Forms, and feedback can be provided in the community chat. In addition, each teacher can schedule audio calls with groups of 20 students for testing or consultation on each topic.
Through Viber everyone can share files up to 200MB, regardless of their format. Visual materials as images and videos can be shared as files or with preview.

I. **How to open a community for the class?**

1. Open the chat list screen in Viber (Figure 1.)
2. Tap on the „add new" button (Figure 1.)

(Android)

(iPhone)

3. Choose „New Community" option (Figure 2.)
4. Add name, select the profile Icon and write a short description to let your members know what your Community is about. (Figure 3.)
5. Select contacts that you want to add (they will be automatically added in the Community)
6. If you don't have students' contacts you can share the group link with others by long taping the link on Figure 6. to share in any other channel (Figure 5. and Figure 6.)
7. If you want students to be able share the link, leave the toggle as it is (Figure 6.) (depending on the type of community)
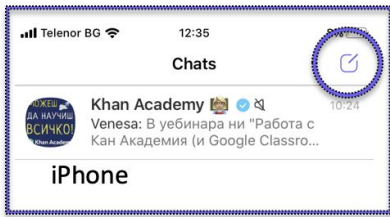8. If you want to ban users to share the link, switch off the link sharing option
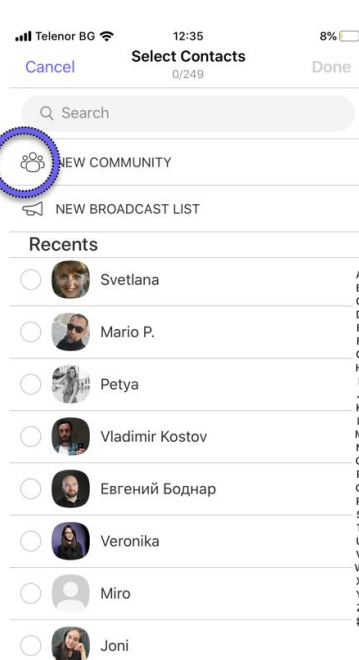

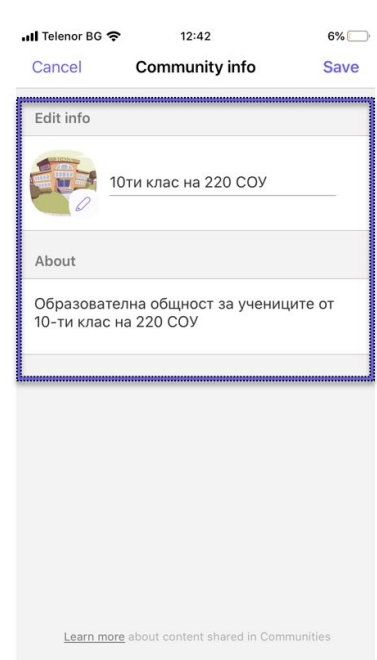Allow all members to share
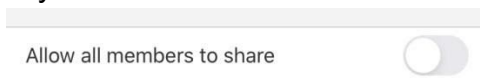
9. Tap "Done"

Figure 1.

Figure 2.

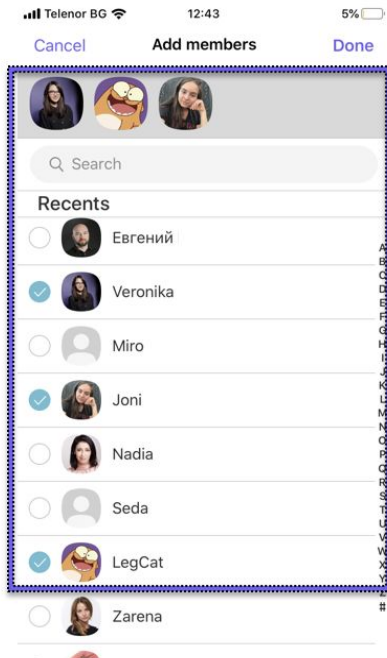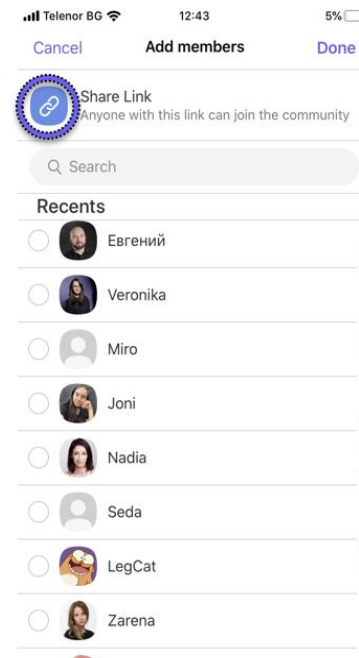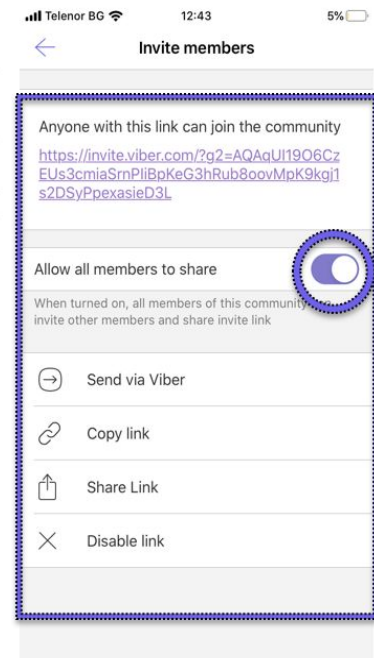Figure 3.

Figure 4.

Figure 5.

Figure 6.

II.   How to moderate the community?

1. Invite new members directly from contacts list or share the Community link to add new Community members. Anyone with the link will be able to join the Community.

      a) You can enable or disable other Community members to share the Community link. (see point I. steps 6-8)
      If you enable and then disable the sharing from users, the Invite link will change and the previous one used will be disabled.

2. Remove members by tapping on the user profile picture within the chat screen (iOS only) or through Info screen > Members List (both iOS and Android) and click "Remove From Chat" (Figure 7. & Figure 8.)
Removing a User means that he/she can join again if being invited or clicks again the invite link.

3. Ban users by tapping on a user profile picture and click "Ban user" (iOS only)or through Info screen > Members List (both iOS and Android) and click "Ban user" (Figure 7. & Figure 8.)
Banning a user means that he/she won't be able to enter the community again unless you unban them.

4. To change the ability for members to post in the Community go to Community info > Select Member privileges and toggle writing privileges ON or OFF for members
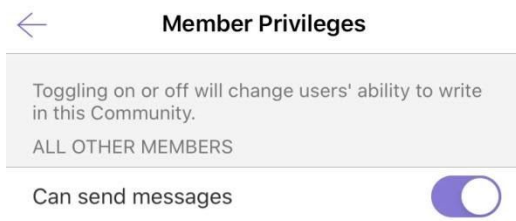
5. Add more admins to the group from the members list, or directly from the add admins button.

6. To share files (available on desktop only), click on the plus icon ＋ and choose the file

7. Pin an important message to the top of the chat

8. Reply directly to another member

9. Mention another Community member to include them in the chat

10. Add/ vote in a poll

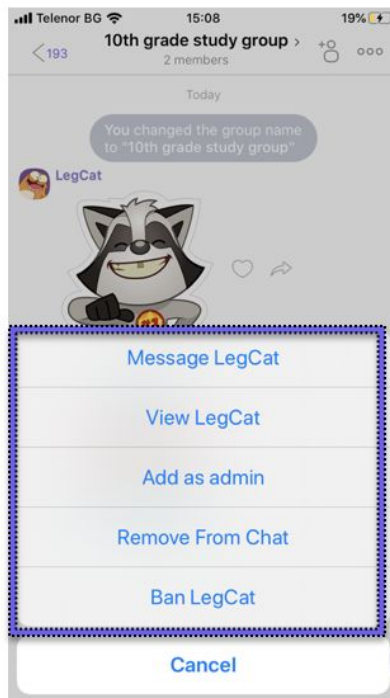Figure 7.   Figure 8.

III.   How to share a video lesson?

There are two main options to share a video lesson. You can either record yourself with your mobile phone and share the video in the community (option 1) or use content from an educational platform.

Option 1 – record your own video
1. Go to your phone camera and record a video lesson

2. Go to the community on your mobile phone and click on the image icon
3. Choose file from you image gallery and share it with your students
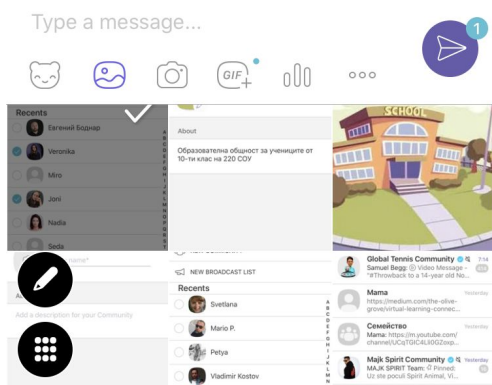
Option 2 – use third party video provider

1. Go to Astra.si for different mathematics themes
2. Find the topic that is relevant for your students
3. Find the videos relevant for your students
4. Open the video
5. Click on the icon in the top right corner to copy the Video and paste the link in the community (Students can watch the video and can write in the community without leaving the group)
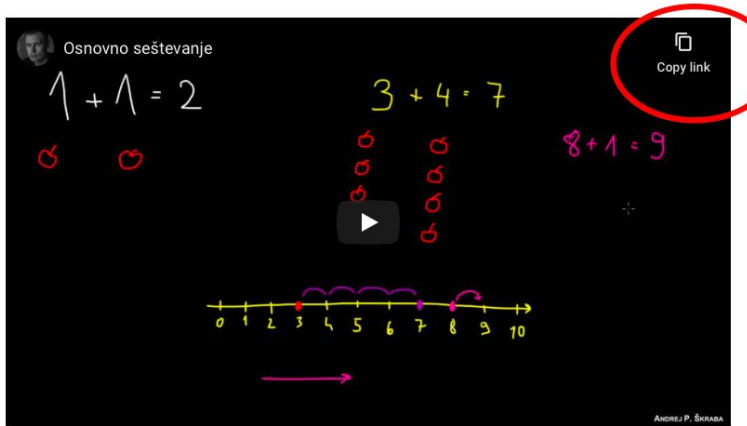
IV.   How to share a script for the lesson?

There are two main options to share a script of the lesson. You can either write the script by yourself or use content from online student books.

Option 1 – share your own script
1. Go to Word or Google docs and prepare the lesson

2. Go to the community on desktop and click on the plus icon ＋ if the document is saved on your computer or paste the link to Google docs if the file is on Google docs (make sure to check the sharing option from the link sharing button in the upper right corner)

Option 2 – use third party materials
Publishing houses such as Rokus Klett and Mladinska knjiga have provided their student books online for free.

Link to free online resources:

- http://www.nauk.si
- https://www.irokus.si
- https://www.znamzavec.si
- https://www.irokusplus.si
- https://www.radovednih-pet.si/predstavitev
- https://www.lilibi.si

V.   How to use Google Forms for exams in Viber's community?

1. Go to Google Forms - https://docs.google.com/forms
2. Register
3. Start creating a new Google form template
4. Go to settings ⚙ , choose "Quizzes" and switch it on by clicking "Make this a quiz"
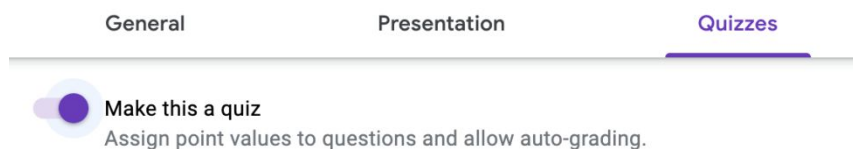
5. Create a multiple choice test
6. Copy the link to the Google Form and share it in the community

More Google Forms resources for teachers here:
https://teachercenter.withgoogle.com

For best user experience, please install Viber for desktop from here.

VI. Legal Information

Viber communities are subject to the following terms of use:
https://www.viber.com/terms/public-chat-public-accounts-terms-guidelines/
Please be advised that Viber is not intended for children under 13 years old.

Backlog info:

Superadmins (Teachers, Headmasters) can manage all areas of the Community. They are usually the person who created the Community.

Manage Community members:
- Send a link to add new Community members. Anyone with the link will be able to join the Community.
- Add the invitation link to the Community info screen, change or remove it. You can also allow other Community members to share this link.
- Remove members by tapping on Remove from chat in the Community info screen.
- Add more admins to the group from the members list, or directly from the add admins button.
- Invite new members directly from your contacts list.
- Change the chat background for Community members.
- Ban a member from the Community. Banned users can't rejoin the Community unless the ban is removed. See a list of banned members on the Community info screen.

Chat activities:

- Edit the Community name, image and description.
- Pin or unpin messages to the top of the Community chat.
- Moderate the Community - control the chat by deleting undesirable messages, including all messages from a single user.
- Allow all members to write in the Community, choose select members who can write, or turn off writing privileges entirely from the Member privileges screen.
- Delete your own messages.
- Access the contact details of other admins (but not members) of the Community.

Admins

Add community members:

- Send a link to users you want to add to the group. Anyone with the link will be able to join the Community.
- Invite new members directly from your contacts list.
- Remove members by tapping on Remove from chat in the Community info screen.

Chat activities:
- Pin or unpin messages to the top of the Community chat.
- Moderate the Community - control the chat by deleting undesirable messages, including all messages from a single user.
- Send photos, videos, stickers, text messages and more.
- Delete your own messages.

Members

Members are the majority of the people in the Community. They can write and participate in the chat, but they don't have any of the privileges of admins.