

## Module 1: Internet

**Main objective:** This module provides information, knowledge and experience on effective and safe internet use for educational purposes by familiarizing learners with information search, selection and management's tools and strategies, either on an individual or in a collaborative basis.

**General Description:** This module will help the learners to be and keep informed about the most often used search engines and will familiarize them with searching techniques appropriate to support critical information selection. It will also provide them with data management skills (individual or collaborative data creation, storing and sharing data/resources, collaborating and interacting with other users e.t.c.) and knowledge and strategies that both prevent and ensure the safe navigation on the net.

### Topic 1: Security/safety on the net

**Short description:** Internet security is a very important issue. The Internet is primarily a society of people and conceals the same dangers that every society conceals, especially when it facilitates the way people communicate with each other.

The Internet user and especially the teacher should be able to distinguish, avoid and also address any potential risk of the Internet.

Some of the basic skills a teacher is required to have in order to protect himself and his students from possible online hazards are: how to avoid "bad sites", what malicious software is and how to avoid it, how to remove malware and how to secure Internet accounts. They also have to gain some knowledge about GDPR.

### Topic 2: Info search on the net

**Short description:** Internet can be a rich source of information. The collection of the appropriate digital information (webpages, images, videos) can enhance the multifaceted approach of a subject and help students develop their critical competence and thinking.

The information problem solving process, which requires finding and using information, is a

complex cognitive process, since it encompasses the coordination of searching, finding, evaluating and using the most useful, appropriate and valid information in an effective way. The Internet is an integral part of this process, since it provides relatively easy and quick access to information. Typically, searching for information on the Internet is being achieved by using a search engine.

The most important feature of a search engine that makes it a cognitive tool is the opportunities it offers for complex type searches based on Boolean logic.

In this context, the user can not only ask questions on the subject he is looking for, but can also put restrictions and think critically on his research subject. In order for the teacher to guide his/her students towards a cognitive process and the critical choice of information it is necessary to know both the available media options (search engines) and the search techniques that can direct or restrict/refine the search of the information.

This topic will engage the learners in getting acquainted with the most used search engines. It will also support the learners to understand that the most important feature of a search engine that makes it a cognitive tool is the service it offers for complex type searches based on Boolean logic. They will learn how to organize their search on the internet (i.e. find the right keywords, create targeted searches), how to use some search engines (i.e. Chrome, Mozilla Firefox, Safari) in general, how to formulate questions - requests in Data Bases and how to evaluate the results.

### Topic 3: Web 2.0

**Short description:** World Wide Web has evolved a lot since its beginning in the early 1990s. The initial web pages were simple static documents and the only interaction the user could do was to click on a hyperlink to visit another web page. Web 2.0 is a term used for modern web pages that allow advanced interaction through which a user is able to add its own content on the web page. Some web pages also allow to share the user created content between the users and work on it collaboratively. All the features of Web 2.0 are described in this topic.

### Topic 4: Info management

**Short description:** Google Drive is a representative example of an internet application, suitable for information management. It is an online storage space, a cloud. Through this, documents can be sent to or shared with other users. One more important feature is the creation of shared documents, spreadsheets, presentations, tests and questionnaires.

As one of Google applications it is free and as it works on-line. No installation or upgrading is



required. So there is no worry about application compatibility problems on different computers. It is simply required a registration, which is free of charge, to obtain a Google Account. It works collaboratively. People can work on the same document at the same time with other users, who have been given the respective rights. In addition, the system keeps a change log, so we can keep track of the progress of the documents and evaluate the contribution of each member of the authoring team. In fact, is a representative example of a digital universal tool that offers alternatives for pedagogical and teaching use in collaborative learning.

It can be used by teachers or students and improve the learning process by offering direct or indirect learning outcomes, as well as contribute to the better organization of everyday instructional practice.

It is especially useful for a teacher to have his/her online hardware stored and access it at any time, to make use of the opportunities of the shared document for collaboration and co-formation. Finally, it's been given him/her the possibility to create tests and questionnaires, conduct surveys, collect, organize, manage and present data. Students can also create shared documents on Google Drive and process them together for a project assigned to them. This promotes collaborative learning. In addition, the teacher can monitor the procedure of the creation and the contribution of each student through the background of the revisions that may occur, as well as to participate with his own observations.

This topic will help learners familiarize themselves on how to open a google account, upload and store documents in Google Drive, share data by giving editing, monitoring or commenting reading rights, create and manage collaborative documents and presentations, create, manage and utilize Google forms for designing questionnaires, collecting and presenting data and online research results or online tests. The above is proposed to be parts of separate sub-topics.



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<p><b>Main Objective:</b> This module provides information, knowledge and experience on effective and safe internet use for educational purposes by familiarizing learners with information search, selection and management's tools and strategies, either on an individual or in a collaborative basis.</p>	
<b>General knowledge:</b>	Searching info on the Internet and managing the data gathered using safe and effective strategies for educational purposes
<b>General skills:</b>	<ul style="list-style-type: none"> <li>- Using existing search engines and familiarizing with searching techniques appropriate to support critical information selection for educational purposes</li> <li>- Data management skills (individual or collaborative data creation, storing and sharing data/resources, collaborating and interacting with other users e.t.c.)</li> <li>- Knowledge and strategies that both prevent and ensure the safe navigation on the net</li> </ul>
<b>General competences:</b>	Ability to search info safely on the net and manage the data collected
Topics:	Learning Outcomes:
<b>1.1 Security/safety on the net</b>	1.1.1 Get to know how to avoid "bad" sites 1.1.2 Introduction to malware – Get to know how to avoid it 1.1.3 Get to know how to remove malware 1.1.4 Get to know how to secure Internet accounts 1.1.5 Get to know GDPR
<b>1.2 Search info on the net</b>	1.2.1 To be able to use Internet 1.2.2 To effectively search information in Internet
<b>1.3 Web 2.0</b>	1.3.1 To comprehend the usefulness of Web 2.0 tools and be able to effectively use them according to our particular needs
<b>1.4 Info management</b>	1.4.1 Get to know how to upload, store and organize the data collected in the cloud (Google Drive) 1.4.2 Get to know how to share the data collected in the cloud (Google Drive) 1.4.3 Learn about Google Documents' User Permissions 1.4.4 Get to know how to create and share a Google Document 1.4.5 Get to know how to create and share a Google Form 1.4.6 Get some ideas on how to use pedagogically the possibilities of Google Drive

