Lecturer's Toolkit

Accept The Challenge!

Gamification in online Higher EDucation

2022
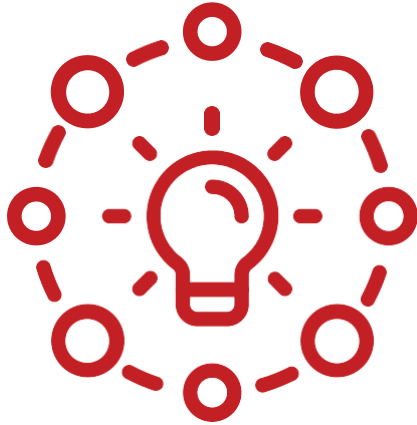
PLAY

Content

Introduction to the Guideline

The aim of this guideline is to contribute to more significant learning experiences and increasing educational possibilities by using specific tools in the suggested entrepreneurial course. Tools described in this guideline have been carefully selected according to specific tasks and assignments in the course, with various types of game techniques and tools such leaderboards and competition, questionnaires, cooperation, feedback or creativity tools. Incorporating such online tools and cards to the tasks leads to higher degree of interactions and involvement of participants and fosters positive and collaborative relationships in the class. Students will improve their attention, concentration and motivation as well as gain skills and greater degree of autonomy in fulfilling their tasks.

This guideline contains the description of selected tools for gamification in the entrepreneurial course. Each description presents the tool and its features and provides a short description of how to use the tool. Finally, many tools provide a sample assignment, where specific assignment from the entrepreneurial course and supporting material such as template, ready to use cards or online ready to modify materials/presentations can be found.

All the materials and information presented in this guideline are prepared for students, teachers and trainers in the gamified course. Students can use this material to learn about tools and how they can be used for fulfilling their tasks, as well as use prepared templates, cards and links for their work. Teachers and trainers can further develop the prepared materials and modify each of the templates for the specifics of their lecture. All the presented tools have a free version that can be used by both students and teachers. In most of the tools the user needs to be registered in order to create, modify or use templates and features.

The guideline presents and describes tools used in a prepared gamified entrepreneurial course and additional tools supporting the educational process such videos, podcasts, storage and file sharing or scheduling tools.

PART I.
Tools for
Gamified Course

Tools related to the Design Thinking process

Name of the tool: Canvanizer
Official website: https://canvanizer.com

General information: Canvanizer is a web tool that helps you develop your ideas, brainstorm and define your strategy through canvas templates such as business model canvas. Users can choose from many canvas templates and simply insert your ideas through sticky notes. Your ideas can be shared with a team and presented.
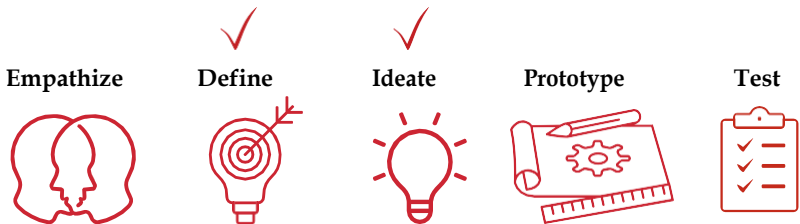
Technical requirements
Access through a website. Supported devices: Windows, Mac

Access cost
Canvanizer has a free version with limited options for working with canvas. Other options are paid with a possibility of free trial.

DESIGN THINKING PROCESS AND CANVANIZER

With the help of Canvanizer you will be able to enhance the process of

| Empathize | Define ✓ | Ideate ✓ | Prototype | Test |

GAMIFICATION AND CANVANIZER

Teachers and students can use Canvanizer to brainstorm ideas and create many types of canvas including:

- Business Service
- Design
- Project Management
- General

Business canvas options (free version)

- Business ModelCanvas
- Lean Canvas
- Lean Change Canvas
- Feedback Canvas
- SWOT analysis
- Open Innovation Canvas
- Canvas4Change
- Business Model Zen Canvas
- HR Innovation Canvas Pitch
- Planner Canvas Disruption by
- Design

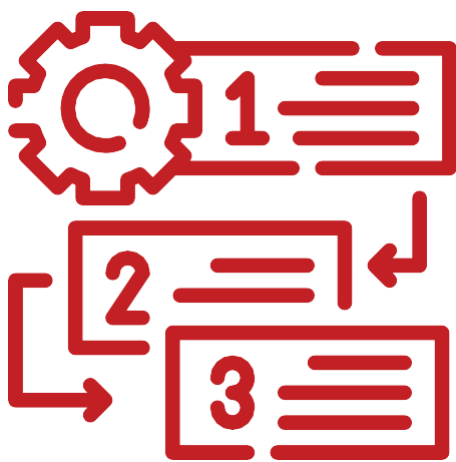**Canvanizer could help with multiple teaching activities:**

- Business education and ideas Mind
- mapping
- Creating analysis
- Creating plans and visions
- Brainstorming
- Team collaboration and team brainstorming
- Canvas presentation and slideshow

How to use Canvanizer

Open Canvanizer.com and create an account by clicking on the GET STARTED button in the top right corner. You can sign in with Google, Facebook, Apple, Slack or Microsoft or by using your own email address. You can try out Canvanizer without signing in, however if you want to save your work, you need to have an account. It is easy to use and works on a drag and drop function.

Once you get to the main panel, on the upper left side can see Personal Workspace, by shifting the mouse on Personal Workspace you can open or create a new canvas with appeared buttons. Canvanizer offers you several canvases to work on. If you choose for example Business Model Canvas, you click on the button and click Create canvas (Canvaniter Classic). Canvanizer opens the canvas and shows you instructions how to edit your canvas. By clicking insert you may add your ideas on a sticky note, change the heading and colour. You can easily drag and drop your sticker note to other parts of the canvas. On the bottom you have a brainstorming space, where you can add other sticky notes. You can share your canvas by clicking on "Share canvas" in the upper right corner. You can share it by email or by link to just preview or edit. You can present your business model canvas as a slideshow.

With the free version it is possible to import canvas notes via CVS file, export canvas to Text format for printing, export to CVS to import to other applications or convert.

GARY FOX
strategy and innovation consultant

Name of the tool: GaryFox.co website
Official website: https://www.garyfox.co/business-model-templates

General information: Gary Fox strategy and innovation consultant webpage offers free business model templates that can be downloaded into PDF, Word, Excel and PPT and further edited. Four templates are available: Business model template, Value proposition template, Lean Canvas template and Persona template.
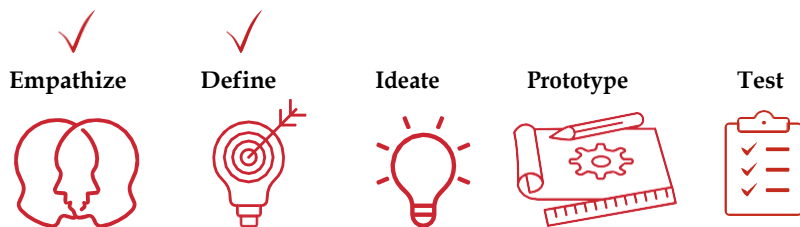
Technical requirements
Access through a website. Supported devices: Windows, Mac

Access cost
The free version gives you access to 12 business model templates. It offers 4 types of canvas, while each has a prepared template to edit in Word, Excel and PPT.

DESIGN THINKING PROCESS AND GARY FOX STRATEGY AND INNOVATION CONSULTANT WEBSITE

With the help of website you will be able to enhance the process of

✓	✓			
Empathize	**Define**	**Ideate**	**Prototype**	**Test**

GAMIFICATION AND GARYFOX.CO WEBSITE

Teachers and students can use free Business model templates to brainstorm ideas and create 4 types of canvas:

- Business Model template Value
- Proposition template Lean
- Canvas template
- Free Persona template

Free business model templates could help with multiple teaching activities: Students brainstorm ideas (e.g. on printed canvas or on files (word, excel, ppt) downloaded from website) concerning, development of business model,development of perfect product/service development of "Persona"

How to us Business model templates

Open https://www.garyfox.co/business-model-templates to find free business model templates. On the website you can see clear information about what templates you can download and further down each template has large buttons to download PDF, Word, Excel or PPT versions. You can easily edit the design and use your work for print or presentation. PDF versions can be printed directly and used in paper by students in the class.

SAMPLE ASSIGNMENTS MADE IN GARYFOX.CO WEBSITE AND CANVANIZER

Websites can be helpful while developing the following task:

Module 3. PLANNING AND DESIGNING BUSINESS MODELS

Topic 1: WHAT IS BUSINESS MODEL?
Assignment no. 3 Business Model as a Puzzle with Canvas,
Assignment no. 4 Developing Business Model Canvas from scratch – understanding and improving business models of existing companies

Topic 4: Business Model Development - financial sustainability, Assignment no. 4 Creating Business Model Canvas for planned business

GaryFox.co website: Recommended template to use - Business Model template
Canvanizer: recommended template click [here](#)

Topic 2: BUSINESS MODEL DEVELOPMENT – THE CUSTOMER FACING PART

Assignment no. 9 Designing Offer Architecture with Value Proposition Canvas. How will the problems be solved or benefits created by the products/services offered? Recommended template to use: Value Proposition template

Module 4. VALIDATING, Topic 1: VALIDATION PREPARATION
Assignment no. 9 LEAN CANVAS exercise
GaryFox.co website: Recommended template to use Lean Canvas template
Canvanizer: recommended template click [here](#)

Module 2. FIND YOUR WHY IN BUSINESS

Topic 1: PERSONAL DISCOVERY,

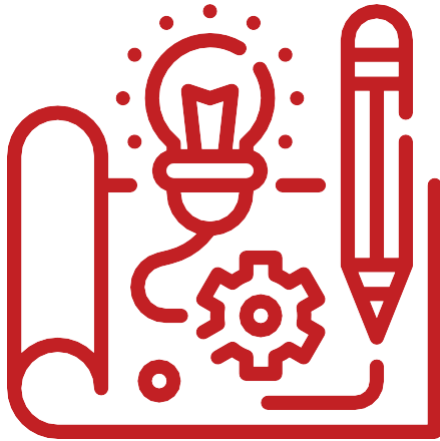Assignment no. 10 Hero persona exercise

Topic 2: BUSINESS MODEL DEVELOPMENT – THE CUSTOMER FACING PART
Assignment no. 3 Creating minimum viable personas with template provided
Assignment no. 4 Creating comprehensive personas with template provided
 GaryFox.co website: Recommended template to use: Persona template

On-line Prototyping

Name of the tool: Proto.io Official website: https://proto.io/

General information: Proto.io is an industry-leading prototyping platform. It gives designers, entrepreneurs, developers, and anyone with a great idea the power to create fully-interactive web and mobile prototypes of any fidelity that look and work exactly like a real app — all without a single line of code.

Proto.io helps you build, share, present, and test interactive prototypes for any screen size: mobile, tablet, web, TV, or smartwatch. From low fidelity to wireframes and realistic fully animated prototypes.

Technical requirements

No need to download any software. Log in through a browser window is required to access the work. Proto.io Dashboard and Editor are fully compatible with most browsers, including Chrome, Safari, and Firefox. Internet Explorer and Edge are not supported.

Access cost

Proto.io has 4 categories of offerings – Freelancer, Startup, Agency, and Corporate. These are paid versions with the possibility of 50% discounts for students.

A free trial is available and allows you to create prototypes freely. You will be able to convert your account to a Free limited featured plan as soon as your trial expires, which is, however, sufficient for students' projects

DESIGN THINKING PROCESS AND PROTO.IO

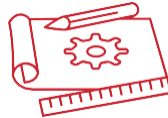With the help of Proto.io you will be able to enhance especially the process of

| Empathize | Define | Ideate | Prototype ✓ | Test ✓ |

GAMIFICATION AND PROTO.IO

Teachers and students can use Proto.io to create interactive prototypes. Creating a prototype is interesting and fun, allowing students' and teachers' ideas to materialize and validate.

Project options in Proto.io (free version)

- Dynamic screens Online
- essentials videos Example
- projects Tutorial projects
- UI components and libraries
- Importing and managing your own assets
- Event-triggers
- Keyboard events
- Animations & micro animations
- Much more

Proto.io is perfect for modern education because it uses (free version)

- Many free templates Drag
- and drop functions
- Collaboration option
- Professional design
- Integrations with, e.g., Sketch and Figma UI
- component libraries
- Audio and video components

How to use Proto.io

When you start your free 15-day full-featured Proto.io trial and sign in to your account, you will see 2 projects preloaded on your Dashboard.

Tutorial project: This is a low-fidelity prototype of a travel app that will guide you to become familiar with Proto.io. Move through the screens and follow the instructions in the yellow bubbles to learn the basics of prototyping in Proto.io. The prototype is incomplete, and you are given instructions on how to complete it.

Smoothies to Door is a completed project for you to explore the capabilities of Proto.io. You can preview it and experience how it would look and feel on a mobile device. You can also open it in the Proto.io mobile app. Try editing it and observe the changes. It demonstrates basic to intermediate-level functionality. Any advanced interactions, animations, or additional functionality are omitted on purpose.

How to create your first project?

Once you sign in see the Dashboard.

- ✓ Click +NEW PROJECT button
- ✓ Select project name
- ✓ Select project type (smartphone, tablet, web desktop, or custom for which you specify the dimensions)
- ✓ Select screen size (comes with device skin). This option doesn't apply to custom devices
- ✓ Click CREATE

Building your screens. You enter the Editor.

- • Start populating your screen by dragging in UI components or templates available in the Libraries tab on the right. Customize them by resizing and repositioning on the canvas and editing properties in the Inspector.
- • You can also upload your own assets in the bottom right pane and drag them into the canvas.
- • Create more screens and repeat the above process.

Adding interactivity

You can create interactions to take you from one screen to another using the interaction wizard. Just pick up the lightning bolt on the left of a selected element and drop it on the destination screen. A relevant interaction is created in the Inspector (seen on the right).

Continue with previewing your project.

Name of the tool: Figma
Official website: https://www.figma.com/

General information: Figma is a free, online user interface tool to create, collaborate, prototype, and handoff. It is a design tool to create prototypes of websites and apps for different operating systems.

Figma shares projects, files, pages, and frames with anyone that has permission. This form of selective sharing, from file down to the frame, lets designers, product owners, and developers share exactly what is needed in bug tracking tools and community software like Confluence or SharePoint. As a motion designer, Figma is a great way to quickly design, build, and export files for animation and prototyping. It's easy to use and has all the tools needed to get the job done.

Technical requirements
Figma is predominantly browser-based software, which means it can be run on all full desktop operating systems (MacOS, Windows, Linux, etc), as well as Chrome OS. Figma also has desktop applications available for both MacOS and Windows.
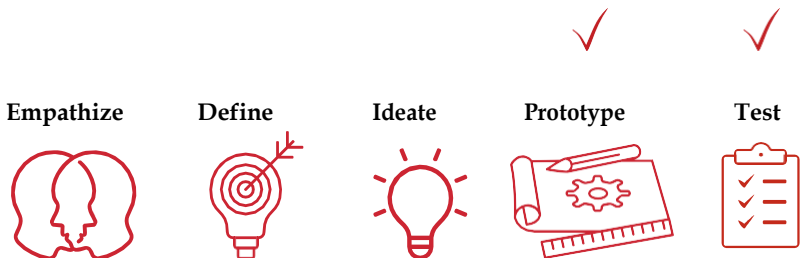
The minimum browser requirements are Chrome 66+, Firefox 78+, Safari 13+, and Microsoft Edge 79+.

Accesscost
Figma has 4 categories of offerings – Starter, Professional, Organization, and Enterprise. The starter version is free and allows you to create prototypes freely, it includes 3 Figma and 3 FigJam files, unlimited personal files, unlimited collaborators, plugins, widgets, and templates as well as a mobile app.

DESIGN THINKING PROCESS AND FIGMA

With the help of Figma you will be able to enhance especially the process of

| Empathize | Define | Ideate | Prototype | Test |

GAMIFICATION AND FIGMA

Teachers and students can use Figma to create interactive prototypes and designs. Creating a prototype thanks to Figma will be an interesting and fun activity, allowing students' and teachers' ideas to materialize and validate.

Project options in Figma (free version)

- Design and prototyping
- Advanced drawing tools
- Unlimited file storage
- Sketch import Advanced
- animations Collaboration
- options Event-triggers, etc.

Figma is perfect for modern education because it uses (a free version)

- Free templates
- Drag and drop functions
- Collaboration option
- Professional design
- Audio and video components

How to use Figma

Figma is a vector design tool that runs in the browser. Use Figma to brainstorm ideas, iterate on designs, create prototypes, and get feedback at any stage of the creative process.

Sign up for a free Figma account at figma.com. With a Figma account, you can create teams - shared spaces, where you can collaborate on files and organize them into projects.

Choose from a free Starter team or a paid Professional team. If you are a student or educator, you can get access to all of Figma's Professional features for free.

Once you've created your team, you can invite members to collaborate. This will give them access to all the projects and files in your team. You can choose what level of access each member has.
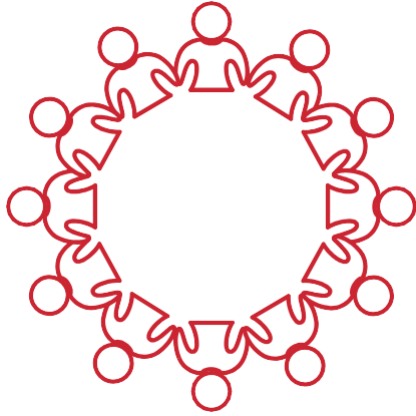
Wireframes are simplified designs that are devoid of any style, like color, type, or imagery. They allow us to map out user flows and explore different ways we can structure our app, without having to design any elements, or add any content.

The canvas is the backdrop for all of your designs - it's where you'll add all the frames, shapes, text, and images.

With the great expanse that is the canvas, you need something to put your designs in. Enter frames. Frames are the containers you place your shape, text, and image layers in. You can think of each frame in the canvas as a single screen of your design.

Now you're ready to add some layers to your frame! As this is a wireframe, you can use shapes, like rectangles and ellipses, to represent more complex aspects of the design.

Further, you can create avatars, layer properties, add text, duplicate layers, add different components, and much more.

Cooperative Teamwork

Name of the tool: Miro
Official website: https://miro.com/

General information: Miro is a cloud-based collaboration tool. The solution features a digital whiteboard that can be used for research, ideation, building customer journeys and user story maps, wireframing and a range of other collaborative activities.

Technical requirements
Miro can be used on different types of devices. You can open Miro in a browser, download the Desktop, Tablet, Mobile app, or use Miro on an interactive display.

Some Miro features are not available in certain browsers due to their security or technical specifications. Fully supported browsers are Chrome version 70 or higher, Firefox version 70 or higher, Safari version 12 or higher, Opera version 70 or higher, Edge version 44 or higher, and Yandex Browser version 19.10 or higher.

Access cost
Free version of Miro includes unlimited number of team members, three editable boards, premade templates, core integrations and basic attention management.

DESIGN THINKING PROCESS AND MIRO

With the help of Miro you will be able to enhance the process of

| Empathize | Define | Ideate | Prototype | Test |

GAMIFICATION AND MIRO

Miro empowers cross-functional discovery and brainstorming through an infinite canvas, robust set of widgets, pre-built templates, and powerful platform capabilities.

- Templates & frameworks - Use pre-built templates or create your own templates and smart frameworks.
- Infinite canvas - Unleash your creativity and work the way you want to with an infinite canvas.
- Widgets - Utilize sticky notes, freeform pen, shapes, arrows, smart drawing, and more.
- Collaboration - engage distributed and remote teams in brainstorming, processes, workshops, and decision making with digital workspaces that enable asynchronous and synchronous collaboration.

How to use Miro

Registered users can create their own teams and boards, invite other users to collaborate on their boards, or be invited as team members. You can also sign up with your Google, Facebook, Slack, Office 365 account, or use Continue with Apple for a faster registration or login.

Two options to start with Miro

✓ After registering your Miro profile the first board is created automatically („My First Board"). I tis saved in your own free account or in the account you have been invited to.
✓ To create a new board, you can use dashboard or the browser address bar. I tis possible to create as many boards as you wish and choose from templates in the template library.

SAMPLE ASSIGNMENTS MADE IN MIRO

Gamification Course Framework click here
Empathy stage, click here
Problem definition stage, click here
Ideation stage, click here
Prototyping and testing stage, click here

Name of the tool: Google Docs
Official website: https://docs.google.com/

General information: Google docs is an on-line document generator that permits to create cooperatively text documents, spreadsheets, presentations and forms.

Technical requirements
Access through website and mobile application. Supported devices: Windows, Mac, Android, iOS

Access cost
The free version gives you access to templates for documents, spreadsheets, presentations and, at the same time, it will work as a storage platform to keep your documents, to recover them on-line at any place or to share documents with colleagues and clients.

DESIGN THINKING PROCESS AND GOOGLE DOCS

With the help of Google Docs you will be able to enhance the process of

Empathize	Define	Ideate	Prototype	Test

GAMIFICATION AND GOOGLE DOCS

Teachers and students can use Google Docs templates documents to write cooperatively short or long essays:

- Letters
- Project proposal
- Prospectus

- User information
- Reports
- Class notes
- others: Curriculum Vitae, agenda, recipes, meetings conclusions, book reviews

Google Docs also allows to create:

- spreadsheets,
- interactive presentations on-line: Personal and human resources, idea presentation, projects, catalogue, portfolio, prototype presentation, oral communications, management project, case study, success cases, professional profile, educative plans, book review, flashcards.
- questionnaires and on-line forms for students, families or clients. You can download in Excel files the results and create directly the plots and tables with data emerged: Personal data and contact, meeting management, assistance and registration to events, product orders, event comments, perceptions of students, permission, client comments, self- evaluation test, lesson valuation, exams, spreadsheets and course assessment.

How to use Google Docs

First, you have to be registered on google (it could be easier if you already have a Gmail account). Next open https://docs.google.com/ and go in with your google account.. Once you get to the main panel, on the left side you can find four options to create documents: text documents, spreadsheets, presentations and forms. In the central panel you can find your "recent documents", the documents you already created and the documents shared with you.

Each kind of document has a big number of templates to elaborate your own material (click on "gallery").

SAMPLE ASSIGNMENTS MADE IN GOOGLE DOCS
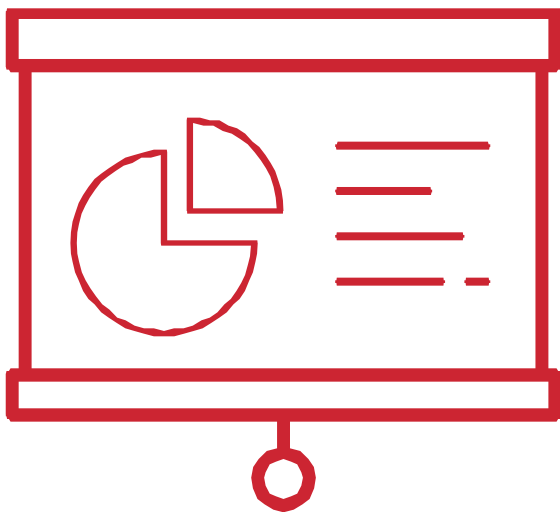
I. Module 1. MODEL OF IDEAL ENTREPRENEUR.
Topic 1: The entrepreneurial mindset, skills & character traits
Assignment no 2. Writing short essay, click here

Module 1. MODEL OF IDEAL ENTREPRENEUR
Topic 2. Fundamental business related concepts for entrepreneurs, Assignment no 2.Summarizing the paper, click here

Presentation

Name of the tool: Prezi
Official website: https://prezi.com

General information: Prezi is a presentation software that uses motions, zoom and spatial relations to create an engaging presentation. This software is used for storytelling and can be used to present any kind of information. Prezi has many templates that are easy to work with. It allows the audience to engage by using many graphic elements and motion at the same time. Prezi has drag and drop functionality which helps presenters to create the presentation easily.

Technical requirements
Access through web page and application. Supported devices: Windows, Mac, Android, iOS

Access cost
Prezi has 4 categories of offerings – Basic, Individual, Students & Educators, Business.

Basic version is free and allows you to create Prezi videos up to 15 minutes and use data import, object animation and templates for your presentation. Other options are paid with a possibility of free trial. Prices vary depending on the selected package and range.

DESIGN THINKING PROCESS AND PREZI

With the help of Prezi you will be able to enhance the process of

Empathize	Define	Ideate	Prototype	Test
✓		✓	✓	

GAMIFICATION AND PREZI

Teachers and students can use Prezi to create their interesting presentations and projects.

Project options in Prezi (free version)

- Dynamic presentations
- Online video lectures
- Charts
- Infographics
- Dashboards
- Reports Posters
-

Prezi is perfect for modern education because it uses (free version)

- Motion in your presentations and projects
- Zoom in and out effects
- Videos and audio in presentations
- Dynamic charts
- Video lessons with presentation slides Many
- free templates
- Drag and drop functions
- Collaboration option
- Storytelling
- Professional design
- Integration with Zoom, Google Meets, Slack

Prezi could help with multiple teaching activities: educate by interactive approach, student presentations and pitches, present in and fun, engaging way, create projects such infographics, reports, posters, create online video lectures.

How to use Prezi

Open Prezi.com and create an account by clicking on the GET STARTED button in the top right corner. You can sign in with Google, Facebook, Apple, Slack or Microsoft or by using your own email address.

Once you get to the main panel, on the left side you can find your presentations in "All projects". You can create a new presentation by clicking on the QUICK START button. You can start from scratch or choose from one on the templates. Prezi offers you to create a videotaped lesson, charts, infographics, presentation, dashboards, reports or posters and other.

When you choose your template, type in the name of your presentation or project. In the free version, your project will be visible on the whole web. Prezi prepared for you many tutorial videos that show you how to work with the tools. If you have selected a presentation, you can see on the left- hand side your slides and their order. You can simply switch the sides using drag and drop. In the central panel you can work on each section by double clicking on the section. In the upper panel you have options "Style" where you can select background, topic, colours, or text style. Further, by clicking on "Insert" you can insert text, image, sticker, gif, audio, video, chart, shape, arrows etc. Last button "Share" allows you to present, view the link of the presentation, add collaborators or add Prezi video with you in the background of the presentation.

When editing slides, you can edit the zoomed area as well, clicking on the arrow next to the green button on the upper left corner. When you are done with your presentation, you can simply present by clicking "Share" and "Present". If you are using the free version, you can only present by being logged into your account and presenting from the web page. Only the paid version offers the possibility to present offline.

SAMPLE ASSIGNMENTS MADE IN PREZI

Module 1. MODEL OF IDEAL ENTREPRENEUR
Topic 2: Fundamental business related concepts for entrepreneurs Assignment no. 3
Preparing a pitch, click here

Module 1. MODEL OF IDEAL ENTREPRENEUR
Topic 3: Practical skills useful for every entrepreneur
Assignments no. 2 Presentation development, click here

Name of the tool: Canva
Official website: https://www.canva.com/

General information: Canva is an environment for creating online graphic design (presentation, infographics, resume, posters, etc.)
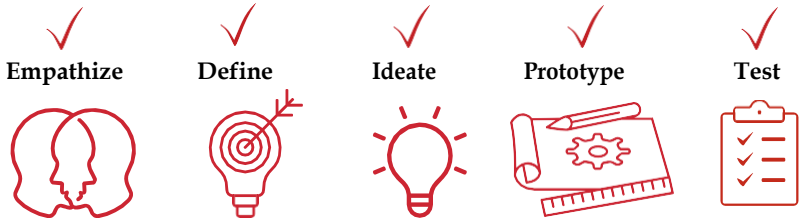
Technical requirements
Access through a website. Supported devices: Windows, Android, iOS

Access cost
The free version gives you access to over 250,000 templates, more than 100 design types, numerous photos and graphics as well as 5 GB of cloud storage. There is also a paid version of Canva.

DESIGN THINKING PROCESS AND CANVA

With the help of Canva you will be able to enhance the process of

| Empathize | Define | Ideate | Prototype | Test |

GAMIFICATION AND CANVA

With Canva, students are able to present the solution to assigned tasks in an interesting and engaging way thanks to the large selection of different project design templates (such as Presentation, Infographics, Posters, Lists, etc.).

What is more each task assigned by the lecturers can be developed individually or with other team members (Canva allows real-time collaboration).

Canva allows not only to develop but also share the graphic design with others (depending on privacy setting graphic design can be viewed, edited, or commented on by person/people chosen by students) or to download graphic design (in the different types of the files).

Similar to other online tools, Canva is available 24/7 so both students and lecturers can work whatever they like.

How to use Canva

Open https://www.canva.com and create an account by clicking on the SIGN UP button in the top right corner. You can sign in with Google, Facebook or by using your own email address. When you are logged in, you will see your dashboard with all the designs you can make, including presentations, letters, posters, Infographics, and many others. Now you will need to only choose a predefined template (note that at the bottom of each template there is information stating whether this template is free of charge or you need to pay for it). Remember that the buttons on the left are your editing tools. In the predefined template you can add different elements, add a heading, subheading, change the font style and size, add music, images or videos, change background, layout. You can save your graphic design as PNG, JPG, PDF, MP4, PPT file.

SAMPLE ASSIGNMENTS MADE IN CANVA

Module 2. FIND YOUR WHY IN BUSINESS Topic 1: PERSONAL DISCOVERY, Assignment no. 4 Personal SWOT analysis, click [here](#)

Module 2. FIND YOUR WHY IN BUSINESS
Topic 1: PERSONAL DISCOVERY,
Assignment no. 13. Reflection Personal
Discovery, click [here](#)

Name of the tool: Genially
Official website: https://www.genial.ly/

General information: Genially is a platform focused on design and communication. It offers visual and interactive communication in fields like Business, education, graphic design or university. It is possible to create very attractive presentations, infographics, digital tools, learning activities, video, gamification processes (quiz, games and escape rooms), educational guides and animated digital contents.

Technical requirements
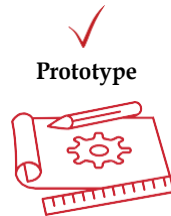Access through web page and application. Supported devices: Windows, Mac, Android, iOS

Access cost
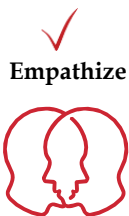The free version gives you access to hundreds of templates for presentations, infographics, gamification, animations, videos and guides, as well as numerous photos and graphics and unlimited creations.
There is also a paid version of Genially.

DESIGN THINKING PROCESS AND GENIALLY

With the help of Genially you will be able to enhance the process of

| Empathize | Define | Ideate | Prototype | Test |

GAMIFICATION AND GENIALLY

Teachers and students can use Genially to create their own materials for the classroom:

- presentations
- infographics (vertical and horizontal)
- interactive image
- video presentation guide
- training materials
- other chosen templates: mind-maps, reports, 3D reports, diagrams, plots, advert presentations, daily, weekly, monthly and annual plans, dossiers, magazines.

Genially could help to design a whole gamification process:

- **Storytale for gamification:** when designing a gamified process it's important to create a meaningful general narration to develop all the activities and to increase the motivation of the students. Thanks to the tool this activity is possible (e.g. by using the free template for video presentation). There are many types of interesting templates for video- presentation, very useful in blended-learning or on-line learning environments, including: simple video, history video, tales, notebook video, etc.
- **You can use it to develop different types of quizzes** (e.g. basic-to create and design activities based on multiple choice answers. These exercises are perfect as initial evaluation or as final activity in a gamified process, dart quizzes - allow to create an on going questionnaire to evaluate the contents learnt in a gamified unit, image quizzes - it's a perfect tool if you want to include contents of art history to your gamified process. Art, photographs, media or any other visual resource could be included or other quizzes: Trivial, Millionaire, Detective quiz, Speed quiz, Domino, etc.) **and games** (e.g.chess, escape rooms, memory, sudoku and many others)
- **Genially is offering also training materials, educational tools and resources**: basic didactic units, gradient learning units, didactic sequence, STEM didactic units, visual Thinking., instructional resources, world maps, body parts, rubrics, task board, stickers, mind-maps, problem tree, list of qualifications, conceptual maps and many others.

Other chosen possibilities:

- Genially allow you to share your creations with other colleagues and also to download your creations, Genially Basic allows real-time collaboration
- Direct share on twitter, Instagram, facebook, gmail, youtube and other social media
- Tool allows the teacher to design activities using visual thinking (e.g. the students will analize pictures and link them to the contents they are learning in the whole process)
- Tools give you access to Photo and audio galleries

How to use Genially

Open https://www.genial.ly/ and create an account by clicking on the SIGN UP button in the top right corner. You can sign in with Google, Facebook, Linkedin, Twitter or Office365 or by using your own email address.

Once you get to the main panel, on the left side you can find your creations and the bin. In the central panel you can find the "Create Genially" button and an image of your creations.

If you click on "Create Genially" you can select the better option: presentation, infographics, gamification, interactive image, video presentation, guide, training materials, blank creation or more options.
Each possibility has hundreds of templates to elaborate your own material.

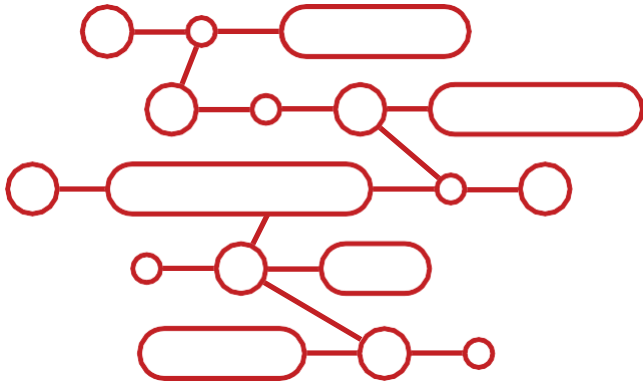**SAMPLE ASSIGNMENTS MADE IN GENIALLY**

Module 1. MODEL OF IDEAL ENTREPRENEUR
Topic 2: Fundamental business related concepts for entrepreneurs
Assignment no 2. Infographics development, click here

Module 1. MODEL OF IDEAL ENTREPRENEUR
Topic 3: Practical skills useful for every entrepreneur
Assignment no 2. Presentation development, click here

Development of Infographics

Name of the tool: Infogram
Official website: https://infogram.com

General information: Infogram is a visualization tool. It is a useful in study process for the lecturers and students (learners) seeking to manage and visualize projects, decisions, reviews, make an analysis and other.

Technical requirements
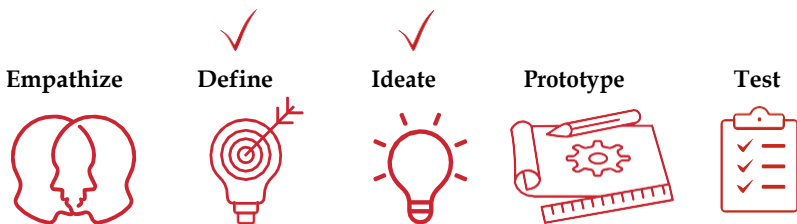Access through a website. Supported devices: Windows, Mac.

Access cost
Infogram has a free version with limited options for working with functionalities. Other options (4 different options) are paid.

DESIGN THINKING PROCESS AND INFOGRAM

With the help of Infogram you will be able to enhance the process of

Empathize	Define	Ideate	Prototype	Test

GAMIFICATION AND INFOGRAM

Main functionalities of Infogram can easily be used as a Gamification elements in study process for lecturers and learners (students):

- Create infographics
- Create reports
- Create slides and pitch-decks
- Create a dashboards
- Create a posters
- Make a reviews

Lecturers and students (learners) can use Infogram to create different types of Infographics seeking to Review clients or business ideas and products. Useful:

- Seeking to prepare short one-pager for investor / possible client Seeking
- to present main idea in a visually suitable way
- Seeking to review clients / customers / competitors
- Seeking to review the results

Lecturers and students (learners) can use Infogram to create and present different types of data, different data / idea in different regions / segments, and other:

- Prepare slides or infographic with the important information to present with Line diagram
- Prepare slides or infographic with Line error margin
- Prepare slides or infographic with Slope
- Prepare slides or infographic with Bar Prepare
- slides or infographic with Bar
- Prepare slides or infographic with Population Pyramids
- Prepare slides or infographic with Gantt chart
- Prepare slides or infographic with Pie Charts
- Prepare slides or infographic with Multiple axes (Lines, Columns, Grouped columns)
- Prepare slides or infographic with Bubble (Bubble plots)
- Prepare slides or infographic with Pictorial (Size comparisons, Pictorial Bars, etc.)
- Prepare slides or infographic with Hierarchy (Pyramid, Funnel) Prepare
- slides or infographic with Gauge (Progress Bar) Prepare slides or
- infographic with Word Cloud
- Prepare slides or infographic with Treemap
- Prepare slides or infographic with Waterfall, Candlestick
- Prepare slides or infographic with Timer
- Prepare slides or infographic with Radar / Spider Prepare
- slides or infographic with facts and Figures

- Prepare slides or infographic with facts and Figures Prepare
- slides or infographic with Waterfall, Candlestick Prepare slides
- or infographic with Sankey

Infogram is also useful because it helps to choose the right chart for the exact need of studies, learning process, pitch, and other.

Infogram could help with multiple teaching activities:
- Ideas systemization;
- Presentation and visualization skills
- One-pager creation
- Creating analysis
- Creating plans and visions
- Brainstorming
- Team collaboration and team brainstorming
- Reviews of products and customers

How to use Infogram

Open infogram.com and create an account by clicking on the GET STARTED button in the top right corner. You can sign in with Google, Facebook or by using your own email address.

Once you get to the main panel, on the upper left side can see your profile and all your projects by shifting the mouse on Your profile. You can open Library or create a new project with selected options for the projects. In the left dashboard you can choose ''Analytics'', ''Manage Teams'', ''Branding'', ''Content Library'' options. You can choose the most suitable option for the charts, infographics, reports, slides, dashboards when you will press ''All Projects'' - selections will appear on the upper side of the website. After you will create your Infographic or other project, you can share it online (click the „Share" button on the left corner) or you can download in pdf, .docx formats.

SAMPLE ASSIGNMENT MADE IN INFOGRAM

 Module FUNDRAISING
Topic 3: NEGOTIATE WITH INVESTORS – IDEA PRESENTATION
The Review exercise, click here

Topic 3: NEGOTIATE WITH INVESTORS – IDEA PRESENTATION
Common mistakes in pitch deck – Infographic, click here

Name of the tool: Canva
Official website: https://www.canva.com/

General information: Canva is an environment for creating online graphic design (presentation, infographics, resume, posters, etc.)
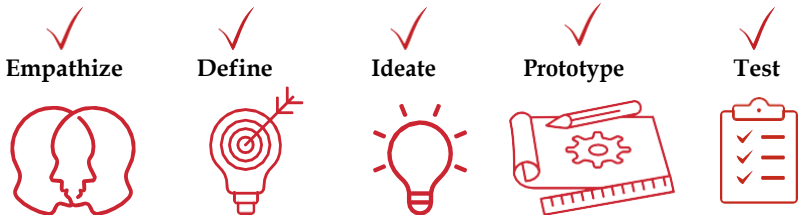
Technical requirements
Access through a website. Supported devices: Windows, Android, iOS

Access cost
The free version gives you access to over 250,000 templates, more than 100 design types, numerous photos and graphics as well as 5 GB of cloud storage. There is also a paid version of Canva.

DESIGN THINKING PROCESS AND CANVA

With the help of Canva you will be able to enhance the process of

GAMIFICATION AND CANVA

With Canva, students are able to present the solution to assigned tasks in an interesting and engaging way thanks to the large selection of different project design templates (such as Presentation, Infographics, Posters, Lists, etc.).

What is more each task assigned by the lecturers can be developed individually or with other team members (Canva allows real-time collaboration).

Canva allows not only to develop but also share the graphic design with others (depending on privacy setting graphic design can be viewed, edited, or commented on by person/people chosen by students) or to download graphic design (in the different types of the files).
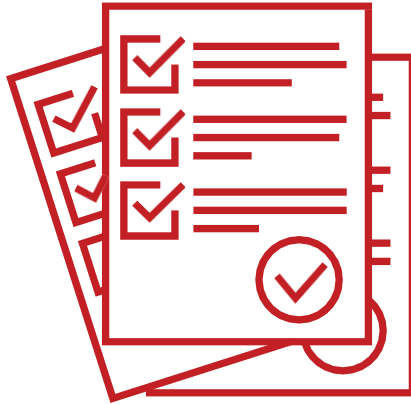
Similar to other online tools, Canva is available 24/7 so both students and lecturers can work whatever they like.

How to use Canva

Open https://www.canva.com and create an account by clicking on the SIGN UP button in the top right corner. You can sign in with Google, Facebook or by using your own email address. When you are logged in, you will see your dashboard with all the designs you can make, including presentations, letters, posters, Infographics, and many others. Now you will need to only choose a predefined template (note that at the bottom of each template there is information stating whether this template is free of charge or you need to pay for it). Remember that the buttons on the left are your editing tools. In the predefined template you can add different elements, add a heading, subheading, change the font style and size, add music, images or videos, change background, layout. You can save your graphic design as PNG, JPG, PDF, MP4, PPT file.

SAMPLE ASSIGNMENTS MADE IN CANVA

Module 2. FIND YOUR WHY IN BUSINESS Topic 1: PERSONAL DISCOVERY, Assignment What Matters the most, click here

Questionnaire/On-line Survey

Name of the tool: Google Forms
Official website: https://www.google.com/forms

General information: It is a website which gives a possibility to create and share online forms and surveys, analyze responses in real-time.

Technical requirements
Access through a website. Supported devices: Windows, Mac.

Access cost
Google Forms is free of charge for Individual needs. Business Standard option is a paid version of Google Forms.

DESIGN THINKING PROCESS AND Google Forms

With the help of Google Forms you will be able to enhance the process of

✓	✓	✓		✓
Empathize	**Define**	**Ideate**	**Prototype**	**Test**

GAMIFICATION AND GOOGLE FORMS

Main functionalities of Google Forms can easily be used as a Gamification elements in study process for lecturers and learners (students):

- The tool can help to build a collaborations for the joint projects and joint research activities;
- Tool can help to analyze the data and to receive collected data with no additional analysis tools;
- Tool can help to understand different types of questions and questionnaires, their background;
- Students, Teachers and other learners can select from multiple question types;
- Tool is useful because data can be checked in real-time. With Google Sheets it can be used for deeper analysis or automated analysis.

Lecturers and students (learners) can use Google Forms to create different types of surveys:

- Seeking to understand the area / industry more in detail; Seeking to
- interview the respondents;
- Seeking to receive a feedback about the project / product / idea; Seeking to
- find a business idea;
- Seeking to collect data (qualitative and quantitative) about their personnel approach / abilities / competencies as well;
- Seeking to create a workshop / event and organize registration. It can be used for the digital marketing and marketing analysis as well.

Lecturers and students (learners) can use Google Forms to analyze the collected data:

Google Forms is useful not also for data collection, but also for the statistical analysis of the data with different charts possibilities. Also it is a great tool because data and results can be converted to pdfs, .xls and other formats for further work / analysis.

Google Forms could help with multiple teaching activities:

- Events / Lectures organisation;
- Tasks creation (tests, open-ended questions, other);
- Feedback collection;
- Evaluation of abilities / skills / competencies; Anonymous
- survey tool for group work evaluations;
- Academic / Statistics/ Social Sciences Methodology literacy - related topics;
- Review niche markets / products.

How to use Google Forms:

Go to: https://www.google.com/forms You can use your google mail (Gmail) for the Google Forms. If you do not have any account with Google, you have to press "Sign up for Free" below the Blue button 'Go to Forms".

After you register (or if you already have a Google account), please press 'Go to Forms'. Then you will find the colorful PLUS sign on the right down corner. Then you will be able to start filling your survey questionnaire: first question. Please also select a possible type of question (with answers, or open-ended questions, other), also you can select templates form the Google Forms or select photos / skins from your computer to individualize the Survey. It is also possible to use videos or other graphic icons for the questions. It is very useful for experiments or marketing surveys as well.

After you fill out the survey, please press the purple button 'Send' in the upper right corner. And you will be able to copy the link or to share with your survey via emails.

SAMPLE ASSIGNMENT MADE IN GOOGLE FORMS
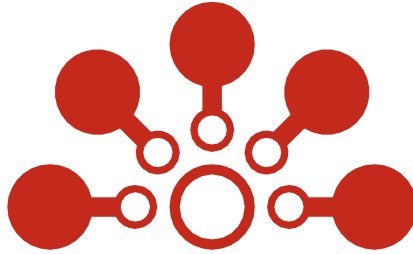
Module 2. FIND YOUR WHY IN BUSINESS

Topic 1: PERSONAL DISCOVERY
My friends about MY exercise (Strengths, Weakness, 'Superpowers'),click here

Topic 2: BUSINESS IDEAS GENERATION
How I will find the business idea, click here

Mind Maps

Name of the tool: Xmind App Official website: https://xmind.app/

General information: Mind mapping and brainstorming app which helps to structurize and visualize ideas and concepts of projects, ideas, theories, and other related things in a learning process.

Technical requirements
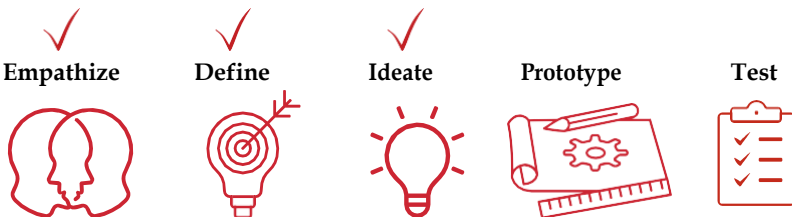Access through a website or App. Windows, macOS, Linux, iOS/iPadOS, Android and Web.

Access cost
Main features of Xmind tool are free of charge. There are also paid versions for Academia, NGOs, Teams with different pricing range.

DESIGN THINKING PROCESS AND XMIND

With the help of Xmind you will be able to enhance the process of

| Empathize | Define | Ideate | Prototype | Test |

GAMIFICATION AND XMIND

Main functionalities of Xmind can easily be used as a Gamification elements in study process for lecturers and learners (students):

- Create Mind Maps
- Create Pitch-decks and slides
- Create a posters
- Make a brainstorms
- Ideate
- Explain the process Make
- reviews

- It is a tool which will help to generate ideas, inspire creativity, and bring efficiency in studies and in-personal competencies / life
- Will help to create impressive and different - suitable for exact idea - slides and pitch decks
- Will help to create a mind map with smart algorithms;
- Will help to structurize main ideas and processes, also create and visualize an organizational structures using Xmind different mind maps and charts
- Will help to create unique and aesthetically relevant mind maps with common scenarios
- Will help to make a branding (project / product, etc.) with customized colors and themes in mind maps and charts

GAMIFIED COURSE: Mind Map via Xmind

Lecturers and students (learners) can use Xmind to create different types of Mind maps, Structures, Charts, Visualise Process, Ideas.

Xmind could help with multiple teaching and learning activities:

- Visualize goals / dreams;
- Make a learn from mistakes exercise; Analyze
- process;
- Present process of the product / idea;
- Brainstorm the ideas;
- To create a network;
- List of identified problems;
- List of identified areas / niche markets; Make a
- routines / schedules / timetables; Develop value
- proposition.

How to use Xmind

It is not necessary to register, just open https://xmind.app and press the 'Web' button in the right upper corner, next press 'Continue Without Signing In' and 'New Mind Map". Here you can choose different types of Mind Maps, structures, ideas. You also can choose different legends, colors (press Show Legend Button). You also can add images, notes in the lower bar / dashboard. When your mind map is created, you can share it via link or to download it in pdf, .xls, .docx formats.

SAMPLE ASSIGNMENT MADE IN XMIND

Module 4. VALIDATING
Topic 1: VALIDATION PREPARATION, click here

Module 2. FIND YOUR WHY IN BUSINESS
Topic 1: PERSONAL DISCOVERY
Mind map of student's dream list (goals, aspirations) exercise, click here

Word Cloud

Mentimeter

Name of the tool: Mentimeter
Official website: https://www.mentimeter.com

General information: Mentimeter is an audience engagement platform focused on creating entertaining quizzes, dynamic word clouds, live and instant polling, all within presentations. Mentimeter can be used for any occasion, event or presentation, for business or for education. It is easy to use, while the audience can respond using their smartphones, entering only specific code to engage.

Technical requirements
Access through website and application. Supported devices: Windows, Mac, Android, iOS

Access cost
The free version gives you the opportunity to present to an unlimited audience, unlimited presentations and up to 2 question slides and up to 5 quiz slides.

There is also a paid version of Mentimeter. Prices vary depending on the selected package and range.

DESIGN THINKING PROCESS AND MENTIMETER

With the help of Mentimeter you will be able to enhance the process of

Empathize	Define	Ideate	Prototype	Test
	✓	✓		✓

GAMIFICATION AND MENTIMETER

Teachers and students can use Mentimeter to create:

- their own quizzes interactive
- presentations
- to get evaluation in a very innovative way
- or to get feedback for specific question or project

Once you have prepared your presentation, you can share the presentation online. In the interactive slides (such word clouds, quizzes or open questions) students fill in the answers on their device and their answers show on your presentation slide with motion effects. Teachers can collect feedback by using open ended slides, ranking, Q&A or world cloud slides.

Slide options in Mentimeter

- Multiple Choice
- Word Cloud
- Open Ended
- Scales
- Ranking
- Q&A

Content slides

- Heading
- Paragraph
- Bullets
- Image
- Video
- Big Quote
- Number
- Instructions

Mentimeter could help with multiple teaching activities:

- Educate by interactive approach
- Test the knowledge
- Present in and fun, engaging way
- Collect feedback
- Create word clouds, engage students
- Gamify course through quizzes and leaderboards

How to use Mentimeter

Open https://www.mentimeter.com and create an account by clicking on the SIGN UP button in the top right corner. You can sign in with Google, Facebook or by using your own email address.

Once you get to the main panel by signing in to mentimeter, on the left side you can find your presentations, templates and tutorials. In the central panel you can find the "New presentation" button and "New folder" button.

If you click on "New presentation" you will enter the presentation name and click "Create presentation". Mentimeter opens a presentation window, where on the right side you can select slide type and start your presentation. When you are finished with your slide, you can add a new slide on the left side by clicking "+ New slide". You can create a quiz by selecting quiz competition slides. The audience limit for the quiz is 2000 people in the free version. On the right panel of the quiz slide you can edit the number of seconds to answer for the audience as well as select if the faster correct answer gets more points. After each quiz question you can add a leaderboard by clicking on the button. Quiz questions can be "select answer" or "type answer" with 6 options available and 1 or more correct answers. When you want to prepare a World Cloud, just select the word cloud slide on the right. You can type in your questions and select how many entries are possible by each participant. When you are done, simply click "Present" on the right hand side and your slide becomes active. On the top of the slide is a link www.menti.com with a specific code to enter. When the audience enters, Mentimeter will allow them to participate in the presentation. When you want to move on to another slide, simply use arrows on the keypad. Your presentations will be saved and you can get to them any time, to see the results, or reset results or change the presentation. In the paid version it is possible to import Powerpoint, Keynote or Google slides.

Getting Feedback

Name of the tool: Quora
Official website: https://www.quora.com

General information: Quora is a platform to ask questions and connect with people who contribute unique insights and quality answers.
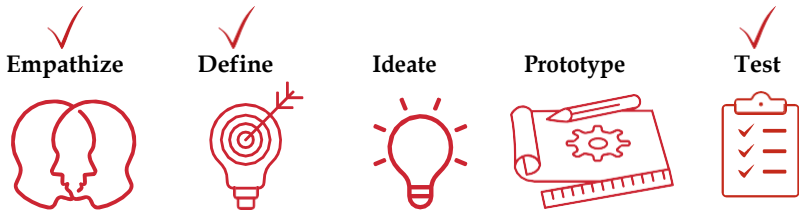
Technical requirements
Access through a website or App. Windows, macOS, Linux, iOS/iPadOS, Android and Web.

Access cost
Quora is a free online tool. There is also Quora+ version with additional features for charge.

DESIGN THINKING PROCESS AND QUORA

With the help of Quora you will be able to enhance the process of

GAMIFICATION AND QUORA

Main functionalities of Quora can easily be used as a Gamification elements in study process for lecturers and learners (students):

- To raise a questions and receive and answers;
- To create different groups seeking to discuss and receive feedback about e.g. niche market / product / project, etc.;
- To create a voting system, seeking to receive feedback and understand the better solution for the project / product, etc.;

- To share personal things / ideas (food / movies / books) - good social network with selected groups;
- It is a useful for the project team networking;
- Possibility to follow and analyze statistics of created content.

How to use Quora

Open https://www.quora.com and create an account using your Facebook or Gmail account or mail. When you will be in Ouora, press 'Add question' in the right upper corner, seeking to raise a question. Also, in the left corner's dashboard you can create new groups (Spaces), Share your Books, Music, Movies, Food, - it is a great possibility to build your community related to your interests. It also will allow you to understand better your possible product / service and analyze the market.

PART II.
Additional Tools
Supporting
The Educational Process

This section of the handbook focuses on tools to facilitate the technical organisation of collaborative work, including: the ability to store and transfer files, the ability to plan collaborative work or organise meetings between colleagues. The chapter also includes references to inspirational videos and podcasts that can be used by lecturers in their classes to stimulate motivation and creativity. There are also descriptions of chosen photo banks and useful tips on how to legally use photos/images from the Internet.

Inspirational videos and podcasts

The main purpose of the multimedia presented in this section is to inspire students who participate in entrepreneurship programmes and courses. Podcasts and videos, in which speakers share their experience, presenting their stories, ideas and thoughts on particular issues, give students the chance to improve their skills and competences (as lessons learned), increase their motivation levels, and provide inspiration to create their business idea.

Online platform

TED.COM - it is an online platform, where thousands of inspirational videos and talks are uploaded.

Recommended videos:
- The Secret of How to Think Like an Entrepreneur by Amy Wilkinson, click here
- 5 ways to kill your dreams by Bel Pesce, click here
- The single biggest reason why start-ups succeed by Bill Gross, click here

Spotify podcasts

The REWORK podcast focuses on the "better way to work and run a business". Podcast is run by Jason Fried and David Heinemeier Hansson, authors of the business book under the same title, who analyse the changes that occur in running a business over the last years, share with listeners their business experience as well as and learn how to think out of the box.

To open podcast click here

The Naval podcast is run by Naval Ravikant, an Indian entrepreneur, co- founder and CEO of AngelList, angel investor in companies such as Twitter, Uber, Yammer and many others. Naval Ravikant is sharing with the listeners his ideas and thoughts regarding different aspects of business.

To open podcast click here

The podcasts hosted by Guardian journalist Coco Khan called The Business Podcasts bring entrepreneurs together to share the highs and lows of entrepreneurship.

To open a podcast click here

YouTube channels

Y Combinator is the YouTube channel that is focusing mostly on start-ups - publishing videos about issues related to the building of a new company. However, on this YouTube channel students will be also able to find the **interview with famous entrepreneurs**.

Recommended videos:
* Mark Zuckerberg : How to Build the Future, click here
* Elon Musk : How to Build the Future, click here

Other recommended videos with famous entrepreneurs sharing their experience with others:
* Steve Jobs' Stanford University Commencement Speech from 2005 (available on official YouTube channel of the Stanford University), click here
* Interview with Warren Buffett regarding the key elements for success (available on Yahoo Finance channel), click here

Principles of Success by Ray Dalio is a miniseries of 8 episodes that animate Ray Dalio's best-selling book titled Principles. In this miniseries, viewers will learn about the author's way of thinking and perception of the world.

Recommended videos:
* The Call to Adventure, click here
* Embrace Reality and Deal With It, click here

BACK ◀

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Cloud storage tools and file transfer websites

Sharing information with other colleagues and providing broad access to the documents you are working on are key elements of group working. In this section, we focus on the tools that enable you to effectively transfer and store all kinds of data between colleagues.

Cloud storage tools

Name of the tool: Google drive
Official website: https://drive.google.com/

Technical requirements
Access through website (possible only for Google account users)

Access cost
The free version gives the possibility to store up to 15 GB of files.

How to use Google Drive
Google Drive is only for Google account users (otherwise you need to create an account on Google). Open drive.google.com and click on the "My drive" button. On Google drive you can create and store files or upload and store files from your computer.
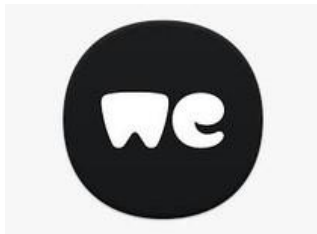
Name of the tool: Dropbox
Official website: https://www.dropbox.com/

Access cost
The free version gives the possibility to store up to 2 GB of files.

How to use Dropbox
Open dropbox.com and create an account by clicking on the "Sign up for our free plan" button. You can sign in with Google or by using your own email address. Once you get to the main panel, you will be able to upload the files. Dropbox as other cloud-based tools give you the possibility to access your files from multiple devices.

File transfer websites

Name of the tool: Wetransfer
Official website: https://wetransfer.com/

Technical requirements
Access through a website.

Access cost
The free version gives the possibility to transfer files up to 2 GB. There is also a paid version of Wetransfer , that gives possibility to send and receive files up to 200 GB as well as storage your files (up to 1 TB)

How to use Wetransfer
It is not necessary to register, just open https://wetransfer.com/ and click "I just want to send files" button. Once you get to the main panel, on the right side you can upload file/s you want, you can also give a title and short
information about it. Lastly, click " Get a link button".

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transfernow

Name of the tool: Transfernow
Official website: www.transfernow.net/en

Technical requirements
Access through a website.

Access cost
The free version gives the possibility to transfer files up to 5 GB. There is also a paid version of Transfernow , that gives the possibility to send and receive files up to 100 GB as well as storage your files (up to 1 TB).

How to use Transfernow
It is not necessary to register, just open www.transfernow.net/en and click **"Start"**. When you select the file/s you want to transfer. Transfernow gives you the opportunity to upload files and send them as a link or transfer to one or more recipients. Lastly, click the "Transfer" button.

Scheduling tool

Sometimes it is difficult to find a common date to meet others when you are working in a team, especially if the team consists of many people. A good solution to this problem may be to use the help of applications that are designed to find the best suitable time for meeting.

Name of the tool: Doodle
Official website: https://www.doodle.com/

General information: Doodle is an application that allows to schedule meetings easily from 1 to 10.000 people.

Technical requirements
Access through website and mobile application. Supported devices: Windows, Mac, Android, iOS

Access cost
The free version gives you access to the application in order to create your meeting proposals and share the link through e-mail to get the answers. There is also a paid version of Doodle. Prices vary depending on the selected package and range (more information can be find here)

How to use Doodle
It is not necessary to register, just open https://www.doodle.com/ and click on the "+" symbol on the right top.
Once you get to the main panel, you can give a name to your poll, put your email to receive the answers, also put a title, description of the meeting and a location.
Lastly, select on the calendar the days and hours of the proposal (you can also connect to your personal calendar) by clicking the day and hour you prefer. And, finally, click on "create, invite and continue" button to send your proposal to the emails of your colleagues.
Teachers/students can create doodle proposals to meet with each other both face to face or on-line.

Photo banks

Photo banks help us to make our graphic design projects more attractive and varied, thanks to the availability of images with different themes.

It should also be highlighted that nowadays most of the photos/images published on the Internet are protected by copyright, so it is crucial to know whether a particular image can be used in our graphic design project and under what circumstances.

In this chapter, we have characterised ten image banks. Five of them, which are free, have been described in detail. Another five are mentioned only by name due to the fact that the user has to pay to download images/photos from them.

pixabay

Name of the tool: Pixabay
Official website: https://pixabay.com/en/

Technical requirements
Access through website

Access cost
The free version gives you access to over 2.6 million images, videos and music.

How to use it
It is not necessary to register, just open https://pixabay.com/en/, then using the browser find image/s that you are interested in. Lastly, use the "Free downloading" button that will be on the right side of the chosen photo.

Website offers an irrevocable, worldwide, non-exclusive and royalty free right to use, download, copy, modify or adapt the content for commercial or non-commercial purposes, under some circumstances (for more information click here).

Name of the tool: Pexels
Official website: https://www.pexels.com/

Technical requirements
Access through website

Access cost
The free version gives you access to 22 000 images and 3400 videos

How to use it
Open www.pexels.com and create an account by clicking on the SIGN UP button in the top right corner. You can sign in with Google, Facebook or by using your own email address. Once you get to the main panel, you can choose between different photos. All the photos that you downloaded will also be stored in the section "Collection" on your account.

Website offers royalty free right to use and download however under some circumstances. For more information click here.

Name of the tool: Negativespace
Official website: https://negativespace.co/

Technical requirements
Access through website

Access cost
The free version gives you access to over 2.6 million images, videos and music.

How to use it
It is not necessary to register, just open https://negativespace.co/, then using the browser find images that you are interested in. Next click on the "downloading free stock photo" button, which is located below the photo you have chosen.

Website offers royalty free right to download any photo from the public domain (including NegativeSpace website), use, copy, edit, or share the content for commercial or non-commercial purposes. More information can be found here.

picjumbo

Name of the tool: Picjumbo
Official website: https://picjumbo.com/

Technical requirements
Access through website

Access cost
The free version gives you access to over 4,000 photos

How to use it
It is not necessary to register, just open https://picjumbo.com/ then using the browser find photo that you are interested in. Next click on the "free download" button, which is located on the left side.

Website offers royalty free right to use, copy and download content under some circumstances. For more information click here.

BURST

Name of the tool: Burst
Official website: https://burst.shopify.com/

Technical requirements
Access through website

Access cost
The free version gives you access to over thousands of photos (the exact number of photos was not indicated).

How to use it
It is not necessary to register, just open https://burst.shopify.com/ then using the browser find a photo that you are interested in. Next click on the "free download" button, which is located on the left side.

Website offers royalty free right to download any photo, use, copy, or share the content for commercial or non-commercial purposes. More information can be found here.

As was mentioned before, sometimes users need to pay a fee to get the right to use the stock image in their designs legally. Below are presented information regarding five photo banks that offer this kind of paid service.

Name of the tool: Depositphoto
Official website: https://depositphotos.com/

Technical requirements
Access through website

Access cost
Prices vary depending on the selected package and range from 36 to 199 dollar per month. More information can be find here.

Name of the tool: iStock
Official website: https://www.istockphoto.com/

Technical requirements
Access through website

Access cost
Prices vary depending on the selected package and range from 29 to 84 euro per month (more information can be find here)

Name of the tool: Shutterstock
Official website: https://www.shutterstock.com/

Technical requirements
Access through website

Access cost
Prices vary depending on the selected package and range from 49 to 409 euro by month. More information can be find here.

Name of the tool: Adobe Stock
Official website: https://stock.adobe.com/

Technical requirements
Access through website

Access cost
Prices vary depending on the selected package and range from 29 to 159 euro per month. More information can be find here.

Name of the tool: Flickr
Official website: https://www.flickr.com/

Technical requirements
Access through website

Access cost
Prices vary depending on the selected package and range. More information can be find here.

The most important tips on how to legally use photos/images from the Internet

- Use Public Domain Images
- Use Creative Commons Images (more information about CC licence can find here, to watch short video about the CC licence click here)
- Use websites that offer royalty free right to download any photo, use, copy, or share the content for commercial or non-commercial purposes. Use websites that
- offer the right to download any photo, use, copy, or share the content for commercial or non-commercial purposes for users who are willing to pay licensing fees.

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