

Management and Administration Tools

Management and administration in a virtual learning environment is crucial for the success of the learning process.

Recording, organizing, monitoring, and managing data are tasks that should be undertaken by all members that provide learning services.

The tasks tools for managing and administrating the learning process are going to be presented in this section with the ultimate aim to facilitate and to contribute to an efficient learning experience.

In specific the following slides will present the most important and widely used tools for preventing plagiarism, tracking students' performance, screen recording, sharing documents and setting timetables.

Plagiarism prevention tools

Plagiarism is a familiar and frequent phenomenon and therefore it should be addressed effectively.

Plagiarism incidents can be intentional or accidental. Due to its frequency, it is expected that you will face plagiarism issues in e- learning process and therefore you should be aware of how to check on the originality of the document content by using one of the following tools.

Plagscan. Plagscan is a software that is used with a fee and detects whether original writing is included in the assignment and if third party contents are quoted successfully. By uploading your document, you can instantly track the percentage of matched text to original resources while the original source is depicted in the same screen. Additionally, you can collect the students' assignments directly in the app and use its build-in metric tools for evaluation.

Turnitin. Turnitin is a widely used software for detecting plagiarism with a fee. By uploading the document, Turnitin scans the context and highlights similarities comparing it with a massive collection of resources. It can be integrated in Learning Management Systems and provides tools for students to review their assignments based on the feedback of the software.

Grammarly. Grammarly is a software that provides free plagiarism checking for documents. By entering your text or uploading the document, it can detect plagiarism by comparing it to webpages and academic databases. In the report produced by the tool, sentences with plagiarism are highlighted and information is provided on their original source.

Tracking Student performance

Both categories of tools, for tracking student performance and for obtaining student analytics can be found in two forms:

- a) as individual tools, operating in an independent platform or
- b) as plug-ins that are integrated in your working platform

Here are some individual tools:

[Interactive Student Performance Tracking App XB](#) . This application is an online tool for educational providers that tracks student performance. It provides data for the overall curriculum progress,

individual average grades, grades per module, attendance log etc. The facilitator can access the full list of students, who create their personal profile page in the application and vice versa. Moreover, it generates reports and Data of student performance are presented in the form of an interactive dashboard.

[Top Hat](#). [Top Hat](#) is an application that also provides tools to track student performance and attendance. It can create auto-graded assignments tailored to the needs of the training and you can administer remotely test and exams. One of the advantages of Top Hat is that it can be paired with your LMS easily and export to your LMS the reports generated by the application.

Here are some plug-in tools that can be integrated in your working platform:

[edX Insights](#). [edX Insights](#) is a plug-in that provides the administrator of the course with valuable data information related to learner engagement and performance. By using this plug in you will be able to gain information over the total number of active students, how many were engaged in assignments, their geographic location etc. The data collected enable the facilitator to identify learners' behavior and provide the analogous support.

[Piwik Analytics](#). This Moodle plug-in provides advanced analytics about page views in Moodle and about actions within your LMS. By using this plug in you can obtain information over the participation and the exact number of activities that your students have performed for instance responses to questionnaires, engagement in workshops, forums etc.

[Analytic Graphs](#). Another Moodle plug in, providing graphs that facilitate the trainer to evaluate the student profiles. The plug-in provides graphs regarding:

1. Grades 2. Activity- Content access 3. Active Users 4. Assignment Submission Chart.

Screen Recording Tools

Nowadays many tools have been developed that provide high quality recordings that can make your tutorials, session recordings and other types of recordings with professional standards. The use of these tools can make learning experience more interesting, and the recordings can be used furtherly by the end users. Here are some examples:

[Camtasia](#). [This](#) is a screen recording software that can help you record your training videos in a professional but easy way. The tool is widely used but requires payment. Camtasia records your screen, can add effects and the video can be instantly uploaded to the web. It can integrate web camera capture, audio recording, music, PowerPoint etc and can be connected to all devices.

[Screencast-O-matic](#). [This tool](#) is a free screen recording tool that is used widely by the educational community. You can record your screen or integrate your webcam and customize your video with video editing tools. It is easily integrated with other tools and the videos produced can be shared with the classroom. The app can also be used by students and provides a creative tool for their assignments.

[Screencastify](#). [Screencastify](#) is a screen recording application that operates via Google Chrome. The tool is free of charge and can capture your screen, your webcam image and audio from your microphone. It provides annotation tools like highlighting, drawing pen and mouse spotlight. The videos produced are

auto saved in Google Drive and can be shared to YouTube and exported in various ways.

Document Sharing Tools

Tools for sharing documents can be critical for the effectiveness of the learning process and their use is highly recommended. You can use them to provide access to educational material and to provide the learners with a common working space, where the changes are made in real time and are visible by all collaborators. Especially in virtual learning environments shared document tools provide the opportunity to work together easily, quickly and from many devices irrespective of our geographical location.

[Google Workplace](#) provides tools for creating and editing files of various types, free of charge with a google account. Here are some examples:

[Google Docs](#). [Google docs](#) are the most popular tool for providing access to multiple users and collaboration opportunities. The users can make comments, chat and edit the document real time. All changes are saved automatically, and unlimited revision history is provided. Google Docs are compatible with all popular file types and the PDF files and can be exported to any type of format.

[Google Sheets](#). This tool also provides a common workspace for collaboration and information sharing. With the tool you can create, view, comment and edit spreadsheets. Different file types can be imported and exported to Google Sheets. Learners can gain access to valuable resources and collaborate on the sheet in real time. Like Google Docs the creator of the spreadsheet can control who can view, edit and comment on the spreadsheet.

[Google slides](#). [Google slides](#) provide a common workplace for developing presentations and working collaboratively. You can work online on a presentation either individually or with learners, always maintaining control of who has permission to edit, view or comment. A main advantage of Google Slides as of all the Google tools, is that everyone has access to the latest version as the changes are saved in real time.

Other examples of document sharing tools:

[Dropbox paper](#). A useful tool provided by Dropbox, with which you can create, edit and coordinate on line. With this tool you can easily create and share a document as well as manage access to it. You can also assign tasks to your group of students by mentioning them.

[OneDrive](#). [One Drive](#) provides the opportunity to share and collaborate in real time using the Microsoft Office applications. OneDrive is provided with Windows 10 and with a fee. The tool gives you the opportunity to use all functionalities of the Microsoft Office individually and share it with your class for viewing. In addition, your classroom can jointly develop any type of files automatically saving the latest version. OneDrive also has the advantage of tracking changes and providing revision history.

Setting Timetables

Tools for calendars and timetables are valuable for facilitators, as they do provide information and keep track on the scheduled events but also, they provide a valuable tool for organizing meetings and send

reminders to the participants. Let's see how you can organize the training sessions, meetings and deadlines effectively!

[Google Calendar](#). Google Calendar is one of the most widely used tools by teams. The tool provides the opportunity to:

- a) Schedule any type of event such as webinars, meetings etc.
- b) Manage the event and respond to invitations, share your calendar or customize it and notify the team.

[Calendly](#). With this tool you can schedule and share efficiently events at individual or group level. The basic edition is free. The event that you schedule can be easily shared with your class through a link. You can control the meetings, set reminders and buffer time between meetings. In addition, Calendly can integrate with your other calendars and can detect the time zone of your guests in order to avoid confusion.