BUKU AJAR

Technology for English Language Learners

PENULIS

Wahyu Taufiq
Fika Megawati

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Preface

Previously, students studying English had to bring a large English dictionary, in addition to multiple text volumes. Due to restricted resources, you must take turns listening to English audio. Furthermore, in order to communicate with native speakers, you must travel directly to an English-speaking country. However, technology now makes it very simple for us to learn English.

In the field of education, information technology has permeated many topics, including English. There are so many roles for information technology in language acquisition that it has shifted learning from the classroom to the classroom of the future.

In relation to application technology, which is quite beneficial in learning English. Teachers should seek out technology-based learning advice depending on the capacities of each school and the instructor in question in order to attain educational goals.

So, with the advancement of technology and the existence of the internet, it is used to learn English. Everything is so easy. Only in our hands, we can learn by reading, listening, watching movies and videos, and so on.

Writers,
2023

Kata Pengantar

Sebelumnya, siswa yang belajar bahasa Inggris harus membawa kamus bahasa Inggris yang besar, selain beberapa jilid teks. Karena sumber daya terbatas, Anda harus bergiliran mendengarkan audio bahasa Inggris. Selanjutnya, untuk berkomunikasi dengan penutur asli, Anda harus melakukan perjalanan langsung ke negara berbahasa Inggris. Namun, teknologi sekarang membuat kita sangat mudah untuk belajar bahasa Inggris.

Dalam bidang pendidikan, teknologi informasi telah merambah banyak topik, termasuk bahasa Inggris. Ada begitu banyak peran teknologi informasi dalam akuisisi bahasa yang telah menggeser pembelajaran dari ruang kelas ke ruang kelas masa depan.

Terkait teknologi aplikasi yang cukup bermanfaat dalam pembelajaran bahasa Inggris. Guru harus mencari saran pembelajaran berbasis teknologi tergantung pada kapasitas masing-masing sekolah dan instruktur yang bersangkutan untuk mencapai tujuan pendidikan.

Nah, dengan kemajuan teknologi dan adanya internet digunakan untuk belajar bahasa Inggris. Semuanya sangat mudah. Hanya di tangan kita, kita bisa belajar dengan membaca, mendengarkan, menonton film dan video, dan lain sebagainya.

Penulis
2023

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The History of Technology Development

Basic Competence

Students are able to understand the basic theory of using technology for TEFL

- mention the basic theory of technology for TEFL
- implement the basic theory of technology for TEFL

Indicators

Students are able to

- mention the use of technology for TEFL
- practice the use of technology for TEFL

1.1 Theory

We will discuss the history and development theory of using technology in the world of education, and then we will connect it with its use in learning English.
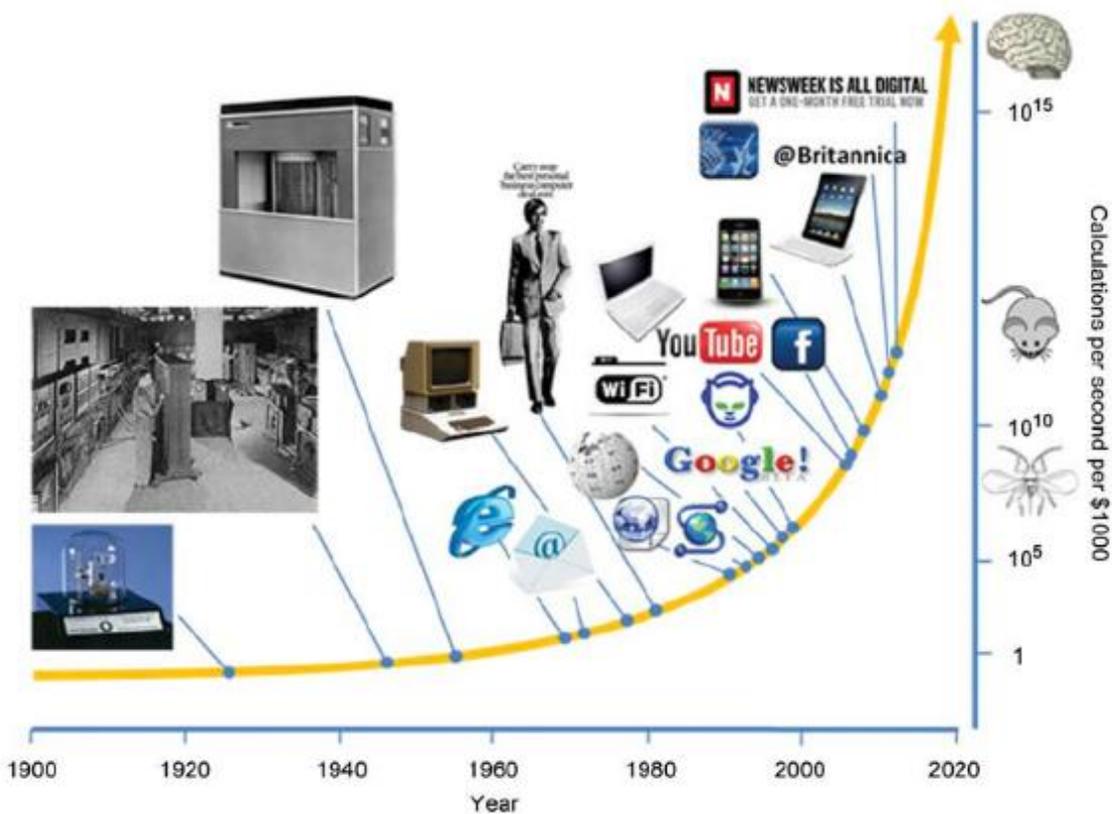
Picture 1.1 " Exponential development of information and communication technologies"

Source: https://www.researchgate.net/profile/Pero-Lucin/

The development of educational technology is an important factor in solving educational problems, for example during the COVID-19 pandemic. Educational technology can provide ease of information and delivery of material so that the learning activities carried out do not become an obstacle, especially during Distance Learning (Maher 2020; Taufiq, Liansari, and Susilo 2021). With the characteristics, enthusiasm, and rapid development at this time and related to the younger generation/millennials during the COVID-19 pandemic, educational technology is the right and efficient active solution that can be used to support independent learning today.

Technology is growing rapidly from year to year. With the latest technology, it makes people feel life easier. One of the objects that are still used today is a laptop. Laptops have been around since ancient times. It's just that, the laptop that used to be with the laptop today has a very significant difference.

Nowadays the use of laptops or portable computers is very much needed in almost all jobs that can be used anywhere and anytime. A laptop is an important device because with a laptop almost all work needs can be done with a laptop.

Learning about technology, we should need to learn about the development of computers. Do not be surprised; the first computer was similar to what we have now. Its origins may be traced to the abacus, which was used in ancient Greece and Rome as well as China in the sixth century BC and in the Mediterranean region. But its development seemed to have stalled, until Wilhelm Shickard, a friend of astronomer Johannes Keppler, invented the first mechanical calculator in Germany. Nineteen years later, the French scientist Blaise Pascal (1623 - 1662) took a new step with the eight-digit column automatic calculator, which could only operate addition and subtraction. Thirty years later the tool was developed again for division and multiplication by the German mathematician Gottfried Wilhelm von Leibniz.

Most of the activities carried out by humans in this modern era are carried out using computers. Especially during a pandemic like this, where all activities are transformed completely online.

Computer equipment which was originally intended only as a means of supporting work has now become a necessity that must be owned by the community. Before being equipped with sophisticated features like today, the development of computers began with a simple innovation that was born in the 1800s.

Picture 1.2: Illustration of the development of computers from time to time

Source: https://www.timetoast.com/timelines/computer-throughout-the-years

The development of the computer

The first computer was invented in 1822 by an English mathematician, Charles Babbage. Initially, Babbage intended to create a steam-powered calculating machine that could calculate tables of numbers. The machine he later named "Difference Engine 0" and is predicted to be the world's first computer. The form of Difference Engine itself is very much different from most modern computer models today. However, the working principle of this machine is the same as a modern computer, which is capable of calculating numbers or computing.
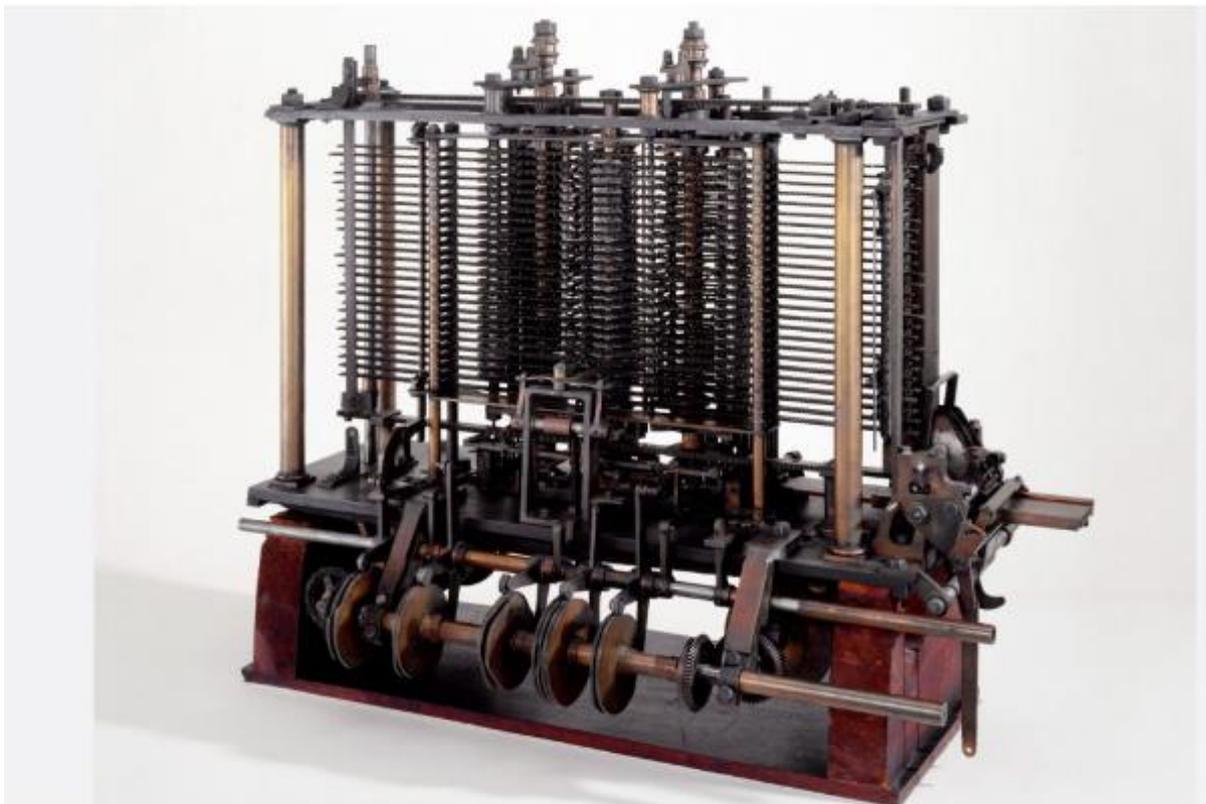
Picture 1.3: Charles Babbage's computer

Source: https://www.livescience.com/20718-computer-history.html

Until 1890, an inventor named Herman Hollerith designed a card system that was able to calculate the results of the US census conducted in 1880. Thanks to this innovation, Hollerith managed to save the government budget as much as 5 million US dollars. Furthermore, Hollerith continued to develop his potential in the realm of technology until he finally succeeded in establishing the IBM computer company.

The forerunner of the first digital computer was developed in 1930. It was Alan Turing who first developed the machine. He was a successful mathematician who developed a machine that could

execute a set of commands. Thanks to his contributions, the machine was later given the name Turing machine, including a simulation of his ideas called the Turing test.

The first digital computer was developed by Konrad Zuse, a German mechanical engineer. Before the second world war broke out, Zuse built the first programmable digital computer called the Z1. In 1936 in his parents' living room in Berlin, he assembled metal plates, pins, and created a machine that could perform addition and subtraction calculations. Although these early computer models were destroyed during World War II, Zuse is credited with creating the first digital computer.
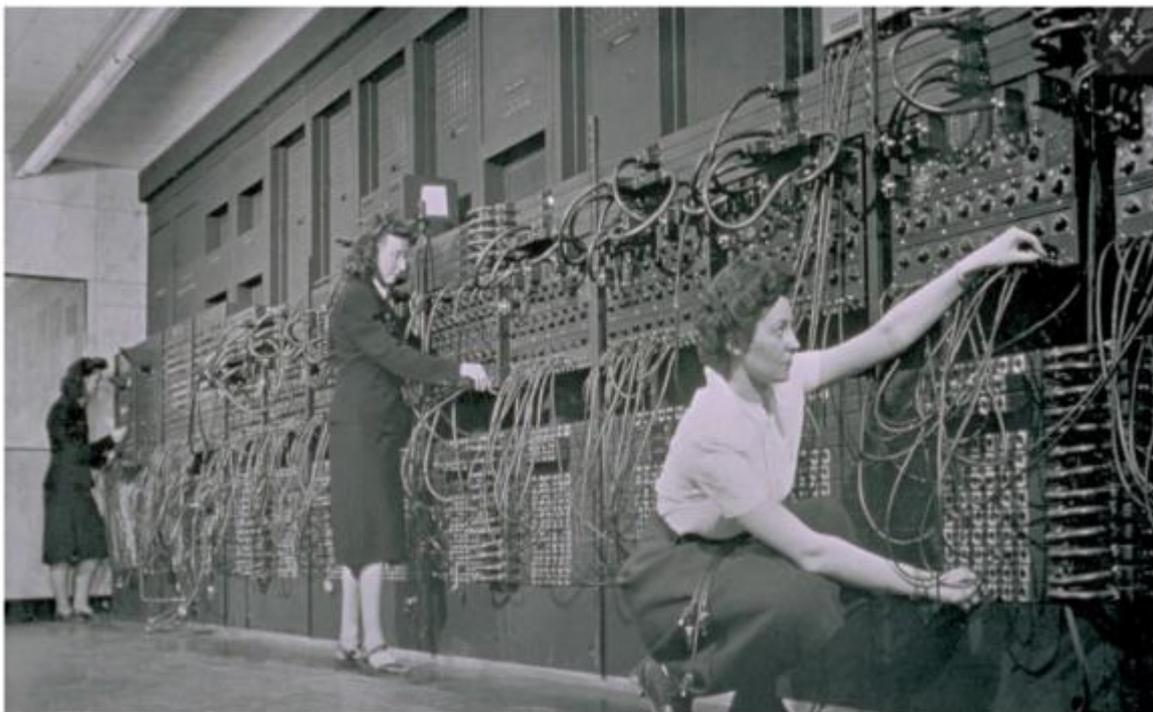
Picture 1.4: the UNIVAC, the first commercial computer for business and government applications.

Source: https://www.livescience.com/20718-computer-history.html

In 1937-1938 Dr. John V. Atanasoff and his assistant Clifford Berry created and built the digital electronic computer called ABC (Atanasoff-Berry Computer). While John W. Mauchly and J. Presper Eckert created ENIAC (Electronic Numerical Integrator And Calculator) in 1945. ENIAC could perform 5000 mixing and 300 derivations at any time.

The history of the development of the first generation of computers has the following characteristics:1. In this generation, the computer still emits a lot of heat.

2. Using electronic components made of Vacuum Tubes.

3. The program is written in machine language, the program is stored in the computer's memory.

4. To operate it also requires a large enough electrical power.

5. The capacity provided for data storage is very small and limited.

6. The program still uses machine language by using codes 0 and 1 in a certain order.

7. The process is relatively slow.

8. Has a very large size or shape so it takes a room that is wide enough just to put this computer.

9. Main orientation on business applications.

10. Using an external system of magnetic tape and magnetic disk.

During the second world war, in 1943, John Mauchly succeeded in creating a machine called the Electronic Numerical Integrator and Calculator (ENIAC). ENIAC was originally created to assist the Army in predicting attacks. ENIAC itself is equipped with analytical capabilities that can calculate thousands of problems in seconds. The ENIAC weighed up to 30 tons and required 457 square meters of space to house the machine. This is due to the many supporting components that ENIAC has, such as 40 cabinets, 6,000 switches, and 18,000 vacuum tubes.

The second generation computers used transistors and diodes, which are small devices that transfer electrical signals through resistors to replace vacuum tubes. The transistor is an abbreviation for transfer resistor. Examples of computers that were created are the DEC PDP-8, IBM 7090, IBM 7094 and others. The advantage of transistors is that they can function better than the first generation of computers, which use vacuum tubes. This generation of computers is smaller, lighter, faster and cheaper and does not need warm-up time. The use of electrical power is less when compared to the first generation of computers. The arrangements were made in the high-ranking languages FORTRAN (1954) and COBOL (1959). While the storage capacity continues to increase from 16000 to 64000 characters and it uses a removable disk cartridge. The calculation is carried out in "microseconds".

The development of this second generation of computers has the following characteristics:

1. Programs can be made in high-level languages, such as FORTRAN, COBOL, ALGOL.

2. The main memory capacity is quite large

3. The circuit is a transistor.

4. The physical size of the computer is smaller than the first generation of computers

5. Does not require too much electricity

6. business and engineering oriented

7. The operation process is fast

Computers in the third generation have also used integrated circuits, namely electrical circuits containing very small silicon chips to replace transistors. The cheap price of chips led to the rapid development of electronic devices and the fall in the price of these devices. This computer is characterized by an integrated circuit, which is an electrical circuit that contains a very small silicon

chip consisting of thousands of transistors. These chips are cheaper, denser and more reliable. Examples of computers created are the IBM 360 and microcomputers such as APPLE II, IBM PC, Sinclair and others. The size of the computer to be 1/3 smaller than the first generation of computers. It can also apply the concept of multiprogramming and multiprocessing, that is, several programs can be run simultaneously and share the same source and this increases the effectiveness of the computer. The calculation process is carried out in "nanoseconds". Interactive processing was introduced where the user was in direct contact with the computer. This achievement method causes the customer service industry to develop. Minicomputers were introduced which functioned the same as a "full size system" but were smaller, slower and less expensive.

The birth of programming languages

In 1954, a programming language was created for the first time by a female computer scientist named Grace Hopper. This programming language called COBOL is here to help computer users in conveying commands in English. Because previously, computer users could only give instructions to the computer using a collection of rows of numbers. Since then, programming languages have developed along with the evolution of computers. Subsequently, a new programming language called FORTRAN was created, which was developed by the IBM programming team led by John Backus in 1954.

As a technology-focused company, IBM's ambition is to lead the global computer trend. The company began creating a device called the IBM 650 to begin mass marketing. Until 1965, computers were known as a supporting tool for mathematicians, engineers, and the general public. The computer is known as Programma 101. When compared to ENIAC, the size of the Programma 101 is much more compact. This computer is the size of a typewriter, weighs 29 kg, and is equipped with a built-in printer.

Personal computer

Picture 1.5: Getty / Science & Society Picture Library

Source: https://www.livescience.com/20718-computer-history.html

The 1970s can be regarded as the era of the birth of the personal computer. Marked by the emergence of the Xerox Alto, a personal computer that can run commands such as sending e-mail and printing documents.

One thing that is most different from the Xerox Alto is its design which resembles a modern computer. Because, this computer is equipped with a mouse, keyboard, and screen. In the same year, several major discoveries also occurred. Some of them, such as the creation of diskettes, ethernet, and Dynamic Access Memory (DRAM) chips. Meanwhile, Apple was founded in 1976 by Steve Jobs and Steve Wozniak. The two also introduced the Apple I, the first single-circuit computer.

The personal computer design was then perfected by IBM, through a device called Acorn. This computer is equipped with an Intel chip, two diskette slots, a keyboard, and a color monitor screen.

Since the 1970s computers have grown faster and more reliable. The fourth generation is a continuation of the third generation where in third generation the chips are used to build memory and computer logic. All chips are stored to develop the next technology, namely general-purpose-on-a-chip which is called a microprocessor. The microprocessor replaces the integrated circuit. Microprocessors can also be found in digital clocks, calculators, and various machines at work and at home. Microprocessors were first sold in 1971. Examples of computers available in this generation are from IBM which uses the Intel 80286 chip, Intel 80386 chip, Intel 80486 chip (containing 1.2 million transistors measuring 0.4" x 0.5" and attempting to execute 15 million instructions per time). Intel Pentium chip (contains 3.1 million transistors attempting to execute 112 million directions per second). Intel Pentium Pro chip (contains 5.5 million transistors attempting to execute 250 million directions per second). Chips Intel Pentium Pro MMX, Cyrix, AMD, Pentium II and more. Among the characteristics found in this generation of computers are smaller sizes, and minimum use of electrical power. It can be used in conjunction with several programming languages. Its storage capacity continues to increase from 1 million to 50 million characters and calculations are carried out in "picoseconds." Current computer sizes are 100 times smaller than the size of first-generation computers and one chip is more powerful than ENIAC.

The development of the fourth generation of computers has the following characteristics:

• Developed a microcomputer that uses a microprocessor and a semiconductor in the form of a chip for computer memory.

• In this generation computers have cursed Large Scale Integration (LSI)

The history of the development of the fifth generation of computers is that the computers we use today are marked by the emergence of: LSI (Large Scale Integration) which is the compaction of thousands of microprocessors into a microprocessor. In addition, it is also marked by the emergence of microprocessors and semi-conductors. Companies that make micro-processors include: Intel Corporation, Motorola, Zilog and others. In the market, we can see that there are microprocessors from Intel with models of 4004, 8088, 80286, 80386, 80486, and Pentium. Pentium-4 is the latest production from Intel Corporation which is expected to cover all the weaknesses that exist in previous products, in addition, the ability and speed of the Pentium-4 also increases to 2 Ghz. The images displayed become smoother and sharper, in addition to the speed of processing, sending or receiving images is also getting faster.

Various other inventions were later discovered in 1983. The official CD-ROM was present as a storage device that was able to accommodate data up to 550 MB.

The CD-ROM was later established as the general standard for computers.

In the same year, Microsoft officially introduced Word, followed by Apple which released the Macintosh in 1984. The Macintosh is known as the first computer that can be controlled using a mouse and is equipped with a graphical user interface.

As if not wanting to be left behind, Microsoft also launched a Windows operating system that offers the advantages of multi-tasking and is equipped with a graphical interface.

Apple then spawned a new innovation called the Powerbook, a series of portable laptops that can be taken anywhere.

2000's computer

Picture 1.6: 2000's computer

Source: https://www.reddit.com/r/pics/comments/4xmnr4/

Entering the 21st century, the pace of development of computer equipment is increasing rapidly, along with technological developments. The use of diskettes and CD-ROMs has begun to be excluded by more sophisticated portable storage media, namely USB drives.

Meanwhile, Apple is increasingly releasing the latest innovations through an operating system called Mac OS X. Microsoft as a competitor has also launched a more modern operating system, Windows XP.

Apple managed to lead the market trend thanks to the presence of iTunes. Less than a week after its release, this music player application has been used to download more than 1 million song titles. Several applications such as YouTube, Mozilla Firefox, and MySpace are also present in this modern era.

Until 2006, the trend of using laptops increasingly mushroomed in society. This is also driven by the presence of the MacBook Pro laptop device introduced by Steve Jobs. The development of the MacBook was continued by the latest generation of MacBook Air in 2007. In the same year, Steve Jobs also introduced the iPhone for the first time, followed by the iPad in 2010.

Internet of Things

The year 2011 was marked as the year of the birth of various inventions of the Internet of Things (IoT). The Nest Learning Thermostat that was present this year became known as the world's first IoT device. Furthermore, various other IoT products are mushrooming in the market. Call it like the Apple Watch which was present in 2015. For the first time, Apple also announced iPadOS, an operating system specifically for the iPad.

1.2 Terms in Technology for Education

Technology for education or we may call it as learning technology as a field of cultivation, of course, is always faced with a systematic self-assessment process. This is a necessity as an implication of the vast field of study of Learning Technology itself which consists of 5 areas, namely the area of design, development, utilization, management, and evaluation. However, the breadth and diversity of this area does not mean that Learning Technology as a field of study does not have a clear priority scale in its study, but on the contrary it shows that Learning Technology is a discipline as well as a dynamic professional field that integrates various other disciplines such as communication, learning and teaching. technology.

However, for approximately 45 years since its first appearance with the term Audio Visual Communication until now, which is based on the concept of Learning Technology in accordance with the AECT 1994 definition, technology for education as a field of study and at the same time as a professional field cannot be separated from "discourse" both at the application level and at the level of application. At the discourse level. At the application level, for example, there is a pull of interest regarding the work area of technology for education scholars with other scholars to foster one of the subjects that is currently a trend, namely ICT, although these pulls are then resolved through a bureaucratic approach in accordance with existing regulations. Meanwhile, at the discourse level, the

"discoursus" occurs dynamically both through symposiums, seminars and even in the boundaries of the technology for education student lecture halls themselves. For this purpose, the author feels compelled to describe several terms that have a relationship with learning technology. This the author does only to provide an initial framework for various components that are indeed concerned with the study of learning technology towards a better direction.

With several definitions presented here, it is hoped that readers can develop these definitions in depth through studies of the literature related to it. In addition, the author hopes that through this paper, a common perception will be built in developing Learning Technology both as a discipline of study and as a professional field in the future.

Here are some terms on the use of technology in the world of education and learning

The phrase "information and communications technology" (ICT) is an expansion of the word "information technology" (IT) and emphasizes the importance of unified communications as well as the integration of computers and telecoms (phone lines and wireless signals). Using ICT, a teacher may better inform his pupils about the online resources for studying the English language, including e-books, e-journals, e-magazines, and social media sites like facebook or instagram (Taufiq 2015).

The following are some of the crucial ICT resources and programs utilized in the discipline of teaching English as a second language:

1.   Computers are the most significant information and communication technology instrument and the foundation of contemporary life. Without computers, none of the contemporary communication processes are conceivable. It aids in the collection, preparation, storage, and preparation of data for communication. It aids in the improvement of speech and listening abilities. It improves speaking and listening abilities in the English language.

2.   An overhead projector is a useful instrument for concurrently showing information and procedures to a big group of people. It may be applied to people education and training. With the use of an overhead projector, it is simple to show prepared kinds of information.

3.   Linguaphone: This instrument is crucial for students learning languages. Lingua phone may be used to aid a variety of pupils with speaking and hearing skills. It is very helpful for developing speaking and listening abilities in English.

4.   Radio: It is a great tool for rural kids' education and training. Radio is used to carry out several distant learning and open enrollment programs. Additionally, it helps with audio conferencing. Radio programs, especially conversations and plays, are beneficial for the development of language abilities.

5.   Television: It may be used for both entertainment and education. It has been discovered that it is good for learning situational language, for improving listening abilities, and that it is also very motivating. Understanding the language of the media is greatly aided by it. A big number of pupils may concurrently benefit from television programs. Like the Indira Gandhi National Open University and the Maulana Azad National Urdu University, other distant learning and open institutions broadcast their instructional programming on television. It is a crucial component in audio-visual conferencing. Through this, training and conversations are broadcast live.

6.   The Internet is the most significant communication tool. This is how all modern communication is conducted. The communication capability is now extremely quick, practical, cost-effective, and appealing. On the internet, there are several communication tools available. The following are a few of them:

a)   Social media: This channel of communication has grown in importance. It offers a venue for the exchange of ideas. On it, blogs are created. Students may join the English language study groups and benefit from knowledge exchange by adding themselves. It has access to several social media platforms, including Facebook, Twitter, Instagram, and others. When studying situational language, it is highly beneficial.

b)   Online resources for studying the English language: There are many online resources on the internet for the improvement of language abilities. They include things like online training, virtual classes, e-tutoring, e-guidance, e-journals, e-magazines, e-books, and e-libraries.

c)   Online courses for languages: These courses are accessible online. Some of them are cost-free, while others need payment. Students may simply enroll in these courses and complete their education and training at home. The following organizations provide online courses: MOOC, Future Learn, NPTEL, IITs, Concordia University, etc. For the purpose of improving their language abilities, students can view both online and offline videos of language learning.

d)   Using Feature Films to Teach English: Feature films may be utilized to teach English. Documentary, instructive, and entertainment-based films are all possible. These have a strong capacity to inspire motivation. It produces a learning experience that is really fulfilling.

Definitions of teachnology-learning-related Terms

1.   Learning (instructional) is an activity where a person is deliberately changed and controlled, with the intention that he can behave or react to certain conditions. Departing from this understanding, then learning is one part of the overall teaching and learning activities.

2.   The development of an instructional system is a systematic and logical process for studying learning problems, in order to obtain a solution that is tested for validity and can be practically implemented

3.   Instructional systems are all subject matter and methods that have been tested in practice which are prepared to achieve goals in real terms. In this definition, it can be seen that the instructional system has at least two dimensions, namely the planning dimension and the real process dimension.

4.   Planning is a projection of what is needed in order to achieve the goal, which includes the following elements:

a)   Identify and document needs

b)   Determine the needs that need to be prioritized

c)   Detailed specifications of the results achieved from each priority requirement

d)   Identify the requirements for achieving each option

e)   Identify possible alternative strategies and tools or tools to complete each requirement in achieving each need, including detailing the advantages and disadvantages of each strategy and tool used

5.   Instructional design is the whole process of analyzing needs and learning objectives and developing teaching techniques and teaching materials to meet these needs. This includes the development of learning packages, teaching activities, trials, revisions and activities to evaluate learning outcomes.

6.   Instructional system design is a systematic approach to planning and developing facilities and tools to achieve instructional needs and objectives. All the concepts of this system (objectives, materials, methods, media, tools, evaluation) in relation to each other are seen as a systematic orderly entity. These components were first tested for their effectiveness before their use was disseminated.

7.   The model is a set of sequential procedures to realize a process, such as needs assessment, media selection and evaluation. The model is also defined as a conceptual framework that is used as a guide or reference in carrying out an activity.

8.   The system is the sum total of the parts that work together to achieve the expected results based on predetermined needs. Every system must have a goal, and all activities of the components are directed towards achieving that goal.

The significance of the system is the understanding of

        a.) the components in the system

        b.) Integration of these components, and

        c.) Increasing system efficiency.

9.   Development of an instructional system is a process of determining and creating certain situations and conditions that cause students to interact in such a way that there is a change in their behavior.

10.   Learning is a process of adaptation or adjustment of behavior that takes place progressively. Learning is also understood as a behavior, when learning, the response becomes better. Conversely, if he does not learn, then the response decreases. So learning is a change that occurs as a result of the relationship between Stimulus and Response (S-R). Learning is also defined as a change that occurs in human abilities that occurs after continuous learning, not only caused by the growth process. Learning occurs when a stimulus situation along with memory content affects the student in such a way that his actions (performance) change from the time before he experienced the situation to the time after he experienced the situation earlier.

Departing from this understanding, according to Gagne there are three stages in learning, namely

        (a) preparation for learning by taking actions to direct attention, hope and retrieve information,

        (b) acquisition and performance of actions used for selective perception, semantic ciphers, re-generation, response and reinforcement and

(c) transfer of learning, namely signaling to arouse and apply in general.

Additionally, learning is defined as an activity to teach students using educational principles and learning theories are the main determinants of educational success. Learning is a two-way communication process, teaching is carried out by teachers as educators while learning is carried out by students or students. Learning is also definde as a process in which a person's environment is deliberately managed to enable him to participate in certain behaviors under special conditions or produce responses to certain situations, learning is a special subset of education. In UUSPN No. 20 of 2003 it is emphasized that learning is a process of interaction between students and educators and learning resources in a learning environment. Learning as a learning process is built by teachers to develop creative thinking that can improve students' thinking skills, and can improve the ability to construct new knowledge as an effort to improve good mastery of the subject matter. In a broader context, learning is defined as any activity designed to help someone learn a new ability and/or value.

11.	Teaching VS Education/Teaching Vs Educating. Schools "teach or educate", is the title of the book written by J.I.G.M. Drost, S.J. In the book the author does not really question the use of these two terms in the practice of formal education. Likewise, it is not found about the notion of "teaching and educating. But in another book by Prof. Umar Tirtarahardja with the title Introduction to Education explained clearly the difference between teaching and education. However, the distinction is made for the purpose of analysis so that each aspect can be understood. Because between teaching and education are two aspects that cannot be separated from each other, the term teaching can be distinguished from education, but it is difficult to separate. If it is said "children are taught to write well" it feels more like teaching. But if "children develop a passion for good writing" then it is more like education. Likewise, if it is said "teachers teach students to arrange study schedules for studying at home", this is more likely to be considered as a teaching activity". But if parents get used to their children comply with the study schedule at home, then the parents are considered to be educating their children; in this case educating discipline. So it can be concluded that teaching emphasizes more on the aspect of "mastery of knowledge" while education is more emphasized on "planting and forming attitudes". In addition, other aspects that distinguish between teaching and education are in terms of time and methods. Teaching requires a relatively short time with methods that are more rational, technical and practical. While education takes a relatively long time with more psychological methods and a human approach.

12.	Audio Visual Communication is a branch of educational theory and practice that is primarily concerned with designing and using messages to control the learning process, including activities

	(a) studying the weaknesses and strengths of a message in the learning process,

	(b) structuring by people and instruments in an educational environment including: : planning, production, selection, management, and utilization of components and the whole learning system.

13.	Educational technology is a complex process that integrates people, procedures, ideas, means and organizations to analyze problems and design, implement, assess and manage problem solving in all aspects of human learning.

14.	Learning technology is theory and practice in the design, development, utilization, management and evaluation of processes and resources for learning.

15.   Technology in education is the application of technology to various processes related to the workings of institutions engaged in the education business. The technology referred to here in principle is the application of the use of scientific knowledge either using tools or thinking systematically to facilitate (accelerate) the achievement of predetermined solutions and goals. So technology in education, the emphasis is on the process of operating and supporting institutions where education takes place both in the form of tools and scientific thoughts or knowledge systematically.

Example :

•   Utilization of Educational TV

•   Development of SBM in controlling the quality of school-based education

•   Optimizing the role of the committee in improving the quality of community-based education.

•   Establishment of a WEB-based national education network. For example, currently there is "Education Network.com" which provides data about education in Indonesia.

16.   Technology for education. Technology if applied to education, technology is a complex and integrated process to analyze problems, and find ways to solve them, implement, manage and control and evaluate solutions to these problems.

1.3 The importance of using technology for Education

The development of technology in this modern era of globalization can be applied to the world of education as more and more sophisticated facilities to facilitate the learning process delivered. Here the importance of technology to always be followed its development.

Picture 1.7: kids and technology

Source: https://uhacc.org/info-tech

The use of technology is proven to increase children's interest in learning because it has a more attractive appearance so that it will avoid boredom during lessons. As in Indonesia, most schools still do not use technology in education.Education that has advanced, has given birth to many intelligent people who think and are able to create something meaningful for the process of life. However, the current reality proves that society, especially the Indonesian people experience moral or moral decadence in almost all segments of life and all levels of society. There is a lot of evidence indicating that the moral decay in Indonesia has occurred, one of which is the practice of Corruption, Collusion and Nepotism among our elite leaders. Based on the corruption achievement index in 2012, the practice of corruption in Indonesia has increased by 3% on a continuous basis. While at the people's level, moral damage is often marked by the occurrence of pickpocketing, violence, theft, acts of robbery, fraud and so on. In the realm of schools, both formal and non-formal, there is a lot of moral damage that occurs, such as premarital sex about 18.4% of 385 teenagers. Therefore, to achieve education that makes students happy and makes students happy in the learning process, it is important to re-initiate a new paradigm of learning that is fresher than before. Considering the increasing number of immorality in Indonesian society as well as economic and social inequality, it is also necessary to rethink new learning paradigms. So that later the learning in question does not objectify students. Rather, students are positioned as subjects who know and learn on the basis of their awareness and critical thinking. While educators are also not subjects who are omniscient in all knowledge, educators also learn together with students in dealing with certain realities problems.

The existence of this technology makes all countries in the world very influential on its development, especially in Indonesia. Technology has an important role in life. Technology does not only play a role in the world of education, even technology has an important role in various other areas of life.

Not only students or college students must know technology but everyone who is in this world. Because technology is now growing rapidly which forces themselves to have a better understanding of technology.

The benefits that can be taken are knowing that the existence of technology can hone human abilities to be able to think more complexly.

The development of this technology does have benefits that are very influential, especially for themselves. In addition to having benefits, this technological development also has a negative side. With the development of this technology it becomes easier to get information, not only positive information but also negative information.

In addition, due to technological developments in the era of globalization in the world of education, it can make material more interesting in learning that makes all learners feel comfortable and not bored or monotonous. Because the delivery of this information has become more varied and modern because of technology. In addition, the existence of technology can also improve the quality of education because technology is able to become a tool to facilitate the teaching process by educators. In addition, more learners can dig deeper knowledge. Teachers and students must use technology properly and correctly. Therefore, the quality of education in Indonesia will improve and increase.

The development of technology in the world of education in this era of globalization provides benefits and positive things. Although there are some negative things in the development of technology, but it does not become a barrier to making students understand technology better which year after year

technology will definitely develop, which makes them have to understand it and familiarize themselves with using technology.

Discuss

1.   Mention one of the benefits given by technology that you can find especially in the process of learning English.

2.   Mention one of the weaknesses of technology that you can find especially in the process of learning English.

3.   Mention one of the efford so far given by technology that you can find especially in the process of learning English.

4.   Mention one of the technologies that is not exist anymore, and discuss why it happened.

5.   Mention one of the technologies that you think will keep continuing and developing and discuss how it may happen.

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Chapter 2

Technology in Education

Basic Competence

Students are able to understand the Roles of Technology in Education

- mention the basic theory of the Roles of Technology in Education
- implement the basic theory of Roles of Technology Media

Indicators

Students are able to

- mention the Roles of Technology in Education
- practice the Roles of Technology in Media

2.1 Theory

Picture 2.1: virtual reality (VR)

Source: https://soeonline.american.edu/

The use of educational technology when self-study is currently one of the efforts in implementing the latest diverse technology-based teaching media and making promotional efforts towards educational technology. Educational technology will also be very helpful and easy to understand in millennial life as an innovation learning medium that makes it easier for them to find various sources of knowledge easily and can be done anytime and anywhere. This creates educational technology to have a very useful impact in improving the independent learning process as well as creating open-minded thinking towards education which currently only comes through face-to-face or offline learning (Fahemeeda; Shaikh, 2017).

Of course, carrying out education so that students can later live happily, is not easy. Need the name process and effort. Well, as for the process and effort, including to give instructions and guiding students to learn. Because it is through learning that students can carve a happy life and can know, overcome, and understand problems, both inside and outside themselves.

In order to guide and direct students in learning to be good and optimal, of course educators or prospective educators must first know learning theories, the nature of learning, learning vision,

normative understanding of learning, and humans as true learners. This is the first step for educators in optimizing student learning. So that students when carrying out learning are not in vain. In addition, educators can provide clear directions related to learning what is desired by students or in accordance with the circumstances of students.

By mastering the understanding of learning in depth and comprehensively, it is hoped that later educators will be able to set up a fun learning atmosphere and not bore students (Santoso and Taufiq, 2021). If students are happy in learning, they are usually quick to understand the material taught by the teacher. Conversely, if students are bored in learning, usually students find it difficult to understand the material taught by the teacher.

In order to form intelligent and intelligent human beings, education must be able to develop the learning process towards awareness of critical thinking in the students' personalities. Critical in the sense of being able to see the main problems in society and creative in the sense of being able to make important breakthroughs in answering various problems of the community (Murtiningsih, 2004). This can be achieved by an education system that does not objectify students, educators as subjects who have knowledge and share knowledge. Learners are only a catalog of knowledge. Supposedly, students are positioned the same as subjects, in the sense that they both think and answer problems regarding the realities of the world that they have faced with educators. So, educators are no longer said to be omniscient, but stimulate and guide students in achieving critical awareness (conscientizacao).

Seeing the current reality, where science and technology has advanced and information sources have grown very rapidly. This has an impact on the quality of good human thinking. Almost all humans in this world are no longer illiterate, due to very advanced education. However, it is possible that there are also a few people who are illiterate. However, if it is presented between illiterate humans and non-illiterate humans, of course it is dominated by non-illiterate humans.

Benefits of technology in education

1. Adding information

The first advantage of technology is that it enables instructors and students to look for other sources of information outside of books and print media.
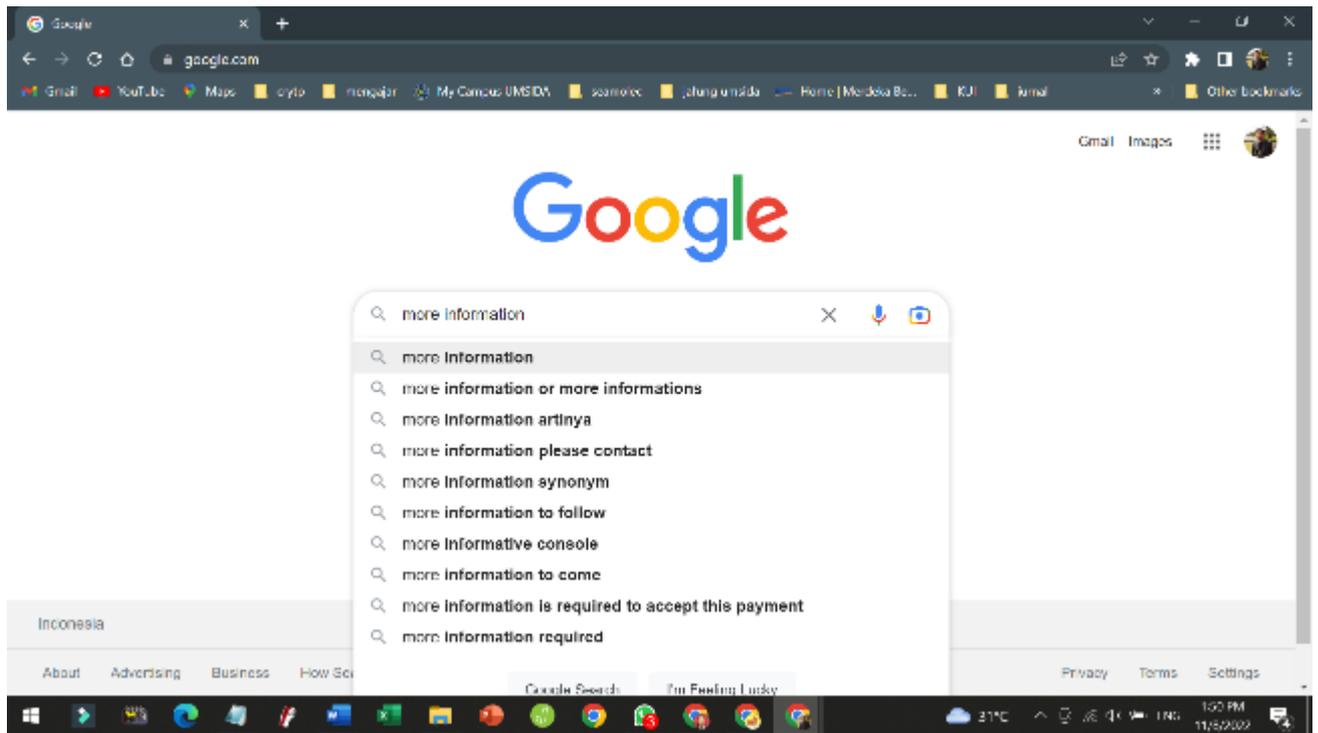
Picture 2.2. using google to get more information

Source: https://www.google.com/

2. Improving learning ability

Update learning ability ?

Download size: 9.2 MB

Hotstar recommends that you update to the latest version. You can keep using this app while downloading the update.

NO THANKS   UPDATE

Google Play

Picture 2.3: updating learning ability

With the teacher's guidance, pupils may readily get fresh material required on the internet because it is more current.

3. Easy access to learning

picture 2.4. Access to study

source: https://www.nationalgeographic.com/family/

The learning process can be facilitated by the presence of technology in education. For example, the teacher can provide learning materials or assignments via email so that students can immediately complete and submit the assignment.

4. Materials more interesting

Picture 2.5: Interesting teaching material

Source: https://teachmiddleeastmag.com/learning-outside-the-classroom-in-the-early-years/

The usage of technology in the classroom may make students feel more at ease and prevent them from seeming bored or boring. because the information is delivered more flexibly and aesthetically with changing technology.

5. Increase interest in learning

Students may be more motivated to engage in learning if there is easier access to more full information and knowledge.

The use of technology in education does have several benefits for the continuity of learning. However, on the other hand you have to keep an eye on your children while using technology. Because of the ease with which information is easily accessible in technology, there is not only positive information, but also negative information.

2.2 Teaching Media

In this modern era, everything depends on technology. Every day almost everyone uses technology. Technology has become a basic human need. Increasing technology in this modern era of globalization is proven by the application of technology in education as a sophisticated facility to facilitate the learning process. Technology is very important in education because technology can increase students' interest in learning (Mofareh, 2019). As in teaching and learning activities in the classroom, the teacher uses technology in the form of an LCD projector which is used as a medium to convey material to students. By using LCD projector technology, students seem to pay more attention to the material taught by the teacher, compared to the lecture method which only focuses on teacher explanations and manuals. LCD projector technology is more effective in delivering material in class because it displays more interesting subject matter. With this technology, students are not bored during the lesson.
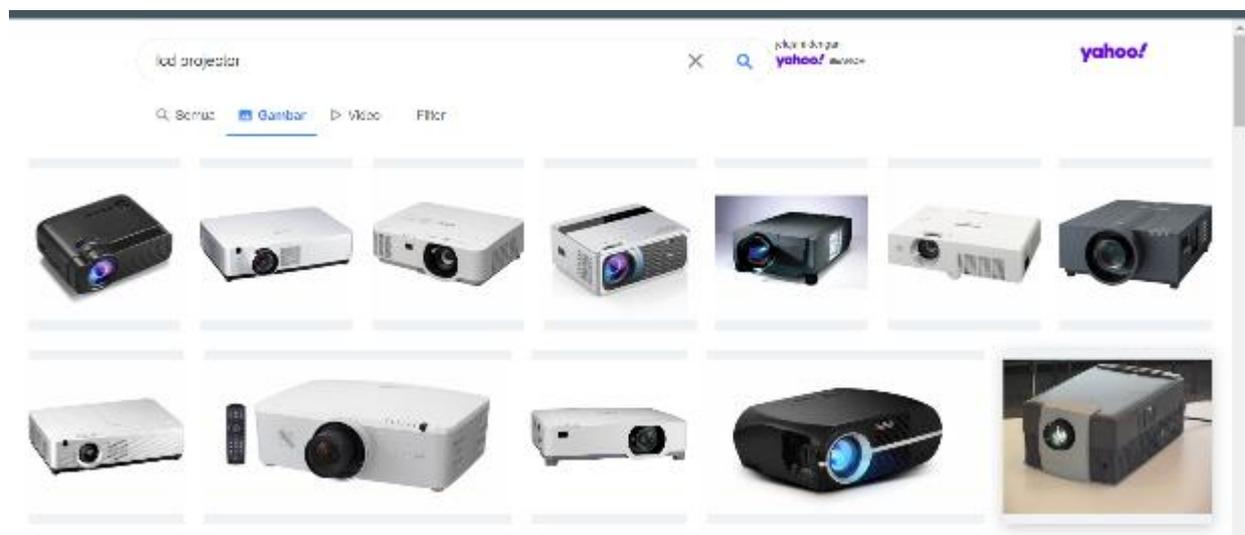
Picture 2.6: LCD Projector

Source: https://id.images.search.yahoo.com/

The purpose of teaching media is to facilitate effective and efficient educational communication between teachers and learning students through the use of materials, tools, and methods/techniques in teaching and learning activities.

The teaching media has a significant role as one of the crucial elements in the learning system since learning is a communication process that occurs in a system. Without the media, communication cannot take place, and learning cannot function as a communication process at its best. A crucial element of the educational system is the teaching medium.

The media serves as a means of transmitting information from the source (teacher) to the audience throughout the learning process (student). The technique consists of steps that help students receive and process information so they may accomplish their learning goals.

The function of the media in the learning processThere are various forms of technology used in the learning process, including text (books, posters), audio (sound, music), visual (images, photos, cotton), motion media (video, animation), three-dimensional manipulation, and so on. software. In addition, other learning technologies that can be used in education and become the main source of education are teaching materials. It can be seen that in a lesson definitely requires a teaching material, one of which is a book. In a lesson students must have a lot of knowledge of a material taught by the teacher. So as a student must have more than one manual so that more knowledge is obtained. For this reason, teachers or schools must provide adequate facilities for students to seek additional information by utilizing existing technology as needed.

The audio-visual communication movement and educational practice both influenced the development of learning technology. The term "learning technology" was first used to refer to "equipment technology," which was the use of tools, media, and other resources to further educational objectives, or, more simply put, the use of audio-visual aids in the classroom. Learning technology is a synthesis of three interrelated fields: media in education, learning psychology, and systems approach to education.

Functions of Teaching Media

The function of educational media is to create direct and indirect interactions between message sources, teachers, media and students to help overcome various obstacles in the teaching and learning process, so that the communication process will be successful.

Picture 2.7: Media technology for learning

Source: https://www.consumerreports.org/noise-canceling-headphones

In general, educational media have uses, as follows:

1) Clarify the presentation of the message so that it is not too verbalistic (in the form of written or spoken words only).
2) Overcome limitations of space, time and senses, such as: Objects that are too big, Objects that are too small, Motion too slow or fast, Events or events that occurred in the past, Objects are too complex, Concepts are too broad.
3) Overcoming the passive attitude of students, in this case educational media are useful: Generating enthusiasm for learning; Allows more direct interaction between students with the environment and reality.
4) Encourage direct interaction between students and teachers, students with their peers, and students with their environment.
5) Allows students' teaching and learning activities to take place according to their choice and with their abilities and pleasure. The use of science media has a very important function to explain and instill concepts that are difficult for students to understand. There are six main functions of teaching media in the teaching and learning process proposed by (Sadiman, 2006) namely:
a) tools to create an effective teaching and learning situation,
b) an integral part of the overall teaching situation,
c) integral with the purpose and content of the lesson,
d) is not merely an entertainment or complementary tool,
e) is intended to accelerate the learning process and assist students in capturing the understanding given by the teacher, and
f) prioritized to enhance the quality of teaching and learning.

So, it can be concluded that the function of the media in learning is to explain or visualize a material that is difficult to understand if only using verbal speech.

Picture 2.8: visualize the teaching material

Source: https://www.youtube.com/watch?v=EuyhgAJnXF8

Levied and Lent suggested four functions of teaching media, especially visual media, namely:

a) The function of attention, namely attracting and directing students' attention so that they are concentrated in learning activities,
b) Affective function, which makes learning fun for students;
c) Cognitive function, namely the media can facilitate understanding of learning objectives; and
d) Compensatory function, namely the media provides context to help students who are weak in reading so that they can organize the information contained in the text and remember it again.

(Sadiman, 2006) suggested three benefits and uses of educational media in learning activities, namely:

a) Teaching media serves to clarify the presentation of messages so that they are not too verbalistic.
b) Teaching media can help overcome the limitations of space, time, and sensory power, such as: objects that are too big, too small, motion too slow, too fast, events in the past, objects that are too complex, and concepts that are too broad.
c) Teaching media can increase the passive attitude of students, in this case the media is able to create a passion for learning, more direct interaction between students and the environment and reality, the possibility of students learning independently.

Rowntree in (Sadiman, 2006) mentions six functions of teaching media, namely:

a.   Media learning can generate student learning motivation. Interestingly designed teaching media can increase students' learning motivation. Such as educational game media etc.

b.   The media can repeat what has been learned, such as the use of audio-visual media in learning activities.

c.   Teaching media provides a stimulus for student learning.

d.   the media can activate student responses.

e.   provide immediate feedback; and

f.   promote coherent exercise.

The characteristics of appropriate learning media used in learning are as follows:

1. Fixative Characteristics (Fixative Property)

This describes the ability of media to record, store, preserve, and reconstruct an event or object. An event or object can be sorted and rearranged with media such as photography, video tape, audio tape, computer diskette, and film.

An object that has been photographed (recorded) with a camera or video camera can be easily reproduced whenever needed.

2. Manipulative Properties (Manipulative Property)

This is an attempt to transform an event that takes hours or even days to be presented in two or three minutes with a time-lapse recording technique so that manipulating events or objects by editing the recordings can save time.

3. Distributive Properties (Distributive Property)

This enables the transportation of an item or event over space while simultaneously presenting the event to a large number of students with roughly the same sensory experience.

The distribution of media is not just restricted to one or a few courses at schools in a certain location; media like video records, audio, diskettes, and computers may be distributed everywhere there is a network at any time.

Selection of Learning Media

The selection of learning media is a lecturer's decision to use, not to use, or to adapt learning media related to the material to be delivered to students.

Picture 2.9: various technology to choose for learning media

Source: https://www.electronicsdepot365.com/electronics/

There are six factors to consider in media selection:

1. Conformity with the objectives to be achieved.

2. Media is selected based on predetermined instructional objectives which generally refer to one or a combination of two or three domains, namely cognitive, affective, and psychomotor.

3. Conformity with the content of the lesson.

Appropriate to support the content of lessons that are facts, concepts, principles, or generalizations

4. Practicality, Flexibility and Durability

If the time, funds, or other resources are not available to produce it, there is no need to force it. Media that is expensive and takes a long time to produce is not a guarantee as the best media. This criterion guides the instructor to choose media that is available, easy to obtain, or easy to make by the teacher himself. The selected media should be able to be used anywhere and anytime with the available equipment around it, and easy to move and carry everywhere.

5. Teachers are skilled at using it.

This is one of the main criteria. Whatever the media, the teacher must be able to use it in the learning process. The value and benefits of media are largely determined by the instructors who use them.

6. Target grouping.

Media that is effective for large groups is not necessarily as effective if used in small groups or individuals. There are appropriate media for large groups, medium groups, small groups, and individuals

7. Technical quality.

 Visual development of both images and photographs must meet certain technical requirements. For example, the visuals on the slides must be clear and the information or message that is highlighted and wants to be conveyed must not be disturbed by other elements in the form of the background.

Interactive Learning Multimedia

Multimedia is a combination of various media, both text, images, graphics, diagrams, videos, and animations that are packaged synergistically to achieve certain learning objectives.

Picture 2.10: Interactive Learning Multimedia

Source: https://alexandra-ayala.blogspot.com/2020

While the word "interactive" can be interpreted that:

(1) In the learning process with multimedia students interact actively and independently,

(2) Students interact with machines, for example learning machines and laboratories,

(3) The form of interaction that regulates student interaction regularly but not programmed.

So, interactive learning media are everything both hardware and software that are able to condition students to interact actively and independently with a set of learning messages packaged both text and hypertext, integrated with pictures, sound, video, and animation for the benefit of achieving goals. certain learning.

In general, Interactive Learning Media has an educational function, including:

1. Save learning materials that can be used whenever needed

2. Provide information about various references and available audio-visual resources and tools

3. Provide information about the study room, students, and the heart of the teacher

4. Provide information about student learning outcomes

5. Suggest learning activities needed by students and reassess student work on time and give new tasks to be done next.

2.3 Discuss

1. Mention one of the media commontly used in the process of learning English.

2. Mention one of the media can be used in the process of learning English.

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Chapter 3

Word Document Application for English Language Learners

Basic Competence

Students are able to understand the basic theory of using Word Document for TEFL

- mention the basic theory of Word Document for TEFL
- implement the basic theory of Word Document for TEFL

Indicators

Students are able to use the Word Document for TEFL

3.1 Theory

It is an era that sees information technology as a basic need in human life. The development of the internet and digital technology is still a much-needed tool in this era. This era will also change human activities, including in the fields of knowledge, art, especially education. A teacher needs to have knowledge of technology, namely the teacher must be able to use information technology as a learning process.

This learning media, the development of information and communication technology is growing rapidly, so it helps the world community to enjoy the various conveniences that have been produced by this technology. No exception in the world of education which no longer have to do learning in the classroom by explaining on the blackboard which makes the learning atmosphere monotonous (Santoso, Taufiq and Liansari, 2018).

One form of learning that can now be developed is by utilizing computer technology as a learning medium. The learning media can be in the form of interactive media that is fun and interesting if using multimedia-based software. The role of computers as learning media is very important. The subject matter that previously had to be delivered in stages and took a lot of time, with a computer it can be faster and more practical (Mofareh, 2019).


picture 3.1: Microsoft Word Program

One of the ways in learning English is by using the word processing application software, Microsoft Word, in writing classes, especially dictation or translation and learning language knowledge about grammar, grammar. The example in this article uses the Microsoft Word application

Activating Microsoft Word Program

A word processing program is an application program used for document creation, for example the Wordpad, Word Star, Word Perpect, Chi Writer, and Microsoft Word applications. The word processing program has provided complete facilities for its users. The most widely used word processing program is Microsoft Word.

Microsoft Word program is widely used for various application work such as word processing, correspondence, creating forms, creating scripts, creating tables, and various other word processors. To activate Microsoft Word using Windows, do the following:

1). Turn on the computer according to the procedure

2). Click the Start button, click All Programs, click Microsoft Office, and then click Microsoft Office Word.

Microsoft Word Window Sections

The linked image cannot be displayed. The file may have been moved, renamed, or deleted. Verify that the link points to the correct file and location.
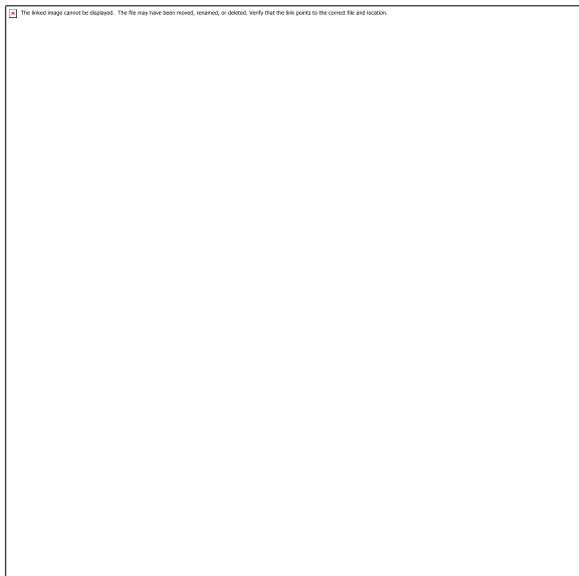
Picture 3.2: The parts of the Microsoft Word window

a. Office Button

The Office button or office button is located in the left corner of the Microsoft Word window. This button is used to open the office menu.

b. Quick Access Toolbar

The Quick access toolbar is located at the top left of the Microsoft Word window which contains a number of frequently used quick access keys, for example:

save, undo, and redo. Save Redo Open Quick print Spalling & Grammar, Undo New E-mail Print preview Draw table.

c. Title Line

The title bar is located at the top center of the Microsoft Word window. The title bar is useful for identifying the Microsoft Word window and the document file that is currently open in the window.

d. Window Size Button

The window size button is located at the top left of the Microsoft Word window. On this window size button there are minimize, restore/maximize, and close.

There are two kinds of buttons in the middle. When the Microsoft Word window is in its original state, the button in the middle is the restore button. When the Microsoft Word window is at its maximum size, the button in the middle is the maximize button.

e. Ribbon

In Microsoft Word, there is no menu bar but there is a ribbon. The Ribbon consists of tabs that contain Microsoft Word command buttons.

Tabs on the ribbon are grouped by function, making them easier to use. The ribbon tab consists of the Home tab, Insert tab, Page Layout tab, References tab, Mailings tab, View tab, and Add Ins tab. Each tab consists of several groups containing Microsoft Word command buttons.

f. Dialog Button

The dialog button is the button used to open a dialog box and modify the commands in it.

g. Work Page

In the middle of the Microsoft Word window there is a blank area. This area is called the work page which is used for typing or editing documents.

Tabs and Icons in Microsoft Word and their Functions

a. Home Tab

The Home tab consists of several groups, namely: the Clipboard, Font, Paragraph, Style, and Editing groups.

b. Paragraph Group

The Paragraph group consists of command buttons or icons related to paragraph settings.

c. Stlye Group and Editing

The Stlye group contains command buttons or icons for changing Stlyes and document formats. While the Editing group contains icons for searching for words, changing words, and selecting words in documents.

d. Insert tab

The Insert tab contains items that will be added or inserted in the document. The Insert tab consists of several groups, namely the Pages, Tables, Illustration, Links, Header and footer, Text, and Symbols groups.

e. Page Layout Tabs

The Page Layout tab consists of several groups that serve to set the layout of the text in the document. The Page Layout tab consists of the Theme, Page Satup, Page Background, Paragraph, and Arrange groups.

f. Mailings tab

The Mailings tab is used to create mass letters, namely: a letter whose contents are changed at the time of printing. The mailings tab consists of several groups of Craete, Start Mail Marge, Write & Insert Fields, and Preview Result.

g. Review tab

The Review tab of the Proofing, Comments, Tracking, Changers, Compare, and Protect groups.

3.2 Practice

Enable Microsoft Word English Features

Are the typing results in your Microsoft Word okay? Or are there red and green lines under each word? If you find a lot of red and green lines under your writing, it means that the English feature in your Word is active.

But if your Indonesian typing looks normal, you need to activate the English feature first.

It's very easy! While reading this article, you can practice right away!

1.Open Microsoft Word
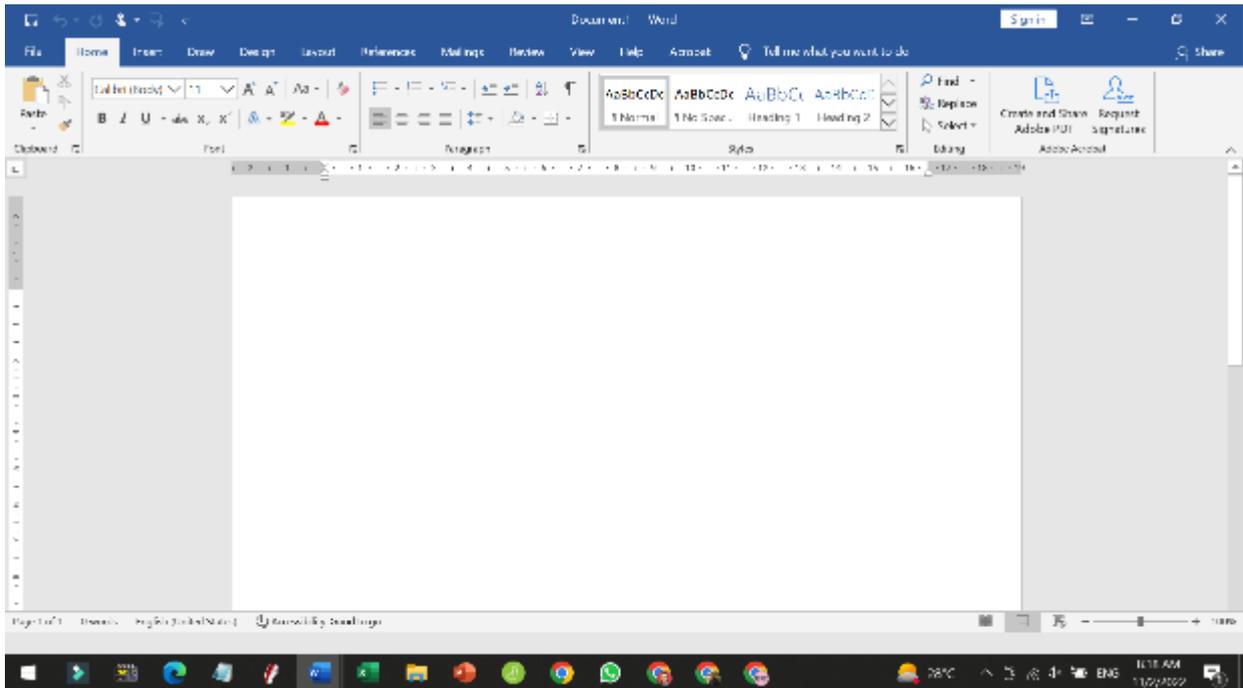
picture 3.3: the first appearance of Microsoft Word Program

2.Click on the Microsoft Office menu in the upper left corner of the screen

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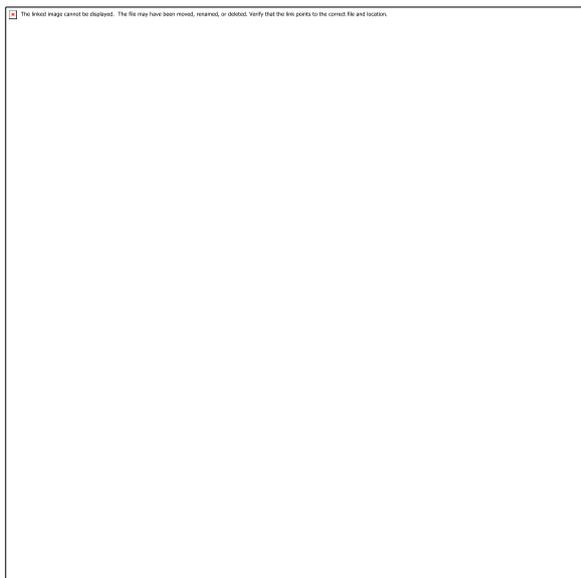
picture 3.4: Microsoft Office menu

3.After exiting the Menu, look to its left corner. It says "Word Options" there, click the button

4.You will be directed to the next menu, precisely on the "Popular" button. There, you can click the "Language Settings" button.
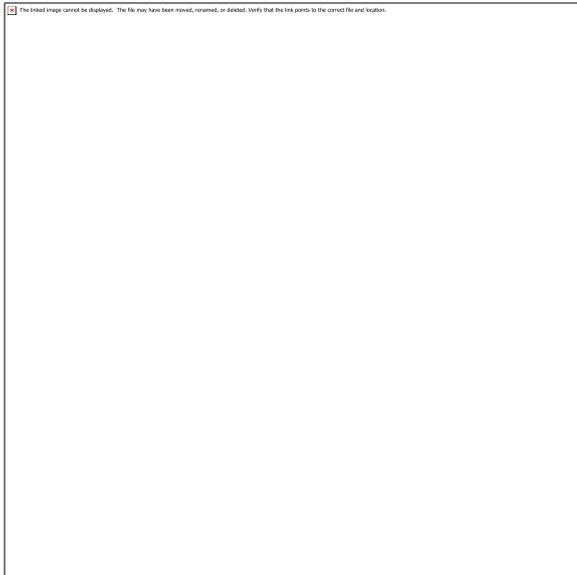
picture 3.5: Microsoft Office popular menu

5. After clicking, you can immediately choose English (can be United States or United Kingdom)
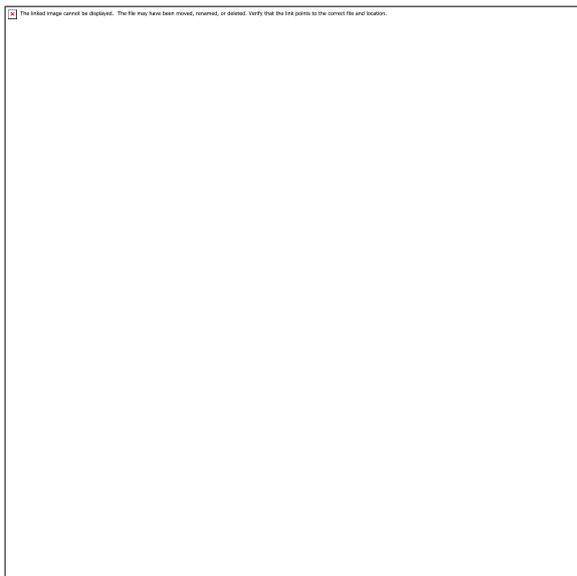
picture 3.6: Microsoft Office menu, choose English

Cool isn't it? Well, maybe you are wondering why activating the English feature in Microsoft Word is good for supporting you to learn?

Yeah, by activating this feature, you can find out where your errors are when typing in English. So when you get an essay writing assignment or something like that, you can immediately know where your English errors are.

If there are words in English that are spelled and grammatically wrong, there will be a red/green line under the wrong words.

Right Click the Red and Green Lines Below the Text

So, what to do if red and green lines appear under your writing?

This is what makes Microsoft Word a powerful simple tool for learning English. After your writing error reads Microsoft Word, you can edit it by right-clicking. After right-clicking, usually the correct word/sentence correction will appear.
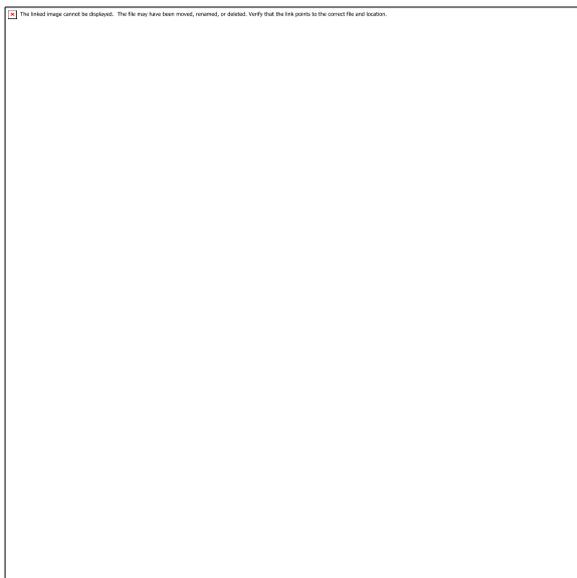
picture 3.7: Microsoft Office checking feature

Not only does it offer the correct word reference, usually Word will offer a simpler sentence structure as well. So your writing will not only be corrected until it is correct, but it will be corrected until it becomes a more readable writing.

But be careful, okay? Microsoft Word's ability is still limited in fixing words that are written and grammatical errors. For word choice, Microsoft Word still doesn't have AI to make such corrections.

Don't Use the Automatic Correction Feature

After activating the English feature in Word, don't forget to turn off the automatic correction feature. This needs to be done so that you can all learn when mistakes occur in your writing.

For workers or people who are experts in English, using the automatic correction feature is natural. However, if you are serious about learning through Word, don't use the automatic correction feature.

Anyway, even people who are experts in English don't like to use automatic correction. Because usually automatic correction can interfere with the writing process.

For example, you write the word "Pura Besakih" in Word. If you activate automatic correction, the word Pura can be replaced arbitrarily with the word "pure". Troublesome, isn't it?

Open the Spelling and Grammar Feature

This one is the next adorable tip. Now you understand how to understand where the error is in your English writing. But don't settle for it, because there are four more tips that are much cooler than before!

One of them features Spelling and Grammar; feature to check your spelling and grammar in more detail. This feature can correct more completely, as well as provide an explanation of why Word thinks your writing is wrong.

For example, when you write the word "since" at the beginning of a sentence. Based on its nature as a preposition, since should not be at the beginning of the sentence, but in the middle of the sentence. When you make this mistake, Word will immediately explain it in the Spelling and Grammar feature.

Then how to open the Spelling and Grammar feature in Microsoft Word? Try the following step-by-step.

1.In a Microsoft Word document, try clicking the "Review" taskbar.

2. Right at the top left, there will be a "Spelling & Grammar" menu, click on the menu.
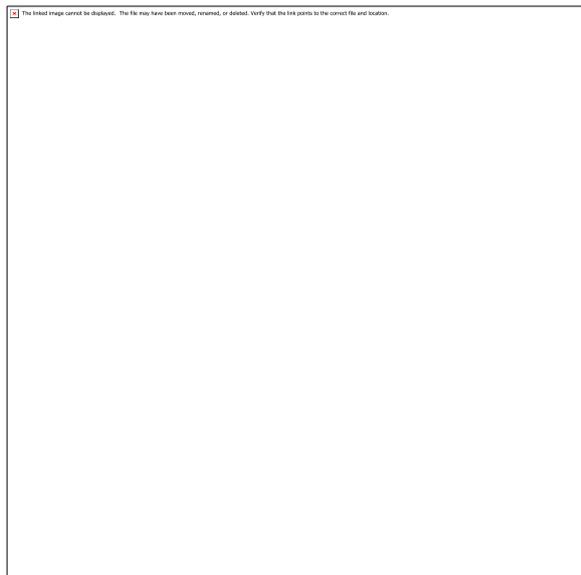

picture 3.8: review

3. After that, your writing correction will appear per sentence. Word will look for any of your sentences that need improvement. There are several options that you can take in the menu.
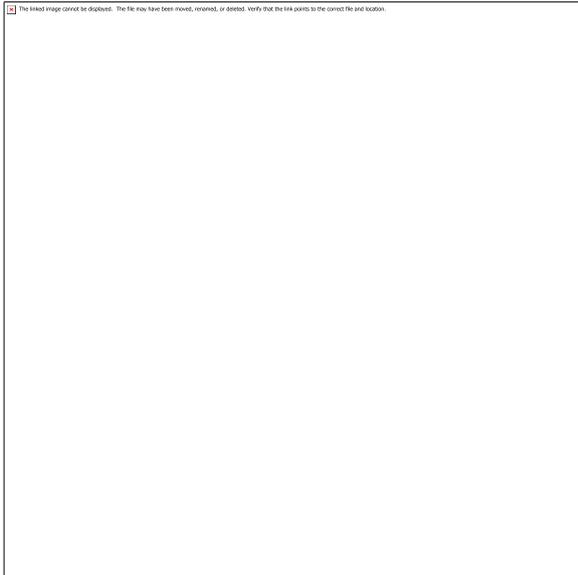
picture 3.9: correction feature

• Ignore once: feature to ignore errors that occur in writing. You can use this when your word is actually right but Word blames it.

• Ignore all: this feature has the same function as Ignore once. But by clicking this, Word will not display corrections for the same word in your writing.

• Add to dictionary: feature to add words in the Microsoft Word dictionary. This is to prevent Word from thinking that the word is wrong in subsequent writings.

• Suggestion: this is a box that displays suggestions for improvement of words from Microsoft Word. If your words are wrong, usually Word will provide a better alternative. But yes… if you want to ignore it, just click Ignore once/all.

• Change: this feature is the opposite of the Ignore feature. If you receive a suggestion for improvement from Word, you can simply click Change. After that, your words can be directly replaced with words that Word suggests.

• Change all: this feature is used to replace all the words in your writing with the words suggested by Word. So you don't need to replace the same word one by one again.

• Autocorrect: this is a feature to submit your entire writing to Word. By clicking this, you leave your writing corrections entirely to Word's AI.

Install the Grammar Checker Add-On

picture 3.10: grammarly review

If you are in the process of learning to write English, we recommend you to install the grammar checker add-on in Microsoft Word.

Actually the role of the grammar checker is the same as the checker feature of Word. However, the original grammar checker feature can be checked more thoroughly. Apart from that, the native grammar checker can also detect things like word choice, colloquialism, and the like.

After the Microsoft Word program is run, the first step is to first check the autocheck spelling and style function by clicking the "Tools" menu then clicking "option", the "options" dialog box will appear, then select the "Spelling and Grammar" bar and activate the check spelling includes "suggestion" or check grammar.

picture 3.11: grammarly checking review

So, the spelling and grammar check function is ready to use. Beneath, an example of the use of these facilities,

today are a hottest day in my life.

Automatically, the word "today" is underlined in green which means there is a grammatical error. Where is the error, right click on the word, an alternative justification will appear.

From the picture above, it is known that the alternative justification is "Today." Thus the error in typing the previous word is that the beginning of the sentence starts with a lowercase letter that should use an uppercase letter. Once approved it will be:

Today are a hottest day in my life.

The green line on the word "Today" disappears and changes to the next phrase, "are a hottest day." Using the same steps as above for grammar correction, we get the result,

Today is a hottest day in my life.

The next case, consider the following sentence,

We must study and work hard in this competitive era

From the example above, it is found that the word "competitive" is underlined in red, which means there is a spelling or spelling error. Where the error lies, it can be proven and a solution can be found by right-clicking on the word in question, an alternative correction will appear. For more clarity, look at the following image,

As in the previous example, please click the correct alternative word, namely "competitive." Thus the case is resolved, the sentence becomes free from the red underscore,

We must study and work hard in this competitive era

One of the most popular grammar checkers today is Grammarly. Seriously, if you want to learn English (especially in writing), Grammarly is a tool that you must use.

To install the Grammarly add-on, you just need to open the official website and select the option to install the add-on. If you don't want to burden your Word, you can directly correct your writing on the Grammarly site.

Anyway, there are two features in Grammarly, namely free and premium features. For learning, the free features are enough. But if you want to make perfect writing, you can subscribe to its premium features.

Use Microsoft Word's Built-in Thesaurus Dictionary

Confused looking for a thesaurus dictionary to expand your word choice? Now, there are many free thesaurus tools scattered on the internet, you are free to download whichever tool you like.

But did you know, Microsoft Word also has a thesaurus dictionary, you know! Without installing anything else, your Microsoft software already has a thesaurus in it.
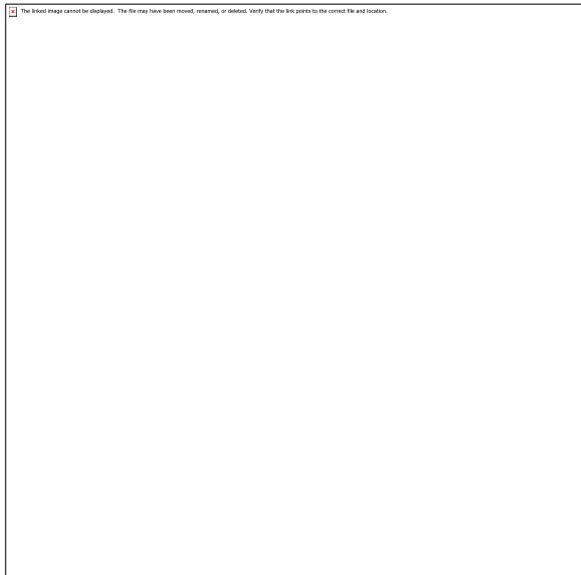
picture 3.12: thesaurus dictionary review

To access these features, you just have to click following the steps like when you want to access the Spelling and Grammar feature. Right next to that feature, there is a Thesaurus feature. Once the feature is clicked, the Thesaurus feature will appear on the right side of your Word screen.

In the small box at the very top of the feature, you can write down the word you want to find synonyms/antonyms for. Once you click Enter, the said options will appear. You just have to choose, which word is the most suitable to use.

Ensure the Readability Level of Good Writing

Have you done the previous tips? If you have applied all the tips above, now you just have to pay attention to the readability of your writing. Or the English term is readability.

The better the readability score, the easier the writing will be for others to read. Actually there are many things that affect readability. But we'll talk about that in the next discussion!

Now, let's learn how Microsoft Word assesses how readable your writing is. Word uses three indicators, namely passive sentences, Flesch Reading Ease, and Flesch-Kincaid Grade Level.
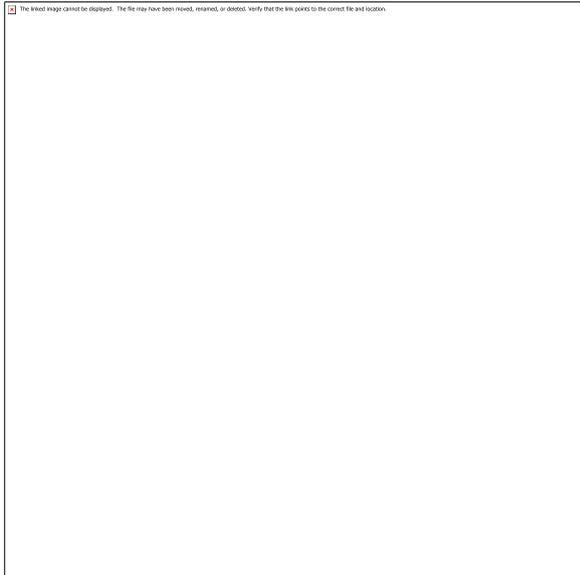
picture 3.13: statistic review

To access this, you need to open the Spelling and Grammar feature and wait for your writing to finish correcting. If there's nothing more to correct, you'll get a sort of readability report at the end.

You can see more details about the Microsoft Word readability assessment system as follows.

Passive Sentences

Word's first indicator in assessing the readability of your writing is the number of passive sentences in it. According to writing experts, the more passive sentences, the worse the readability score will be. That's why when you write essays (especially academic essays), you should maximize the use of active voice.

Usually the highest standard passive sentences in a paper is 10%. Make sure when you write, you don't cross this 10% standard. Even if you can, press the percentage of passive sentences to 2% or below.

This is a practical and factual example of using a word processing application program, Microsoft Word, in learning English in the writing class, especially dictation which is closely related to spelling and also grammar or grammar. With this method, it is hoped that students are not easily bored or lazy to learn English so that further results are expected to be maximized.

This learning technique can be individual with notes that the English teacher who teaches also masters the Computer Skills and Information Management, at least for word processing applications or it can also be done with collaborative learning techniques, learning English is delivered at the same time as ICT learning.

Tasks

1. Make a project for English learners that they can do by using word processor application.

2. Discuss your results with your classmates.

3. Present your project in front of the class.

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Chapter 4

PowerPoint for English Language Learners

Basic Competence

Students are able to understand the basic theory of using PowerPointint for TEFL learners

- mention the basic theory of using PowerPoint for TEFL learners
- implement the basic theory of using PowerPoint for TEFL learners

Indicators

Students are able to

- mention the use of technology for using PowerPoint for TEFL learners
- practice the use of technology for using PowerPoint for TEFL learners

4.1 Theory

Learning media are all components in the student learning environment that are used by teachers so that learning takes place more effectively. So that messages or information can be in the form of knowledge, expertise, ideas, experience and so on when the process of delivering information from teachers to students can run smoothly. There are various types of learning media, including visual, audio, audio-visual, and environmental media as media (Mofareh, 2019). Learning media also has several benefits, including being able to clarify the presentation of messages and can overcome the limitations of space, time and senses.

Learning English has four basic skills, namely listening, speaking, reading and writing. These four aspects must be owned by students (Taufiq and Novita, 2021). For this reason, teachers must be able to be more active in developing these skills for students. Learning media is expected to be able to develop students' interest in the learning materials discussed, especially internet-based learning media. But in reality, teachers are still not able to take advantage of technology that has become a necessity today. Even this is one that can make it easier for teachers to convey material to students easily.

Students are expected to be able to have the skills needed by era 4.0, even 5.0. Teachers must also be able to invite students to be able to think creatively by using information technology as a learning medium used. The challenges and expectations of this era are new expectations that are different from the abilities of teachers and students in the 20th century. The ability to use digital, learning methods used in this century is very different. It is expected that students are able to learn different styles and ways according to current technological developments.

One of the factors that reduce student interest in learning during this pandemic is the use of inappropriate learning media. Learning media can convey messages that can stimulate students' thoughts, emotions, and preparation and facilitate the creation of student learning processes. One of the characteristics and benefits of learning media is to increase students' interest and motivation in learning.

Of course, wisdom is needed in choosing the right learning media to benefit. Inappropriate learning media can even have a negative impact on students. To ensure a smooth learning process, teachers now need to choose the right Media for their students.

Learning media is one of the completeness in the teaching and learning process. Learning media makes it easier for teachers to convey material to their students (Arum and Taufiq, 2019). The more interesting the learning media, the more enthusiastic the students are to listen to the material provided.

There are so many learning media that can be used by teachers. One of them is PowerPoint. PowerPoint can be used as a medium of learning in the classroom. This paper will further discuss how to creatively use PowerPoint as a learning medium.

Learning media must not cause boredom and boredom, and must not have a unique appeal that pleases and inspires students. One of the media that is widely used by teachers today is PowerPoint learning media.

PowerPoint is a helper application to create presentations in the form of interactive presentation slides so that material can be displayed more effectively and professionally. The use of interactive PowerPoints can help a teacher to explain material to participants more easily so that the transformation of knowledge can run better and more smoothly. In addition, the use of interactive PowerPoints can

make it easier for teachers to master the class and help trainees to always focus on the material explained by the teacher and make participants more involved in the two-way learning process which will ultimately provide a unique learning experience. for trainees.

Picture 4.1 : the opening page of PowerPoint

Microsoft PowerPoint is the name of a proprietary commercial presentation program developed by Microsoft. It was officially launched on May 22, 1990, as part of the Microsoft Office suite, and runs on Apple's Microsoft Windows and Mac OS X operating systems. History was originally designed for Macintosh computers, the initial release was called "Presenter", developed by Dennis Austin and Thomas Rudkin of Thought In 1987, the name was changed to "PowerPoint" due to problems with their trade, the idea for the name came from Robert Gaskins. In August of the same year, Thought was bought by Microsoft for $14 million USD ($28.8 million in today's terms, and became Microsoft's Graphics Business unit, which continued to develop the software further.PowerPoint was officially launched on May 22, 1990. , the same day that Microsoft released Windows 3.0.PowerPoint introduced many new changes with the release of PowerPoint 97. Before PowerPoint 97, presentations were linear always going from one slide to the next.PowerPoint 97 incorporated the Visual Basis for Applications (VBA) language, which underlies all the macro generation in Office 97, allowing users to call up predefined transitions and effects in a non-linear film-like style without having to learn programming.

Some of the things that make this media interesting as a presentation tool are the different ways of processing text, colors, and images, as well as animations that can be processed according to the creativity of the user. The teacher can customize the entire appearance of this program according to the teacher's needs, whether the teacher wants to run it when the teacher wants it or run it manually by clicking the mouse button.

This Microsoft PowerPoint allows teachers to express their ideas and creativity when creating learning media. This media has its own charm by combining text, images, animation and audio into one presentation. Attractive text styles, different colors and supporting animations can attract students' attention.

In addition, teachers can also convey important things during presentations, providing opportunities for students to be active in class. This certainly can inspire students to ask questions and discuss with them.

PowerPoint has the following functions:

- Create and organize various slides
- Make presentations in an attractive form because it is supported by the display of templates, animations, videos, audio, images and even 3D images
- Make presentation easy

PowerPoint Benefits:

The benefits of PowerPoint continue to be debated, although most people believe that the possible benefits of presenting structural presentations to business workers, as Raytheon's ELCAN not used in classroom lectures have influenced the investigation of PowerPoint's effects on student performance versus lectures based on overhead projectors, traditional lectures, and online lectures. There are no convincing results to prove or disprove that PowerPoint is more effective for learning retention than traditional presentation methods.

- To make it easier for the presenter to present the information to be conveyed to the audience so that it is clear and easy to understand.
- So that the presentation to be delivered is neatly arranged from the opening, the core and the closing
- The material presented contains important points or main points so that it is clearer and easier to understand
- Make presentations more interesting because they are supported by images, videos, audio and templates

The advantages of Microsoft PowerPoint include:

The advantages / advantages of power point is that one of the features provides the ability to create presentations that include music that plays the entire presentation or sound effects for certain slides. In addition to the ability to add sound files, presentations can be designed to run, like movies, on their own. PowerPoint allows users to record slide shows with narration and a laser pointer. Users can customize the slide show to display the slides in a different order than they were originally designed and have the slides appear multiple times. Microsoft also offers the ability to broadcast presentations to select users via links and Windows Live. And other advantages of power point are as follows.

- Practical, can be used for all class sizes
- Provide face-to-face possibilities and observe student responses
- Has a variety of presentation techniques that are interesting and not boring
- Can present various combinations of clipart, pictures, colors, animations and sounds to make students more interested
- Can be used repeatedly

Weaknesses include:

- Procurement is expensive and not all schools can have
- Not all materials can be presented using PowerPoint
- Requires special skills to pour messages or good ideas into Microsoft PowerPoint computer program design so that it is easily digested by the recipient of the message
- Requires careful preparation, when using complex presentation (animation) techniques.

Based on the discussion above, it can be concluded that each media has strengths and weaknesses. Likewise with PowerPoint media also has advantages and disadvantages. One of the weaknesses of PowerPoint media is that not all learning materials can be presented using PowerPoint media. But on the other hand, PowerPoint media has the advantage that students become interested and motivated in learning activities.

Power Point is a program to help present and display presentations in the form of writing, images, graphics, objects, clipart, movies, sounds, or videos that are played during presentations. Microsoft PowerPoint is the name of a proprietary commercial presentation program developed by Microsoft. It was officially launched on May 22, 1990, as part of the Microsoft Office suite, and runs on Apple's Microsoft Windows and Mac OS X operating systems.

The advantages / advantages of power point is that one of the features provides the ability to create presentations that include music that plays the entire presentation or sound effects for certain slides. The weakness of powerpoint media is that not all learning materials can be presented using powerpoint media. But on the other hand, powerpoint media has the advantage that students become interested and motivated in learning activities.

Here are 7 creative ways to make PowerPoints for learning:

1. Create a "Killer Opening Slide"

The killer opening slide is an eye-catching presentation opening slide. Because the beginning of the presentation is your chance to attract the attention of the students.
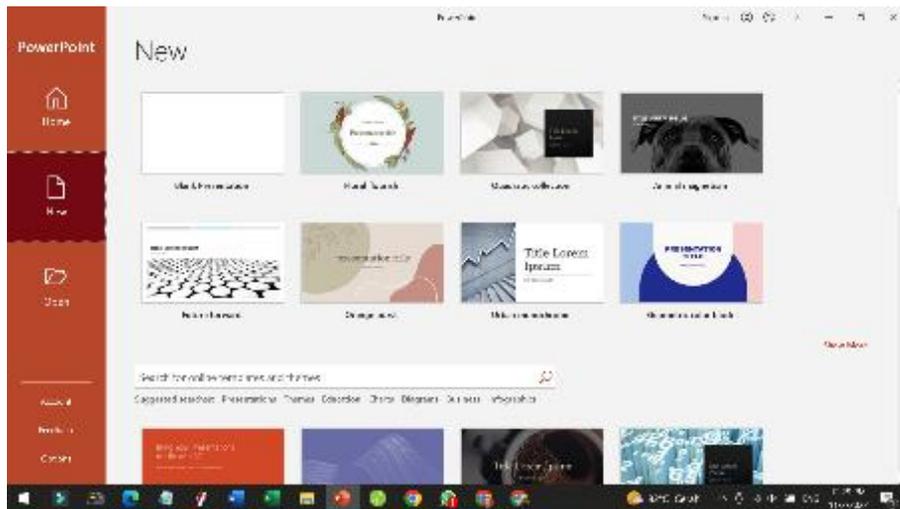
Picture 4.2 : the opening slide

Use images that are interesting, unique, and striking colors but still pleasing to the eye. If the beginning of your presentation is good, then students will be interested in continuing to pay attention to the next presentation.

2. Use a Custom Theme

Use a custom theme or theme from PowerPoint. Of course, Microsoft has built-in themes that you can use for free. But if you are bored and want to be different, you can use premium themes or free themes from the PowerPoint theme provider web.

Picture 4.3: custome slides

Source: http://blog.ub.ac.id/learningisfun

The themes that exist other than PowerPoint contain many ideas. Not just an attractive set of color and font choices, these themes also come with ideas for slide designs.

3. Use Slide Master

Slide Master is a feature that maintains the consistency of slide elements such as fonts or writing styles, images, slide background colors, and so on. This one feature can save you time because the slide master can provide templates according to your taste in a shorter time.

Picture 4.4: slide master

Source: https://cdn-brilio-net.akamaized.net/news

4. Precise and Readable Text

Make sure you use precise and easy-to-read text. Because your presentation is there for all students to see. Use a font size large enough so that it still looks good and can be read even by students sitting in the back seat.
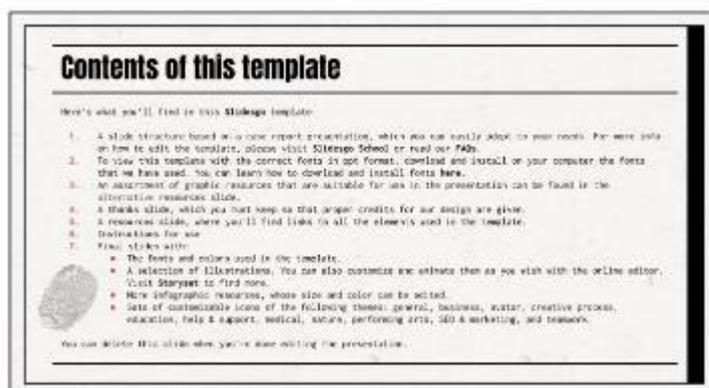
Picture 4.5: slide with small fonts

Source: https://media.slidesgo.com/storage/17984112/conversions/

5. Create Short Content

As the name suggests, PowerPoint is meant to summarize your presentation in bullet points. From this point you can remember the explanation you have to convey, and students can take notes briefly. Therefore, as much as possible, keep the content as short as possible.

6. Use Supportive Photos and Videos

Even though the content on your PowerPoint is short, students can still understand the material completely. The trick, you simply add photos and videos that support. So that the material you convey can be easily understood.
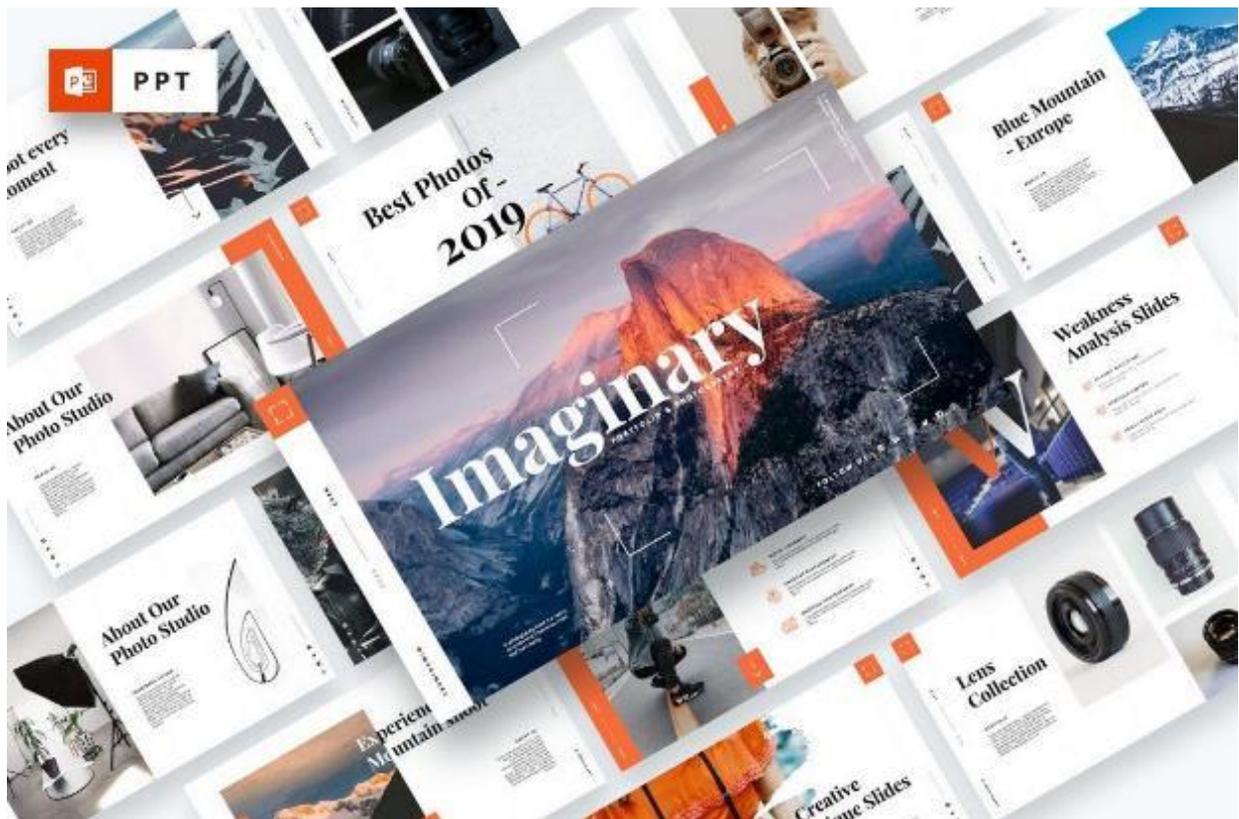

Picture 4.6: slide with pictures and videos

Sumber: https://designshack.net/wp-content/

7. Make a Conclusion

You can create a summary of the presentation at the end of the slide. Thus, students can recall all the important points discussed easily.

Picture 4.7: closing slide

Source: https://powerslides.com/wp-content/uploads

4.2 Practice

To inspire students in the classroom, English teachers need to locate and create the right media. Microsoft PowerPoint is an engaging form of media that can help students learn more about the language they are learning, avoid becoming bored while doing so, and develop their language skills. In addition, learning would be more engaging and enjoyable. There are various procedures that must be followed in order to use Microsoft PowerPoint. The teacher must be familiar with Microsoft Power Point's components, and able to prepare the materials and enable the media. Here are the steps:

1.   Prepare materials

The items for exhibition must be in the teacher's possession. The teacher now requires a few images to be included on the presentations.

Here is one example: the teaching material is about some animals at the zoo for elementary school students.

Pucture 4.8: the teaching material

2.   Insert materials into Microsoft PowerPoint

The instructor needs to add the information to Microsoft PowerPoint.

Pucture 4.9: the teaching material

3.   Create Main Menu of media

The user's starting point or initial list of selections is the Main Menu. The pupils will be able to understand the media because of Main Menu, which will make it easier for teachers to explain how to use it.
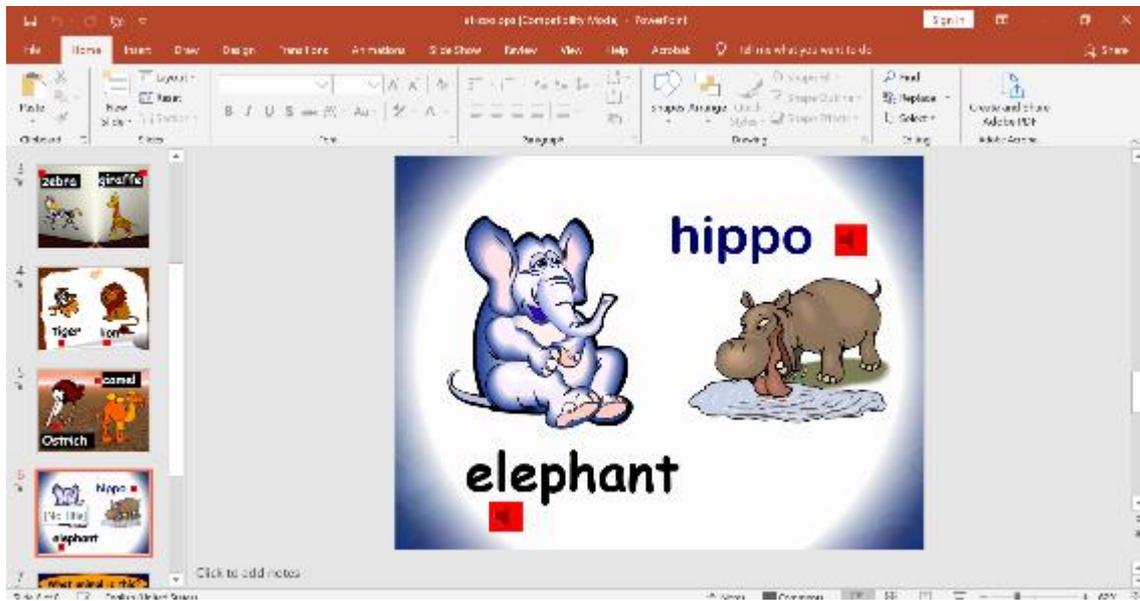
Pucture 4.10: the teaching material

4.   Drawing blind map

A map without names, or a "blind map," can be used to instruct children in communicating, particularly on geographic information.
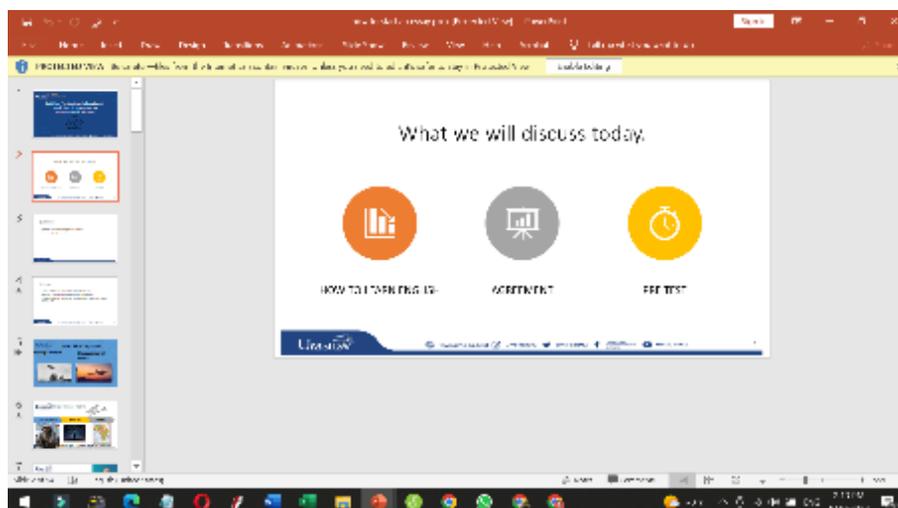
Pucture 4.11: Slide with blind map

5. Enable the media

In Microsoft PowerPoint, the process of activating and connecting each piece of content is known as "enabling the media."

To achieve better results, it is advised that English teachers become proficient in Microsoft PowerPoint and employ engaging media when teaching speaking. One of them is using Microsoft PowerPoint, which is appropriate for classroom use by students. The final recommendation is that the teacher think about picking an engaging and well-known subject for English instruction.

Although powerpoint is no stranger to being used in the teaching and learning process, not all powerpoints created can become interactive powerpoints. Here we present tips that can be used so that the PowerPoint that is made becomes more interactive.

1. Master the material to be delivered

Mastering the material is of course the first thing that must be done by every teacher. Mastery of the material will not only give the presenter confidence, but also PowerPoint slides can be delivered more effectively.

2. Make the slides as attractive as possible

Create a PowerPoint according to your needs with an additional touch of sweetness that has been provided by default by the PowerPoint software. Try not to put a lot of writing on one slide, and only show the most important points that will be conveyed.

3. Use a variety of additional media

Pucture 4.12: the teaching material

Source: https://media.slidesgo.com/storage/4330067/conversions

PowerPoint can not only display writing but also display still images (photos) or moving images (videos) so that the teaching and learning process does not only rely on exposure. The presence of photos and videos can also provide more detailed information to training participants that cannot be conveyed through exposure.

4. Use effects sparingly

PowerPoint software has various additional features that can be used for each slide. However, excessive use of effects will make the exposure less beautiful and make it difficult for trainees to focus more on the material. In addition, the use of too many effects will burden the laptop's work which will ultimately reduce the smoothness of the learning process.

Discuss

1. Mention one of the benefits given by Powerpoint that you can find especially in the process of learning English.

2. Mention one of the weaknesses of Powerpoint that you can find especially in the process of learning English.

Task

1. Make a Powerpoint presentation for an English material in 5 to 7 slides.

2. Present your slides in front of the class.

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Chapter 5

Facebook for English Language Learners

Basic Competence

Students are able to understand the basic theory of using Facebook for TEFL

- mention the basic theory of using Facebook for TEFL

- implement the basic theory of using Facebook for TEFL

Indicators

Students are able to

- mention the use of technology for using Facebook for TEFL

- practice the use of technology for using Facebook for TEFL

5.1 Theory

Distance education is a type of institution-based formal education in which the professors and students are in different places and must be connected by an interactive telecommunications system in order to share the many materials needed for the program (Permatasari, Ressa Dwi Citra; Taufiq, 2021). Online learning, often known as electronic learning (e-learning), is a kind of remote education that especially blends internet-based technology with electronic technology (Taufiq, 2015). Despite the fact that distant learning is not always conducted online. In certain cases, distance learning can be conducted offline; for instance, classes might only meet occasionally.

The field of education now faces both new opportunities and problems because to developments in communication and information technologies. Access to richer multimedia information is now more widely available, and new learning techniques that are neither time- or space-bound are being developed. The implementation of online education is becoming more and more convenient thanks to communication and information technologies.

Actually, distant learning was not a novel approach in the educational sector even before the COVID-19 epidemic emerged. Since 1892, when the University of Chicago introduced its first higher education remote learning program, this educational approach has been employed in the US.

Utilizing a range of communication and information technologies, such as radio, television, satellite, and the internet, distance education techniques continue to advance. In 1996, the public began using the internet extensively in many different nations, which led to the formation of varied digital material in it. The Asynchronous Learning Network Web, created by John Bourne in the same year, enables education to be delivered online at any time and from any location.

The development of social media is also increasingly supporting the implementation of distance education. Several social media such as Facebook, YouTube, Instagram and so on can be used for the implementation of this distance learning.

Facebook is one of the social media that is used as an alternative medium for distance learning. Facebook is very popular among Indonesian people. In addition, its use is also quite simple to be accessed by various community groups. This is a factor in using Facebook as an alternative medium for distance learning.

Facebook as an Alternative Media for Distance Learning

Facebook is a social networking site where users may connect and communicate with people by joining communities such as cities, workplaces, schools, and regions. Additionally, users may add friends, send messages, update their personal profiles so that others can learn more about them, and up to this point, Facebook has allowed for live broadcasting.

Picture 5.1; facebook logo

Launched on February 4, 2004, Facebook. Mark Zuckerberg, a Harvard student and former Ardsley High School student, invented Facebook. He was born on May 14, 1984. Before utilizing this website, users must register. Following that, users may make personal profiles, friend other users, and send and receive messages. Users can also receive automated alerts when another user updates their profile. Users may also create user groups with others who share their interests and organize their friends into categories like "Coworkers" or "Close Friends" based on factors like their place of employment, location of study, or other factors.

The name of this service is derived from the title of a book that was sent to first-year students in the United States by numerous university administrations in an effort to foster a sense of community among the students. Anyone who is at least 13 years old can register as a user on Facebook.

Perhaps this adage, which states that not every fruit is pleasant, applies to Facebook as a whole. On the other hand, there are negatives in addition to mass communication excellence. The benefits and drawbacks of Facebook are listed below.

Advantages

Most students are familiar with and comfortable with the interface, making it easy to incorporate into their routine. It also stimulates cooperation and communication among groups of various sizes. It has been used successfully for introduction, assessment, feedback, time management, and research management, and it extends the classroom and may aid you in helping manage your students' time.

1. Potential

    Facebook is the second largest social media after Google. Therefore, the power of this social network is no longer in doubt. Since its launch, Facebook users have reached 150 million users. In relation to using Facebook as a learning medium, of course, Facebook can share with all users who also use Facebook as a tool that helps them in learning.

2. Economic

    With Facebook, users can save money on communication. When using other media, such as telephones, you have to top up your credit and only speak via voice. Facebook also has a video call communication media that can communicate by looking at the other person's face, of course at a cost-effective manner. For students, Facebook is very suitable in helping to complete school work by not draining the gocek too deep.

3. Interactive

    Facebook is said to be interactive because in terms of communicating using social networks this can be done in several ways, namely by chat or video calls. In addition, with facebook can also communicate with groups / many people. If Facebook is used for discussion media with group friends, learning communication will be very easy

4. Overcoming distance and time

    The problem of distance and time has been cleared away with the advantages of Facebook. A social network that is accessed using the internet can of course be used to communicate with anyone, anywhere, and anytime. You don't even study with people at school, but you can exchange ideas with people in America, Europe, or Asia.

5. Facebook site allows us to share files, photos and videos

   In addition to excelling in the form of chat communication and video calls, Facebook also allows users to share files in the form of Microsoft office or the like very easily. Sharing photos and videos is also very easy with Facebook by using one of the accounts available in it. That way, Facebook helps students to explore all kinds of work.

6. Reviewable

   Any data posted to Facebook is reviewable, it can be viewed over and over again as long as the data is not deleted/blocked. This supports facebook user storage for files that are secret.

Deficiency

1) Availability of facilities and infrastructure

Not all teachers and students have tools that support the use of Facebook in their learning. In addition to the skills of teachers in processing media are also taken into account, not a few teachers are still clueless in processing Facebook and the like. If all the elements are supported, sometimes students do not focus on what they are learning at that time. They tend to look for things that are more interesting than paying attention to the teacher.

2) Sometimes tasks are neglected because they are more busy surfing with friends on Facebook.

Not a few students are addicted to this social network. So he is less able to use time effectively and efficiently. This is done when he finds boredom in doing something and tends to seek other pleasures by interacting with fellow Facebook users.

Based on a survey from We Are Social, Hootsuite in 2020, Facebook became the third largest social media user in Indonesia. Of the 150 million social media users in Indonesia, 82% use Facebook.

Facebook has a variety of features. Here are some of the features owned by Facebook.

1. Go Live

2. Searching for Topics with Hashtags

3. Upload photos and albums at once

4. Leave a Comment with a Reaction

5. Sending Files

6. Download all status, videos and photos

7. Turn Profile Photo into GIF

8. Choose the Profile and Pages that you want to prioritize

9. See where you have logged in or logged in

10. Teach your friends to Spell Your Name Correctly

Useful Facebook Features for Online Learning

Until now, Facebook still seems to be one of the most popular social media used by the public. In fact, not a few big shops are actively using this one social media platform. Well, besides being able to use it to share interesting, unique stories, meet old friends, upload photos, videos, and exchange messages, this application is also very possible for you to use as a medium of learning at school (Nguyen, 2015; Taufiq, 2015).

So far, online learning media that are often used by teachers are quite rigid. Because it is only limited to video calls via WhatsApp, Zoom, Google Meet or just by sharing files in the form of word or PPT. All of these learning media will make students really like learning. Until sometimes they feel burdened.

So, by using social media, the online learning process that is carried out will feel more fun and less stressful. This is because the students will feel more enjoy. Where, this feeling of enjoyment and comfort will make it easier for students to accept the material presented.

Facebook Features for Learning

Facebook offers a variety of features that support the education system such as Facebook note features, chats, groups, share features, and so on. The following is a brief description of this feature.

1. Facebook group

   One of the features you should use when implementing learning on Facebook is Facebook Groups. With this feature, you can create groups that students can join. So, as soon as you give them assignments or materials, they can immediately access them very easily.

2. Facebook share

   The second is the Facebook share feature. This feature will make it easier for you when you will share interesting information about the material or others. Because sometimes, when you find valuable information, you have the urge to share it with the students, right? So just use this feature.

3. Chat feature

   The most interesting is the chat feature. You can use this chat feature to communicate with students. For example, to ask for assignments or something else.

   In addition to these three features, there are still various other features that you can try.

5.2 Practice

One of the fundamental talents required by those whose major is English is the ability to write descriptively in English. Students will also actively participate in making comparisons and discussions. They will participate in learning and make genuine contributions here. Consequently, it is more likely to keep pupils interested than a teacher-directed, passive learning process.

Facebook, with its numerous capabilities, may be utilized as an alternate medium for distant learning (Taufiq, 2015). Students can use Facebook to communicate socially and intellectually. Students can use Facebook to communicate with other instructors and students. Facebook provides a platform for interaction and knowledge sharing. Facebook also allows students to form groups to debate various topics, cooperate, and use educational software to organize learning activities.

This project's main goal is to create a Facebook page for an additional assignment in the regular class. The author in this instance is focusing on the subject of descriptive text.

Of course it is very unfortunate if you do not have a Facebook account. Therefore, here are the easy steps to create a facebook account via PC. If you register it via a cellphone or tablet, the steps to make it are also not much different.

Step 1

Open the Facebook site, then fill in the registration field on the Facebook front page. Some of the data that you must fill in include your first name, last name, email address, password, date of birth, and gender. After that, click the "register" button when you have filled in all the data.

Picture 5.2; facebook first page

To be able to register a Facebook account, make sure you are 13 years old and over. In addition, you must also have an email account.

Step 2

Then you can search for your friends who already have a Facebook account via their email address. You can search for it by going through the contact list found in Gmail, Yahoo Mail, Outlook (Hotmail), and others.

Picture 5.3; facebook second step

If you don't want to search for it now, you can simply click the "Skip this step" button in the lower right corner. After that click the "Skip" button again if a confirmation pop-up appears.

Step 3

The next step to create a new Facebook account is to fill in various kinds of personal data, such as the city where you now live, hometown, high school, college, and the company you work for.

Picture 5.4; the next step

You can set all of this information to be visible to everyone, your friends, or just yourself. To do this, click the earth-shaped button to the right of each column, then select the type of privacy. After that click "Save and Continue" or click "Skip" if you don't want to fill it now.

Step 4

Then you can install a profile photo by uploading it directly from a photo already on your PC by clicking the "Upload Photo" button. In addition, you can also take photos directly via the webcam by clicking the "Take a photo" button below it. If you don't want to do it now, click the "Skip" button.

Picture 5.5; the next step

Step 5

The last thing you should do is confirm your email. The trick is to click the confirmation button at the top of your Facebook homepage.

Picture 5.6; the next step

After that a pop-up will appear asking you to log in to your email account. Once logged in, click the accept button and you will be taken back to the home page. Now you have successfully created a Facebook account and you can use it for various purposes.

Here are some examples of using Facebook as a learning medium:

1. discussion forum

   Facebook allows student-to-student or student-to-teacher discussions not face-to-face. This can be done in the facebook group or other sections.

2. Provide URL/Web address

   The teacher can provide the URL/Web address of the learning media for the students to access. This makes it easier for teachers to deliver teaching materials.

3. Giving Homework

   In terms of giving assignments, Facebook can also be used to share homework questions. Can be done by using the media chat or wall.

4. As a place to exchange opinions

   Between students and students can have discussions together in this media related to problem solving very easily.

5. Learning Material Live Broadcast

   With Facebook Live, teachers can deliver learning materials directly. Teachers can broadcast live teaching just like in class.

There are 7 important tips that can help you take advantage of Facebook as an alternative medium for distance learning.

1. Make sure you already have a Facebook account. If you don't have a Facebook account yet, register by filling in the data on the www.facebook.com site

2. Follow all the steps on the Facebook site. Once registered, Facebook can be used as a learning medium.

3. Make sure you understand what features are on Facebook. Use Facebook features that support distance learning, such as Facebook Groups and Facebook Live.

4. Create a lesson plan. Before starting distance learning using Facebook, make sure you have created a lesson plan. So that when starting distance learning with Facebook Live you can focus effectively.

5. Prepare equipment that supports online, ranging from smartphones to a stable internet network.

6. Permission from the related party. We recommend that you need to ask permission from everyone involved when distance learning using Facebook. For example, on a live streaming session that is done. For example, if there are students who appear during a live stream, make sure the students concerned and their parents do not object to this.

7. Make a schedule, make sure that before starting teaching with Facebook, especially when you are going to do a live broadcast, you have made a schedule that is already known to the students. So that they can also listen to your live broadcast.

8. Evaluation, don't forget to give an evaluation when using Facebook as a learning medium during distance learning. This will make the teaching and learning process in the future even better.

Here is one particular example of using facebook for English learning.

1. Basic Information Session

The pupils are initially instructed to access and read the Facebook "info" page, in particular the section on the "Basic Information" session. Both generic project information and information specific to the topic are included. Some of them deal with the department's and class's name as well as some general guidelines. A quick glance reveals further details on various pages that must be viewed and how to use them. In this online learning exercise, participation from the students is requested on both the class and group pages. Accordingly, the wall or chat-inbox that would be appropriate can be used for student and teacher interaction.
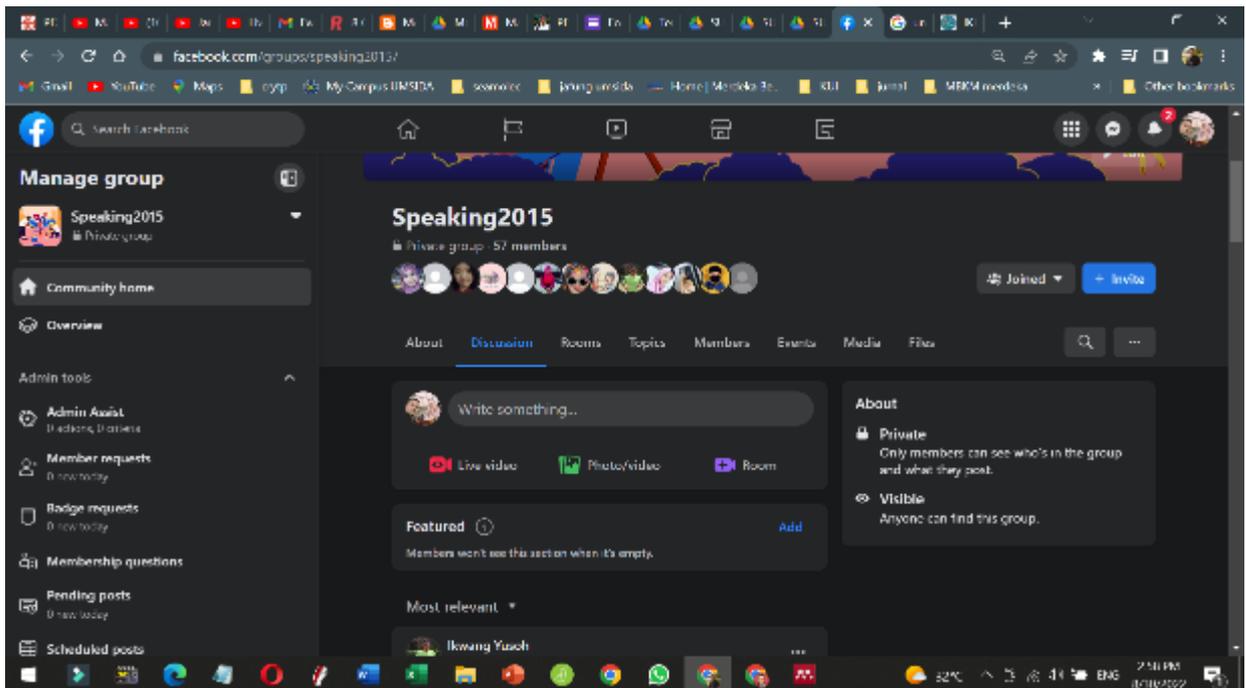
Picture 5.7; the group in facebook

Alternately, the teacher and students could use a different application, such Skype or Yahoo Messenger, to hold the synchronous conference. Students can schedule extra consultations with the teacher over the phone, by online chat, through email, or in person.

It is advised that the students are comfortable with the material before continuing. The link feature has a link if people want to learn more about Facebook and how to use it. Additionally, it is suggested that people create an other Facebook account if they have privacy concerns before deciding to join the page.

2. Note Session

To publish specific information, such as instructions for completing the work, the note session is created. The teacher writes a comment about the initial information for this project, which is about descriptive writing, and it is then discussed in the wall area.

A list of guidelines is also presented on this page. The regulations cover the tasks and what is allowed and prohibited when engaging in online activity.

Discuss

1. Mention one of the benefits given by Facebook that you can find especially in the process of learning English.

2. Mention one of the weaknesses of Facebook that you can find especially in the process of learning English.

Task

1. Make one prototype of using Facebook for teaching material.

2. Present your prototype in front of the class.

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Taufiq, W. (2015) 'TEACHING ENGLISH USING SOCIAL MEDIA FOR THE FIRST YEAR OF UNIVERSITY STUDENTS', *Prosiding Seminar Nasional Pendidikan : Tema "Peningkatan Kualitas Peserta didik Melalui Implementasi Pembelajaran Abad 21" Fakultas Keguruan dan Ilmu Pendidikan Universitas Muhammadiyah Sidoarjo*, pp. 123–132.

Chapter 6

Whiteboard Animation for English Language Learners

Basic Competence

Students are able to understand the basic theory of using Whiteboard Animation for TEFL

•   mention the basic theory of using Whiteboard Animation for TEFL

•   implement the basic theory of using Whiteboard Animation for TEFL

Indicators

Students are able to

•   mention the use of Whiteboard Animation for TEFL

•   practice the use of Whiteboard Animation for TEFL

6.1 Theory

The teaching learning media plays an important role in achieving learning objectives. The use of various learning media can increase students' learning motivation. Currently, the world is entering the era of industrial revolution 4.0. All human activities also intersect with digital platforms, including the world of education. Digital learning resources can make a positive contribution to hybrid learning (integration of online and traditional learning).

If we browse Youtube, we will find videos with animated hands that move with various contents. What do you think the animated video is called? Such videos are called Whiteboard Animation. Video whiteboard animation can also be used as a means of promotion/socialization (Audiopedia 2017).
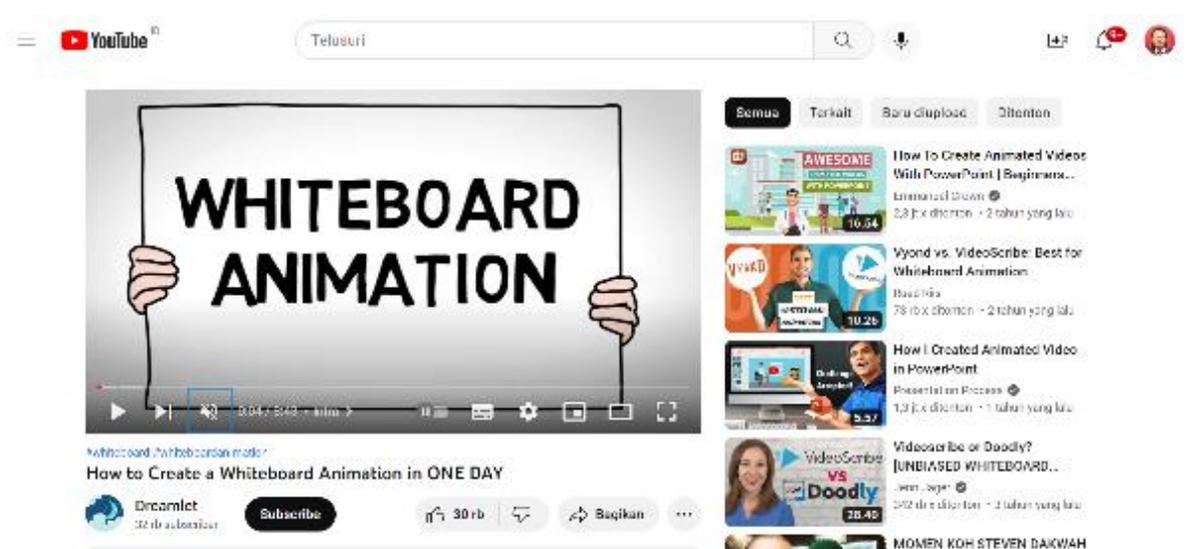
Picture 6.1: whiteboard animation

Source: https://www.youtube.com/c/Dreamlet

The use of video as a learning medium is currently a trend. Especially during the Covid-19 outbreak. The government has taken a policy to implement distance learning or online learning in order to avoid crowds that cause Covid-19 transmission. The use of video in learning is a necessity.

Video has been proven to be effective as a learning medium. There has been a lot of research that shows the effectiveness of videos in learning. Learning videos can increase students' learning motivation, help understand student material, and increase independence (Taufiq, Santoso, and Susilo 2022a).

whiteboard animation is a video that shows the process of drawing something – it can be pictures and illustrations – to convey information. Whiteboard animation was first used by the Royal Society for The Encouragement of Art, Manufactures and Commerce (RSA) – an organization in London whose mission is to find innovative solutions to contemporary issues. RSA uses whiteboard animation to liven up the atmosphere of an educational seminar which actually contains a relatively long speech. Even though it is filled with interesting material, seminars can dry up understanding if only with the lecture method.

Visualization is the best way to communicate complex ideas. With whiteboard animation visualization, RSA's educational seminars become more interesting, and each RSA talking point can be received more clearly.

This video can be used for learning media, public service advertisements, storytelling, branding, and much more. Originality is the key to a good product. The distinctive character of Whiteboard animation allows the audience to watch the drawing process during the explanation, as there is a human hand directing their attention (Audiopedia 2017; Taufiq, Santoso, and Susilo 2022b; Taufiq et al. 2022a). That way, the audience can feel that the video seems to be narrating specifically for them.

The whiteboard animation format can also remind the audience of a brainstorming session in class. According to research by Selen Turkey – a Harvard University student (2016) – which states that whiteboard animation can increase brain memory retention. Audiences will tend to easily remember what they learned with great effort.

Whiteboard Animation can be said as a video that depicts the illustration accompanied by the sound and narration of the illustration. The narration in the video is created and adapted to the theme and duration of the video. In the early years of whiteboard animation, namely 2009, this type of video was mostly used for experimental purposes as well as a means to tell stories.

As technology and needs develop, through whiteboard animation, we can include various contents, such as caricatures, diagrams, to subject matter according to our needs. More than that, fields of business or work ranging from Educational agencies, Digital Startups, Online Shops, Hotels, Culinary, Automotive, and other fields can be converted into whiteboard animation.

Here are 7 important reasons why you should use whiteboard animation for various purposes:

The human brain pays attention to the parts of the human body

The human brain searches for and pays attention to the human body. The brain's affinity for faces is familiar, and the concept applies to other parts of the body as well. When your audience sees the hand in your video, their first reaction is "What is this person doing?" or "What is he up to?"

With that body part (hand) in your video, the audience will pay attention to it.

Moving image

When the hand begins to move to draw, the movement will direct the audience's eye focus unconsciously. Even the audience can move their head to follow the movement. Whiteboard animation puts forward hand gestures to lock the audience's attention on the screen they are viewing.

Dopamine-fueled

When your brain is shocked, dopamine is produced. Dopamine is known as a shock neurotransmitter whose presence makes the audience become and remain curious. That is, when the audience is watching the whiteboard animation, they will be curious as to what the ending will be. They are not only curious about that episode, but also for the next one.
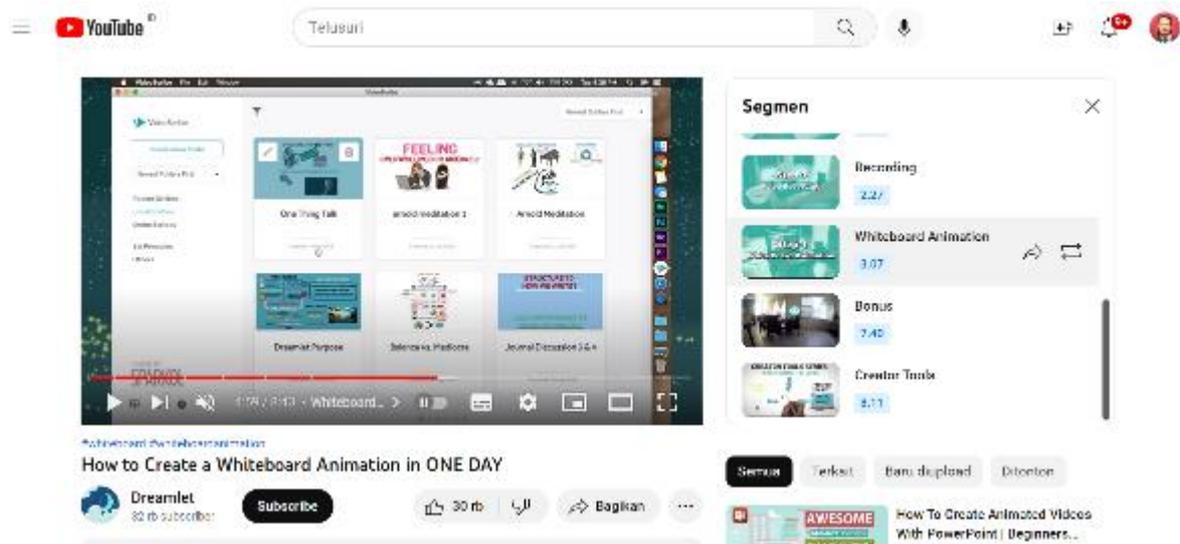
Picture 6.2: the making of whiteboard animation

Source: https://www.youtube.com/c/Dreamlet

This is an ongoing result of whiteboard animation, a dopamine-fueled curiosity level.

Follow the direction of the hand movement

The human hand is an effective focusing tool. With eyes that are invited to track the direction of movement, the hands become targets that cannot be missed from the attention of the audience. He claims, whiteboard animation can minimize the risk of audience abandonment.

Hands are part of your script character

Your script contains your whiteboard animation storyline, while the moving human hands are the main characters. Those hands are characters sitting with your audience who also play a role in telling your message, and this can increase audience enthusiasm.

Synchronization

The end result of whiteboard animation is synchronization of the voice-over script with the illustrations to increase audience attention and retention. The hand on the animation whiteboard can serve as a speed gauge, so the editor can accurately estimate the similarity of the speed of the voice actor to the illustration being drawn.

The wrong synchronization process can distract the audience's understanding. But with whiteboard animation, the chances of successful synchronization are higher.

Something real

Video formats for drawing by hand or whiteboard animation are not shared by other video formats. Audiences may be familiar with traditional graphics and animation. While both offer a lot of creative possibilities, they don't feel quite real or relatable to the audience.

On the other hand, whiteboard animation feels very intimate, private, and authentic. This will affect the audience psychologically, because the audience feels that they contribute directly to the video that is shown.

Whiteboard animation: for your website baranda

When visitors get to your website's homepage, what's the first thing they see? Blocks of text that seem intimidating to use your service? Or do they see a friendly whiteboard animation with the same functionality to share your service information in a fun way? If you're worried that your website is text-heavy, causing confusion or frustration for visitors, replacing it with video whiteboard animation with 60-90 seconds of whiteboard animation would be the right choice. You can tell the story or philosophy of your institution to further interest them.

Whiteboard animation: for your institution's training or learning media

The advantages of whiteboard animation – synchronization, involving the human element, and simple form – can be used to deliver training materials provided by your institution. Especially now that everything is online, providing whiteboard animation is the easiest way to increase your service engagement with your audience. Especially if your training material is very complicated and contains high technicalities, using this type of video is the right choice because of the advantages of synchronization.

Whiteboard animation: for infomotion

Today, one of the most popular types of content is infographics. People pursue efficiency to understand a message. Because the easier it is to understand, the better the infographic will be.

Infographics include static content, so the audience must decide where to start to understand the data you provide. Try turning those infographics into dynamic content – infomotion. With an attractive duration and packaging, you can direct where the reader should understand your content.

Whiteboard animation: for advertising

Ads in the form of videos are more likely to be shared than other types of content. According to Switchvideo, 92% of people who watch videos on their devices will share the video content with others, and 50% of online customers are more likely to search for videos related to the product or service they want before visiting a store.

Here are the benefits of using whiteboard animation.

synchronization

The first way is that whiteboard animation optimizes storytelling through the principle of synchronization. The image or image that has been created will be synchronized with the audio or narration that you have created, so there is a direct connection between what the audience sees and hears.

The relationship between image and narrative is very important for brain engagement and retention. The brain will give preferential treatment to visual information. Your images should be in sync with the narration to maximize engagement or interaction between your whiteboard animation and audience response.

Poor synchronization between narratives can distract the audience and miss the message they should have understood. It's like the picture goes slower than the narration.

Involving the human element

The second advantage of whiteboard animation is the involvement of a human hand drawing in the video frame. The hand can focus the audience's attention because it involves continuous movement. The mind of the audience will subconsciously seek and follow the direction of the hand.
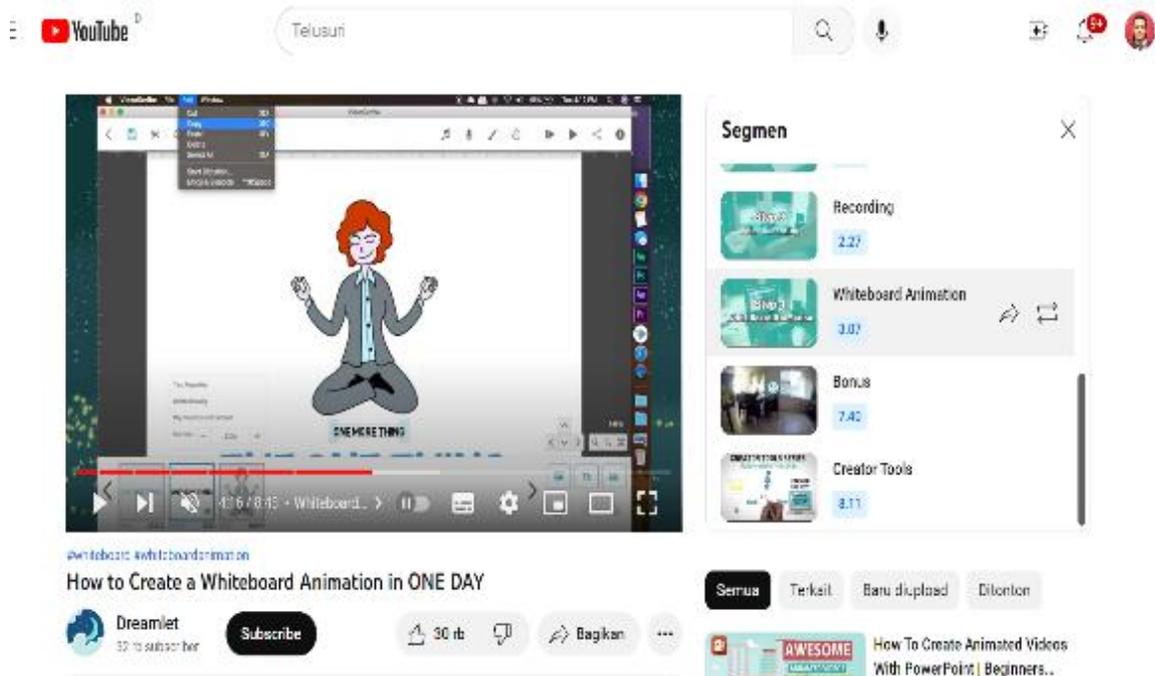
Picture 6.3: the making of whiteboard animation

Source: https://www.youtube.com/c/Dreamlet

Traditional images or animations cannot drive engagement this way. Without a focus point directed by the hand that draws on the whiteboard animation video frame, the eyes can be disoriented or overstimulated. This is fine for app videos, but for strong communication, a whiteboard animation design will promote higher engagement with your story or message.

Simple

Engagement paves the way for memory retention or storage. And the topic of retention would be a great starting point for discussing the third advantage of whiteboard animation: the use of a simple design. A simple design will provide a clearer and more effective understanding of your storytelling.

By avoiding ornaments and designs that are too complex, simple visuals will create interactions without distraction. If your image is too complex, the audience will pay attention there, to the point of ignoring the narrative you have created.

This advantage also applies to any video topic. If your topic is very dry or contains a lot of technicality, a simple design can be an antidote to potential audience disengagement. With the right scripts and images, you can get and hold your audience's attention, and increase retention of your message until your video ends.

A unifying narrative

The fourth advantage of whiteboard animation is the voice narration. When you choose a voice actor, you are choosing your storytelling method. Does your topic require a serious, measured voice, or is it better suited for

lighthearted and cheerful delivery? Narrative can also affect the emotional state of the audience too. With conditions like this, the audience can understand more deeply your storytelling material.

Interesting visual storytelling

When the internet is full of videos, and there's too much saturation in them, then you want a different video? Make a whiteboard animation video. Whiteboard animation is now gaining popularity, but it is not used very often. Then it will be a new experience for your audience, because they rarely find it that way.

Here are some examples of whiteboard animation for education puposes:

Picture 6.4: teaching material using whiteboard animation

Source: https://www.youtube.com/channel/UCLL-3gB_jD4wRI_XhG6-s4g

Picture 6.5: teaching material using whiteboard animation

Source: https://www.youtube.com/channel/UCLL-3gB_jD4wRI_XhG6-s4g
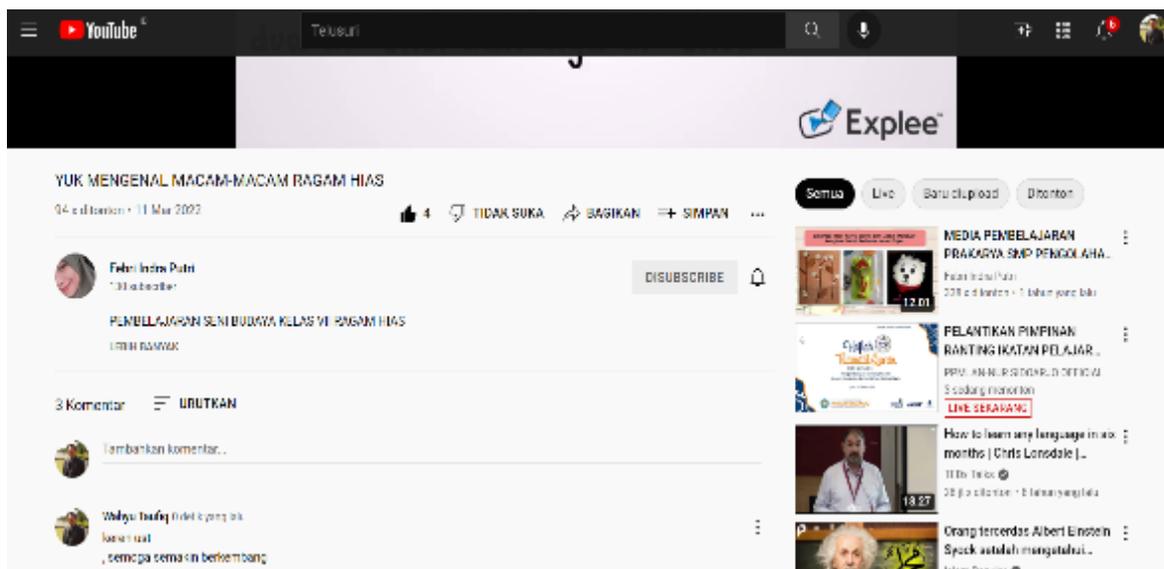
Picture 6.6: teaching material using whiteboard animation

Source: https://www.youtube.com/channel/UCLL-3gB_jD4wRI_XhG6-s4g

6.2 Practice

Here's how to create an animated whiteboard in six steps.

1. **Write the script first**

As a first step, you have to compose a script. What should be in an animated video script? To make it easier for you to write a script, first determine what the main purpose of the video is, for whom the video was made, what message you want to convey, and roughly what kind of action you expect from the audience after watching the video.

From these questions, you should be able to figure out how the animated video will work. Try not to make the video too complicated because it can make it difficult for viewers to understand it.

2. **Continue with storyboard**

Now that you have your script, it's time to create a storyboard. What are storyboards? In simple terms, storyboards can be understood as a rough overview of the entire video.

For beginners, this step will be very helpful. The storyboard will help you to predict how the video will be made.

Usually the storyboard will resemble a simple comic strip with several panels. In addition to containing the approximate image, the storyboard also contains how the image will be taken (from which angle). In a way, a storyboard is a guide to creating videos that are made and intended for yourself.

Here is one example of the storyboard

<table>
<tr><td colspan="2">LEARNING MEDIA SCENARIO | WHITEBOARD ANIMATION</td></tr>
</table>

LEARNING MEDIA SCENARIO | WHITEBOARD ANIMATION

Expressing opinion
Scriptwriter : Wahyu Taufiq
Target: Semester 2 Students
Duration: 5-7 Minutes
Serving Format: Animated Video
Material Source: Speaking for Formal Communication book

Sinopsis / Deskripsi
Discussion with other people is something that is often done by Indonesian people to make joint decisions. However, not infrequently differences of opinion are often found in a discussion. This difference of opinion is a natural and normal thing that happens to everyone. From there, humans learn to be able to deliberation to reach consensus.

Cut (Slide)	Storyline (Alur Cerita)	Aset Visual (Gambar)	Narasi (Voice Over) dan Musik Ilustrasi	Perkiraan Durasi
1.	**Opening Title**	**Teks :** Bahan Ajar Digital – Whteboard Animation Oleh Puryanto **Gambar:** Logo Seamolec Logo Sekolah	musik instrumental logo instansi	5 detik
2.	**Definisi Metamorfosis**	**Teks:** Metamorphosis is a change in form experienced by certain living things **Gambar :** Proses metamorfosis kupu (keseluruhan)	Metamorphosis is a change in form experienced by certain living things	10 detik

   3. **Determine the type of animated video to be made**

There are many types of animated videos that you can choose from. Here are some types of animated videos that are often encountered:

• 2D animation

This type of animation displays 2D (2-dimensional) characters. Animations like this are very common because they are relatively easy to make but still interesting.

• 3D Animation

This type of animation displays 3D (3-dimensional) characters. When compared to 2D animated characters, 3D characters look more real and have volume.

• Whiteboard animation

Whiteboard animation is commonly used as a learning medium. His trademark is the character in the video as if made on a whiteboard.

• Typographic animation

Typographic animation combines motion animation with text. You can find this type of animation in lyric videos.

• Infographic animation

Animated infographics usually contain graphic data. The main purpose of this animation is to make data that looks boring to be interesting.

4. **Start making videos**

Now it's time for you to make a video. To make videos, you can rely on your own abilities. With just a computer, an internet connection, and a website or software that supports animation, you can produce your own animated videos.

However, if you still have doubts about your own abilities, it never hurts to recruit experts. There is no need to recruit full-time staff or an in-house team, you can recruit independent personnel for short projects. Fastwork.id is ready to help you directly connect with experienced animation video makers.

5. **Add appropriate background music**

Animated videos will be less attractive without background music. Besides being able to make videos more interesting, background music can also help you to create the desired atmosphere. For example, for a tense atmosphere, you can add background music in the form of thunder.

However, it should be noted, when choosing background music, make sure that the audio is copyright-free. There are many sites that you can go to to get copyright-free audio, such as YouTube Audio Library, Free Stock Music, to HookSound.

6. **Create a story narration**
You are now closer to your own animated video. What is the final step to take? The final step in making animation is to add a story narration.
The story narration will help viewers understand your video better so that later they can react as expected.

To add a story narration, you can do voice over. Voice over is sound that is added to a finished video. You can record your own voice or use the services of an expert who is already experienced in voice over.

Those are six easy steps to create an animated video. To be able to produce high-quality animated videos, it can't be done in an instant, you need to keep practicing so that the animation gets better. Hope the tips above helped you to perfect your own animated videos!

How to use whiteboard animation

An institution can use whiteboard animation to animate important things that need to be highlighted in a webinar or seminar. In addition, videos will also be easier to share and attract audience interest.

Since the whiteboard starts to animate in front of an audience, that's when the relationship between the institution and your audience will be created. If your organization wants to lead to audience understanding, making whiteboard animation is the right choice.

Whiteboard animation can also lead to higher sales prospects. Once your institution is introduced to Audines, whiteboard animation can provide deeper insight into your products and services,

Steps to Design a Learning Video

1. Determine the material and indicators of competency achievement

Designing a learning video begins with determining the material and indicators of competency achievement. This is important so that the designed videos are effective in achieving learning objectives. The material refers to the competency standards (SK) and basic competencies (KD) that have been selected.

2. Find ideas and imagine concepts

Each learning video is designed with a different concept. This adjusts the content of the material to be delivered. Does it include factual, conceptual, procedural or metacognitive knowledge?

3. Collect audio visual assets

Designing instructional videos requires a lot of audio as well as visual assets. Audio assets can be voice overs that designers can create by recording their own voices. Designers can also use professional voice over services for learning video narration. Another important audio asset is background sound. Designers can take advantage of free audio stock available on the internet, such as the Youtube audio library.

The visual assets are selected according to the material designed. Designers can download free images on the internet. If you don't find one that matches the material, the designer can take advantage of the services of an illustrator.

4. Arrange the storyline in detail

Developing a storyline is very important as a guide for designing learning videos. This will help the designer while recording the presentation video and editing it to fit the plan. Storylines also prevent repetition because the designer already knows what the video will be like.

5. Record the presentation into video material (audio visual) as perfect as possible

Record a video presentation of the material according to the storyline that has been made. Currently recording video does not need to use expensive devices. Smartphones are now equipped with cameras that really support users to record videos with adequate quality.

6. Turn it into a unique and interesting video

After everything is collected, process the video into an interesting learning video.

Use one of the following apps to create a whiteboard animation

1.   Customizable templates at Moovly at https://www.moovly.com/

2.   Simple audio importation with MySimpleShow at https://simpleshow.com/

3.   There are several pre-made templates on Powtoon at https://www.powtoon.com/

4.   Simple image management using RawShorts at https://www.rawshorts.com/

5.   Over 400 animated sceneries on Renderforest at https://www.renderforest.com/

6.   Library of hundreds of pictures from Videoscribe at https://www.videoscribe.co/en/

7.   Best for animating from scratch is Vyond at https://www.vyond.com/

Discuss

1.   Mention one of the benefits given by whiteboard animation that you can find especially in the process of learning English.

2.   Mention one of the weaknesses of whiteboard animation that you can find especially in the process of learning English.

Task

1. Make one prototype of using whiteboard animation for teaching material.

2. Present your prototype in front of the class.

References

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Chapter 7

Whatsapp group activities for English Language Learners

Basic Competence

Students are able to understand the basic theory of using Whatsapp group activities for TEFL

- mention the basic theory of using Whatsapp group activities for TEFL

- implement the basic theory of using Whatsapp group activities for TEFL

Indicators

Students are able to

- mention the use of Whatsapp group activities for TEFL

- practice the use of Whatsapp group activities for TEFL

7.1 Theory

Online learning is teaching and learning activities carried out online, using the help of information and communication technology. Online learning is a learning method through an internet-based interactive model and a learning management system. Various applications commonly used for online learning such as WA, Zoom, Google Meet and so on.

Learning that must be done online may make it difficult for teachers. The reason is, to be able to teach online, a teacher must make adjustments. And a teaching system like this may have never been done by a teacher before. A number of applications are already available that can be used for online learning. Zoom, Google Classroom, Telegram, and so on are among the applications that can be used for online learning. However, not all of these applications are suitable to be applied in all conditions (Davin and Donato, 2013; Taufiq *et al.*, 2021).

Zoom, for example, is only suitable for learning with students who live in areas that have good networks and have sufficient internet quota. Because Zoom is an application that can be used to hold virtual meetings that require internet network stability and will also consume a fairly large data pulse (Permatasari, Ressa Dwi Citra; Taufiq, 2021).

To solve this problem, teachers and students may be able to choose Telegram as an alternative. Because with this application, teachers can convey material easily, do not require high internet speed, and also do not require a high data quota in one learning session. But the problem is, does the student's cellphone have the Telegram application installed?

Meanwhile, the application that is almost certainly installed on student phones used for online learning is WhatsApp. The application is a free application that can be downloaded through the Play Store for Android-based phones. Thus, learning conducted through WhatsApp is likely to be accessible to all students. And this application can run well even in a weak network.
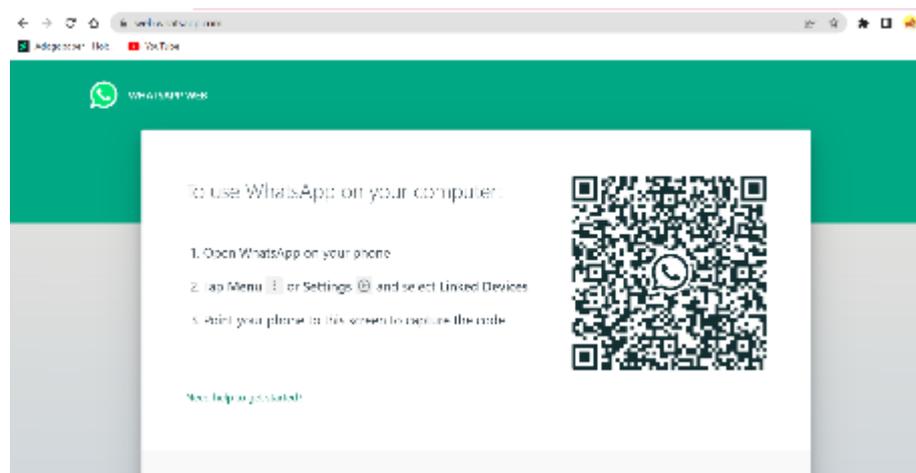
Picture 7.1: WhatsApp on your computer

Source: web.whatsapp.com

But can WhatsApp be used as a fun and interesting learning medium for students?

Some teachers may already be using WhatsApp as a learning medium. But then the learning done through the media is monotonous and uninteresting. The reason is that teachers can only chat via text messages and send materials in various formats. But in fact, WhatsApp can not only be used as it is.

With WhatsApp, teachers can make learning that is no less interesting. Through this 'one million people' messaging application, teachers can learn media-rich online. For example, to send subject matter in the form of video, audio, text, and so on.

WhatsApp also allows teachers to directly hold assessments or exams through the application. Well, maybe this feature is not widely known by teachers.

Yes, through this WhatsApp, teachers can make exams in an interesting way. Questions presented via WhatsApp can respond directly and automatically. For example, to conduct an assessment, the teacher can make a number of questions in the form of multiple choice questions or essay questions. With certain techniques, the questions presented can respond automatically as well as provide a direct assessment of what students have done.

Whatever their feelings about technology, most instructors are at least aware of WhatsApp and its potential. You, like many instructors, are probably already using it to communicate with your friends and family. This means that employing it as a teaching tool is only a little step away.

Students are also familiar with WhatsApp, with many young people preferring it to face-to-face conversation. Because of this familiarity among students and teachers, WhatsApp is one of the most accessible applications to use in the classroom and, potentially, one of the most collaborative tools.
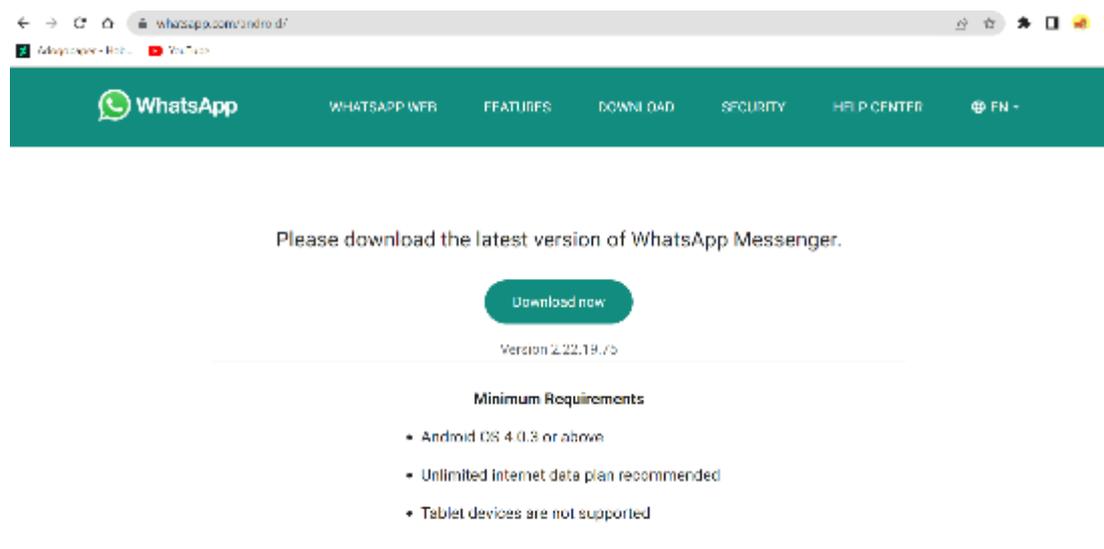
Picture 7.2: step to use the WhatsApp messnger

Source: web.whatsapp.com

Picture 7.3: WhatsApp on android phone

Source: web.whatsapp.com

WhatsApp Messenger is a smartphone messaging application. WhatsApp Messenger is a cross-platform messaging program that allows us to send messages without using credit because it uses internet data packages. For data communication, the WhatsApp Messenger program makes use of a 3G, 4G, or WiFi internet connection. WhatsApp is a popular, easy-to-use messaging program. It is presently utilized in over 180 countries, with over 50 million messages exchanged each day. As of July 2017, WhatsApp had over 1.7 billion active users, making it the world's second biggest social network. We can use WhatsApp to hold online chats, share files, swap images, and do a variety of other things.

Jan Koum and Brian Acton, who had worked at Yahoo for 20 years, invented WhatsApp. WhatsApp joined with Facebook in 2014, but it remains a distinct app with the goal of providing a quick and reliable messaging service everywhere in the globe. WhatsApp was named by Koum to sound like "What's up," which signifies "How are you?" On February 24, 2009, he registered it in California as WhatsApp Inc. The early versions of

WhatsApp were plagued by numerous computer malfunctions, forcing Koum to consider quitting and seeking for another employment. Acton, on the other hand, begged him to be patient for "a few more months."

Whatsapp is the most popular chat or messenger app, with millions of users. As a result, WhatsApp has grown in popularity in the community, particularly among teachers and students. Whatsapp enables instructors and students to form their own communities and effortlessly share messages, voice chats, images, videos, and other materials.

Therefore, listening learning becomes an important thing to discuss, and teachers are challenged to find out the obstacles faced in learning to listen in an innovative and creative way, one of which is by using popular social media in the community;

7.2 Practice

Basically, to create an official WhatsApp Messenger (Personal) account, you must meet the following requirements:

Have a mobile number that is still active and can receive messages / calls.

Your cellphone must support the WhatsApp application and ofcourse have internet connection.

The three conditions above are mandatory if you want to create an Official WA account. If the 3 conditions have been met, please follow the steps to create a WhatsApp account below:

Install the WhatsApp application from the Google Play Store for Android users or the App Store for iOS users.
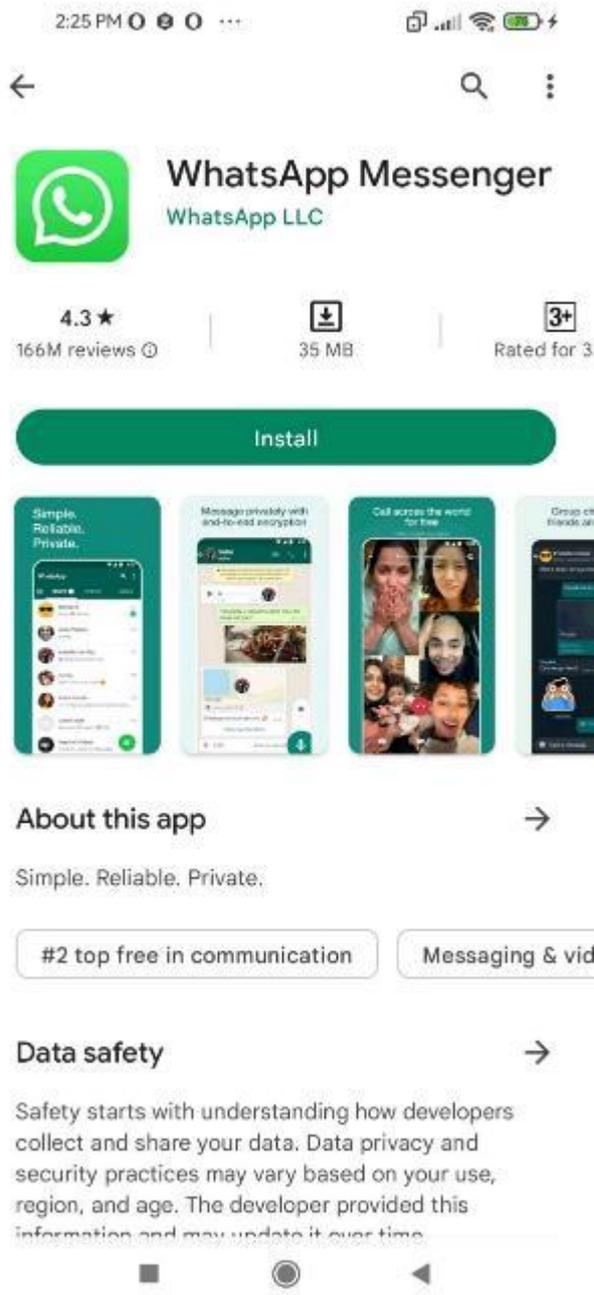
Picture 7.4: WhatsApp on google playstore

Source: google playstore

If you want to read their privacy policy before agreeing to it, please tap Privacy
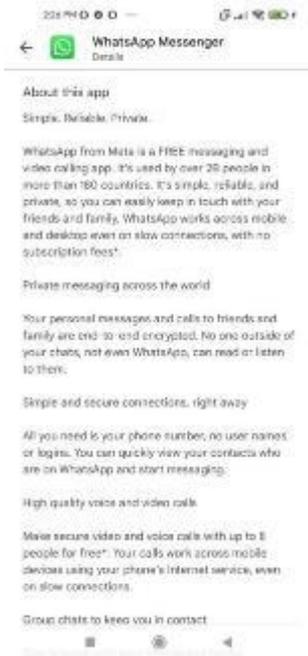
Picture 7.5: About the application

Source: google playstore

Open the wa application that has been installed.

Tap AGREE AND CONTINUE to agree to all policies from wa on the Welcome to WhatsApp initial screen.

Select our country, namely Indonesia and at the bottom enter our cellphone number in the Phone number column.

Picture 7.6: step to create the account

Source: google playstore

Enter your Country Code and Mobile Number. For Indonesian phone numbers, use Country code 62. Then enter the rest of your cellphone number (except the 0) as shown below:

Picture 7.7: step to create the account

Source: google playstore

So if your phone number is 08123456789, then enter 8123456789. If so, please tap Continue. A notification will appear to check your mobile number. Please click OK if it is correct.

Please enter the 6-digit WhatsApp verification code sent via SMS to your mobile number. If your number is active and on the same cellphone, this code will be automatically filled. If your number is on another device, please open the incoming SMS message and copy the 6-digit verification code. Make sure you use the 6-digit verification code sent from the official WhatsApp Number as follows:

Enter the 6-digit WA verification code

Remember! The Verification Code has 6 digits and is only sent via the Official WhatsApp number (it already has a name like the picture).

Tap Continue if you allow WhatsApp to access media files, contacts etc.

Register for an Official WA Messenger Account

If WA can access your contacts, then all the cellphone numbers in your contacts using WhatsApp will be detected. This makes it easy to use. Likewise with media permissions etc.

Enter your Name and Change Profile Photo. Then click Continue.

Add Name and change WA Profile Photo

Wait for the initialization process to complete. Make sure the internet connection is running smoothly.

If the stages above went smoothly, then you have successfully created a new WA account. Next, a chat page will open as follows:

To use whatsAppp Group for teaching, here are the steps that can be taken:

1. The Right Schedule

When you have to start working and teaching from home, the first thing you have to decide is to create a schedule that is comfortable for yourself and your children.

2. Create a Class Group on Wa

   a. The whatsapp group was created just for sharing lessons and interacting between students.

   b. All teaching and learning activities are not in the group, only to get to know each other and provide information that is important to other students.

   c. Please share experiences in learning or get acquainted to make friends online, considering that now during the pandemic it is very difficult for children to play.

   d. Use groups wisely. It's good to study together or ask questions about material that you think is difficult to solve.

   e. Full responsibility in the group is the responsibility of the group admin.Create a WhatsApp group and add all the participants. As for how to make an online class with a wa group, are as follows:
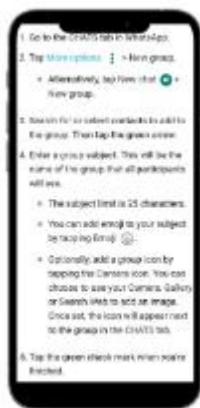
Picture 7.8: step to create the group on Wa

Source: google playstore

Following that, you may greet your guests and provide some ground rules. Submit your schedule and solicit feedback, questions, observations, and recommendations for changes.

The existence of this group facility is the reason why online teaching via wa is more effective.

3. Use Multiple Media

In a typical context, you can teach without utilizing any audio-visual materials, but this will not work while teaching digitally. Another option is to teach via live streaming.

You should include videos, voice notes, and several photographs. Teachers could also urge students to contribute voice remarks rather than typing to validate their understanding, making the platform more collaborative and engaging.

4. Be Yourself

Students are youngsters with whom you have studied and worked, so try to be yourself as much as possible so that they can relate to and converse with you as effortlessly as if they were gazing at you.

You may be concerned since you are fairly confident that their parents will be watching the learning process.

Consider this an excellent opportunity to remain unique and offer your lectures with the same zeal that you usually do.

5. Create Your Own Group

Start a secret WhatsApp group solely for yourself, and since you can't create a group without adding someone, I'll show you how.

All you have to do is add your friends and then delete them after the group is created. You have a WhatsApp group for yourself only.

I'll explain why this is significant as we go.

6. Thorough Preparation

Teachers must occasionally be able to prepare a week's schedule consecutively. This is significant since you may create a curriculum for the topic on which you desire to lecture, and certain courses should be available at any time.

You may also see how much you've covered and how much is remaining to teach at any one time. Furthermore, because classes are conducted in real time, worksheets and lesson content may be distributed promptly. You don't want your children to be kept waiting for hours as you try to download anything from the internet.

All of your lesson content should be maintained in a private WhatsApp group so that it can be forwarded to your web platform as needed. This is the key to properly teaching online via internet.

7. Choose Your Lesson

The goal of virtual teaching is not to offer as much lesson information as feasible. Choose your topic carefully. Keep your films to a maximum of five minutes! One notion at a time should be taught.

Get straight to the idea, then utilize voice notes and worksheets to reinforce it. This procedure is more efficient and less time-consuming.

8. Create a Comfortable Environment

If students do not comprehend a topic, they should be encouraged to express themselves. The ability to customise virtual instruction is a key advantage. This implies that regardless of the number of children present, each child should have the impression that it is just you and them.

Provide detailed comments to pupils on what they are doing well and advice on how to improve. You should always start with a compliment before correcting their weaknesses.

9. On Time

You understand how you may finish and go as soon as the bell sounds. The same cannot be said for online education.

That is why, as I have stated, virtual teaching is equally hard. Remember that pupils operate at different paces, and some may not deliver as quickly as others. As a result, you must bring everyone.

However, you must regulate your time so that you do not burn yourself or your equipment.

10. Create Online Classes Not In One Time

Starting early is the greatest way to do this. For example, suppose an online class begins at 11:00 a.m., but you publish a portion of the lesson: the video considerably earlier, at 9:00 a.m.

This works for youngsters and since the teacher normally has 5 courses with students from various backgrounds and living in different places. As a result, this configuration enables coping with network issues, sleep cycles, eating routines, and other unanticipated scenarios more straightforward.

Implementation Stage

When online teaching and learning activity takes place, things that need to be done so that learning can run optimally even through WA are:

- Use Stickers and Emoji

Take advantage of the sticker and emoji features found on WA. For example, invite students to use stickers or emojis to express their feelings during the lesson. Ask students for their opinion, whether they have understood or not with the material given.

Using stickers or emojis can make learning more fun. Students can relax. So that the learning material will be easy to understand.

- Voicemail

Occasionally use voice messages to deliver learning materials. This will make the relationship between teacher and student closer even though they are not face to face. In addition, an explanation from the teacher in the form of a voice message will make the learning material easier to understand.

- Swap

Occasionally deliver learning materials with student participation. Ask students to form groups. Where later they in groups make swaps (WhatssApp Discussion). Divide the learning materials in each group of students. Each group has a duty as a presenter and moderator when the swap takes place.

Swap makes online teaching and learning more varied. Teachers are not the only source of learning. Teachers and students can collaborate in delivering learning materials.

- Connect Story

Storytelling activities can also be used as a method of delivering online teaching and learning materials. Each student participates in continuing the story.

Connecting stories makes online learning more interactive and interesting. Students can participate, this of course makes the material easier to understand.

3. Final Stage

If the online teaching and learning activity has been carried out, don't forget to do the following:

- Group Lock

Lock the WA group after the teaching and learning activity is over. Make only admins can send messages. This prevents non-learning posts, as well as preventing messages from piling up.

- Back Up Data

Don't forget to back up your data after each lesson. Use the starred message feature on WA to save important chats, such as study materials.

Discuss

1.　　　　Mention one of the benefits given by WhatsApp group that you can find especially in the process of learning English.

2.　　　　Mention one of the weaknesses of WhatsApp group that you can find especially in the process of learning English.

Task

1.　　　　Make one prototype of using WhatsApp group for teaching material.

2.　　　　Present your prototype in front of the class.

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Chapter 8

Instagram for English Language Learners

Basic Competence

Students are able to understand the basic theory of using Instagram for TEFL

- mention the basic theory of using Instagram for TEFL

- implement the basic theory of using Instagram for TEFL

Indicators

Students are able to

- mention the use of technology for using Instagram for TEFL

- practice the use of technology for using Instagram for TEFL

8.1 Theory

After several months of learning with the Limited Face-to-Face Learning system, there are several conclusions from the learning that we get with these learning activities. Among them are the decreased participation of students in online learning activities, learning materials are not all understood by students during online learning, reduced parental supervision when students are at home (Permatasari, Ressa Dwi Citra; Taufiq, 2021).

Actually, as a teacher, I have tried various online learning. Like it's not monotonous to only use one platform such as Google Form or Google Classroom, but has used variations of learning such as using homemade learning videos, educational games using Liveworksheets, Wordwall, Kahoot, and others.

Internet-based learning media that can be used in the learning process in this era is social media. The social media that are widely used today are Facebook, Twitter, Line, Whatsapp, and Instagram. These are some applications that are often used, both by the general public and students. Instagram is one of the applications that many students have because of its easy use and getting information quickly (Taufiq, 2021).

In today's era, the average student has used smart devices and as educators we must be good at taking advantage of these opportunities in teaching and learning activities. One of the applications in smart devices that can be used in learning is Instagram. Instagram is the most popular social media network for young people. Instagram has features to share, namely images and videos. These facilities can be used as feed designs that are attractive as learning media. Through pictures and videos, students will be interested in learning English. teachers can use the facilities available from Instagram to convey assignments that are done at home and share information about subject matter in attractive image visualizations.
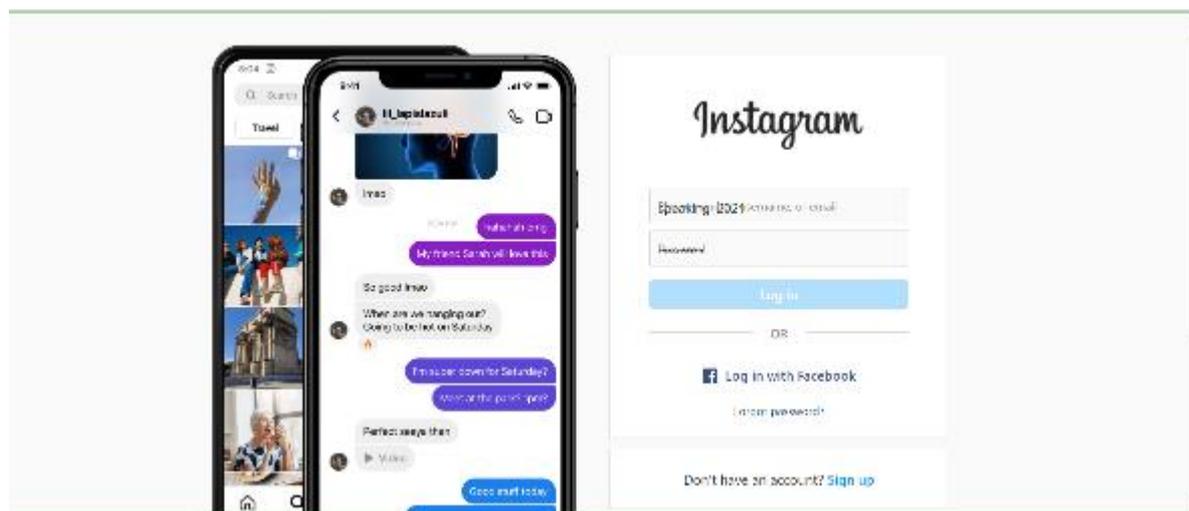
Picture 8.1: instragam application

Source: https://www.instagram.com/

Instagram works like most other social media applications, namely sending messages, uploading content, and commenting on each other. If applied in learning English, account managers (educators) can share uploads in the form of content/material either through instastory, postpicture (uploaded images) or direct messages (messages) to each of their followers (students) (Handayani, 2015). Then, followers (students) will automatically receive information through the upload and are asked to actively participate in providing

feedback. With such communication, what happens is not one-way but two-way communication can occur. Students can communicate with educators and vice versa, and students can communicate with fellow students through the comments column provided. Instagram has provided several features that can be used as a learning tool. Some of the features include the live broadcast feature (can be used by educators to convey learning orally), the quiz feature (can be used to evaluate students' understanding), the direct message feature (used as a means of sending privacy messages between students and educators) and the image upload feature. (used as a means to share subject matter and discussion through the comments column). In learning English, material about songs, English characters and others is very interesting to be conveyed to students through features on Instagram. Instagram can help students find interesting English learning resources so that students can develop a variety of language skills and can trigger student learning activities.

In learning English, there are four skills that must be mastered by students, namely listening, speaking, reading, and writing skills. Writing skill or writing skill is the skill of pouring ideas/ideas into writing.

In writing captions, it takes language that is interesting and short but still informative so that what is in the picture can be conveyed properly. To teach this material, the author uses Instagram social media so that students become more interested in learning to compose captions.

Instagram as one of the popular social media and is widely used by students is an interesting alternative media for learning English. This image-based social media provides online photo or video sharing services. The features in Instagram really support learning, especially writing captions. Users can upload posts in the form of images, videos or reels and comment on each other. The post is equipped with accompanying text/caption to convey ideas or ideas in writing.

Instagram has a feature to send photos and videos using a unique design that makes it interesting if used as a learning medium. Instagram features that can be used as learning media are feeds and stories. Of course, in distributing the subject matter, images must be displayed that make students interested and take part in the learning process. This article will discuss how to use and the advantages/weaknesses of the Instagram application as a learning medium.

Learning media is everything that can be conveyed by the sender and recipient with the aim of stimulating the thoughts, ideas, and interests of students to learn. Some of the benefits of learning media, namely the delivery of learning materials can be uniformed, the learning process is clearer and more interesting, the learning process becomes more interactive, efficiency in time and energy, increases the quality of learning outcomes, the media can be done anywhere and anytime, the media can foster attitudes positive students towards learning materials and processes, changing the role of learners in a more positive direction, the media can make abstract learning materials more concrete, and the media can overcome the limitations of the human senses. In the 4.0 era, information technology is a tool that can be used in the learning process, especially learning Indonesian language and literature. Era 4.0 requires teachers to be able to develop their skills in the field of technology that can be linked to learning. This information and communication technology can be an easy forum for learning media. This internet-based learning media can actually make it easier for teachers to work more creatively.

In making learning media, teachers are expected to be able to make interesting learning media so that students are interested in the material taught by the teacher. Learning media must be enabled to improve the quality of teaching and learning. If the learning media used by the teacher is interesting, then the learning motivation of students will also increase. By utilizing information and communication technology, teachers can create learning media related to social media. As it is known that almost all people have used social media. Social media is a tool that can connect people we might not be able to reach, but the internet can make it easier for us to communicate with people we can't meet. By using social media, teachers can creatively use social media as an interesting learning medium for students, especially the Instagram application.

Instagram is a learning media that can be used and is easily accessible by all students because students can already use Instagram well. Instagram can also be categorized as having quite complete features to support the learning process. How to use Instagram as a learning medium can be made on Instagram feeds, ig stories, and live. If you want to provide enough material, the teacher can upload the material through the Instagram feed. If the teacher wants to provide material that is not too much and a little practice to train children's skills, they can use the ig story feature, while if the teacher wants to convey directly or want to provide additional material related to the material that has been uploaded, the teacher can use the live feature on Instagram. These features can make it easier for teachers to communicate via Instagram. So learning is not only done in schools, but teachers can also communicate with students through social media. This is a medium that can make it easier for teachers to convey material to students, and do not have to use the lecture method like learning in previous education.

Strengths and Weaknesses of Instagram as a Media for Learning Indonesian Language and Literature

All types of media have advantages and disadvantages, especially internet-based.

The advantages contained in using Instagram as a learning medium are:

1. Make it easy for teachers and students to interact and deliver material.

Teachers can interact and convey material or knowledge to students only through Instagram. Teachers and students do not have to sit in the classroom in the teaching and learning process, but only with Instagram the teacher can do it all.

2. Free

The Instagram application is a free application and can be accessed by the whole community, especially students, so to use this application does not have to be expensive.

3. Interesting learning material

Instagram has several features that can give the impression of being interesting for the public to read. Through this application, the material presented can be edited in such a way as to take the form of photos or videos. After the photo/video has been edited, the material can be directly uploaded and can be viewed, especially by students.

4. Easy to reach

Almost all students use this application because it is easy to use and widely accessible so that students can already receive the material presented by the teacher. In addition to some of the advantages that have been described, there are also some disadvantages in the Instagram application as a learning medium, namely:

1. Too free to access

Instagram can easily access applications that may affect the character of students because Instagram is not only related to lessons but also has a negative impact on this application so that to access this application students must need supervision by parents.

2. Using a stable internet network

To be able to access this application, the internet network must also be stable because if the internet error then the learning process is a little slow.

Based on the explanation above, it can be concluded that the Instagram application can be used as a learning medium, especially in learning Indonesian language and literature. Learning media with this Instagram application can make it easier for teachers and students to interact remotely but the material to be informed can be conveyed properly. Instagram also has advantages and disadvantages as a medium for learning Indonesian language and literature. However, this application has more advantages than disadvantages, so it can be concluded that this application can be used by teachers in the 4.0 era.

Technology has made it easier for us to interact and convey knowledge to students by not having to meet face to face and sit in class but the interaction can be done wherever we are.

picture 8.2: there many interestting ways you can do on the Instagram application

Source: fedena.com

Figure 1. The interaction between teachers and students in the application

As a first step, the authors and students determine the theme of the photos and captions that will be made. Next, choose the photo to upload. Photos can be self-taken or downloaded and can be edited. Students compose the appropriate text accompanying the image/caption. Then students upload images with captions that have been written on personal Instagram with certain hashtags or hashtags so that they are well organized and grouped and make it easier to see the posts.

In addition, students also embed tags/mark the author's Instagram account as a notification if the task has been done. Other students can comment on the caption on the post. The author also chooses the best caption from each class by re-sharing/reposting with an instastory, while the caption post on Instagram with the most likes will be re-shared/reposted on the school's Instagram. Students become more motivated and challenged to compose interesting captions from posted pictures.

Apart from, of course, using the WhatsApp messaging application by means of English the questions are written in their respective books and then the English is sent back to the respective subject teachers.

Why use Instagram for learning?

1. Almost all students have social media accounts including Instagram.

2. Use social media for positive things.

3. It is rare for parents to use Instagram so that they are more free to express themselves.

4. Has many interesting features so that it can be liked by teenagers and young people.

5. Simple and easy to use to interact and socialize

6. Free and can earn from endorsements.

8.2 Practice

Apart from using a cellphone, how to create an Instagram account can also be done via a computer or laptop. The method is easy and fast, anyone can make it!

Instagram is one of the social media that currently has quite a lot of users.

The reason is, through Instagram people can channel their creativity in the form of photos and text.

Aside from being a place to express yourself, Instagram features are also widely used for doing business.

It is not surprising that this social media has many devotees.

Even though it's popular, it turns out that there are some people who may not have an Instagram account and are confused about how to create one.

How to Create an Instagram Account from a Handphone
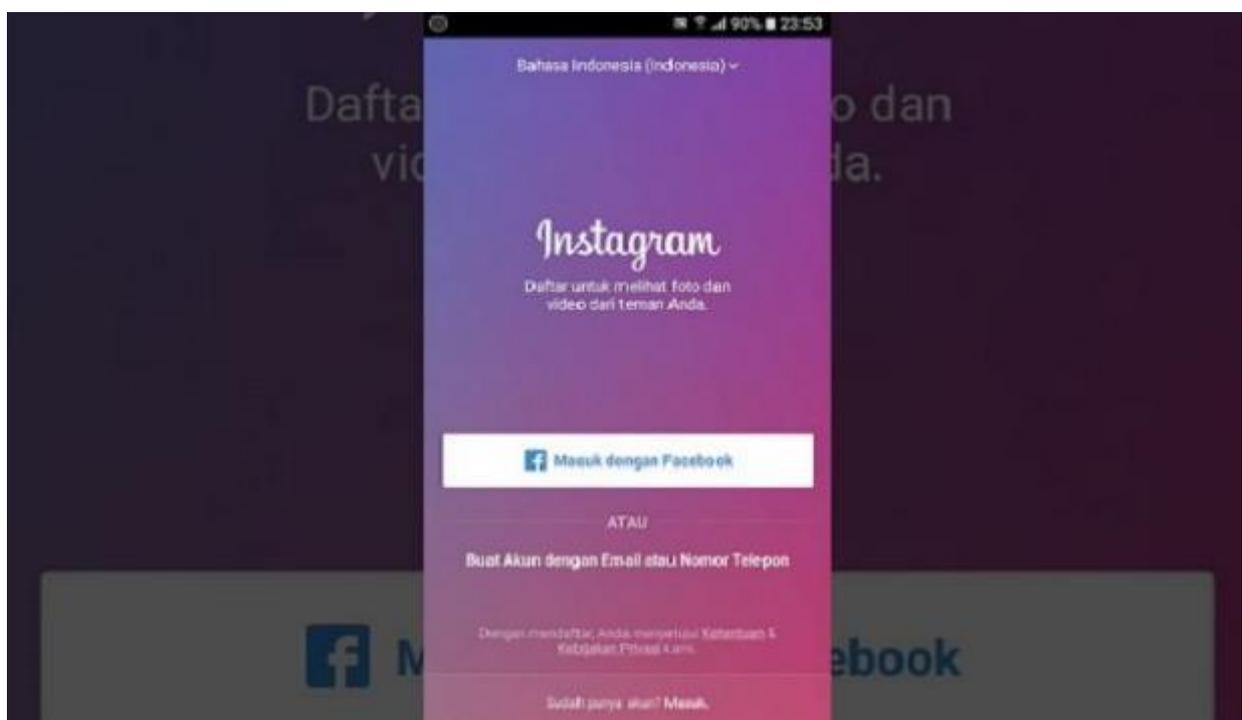
Picture 8.3: Creating an Instagram account via cellphone is the easiest and most practical way

Source: https://www.instagram.com/

Previously, make sure you already have an email account first, if you don't have one, you can also create an email via cellphone.

The steps are as follows:

• Download the Instagram application from the App Store (iPhone) or Google Play Store (Android).

• After installing the application, tap the Instagram icon to open it.

• Tap on 'Register' with 'Email' or 'Phone Number' (Android) or 'Create New Account' (iPhone).

• Then enter an email address or phone number (which will require a confirmation code), then tap 'Next'.

• Apart from that, you can also tap 'Login with Facebook' to register using a Facebook account.

• If registering with an email address or phone number, create a username and password.

• Then complete the profile information, then tap 'Next'.

• If you register using Facebook, you will be asked to login to your Facebook account first if you have previously logged out.

How to Make Instagram from a Laptop

Picture 8.4: How to Make Instagram from a Laptop

Unlike creating an Instagram account via a cellphone, which requires you to download the Instagram application first.

When creating an Instagram account from a computer or laptop, you don't need to download the application.

Here are the steps:

• Open the browser application and type instagram.com.

• When the main page appears, 'Click Register', and enter the email address.

• Then create a username and password or click 'Login with Facebook' to register using a Facebook account.

• If registering with email, click 'Register'.

• However, if you want to register using Facebook, you will be asked to log in to your Facebook account if you have logged out.

• If registering for Instagram using email, make sure the email entered is correct.

Don't forget to write down your Instagram account password.

If you forget your password, you can access it via email to return to your Instagram account and create a new password.

Create More Than One Account on Instagram

Want to have two Instagram accounts and use them on the same cellphone?

You can do this by following the steps below:
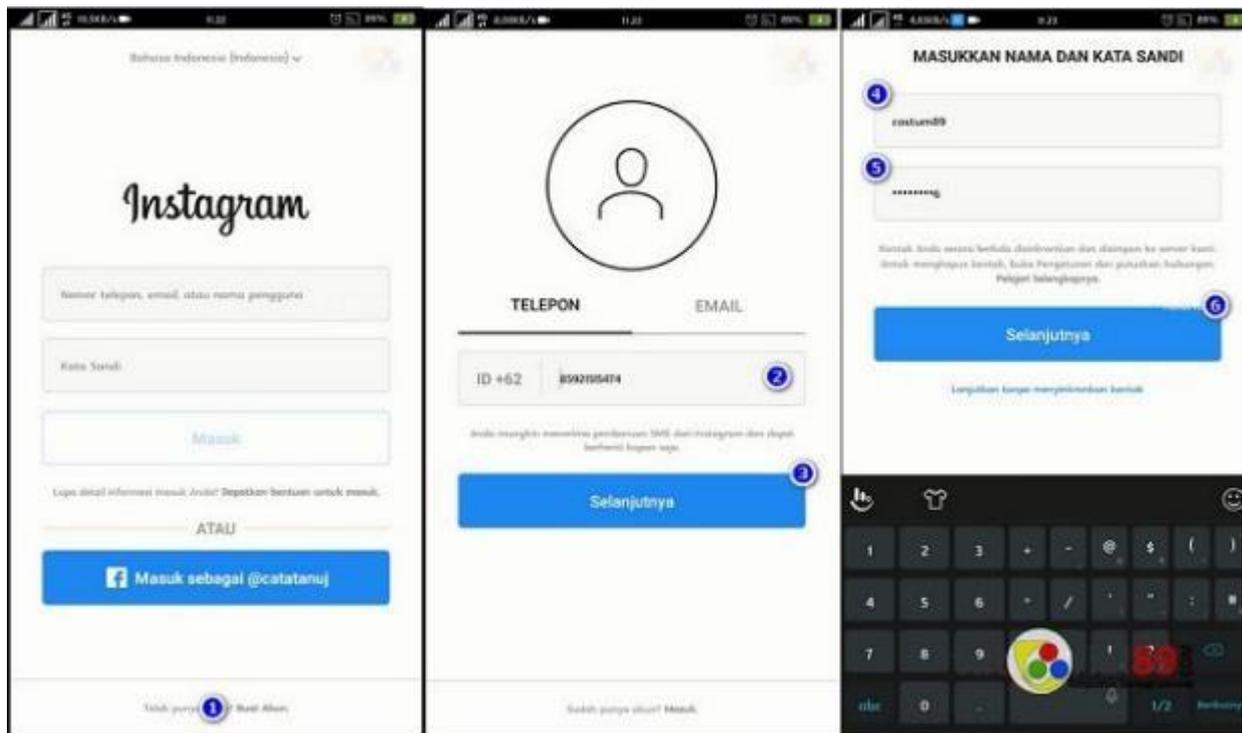
Picture 8.5: step to make an instragam account

Source: https://www.instagram.com/

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You can do this by following the steps below:

• Select 'Settings' and scroll down, look for the 'Add Account' option which is located under the 'Clear Search History' option.

• Switching accounts can be done by tapping on the username in the upper left corner, which is displayed as a drop-down

• From the 'Add Account' option, you can take the next step by choosing to sign in or create a new account.

• After having more than one account, the name of the account you created and the option to switch will appear.

Features on Instagram that teachers can use for learning

Stories or Stories. Stories or stories can be used by teachers to convey material in the form of images, videos, or blog links on their respective Instagram accounts. Even though this story only lasts for 24 hours then it disappears. But can take advantage of the Highlights feature so it doesn't just disappear.

Feed or Feed or Posts. Teachers can take advantage of this feature to post pictures, or videos that can be equipped with captions in the form of writing that are used to convey information or learning materials to students.

Students can speak English through comments. Not only 1 image but can upload up to 10 images.

Direct Message or Direct Message. This message can only be sent by Instagram users to other Instagram users. Teachers can use it to send the student's English to the teacher so that other students can't see it.

Hashtags or Hashtags. Hashtags or hashtags on Instagram to make it easier to search, so they can be used by teachers to facilitate searches related to whether the student has done the assignment or not.

Reels. Instagram now has a new feature called Reels that can be used by teachers to deliver material for 1 minute.

Therefore, teachers must be creative in making videos or pieces of pictures containing educational material so that students are interested in learning the material. This is especially suitable in conditions of learning from home.

Live or Live Broadcast. Instagram has a live feature or live broadcast. Live broadcasts from Instagram can last for 60 minutes so they can be used for online learning by teaching directly through the platform or collaborating or discussing with 3 other people during the live or live broadcast.

Well maybe this experience can be used by teachers wherever they are, so that students can use social media for positive and productive things. In addition, so that they do not feel bored with the same activities when learning online or learning from home.

Discuss

1.   Mention one of the benefits given by Instagram that you can find especially in the process of learning English.

2.   Mention one of the weaknesses of Instagram that you can find especially in the process of learning English.

Task

1.   Make one prototype of using Instagram for teaching material.

2.   Present your prototype in front of the class.

References

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Chapter 9

Edmodo for English Language Learners

Basic Competence

Students are able to understand the basic theory of using Edmodo activities for TEFL

- mention the basic theory of using Edmodo activities for TEFL

- implement the basic theory of using Edmodo activities for TEFL

Indicators

Students are able to

- mention the use of Edmodo activities for TEFL

- practice the use of Edmodo activities for TEFL

9.1 Theory

When discussing educational quality, it is impossible to isolate it from the learning experience in the classroom. Teachers and students are both vital components of classroom learning. Teachers are responsible for teaching, while students are responsible for learning. Teaching is the act of transmitting something to someone or a group of people with the purpose of having them know or grasp what the teacher is teaching them.

The advancement of science and technology, particularly information and communication technology, is accelerating. The advancement of information and communication technology has had an impact on the field of education. Education allows teachers and students to learn without having to attend to school; students may study anywhere, at any time, with anything, and from anybody; and students are even free to arrange themselves when it comes to studying and learning what lessons they desire (Fahemeeda; Shaikh, 2017).

The demands of the times make the world of education must always and always be adapted to technological developments, this is one of our efforts to improve the quality and quality of education. We cannot deny that the development of technology and information will be increasingly rapid in the current era of globalization. that is why it is said that information technology is very influential in the world of education. In the future we will not know what factors and problems we will face, for example during a pandemic like this. where anything is done, we try to do it without interacting directly, both from meeting home needs, work needs, even the teaching and learning process in the world of education is carried out without face to face.

Previously, we discussed how breakthroughs in science and information technology have affected the outlook and lifestyle of the Indonesian people in carrying out their activities and activities. The presence and function of information technology in the education system has ushered in a new era of progress in the field of education, but these advances have not been matched by an increase in human resources, which define the success of education in Indonesia in general. This is mostly due to our human resources' continued underutilization of information technology in the educational process.

Today, it is impossible to ignore the impact of information technology on the world of education. Global pressures need that the world of education constantly adapt to technological changes in order to increase educational quality, particularly the use of information technology in the world of education.

Learning is a process and activity that is always carried out and experienced by humans since humans are in the womb, cradle, grow and develop from children, adolescents, so that they become adults, to the grave. Learning is an activity or a process to acquire knowledge, improve skills, improve behavior, attitudes and strengthen the personality obtained by students either in learning activities or from personal experience. In this case, we will discuss the use of other media in learning to support the development of the learning and student experience.

The medium that we will discuss here is Edmodo. Edmodo is an online class service from California, United States that is very popular there. Edmodo services help students/students for their daily work.

Edmodo or often called the Learning Management System (LMS) makes it easier for humans to carry out the teaching and learning process that was previously done manually, now it can be done very easily, quickly and effectively (Belajar, 2017).

Picture 9.1: edmodo application on your computer

Source: https://edsurge.imgix.net/

As previously explained Edmodo is a site designed for teaching and learning activities, when you join an Edmodo class, and when you are on the site, it is as if we are in a classroom where we can find teachers and classmates. even we can submit assignments.

The aim is that by using this platform, both a teacher and a student will profit; learning will be more efficient and effective. When used correctly, this platform makes it incredibly easy for teachers to supervise their students' learning. Edmodo's features will improve the performance of these teachers. Starting with task division, which can contain numerous resources, online quizzes or examinations, monitoring student grades once they have gathered assignments, and much more.

Because most teacher-assigned projects have a deadline, Edmodo students will be more disciplined and communal in their learning. In addition to these features, teachers and students from different schools can communicate, discuss, and learn together in Edmodo. Edmodo, like social media for education activists, allows students to communicate with other students from different regions and even countries. This certainly has a positive impact on the world of education where there is a forum for sharing and discussing so that the knowledge possessed is broadened (Purnawarman, Susilawati and Sundayana, 2016).

Nic Borg and Jeff O'hara, two fantastic humans, invented it before it got popular. When Edmodo was created at the close of 2008, its creators were motivated by a desire to create a classroom environment in which students and teachers could easily share and discuss real-world events. After its initial release at year's end 2008, Edmodo quickly expanded. Early in 2011, Edmodo had 1,000,000 registered users. As of a few months later, that figure had skyrocketed to 7 million, and by 2015, Edmodo had 50 million members. Edmodo's meteoric climb to prominence as the preeminent K-12 social learning platform is hardly surprising.

The idea behind the development of Edmodo was to bridge the gap that existed between the lives of students in school and their lives outside of school. Edmodo is a social networking platform that enables students and instructors to engage in protected microblogging. On this website, parents are able to sign up and communicate with teachers as well as the parents and guardians of other students, in addition to speaking with their own sons and daughters, so that they are aware of their child's extracurricular activities and grades.

When compared to other social media Learning Management Systems, Edmodo possesses a number of advantages, including the following:

• Easy to use, intuitive, and comparable to Facebook

• Collaboration within closed groups, with access to the class restricted to those who have been provided with a group code;

• It's completely free, can be viewed online, and it's compatible with iOS, Android, and smart phones.

• Does not require a server at the school; • Can be accessed anywhere and at any time; • Edmodo is always being updated by its developers; • Edmodo can be applied in one class, one school, or between schools in the same city or district; • Edmodo can be used for students, teachers, and parents; and • Edmodo is constantly being updated.

• Edmodo offers collaborative teaching, co-teacher, and teacher models; • Edmodo allows users to communicate with one another through the use of social media models, learning resources, and evaluations;

• There are now notifications available,

• The badge system can be used to incentivize students to complete assignments.

Edmodo is a social media display that is comparable to other social media platforms, such as Facebook, but is designed specifically for educational purposes. This allows Edmodo for schools to fulfill its purpose of providing students with notes, assignments, quizzes, announcements, agendas, and evaluations. Edmodo is a social network centered on education that is powered by the Learning Management System (LMS) (Yusuf *et al.*, 2018). A Learning Managed System (LMS) is a piece of software that can be used for administrative tasks, the documentation of activities, the generation of reports on those activities, as well as for online teaching and learning activities (connected to the internet). Edmodo offers facilities for professors and students, such as a secure area to communicate, collaborate, share learning information and applications, and assign homework for students. It also gives online quizzes and grades, as well as a place for discussion in virtual classes.

Opening the Edmodo page is very easy, click on the website www.edmodo.com, a registration page for teachers and students will appear. Free Edmodo does not require a fee to use it as long as the computer is connected to the internet. Teachers who create accounts on Edmodo are done by opening www.edmodo.com and selecting I'm Teacher. Next, the teacher will create a new email and then fill out a valid registration form and then select the Sign Up button. The registration process can be seen from the registration confirmation via e-mail and there are direct instructions. After the teacher registers, to enter the account, the teacher only needs to enter the E-Mail address and Password then click Login. Teachers can register more than one subject with a note that the e-mail address and password used are different.

Creating a class is done by paying attention to the Group panel on the left side of the Edmodo page and then clicking Create later appears in the group window, fill in the class data to be created by adjusting the class to be created, for example class X APK 1 then click Create on a new page a notification like Group appears.

Enrolling students is the same as registering teachers. Click www.edmodo.com with a 6-digit code from the teacher. Once they get the group code then they easily select the I'm Student button. After that, a form will appear asking for a 6-digit code that must be filled in, namely mxdw9a, then students must fill in a unique user name, it's up to them how they make a unique first name and last name. For the First Name and Last Name lines they must fill in their real names. In student registration, the email address does not have to be filled or left blank, but it is better if the student email is filled in by the student so that every notification from Edmodo will also be sent to the student's email. After all lines have been filled please select the Sign Up list button. After registering, to open an account on Edmodo, students only enter their email address and password and then click Login.

Teachers can add teaching materials by clicking the Add to Library button on the menu on the left. Teacher teaching materials, both in the form of electronic files, or in the form of references from other sites, will appear based on the latest uploaded data. The data can be displayed in the form of Details or Thumbnails. Teachers can also choose to display teaching materials of File type, or Link type, or all types by selecting based on the Drop Down menu provided at the top right.

Every question that is made by the teacher can be entered in the library as well as the answers from students can be entered into the library. Later the Library Toolbar can be added, there is an Add File so the files stored in the teacher's file can be included in the library. So at any time you will send questions or assignments or quizzes, you can directly open the library.

Notes are made by clicking Note to write notes then writing notes in the box provided and then clicking File, Link, Library if you want to include files, site addresses or reference collections. After that specify who can read the notes written by the teacher and then click Send to send the teacher's notes. If the note is sent successfully, a display will appear that matches the notes typed by the teacher. Then select Schedule, to determine the time the note is sent. The teacher can edit the notes sent by clicking the quiz on the note button, quizzes will appear which will be written later with the word edit, then just edit the words you want to edit as you wish.

Assignments are made by clicking Quiz then describing the assignment to be given, then specifying the assignment date and clicking Attachments in the form of Files, Links and Libraries which are a supplement to the assignments given by the teacher. Teachers can send the same note by selecting the Load Assignment button and the entire list of assignments that have been made by the teacher will be displayed. Then the teacher just chooses which one is appropriate and then sends it to the desired class. Students who are late for assignments, the teacher can make remedial by sending back the assignments that have been given.

Quizzes are made by clicking on the quiz, then fill in the quiz title, determine the time period for the quiz, then write a quiz description by completing the About This quiz field on the right panel of the Quiz Option Set so that the teacher can choose whether students will immediately see the results of the assessment after completing the quiz. quiz or not. Next, select the type of question that the teacher wants to convey in the form of Multiple Choice, True False, Short Answer or Fill The Blank. After choosing the type of question, the teacher is given the option to give weight to each question. Every question will be saved automatically by Edmodo. Each quiz is given a score, if it is multiple choice then the score depends on the number of scores. For example, if there are 5 questions, each question has a score of 20.

The types of quizzes that are often used are Multiple Choice and Short Answer. Teachers can select Alerts to remind students of the deadline for submitting assignments. Assessment on the results of student answers can be seen by clicking the Tured-In button by paying attention to the options, namely Quiz Overview for information on how many questions students must answer and how much time is devoted to doing quizzes, about which contains general information about quizzes, High Score contains information about students who got the highest score from the quiz, Question Breakdown which contains information on the number of students who answered correctly and answered wrongly for each question from the teacher, Show Result To Quiz Takers is an option if you want to inform the results of quiz scores then put a check, and added to gradebook is an option to make the quiz as an assessment or as an exercise.

The use of the Edmodo application can be done by English teachers to any subject, even at the student level. Based on the explanation in the previous material, the teacher can access the material, can also give assignments and quizzes, and can even create small groups for discussion and work on group assignments by using the Edmodo application as a learning medium. So the following is a description of how to use the Edmodo application by taking the example of learning English with speech material.

Teachers can upload materials in advance, either in the form of power points, or explanations with videos and so on, which are related to speech material that will be delivered to students. Previously, invite students to attend by giving comments in the form of comments in the opening column for subjects that the teacher has sent, as shown in the following picture.

After that, so that we can know whether students understand the material we have conveyed, we can hold a daily task, by forming questions such as asking students to listen to speeches on social media, why do we have to use social media again? Because it is not possible to ask students to follow a speech in person because online-based learning is held to reduce direct contact with many people. After asking students to listen to speeches on social media, the teacher can invite students to practice noting important things that have been presented in the speech material they have listened to, and ask students to make reports in the form of essays.

Another option is to give a task to make a simulation video of a speech by paying attention to the things that have been described in the material that we have given earlier. Regarding what things we need to pay attention to in giving a speech in front of the forum. By asking students to make creative and interesting videos with a maximum of 5 minutes. Those are some examples of the use of the Edmodo application in the English learning process, online or remotely.

Edmodo Features

Edmodo provides solutions to problems that have arisen as a result of the advancement of information technology in the educational sector. Edmodo is an online platform that offers services for the management of learning management systems. Because management in Edmodo is also quite simple, educational institutions that desire to adopt Edmodo will find it to be an extremely suitable platform. These benefits are attainable as a direct result of Edmodo's development of the aforementioned features. The following is an explanation of the remarkable capabilities that Edmodo possesses.

• Parent Code

Not only does Edmodo make the learning process simpler for students, but it also makes it simpler for teachers to administer and manage the educational system. However, parents are also able to participate through this Edmodo platform. In order for parents to participate, an account must first be created for them on either the Edmodo website or the Edmodo mobile application. Because parents are able to keep up with classwork, track grades, and receive alerts about upcoming events and activities, Edmodo has long been a strong tool for teachers who want to keep parents interested in their students' education. They are able to keep up with everything by using the Edmodo website or the Edmodo app built just for parents that is available for Android and iOS devices.

• Award Badges

Teachers have the ability to bestow an Award Badge upon their students on Edmodo as a token of their gratitude and admiration for the students' participation. Students have the opportunity to earn an award badge from their teacher if they successfully complete all of their quizzes, examinations, and assignments while maintaining a high grade point average. Students receive benefits that are not to be taken lightly thanks to this function. The students will have a higher level of motivation for the subsequent learning activities. Students will be motivated to work harder and give their all on each and every task and test they are given thanks to this type of acknowledgment. With this function, teachers are able to issue many badges to their classes at the same time.

• Polls

Simply based on the name, it is possible to deduce that the voting function is connected to the concept of polling, which is another name for voting. Edmodo makes it easier for teachers to find out the responses of their

pupils thanks to this function. For instance, when students have successfully completed a set of homework or a quiz. It is possible to utilize this feature to obtain information concerning the responses of students in a hurry regarding the completion of tasks and quizzes. However, only teachers are permitted to use this functionality in their classrooms.

• Responsibility

This feature contributes significantly to the overall success of the task of supporting a teacher with his students. Through the use of Edmodo's Assignment function, educators are given access to a variety of services that make it possible for them to more effectively and efficiently assign homework to their students. In the process of assigning work, educators are free to incorporate any files, documents, links, or other types of resources they see appropriate. Students can easily collect their assignments using this feature; all they need to do is submit a document proving that they have completed the task, then press the "this turn" button. At that point, the assignment will have been collected. The teachers will be able to reuse this assigned assignment in the future, and it will be automatically saved in the Library feature, which will be discussed in more detail in the following section.

• Gradebook

This next feature will help teachers manage the results of their students' assignments after they have given assignments to their students using the assignment tool and the students have collected them. Edmodo has given this functionality a name, and it is called the gradebook. The ability to easily handle both manually entered and automatically calculated grades is provided by this feature of the gradebook. The Gradebook function will collect data from a grade in an organized fashion, and teachers will be able to generate an output file in.csv format using this data. This element of the Gradebook is entirely at the control of the instructor, and the students can only view the data.

• Quiz

In current age of digital technology, a variety of activities can also be accomplished by using the internet. In the past, in order to take out an activity for examinations, quizzes, and various other learning evaluation activities, you would require question and answer sheets. These days, however, with the assistance of the NGO function, the process may be more efficient. There is a function in Edmodo called Quiz that can assist teachers in administering online examinations of many kinds, including quizzes, tests, exams, and others. This test will also be saved in the Library feature so that, in the event that it is required in the future, users will have access to this test once more.

• Files and Links

In the past, a teacher would often just use whiteboard media while presenting lessons in the classroom. However, using Edmodo's File and Link feature, this type of media can be generated in a way that is more efficient. This function makes it easier for instructors to upload notes in a variety of formats, including text, audio, video, and document files. The following document formats—doc, ppt, xls, and pdf—are available to educators as tools to facilitate the learning process for their students: Due to the fact that it is supported by comprehensive material sources, teachers will have the ability to provide students with a more in-depth explanation of a content with the assistance of this feature.

• Libraries

On the Edmodo platform, there is also a component that functions similarly to a library in that it stores a variety of key documents for learning, such as books, the questions from the exam from the previous year, journal references, and other similar materials. The level of effectiveness and efficiency with which the Library in Edmodo is managed is the primary factor that distinguishes it from a physical library in the real world. This feature is able to support a wide variety of files and links, which are both used by educators as instructional resources for their student populations. Therefore, you might say that this component is a location for students to learn the content that is offered by the teacher, and that this library is also a storage space for educational resources. Edmodo provides teachers with services that do not have storage limits, allowing teachers to quickly organize, manage, and categorize their subject matter resources, and even share those resources with one another.

Edmodo Platform Capabilities and Functions

The purpose of the Edmodo platform, in general, is to assist education activists. These education activists can take the form of teachers, students, lecturers, or even students. When it comes to the management of the learning system, adopting Edmodo makes this a simple task. This platform serves quite a few purposes, some of which include acting as a social networking platform for both students and professors, providing a setting in which individuals may acquire new knowledge, doing research, and a great deal more. The ability of the Edmodo platform to assist educators in the process of sharing their classroom experiences with one another through the Edmodo Community is without a doubt the most fascinating feature of the Edmodo platform.

It is impossible to separate the benefits that Edmodo provides to its users, the vast majority of whom are educational activists in the shape of teachers and students, from the fact that Edmodo is one of the best Social Learning Management platforms in the world. Users of Edmodo are able to take advantage of a wide variety of the platform's benefits. As a learning platform, this application can provide direct assessments to students in real time. It also supports the many different types of files that are contained in the Edmodo feature that allows making learning more interesting starting from text, images, videos, quizzes, and so on. How teachers can create material so that it is not monotonous and can look interesting is one of the keys to activating students' learning. In this section, parents are given the opportunity to monitor the progression of the learning process as it is carried out by both students and teachers. This allows parents, in addition to the directives and monitoring provided by teachers in their roles as educators, to keep an eye on their children to ensure that they do not break any of the rules governing the learning process and to assess the level of participation that their children have in the process of learning.

A few of the many benefits include improved learning management, enhanced communication services between individual students, and a great deal more. The following offers a more in-depth analysis of the benefits that Edmodo brings to the table.

1. The Community on Edmodo

This is one of the primary reasons why so many different people enjoy using Edmodo. The value of communities that can be used as a model for education cannot be overstated. They function as an open discussion platform in which educators can exchange resources, pose and respond to questions, and gain knowledge from one another. There is a great deal that you are able to keep up with. I am now having a lot of fun participating in the conversations that are taking on on the pages titled "Digital Citizenship" and "Professional Development." In most cases, this is the point at which the user or the teacher can hear about where other people are on their teaching journey and offer each other advise.

2. The Liberties of the Disciple

Because students are accountable for completing the assignment, this has the additional benefit of encouraging children to develop their independence. They would benefit greatly from acquiring this ability, particularly in a setting where they would be protected. As was mentioned before, it is essential for kids to develop their sense of autonomy because, in the years to come, they will be active on a variety of different social media platforms. Students who are a part of Edmodo groups gain the knowledge and abilities necessary to use social media in a responsible manner.

3. The effectiveness of the activities at school

The ability for students to access their Edmodo accounts both at school and at home is quite popular among teachers. This gives students the opportunity to prepare for forthcoming events, assignments, or assignments while they are working on their homework. While they are working on their homework, they have the opportunity to engage in live conversation with their instructor or post questions to the public wall for discussion with their classmates.

1. Have the Ability to Share Educational Resources

On Edmodo, educators and students can collaborate to research topics together, using a variety of resources including as websites, embedded YouTube videos, reverse assignment links (to EduCreations and other sites), files, documents, and photographs. Students will not need to use Google to research the various resources because they will be shown them throughout the instruction process. This helps conserve paper. While it comes to YouTube clips, only the clip itself is played; there are no advertisements or suggestions for similar videos, as is the case when using the YouTube website. Because of this, teachers are able to be secure in the knowledge that their pupils will only view content that is suitable for them, and that they will not be diverted by other videos.

2. Providing Connectivity for Educators

If a teacher or educator has an account on Edmodo, they have the ability to connect with other instructors and educators located anywhere in the world. Through one of these links, a teacher has the ability to write notes to other educators, ask questions of them, or share ideas with them. Teachers also have the ability to communicate with schools in the United States that also have contemporary settings. Obviously, this creates opportunities for fruitful collaboration amongst educators working in different schools.

The following are some of the problematic aspects of this Edmodo application, because English is the language that is used to operate this application, it will be difficult for students or teachers and parents who do not master English to understand how to use it. Additionally, the application may be slow at times, but this is a rare occurrence. When using the desktop version of the application, everything will run very smoothly; however, when using the mobile version of the application, there are some things that are sometimes difficult to do.

Based on what has been described, we can see that the use of the Edmodo application as a learning medium is a good choice. Where Edmodo is able to provide features that can be used by teachers in managing teaching materials, making assignments and things that can support the learning process, not only that the use of this application tends to be easy to understand and able to increase creativity in the learning process, without leaving a the important thing is that the role of parents in the child's learning process is also included in the features in Edmodo, behind the advantages there must be weaknesses, but Edmodo always provides a solution and improves the quality of the application.

9.2 Practice

Edmodo has different user access levels when you register. including teacher accounts, student/student accounts, and parent accounts. To register each account on Emodo has a different way.

At this stage of creating a class, we need to fill in some conditions such as class name, subject, determine grade level, and change the rules by which new members can read, moderate all messages and replies and can choose to hide messages from parents or parents can access upgrades or children's learning activities. In this feature we can also determine the schedule of tasks that are due and can create task archives.

In the class that we have created, a display like the one in the picture above will appear, where we can add members either by adding them ourselves, or by sharing links and class codes. In addition, there are folder columns and small groups, we can form these small groups for student study groups, and we, including teachers, can monitor group work, be it discussions or when doing assignments. Teachers can also monitor how active students are, and can contact students individually or private messages if they are not active in the learning process, by asking for Practice on the computer:

Before we can use this application, we must first register ourselves, where there are 3 choices, namely: we as teachers/I'm teacher, the second choice is us as students/I'm student, and finally we as parents/I'm parents.

Complete Guide to Registering Edmodo for Students

1. First open the Edmodo site at https://www.edmodo.com

2. Then click the Student button (because we will register as students), then the Edmodo registration form page will appear
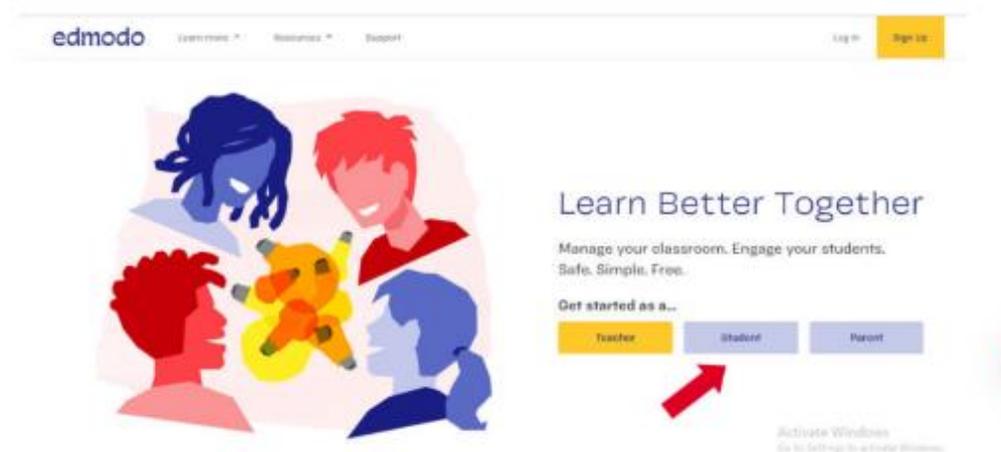
Picture 9.2: step to create an edmodo account

Source: https://edmodo.com/

3. If there is a gmail account, you can immediately select it
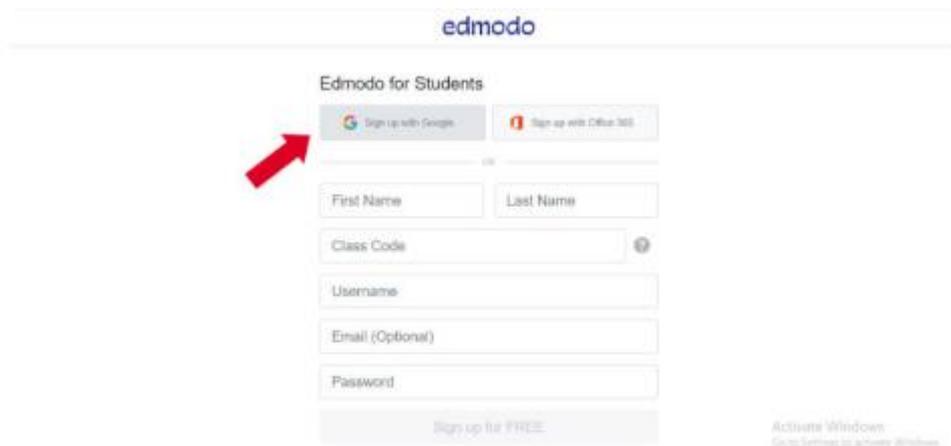
Picture 9.3: step to create an edmodo account

Source: https://edmodo.com/

4. Then select I'm student
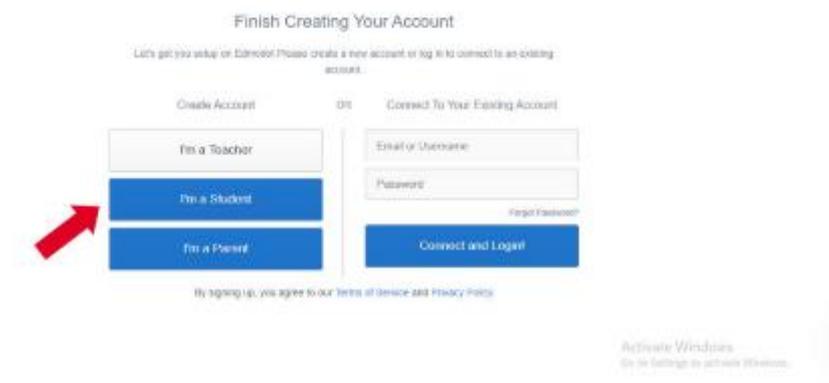
Picture 9.4: step to create an edmodo account

Source: https://edmodo.com/

5. Another way, where on the form there are several fields that must be filled in with actual identities including:

– First Name : Filled with the user's first name

– Last Name : Filled in for the user's last name

– Group Code: Is a column to fill in the code from the class group that we will enter to create an Edmodo account that is given by each teacher concerned

– Email : This is an optional column where in this column you are given the option to enter an email or not, but I suggest entering an email address, where if we forget the Edmodo password we can use confirmation from the email

– Username: The contents do not have to match your name, because this username will only become your ID when you log in

– Password: This column is a column that must be filled in, where when you want to log in to Edmodo, you will be asked to fill in a password, and make a password that is easy to remember

4. If all the fields have been filled in correctly and properly, then the next step is that we have to click on the signup for free button which is at the bottom of the form so that the account creation process will begin immediately, if there is a failure please check each column you entered and make sure all the fields are filled in correctly

5. If you have successfully created a new Edmodo account as a student and there is a welcome greeting said by the teacher to the class

6. So we can use the account if we want to study, send assignments in softcopy form without meeting face to face with the teacher concerned

How easy isn't it? Up to this point you have successfully registered Edmodo as a student so you can learn without meeting the teacher face to face and you can also submit softcopy assignments there.

The steps for using the Edmodo Application are:

please download the Edmodo application on your Android phone first. As in the image below.
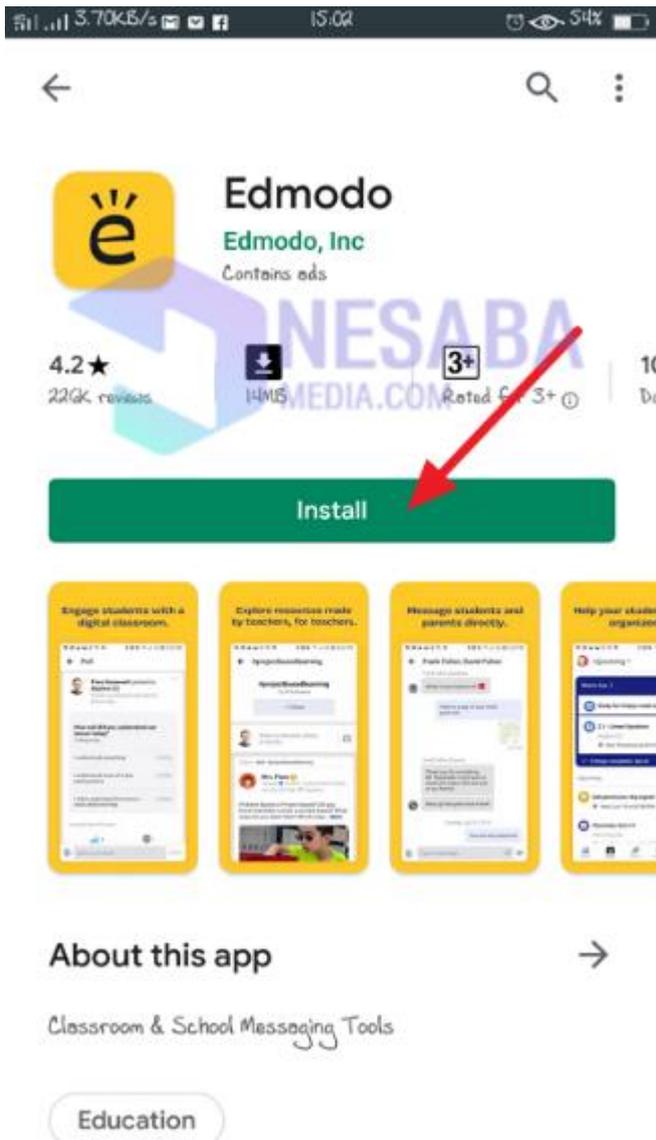
Picture 9.5: edmodo on google play

Source: google playstore

2. Then, please click "Create Free Account". As in the image below.

3. If you want to register as a student, please click "Student". As in the image below. But if you are a teacher, please click "Teacher".

4. Then, please fill in the "First Name" and "Last Name". And click "Next". As in the image below.

5. Then, please fill in the "Group Code", if you already have a group code. Then, please fill in your "Username, Password, and Email". Make sure it complies with the conditions given. Then, click "Next". As in the image below.

6. Then, if you want to change your profile photo, please click "Avatar Icon". Then, click "Done". As in the image below.

7. Then, an option will appear, whether you want to send a notification to your parents using your mobile number or email. If you don't want it, please click the cross icon. As in the image below.

8. Done. You have successfully registered for an Edmodo account.

Join Class

1. First, please go to the "Classes" menu. Then, click the "My Classes" menu. Then, click the "Add Icon" at the far right. As in the image below.

Then, click the "Add Icon" at the far right. As in the image below.

2. Then, enter the class code in the "Class Code" column that you want to enter. As in the image below.

3. Then, if you have entered the class code. Please click "Join". As in the image below.

4. Done. You have successfully entered the class.

Sending Assignments

1. First, please go to the "Classes" menu. Then, click the "Latest Activity" menu. Then, click "View Assignment". As in the image below.

2. Then, click on the "Submission" section. As in the image below.

3. Then, please enter your response and enter your assignment file. To enter the task file, please click "Attach". As in the image below.

4. Then, please select your assignment file. As in the image below.

5. Then, if your assignment file is correct, please click "Submit". As in the image below.

6. Done.

7. If you want to confirm whether your assignment file has been sent, please click the "Submission" menu. Then, there you will see your assignment file that has been sent. As in the image below.

We can Join School and create classes on the first page, not only that we can share material by pressing the + sign on the bottom right side. Can distribute articles to students, and provide other references so that the learning process can be carried out well.

Discuss

1.   Mention one of the benefits given by Edmodo that you can find especially in the process of learning English.

2.		Mention one of the weaknesses of Edmodo that you can find especially in the process of learning English.

Task

1.		Make one prototype of using Edmodo for teaching material.

2.		Present your prototype in front of the class.

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Chapter 10

Youtube for English Language Learners

Basic Competence

Students are able to understand the basic theory of using Youtube activities for TEFL

- mention the basic theory of using Youtube activities for TEFL

- implement the basic theory of using Youtube activities for TEFL

Indicators

Students are able to

- mention the use of Youtube activities for TEFL

- practice the use of Youtube activities for TEFL

10.1 Theory

It is impossible to avoid the development of information technology, which is growing larger in the current era of globalization. Its influence on the world always adapts technological developments to efforts in improving the quality of education, particularly adjusting the use of information and communication technology for the world of education, particularly in the process of learning. The public use the internet for a variety of purposes, including the dissemination of news, the maintenance of one's own existence, the acquisition of information and experience, the provision of entertainment, and even the location of potential romantic partners. This is a fact that cannot be refuted, and one cannot dismiss the progress that has been made in its intended usage. In order to provide a level of pleasure for its users and enable them to make use of the many computer and internet programs that are available, these applications are offered with a variety of benefits and drawbacks (Nguyen, 2015; Taufiq, 2015; Fahemeeda; Shaikh, 2017).

With the development of technology that runs so rapidly, all human needs in all fields will experience a drastic change from delay to acceleration, from backwardness to progress, from closed nature to open nature, all of which cannot be avoided by anyone but must be followed as wisely as possible. . Various kinds of technology and communication have emerged without being prevented, as a result of the increasingly advanced mindset and knowledge as well as human expertise in producing a tool and application from the traditional to the most modern.

Aside from the strategies and methods that are used for learning, the use of learning media is a very important point. If students and teachers use the appropriate media and the most up-to-date media available, it will be much simpler for them to carry out activities related to learning and teaching. The utilization of engaging forms of media has the potential to inspire pupils, pique their interest in learning new things, and have a beneficial impact on their mental growth. In addition, educators are able to create an environment, as well as an acceptable atmosphere, for their pupils to participate in learning and teaching activities thanks to the media.

In today's era, the most important media and has the widest network is the internet, which connects computer networks to one another. This internet media has become the fastest media and has experienced innovation according to the needs of the community, almost all media and community needs are connected to the internet. This means that the internet can be regarded as a medium of mass communication. Communication experts argue that what is meant by mass communication is communication through mass media, which is an abbreviation of mass media communication.

The internet is the most successful product of today's technology and communication processes, which are still being refined in an effort to create something that is superior to what is now available. It appears that the wave of communication between people has now experienced a fairly rapid and widespread acceleration as a result of the widespread use of the internet among the general public, which can be accomplished through the use of computers, laptops, cellphones, tablets, and other modern communication tools that continue to be developed.

YouTube is an example of an application that is used within the context of the internet network. The majority of people around the world are familiar with the social networking website or video sharing platform known as Youtube and utilize its application. When a user visits or opens Youtube, the website displays a number of different websites, programs, and video content in order to give viewers with both amusement and information. The general public is able to gain access, for a fee or without one, to websites, programs, and video content that fall under a wide variety of categories, including those pertaining to entertainment, diaries, natural sciences (science), social sciences, Religion, and other topics (no charge) (Duffy, 2008; DeWitt *et al.*, 2013).
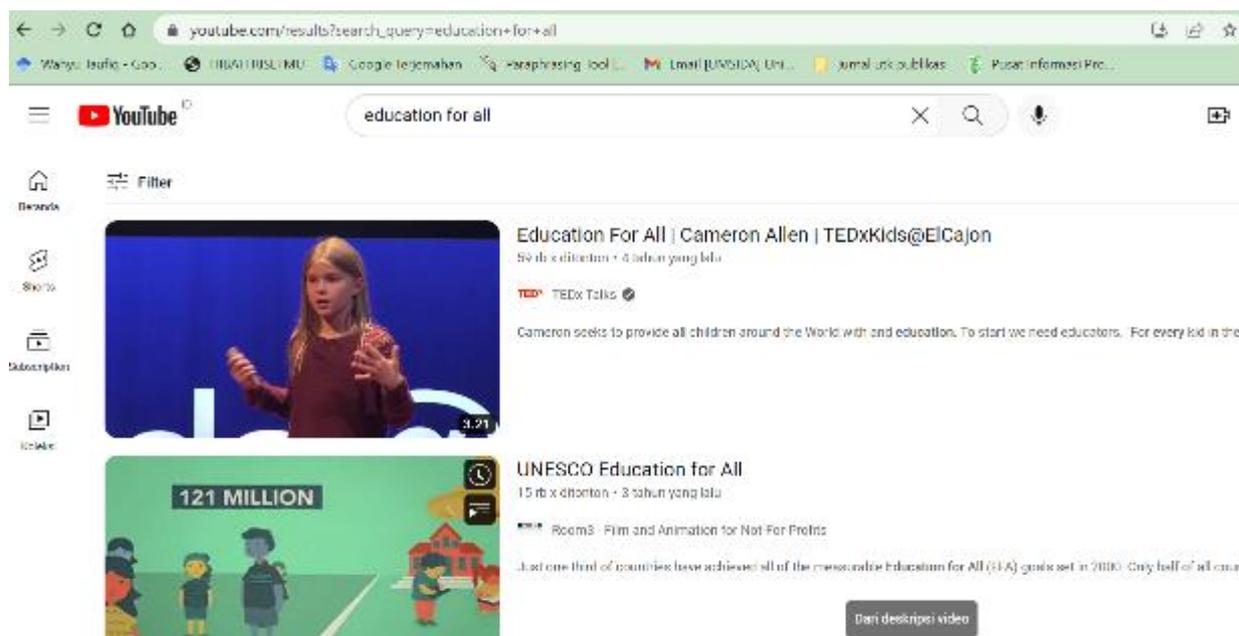
Picture 10.1: youtube for education

Source: youtube.com

The concepts, principles, methods, and knowledge application theories that are presented in video media are meant to aid in the viewer's comprehension of the subject matter being studied. Video media is a type of media that presents audio and pictures in the form of a presentation. Students not only hear the information, but they can also see it and participate directly in the conversation through the use of learning films that can be obtained on YouTube. These movies are very beneficial to the overall learning experience of the student. It is intended that the role of parents and guardians would accompany them as they use this medium so that kids can continue to remain focused and focussed while taking part in learning activities. The negative impacts of accessing YouTube can be significantly reduced or perhaps eliminated entirely with the support of parents or guardians.

YouTube has emerged as a preferred form of communication in the field of education, competing with other forms of media currently in use within the educational system and recognized as valid by those responsible for formulating educational policy (Jones and Cuthrell, 2011). Youtube, which was initially only used as a social media to share videos that are used as a source of entertainment or boredom, has now turned into a new tool for the world of education where Youtube, which has various videos uploaded by users, can be a source, material, and educational media/media. Originally, Youtube was only used as a social media to share videos that are used as a source of entertainment or boredom. YouTube is a form of alternative media that can be used as a resource in locating and helping find the resources that are required. This means that anyone, including teachers, students, school personnel, and even parents, can utilize YouTube as a learning media that can be used by everyone.

You might think of YouTube as an alternate form of media for learning, which is exactly what people need right now. Students' thoughts, feelings, attention, and capabilities can all be stimulated through the use of YouTube, making it an effective tool for facilitating the learning process. YouTube presents a challenge not only to teachers but also to students in terms of becoming more creative and original in the way that educational resources are presented. The multiple contents of the same material that are provided on Youtube by a variety of narrators and video creators can provide new material and analysis processes as well as in-depth material comprehension processes (Santoso and Taufiq, 2018). Youtube is able to do this because of its

massive user base. The process culminates in the students' attainment of an understanding of the subject matter, which ranges from the act of digesting the information presented to participating in the set of beliefs and morals that must be possessed, believed, and carried out in day-to-day life.
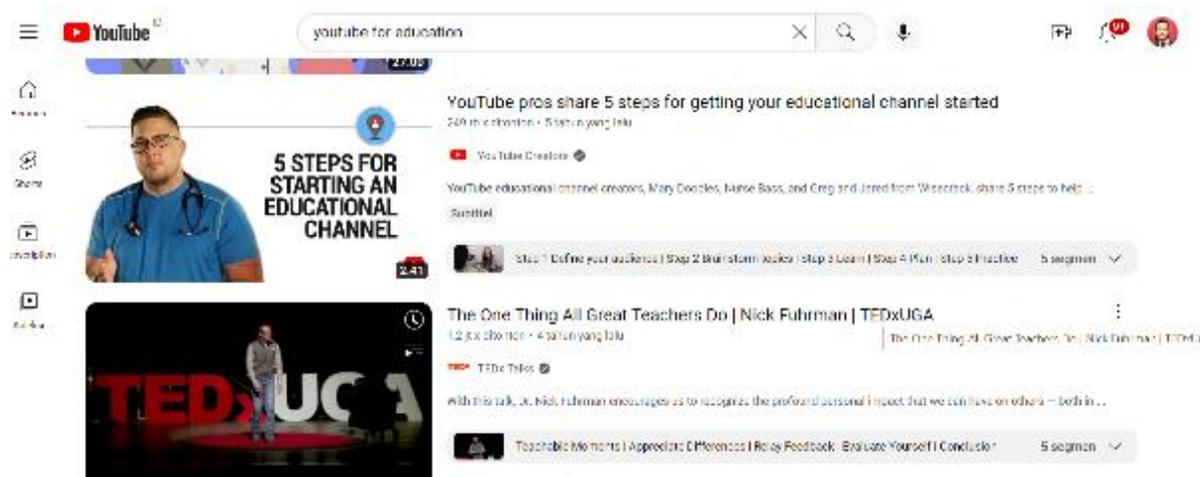
Picture 10.2: youtube for education

Source: youtube.com

 YouTube is a social networking site (web-based file sharing service, video and audio) that is being widely used, especially in the world of education. The availability of YouTube media in education is an easy and user-friendly way to increase knowledge and integrate technology into teaching activities. YouTube is no longer just used for personal videos, commercials and so on, in fact the YouTube social page has also been used as a learning medium.

The development and proximity of YouTube media to people's behavior patterns makes YouTube quite efficient to use as a distance learning medium. Then what is the purpose of using YouTube today? The purpose of using YouTube as a learning media is to seek to create a learning atmosphere that is fun, interesting, and interactive and even improves children's ability to think critically. Not only that, the use of learning videos is also more significant in increasing student participation when compared to the use of other types of media, such as text-based or file-based learning media.

Through the use of YouTube media, the world of education can present a learning process that is more interesting and does not seem monotonous, even YouTube media is easily accessible without any limitations of space and time. This is certainly expected to make it easier for students to be able to learn from home by prioritizing the nature of independent learning through varied and innovative shows. The YouTube platform has transformed into one of the most effective learning resources and media with easy access, the availability of various kinds of videos, especially learning, the availability of non-monotonous audiovisual forms that can encourage and motivate students to keep learning even in an online learning environment.

Learning that is effective is learning that makes it easier for students to learn something useful, such as facts, skills, values, concepts, and how to live in harmony with others, or a desired learning outcome. Effective learning also includes learning that makes it easier for students to learn something new. To increase teaching effectiveness, namely preparing everything well, providing motivation in class (online class), Growing dynamics and enthusiasm in the teacher, Creating opportunities to communicate with students, Continuously

improving the content or quality of teaching materials. Teachers try to carry out learning during the pandemic as effectively as possible so that learning remains meaningful and becomes a valuable experience for students.

In this case the teacher has many options for using online media in learning. One of them is the use of learning videos that are widely available on YouTube. YouTube is one of the largest video service providers today. With YouTube, people can easily find information by seeing and hearing without reading articles.

An interactive and fun learning process can be built by presenting learning media in the form of video (audio visual). Learning through videos will make it easier for teachers to deliver learning materials, as well as make it easier for students to understand the context of the subject.

There are several aspects that must be understood by teachers in presenting videos as learning media. Namely presenting the right material, proper delivery techniques, video production with optimal quality, and video making skills according to the latest developments.

Students need to be reminded to always be wise in using technology, both during learning and outside of learning. With just a click of a finger we can see the world. Positive, religious values and prevailing norms must be embedded in their hearts and minds as a filter for increasingly sophisticated technology flows

When distance learning takes place, students generally only receive learning materials and questions to do. Especially for students in basic education who still don't understand many digital devices. In this case, sometimes students have difficulty understanding the learning material.

By using Youtube, teachers can provide learning videos that are easily accessible to students. Parents can also easily monitor their children, because Youtube tends to be more familiar than other digital platforms so that children and parents will also have no trouble accessing it.

From this Youtube-based learning, you can explain the material to students through videos and open forums in the comments column for students to ask questions regarding things that have not been understood.

In addition, through Youtube, your learning videos can be watched by students repeatedly. So if there are students who feel they have not caught what the teacher explained, they can repeat it until they understand. With this method, learning through Youtube is considered to be able to further improve students' understanding of learning materials.

By utilizing Youtube, learning becomes more flexible. Students can access learning videos anywhere and anytime. Especially when opening the Youtube application, students who don't have their own computers don't have to bother borrowing other people's computers. Because, Youtube can be accessed directly through smartphones.

The next benefit of Youtube-based learning is that it makes students familiar with technological development trends so that students are not out of date. Youtube, which was present in 2005, is one of the products of technological developments. When students are accustomed to using technology products, students will have no difficulty when they have to operate other technological products.

It is also not impossible, the intelligence of students in operating these digital products can actually make students create digital products in the future.

Tips

if you want to make your own learning video, then make it more interactive and interesting. Make sure to include the following in your video!

1. Using Animation

For those of you who can make animations, then you should use it to produce interesting learning videos. But if you can't, that's okay. You can ask friends for help or use the services of an animator. Animation will be very interesting for children no matter how simple it is. They will be more enthusiastic about listening to the material because there are aesthetic and entertainment elements in it. Don't forget to prioritize the quality of the message you want to convey.

2. Use the Storytelling Technique

Unlike the lecture method, storytelling is easier to digest. Not only elementary school students like him. Intermediate level to students will also digest faster with storytelling patterns. This is because the concept of learning in the form of audio-visual can involve the emotional audience of the audience.

If you can't do the number one option because of limited manpower and budget, optimize your public speaking to replace it. You can present yourself in the video or use your voice only if you can't appear in front of the camera. Students will have a different learning experience when they hear your voice appear in the video.

3. Invite Students to Interact

Interactive video is an audio visual that invites students to interact. Even if they are just watching, you can make them do something if the video is communicative. Usually the trick that can be pinned to bring up this pattern is by giving questions and how to solve them.

For example, in mathematics, you give questions to warm up. Interludes playing magic with numbers can attract their attention. Even without being asked, students will try to find answers. They also follow the instructions you give them enthusiastically.

4. Use Attractive Visuals

The power of video is in the visuals that are displayed. Unattractive visuals will be fatal in gathering student focus. Avoid inserting a lot of text in the video. If the learning video screen is full of text, it will be no different than reading a school textbook. Don't let them fall asleep because of the boring display.

Things that must be considered from the image that appears on this screen is the use of color. Lighting and image details are also very important. It will be difficult for the audience if the visuals are dark or blurry. Therefore, we recommend that you continue to practice in the process of video production and editing. Nowadays, this skill is not only needed by content creators and media. Educators also have a plus if they have them.

5. Optimize Sound

In addition to visuals, audio content must also have good quality. Video is a mix of visual and audio. When one of them has a problem, the broadcast process will be disrupted and it can even be fatal. The maximum if the voting technique is also supported by a clear and straightforward voice.

If possible by spending production funds, you can use Voice Over (VO) Talent services to voice learning videos. But if you want something simpler and low-budget, just make sure you record the sound in a quiet place and have clear articulation.

6. Create a Serious Yet Relaxed Atmosphere

Then the next tip is related to the concept of a video that suits the audience. For elementary school students, it is better to pack it in an entertainment atmosphere. Even so, the material in it must still be weighty. Add sound effects that can support the creation of this relaxing atmosphere.

Don't forget to look for the learning video references you want. Use the ATM concept aka Observe, Imitate, and Modify. Because children's focus skills are easily distracted, it's important to maximize learning videos that are interactive and fun.

7. Short and Condensed Material

If you look at digital platforms that are engaged in education, the videos they present are very "kick". In another sense, the material given in the form of audio-visual is summarized in such a way but still digested in its entirety. The important points of the discussion of subjects are more concrete. Then you also need to apply the same thing to achieve effective teaching and learning outcomes.

Trying to provide material with the best method is not instant. It takes time and serious effort. Making learning videos is one way to improve the quality of education in our country. Especially if you can create a YouTube channel that specifically presents learning media.

10.2 Practice

. The digital era provides many conveniences, one of which is in making learning media. Currently starting learning media is getting easier. There is a Youtube channel that you can use.

Currently, YouTube is an audio-visual learning medium that is favored by students. The learning videos on the YouTube channel are very interesting and interactive. This makes it easier for students to understand the learning material.

YouTube is one of the learning media that is audio-visual in nature. This audio-visual media is realized in the form of video. This video will later be uploaded to the YouTube channel.

For teachers themselves, using learning media through the YouTube channel provides its own benefits. First, YouTube serves as a reference in the teaching and learning process. Second, YouTube can be a source of teaching motivation that can involve students. Third, YouTube can be a good instructional resource. All four YouTubes support contemporary learning styles.

Using YouTube as a learning medium is very practical, just insert the Video URL in the YouTube channel that will be selected. Users can create an account to be displayed in front of the class.

Actually, how to create a YouTube account or channel is easy, you know. All you need is a laptop/mobile phone and follow the steps below.

How to create a Youtube account on a laptop

Before creating a YouTube channel, it's important that you have an account first. Therefore, check the following steps to create a Youtube account.

1. Open Youtube

2. Click Login in the upper right corner

Once on the YouTube home page, click the icon with the words login/sign in in the upper right corner.
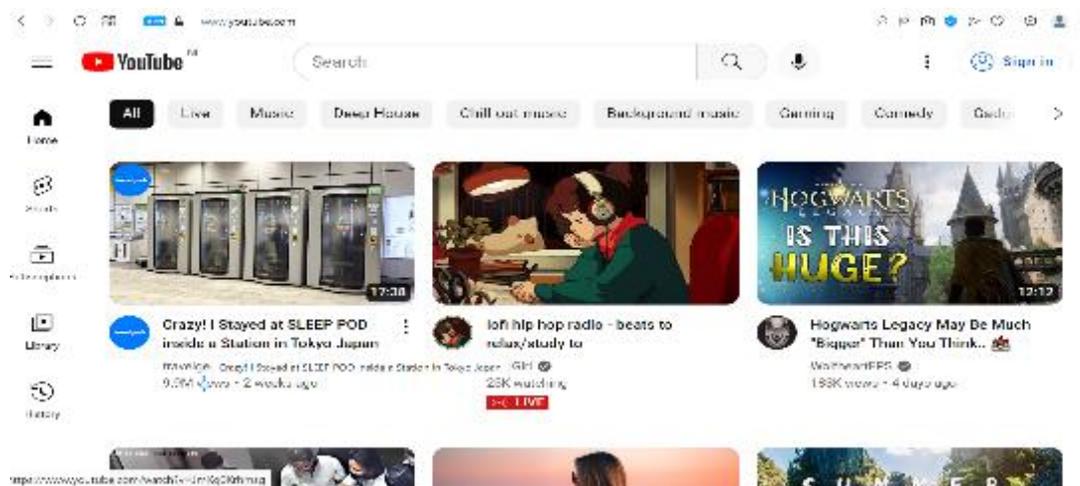
Picture 10.3: click sign in

Source: youtube.com

3. Click 'Create account'

If you don't have a Gmail/Google account, then you need a new account to be able to log in to Youtube. You can choose the type of account, according to your needs. If you look at the example image below, there are several options, namely, for myself, for my child, and for managing my business. However, if you already have an account, you can log in with your Google account.
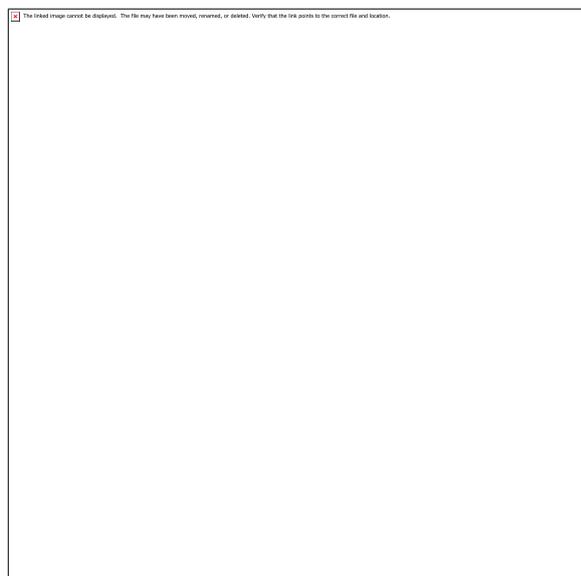
Picture 10.4: use gmail

Source: gmail.com

4. Create a Google account to sign up for Youtube

After selecting the option on the desired account type. Next you will be on the registration page or creating a Google account. Because Google is connected to Youtube, you need that account to create a Youtube account.

Then all you have to do is fill in the various data requested by Google, starting from the name, email address, to the password. For the complete method, you can click the following link 'How to create a Google account'.

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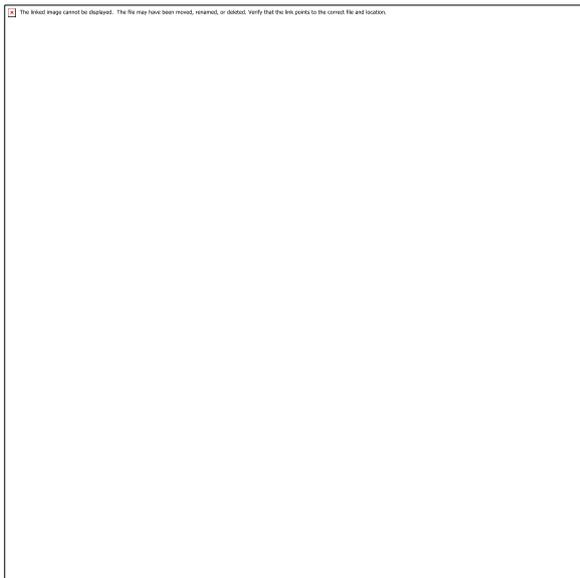
Picture 10.5: step to create an account on computer

5. A Google account can already be used as a Youtube account

After having a Google account, you can log in to Youtube using that account.

How to create a Youtube account on HANDPHONE

1. Open the Youtube application on your cellphone

2. Tap the profile photo in the upper right corner
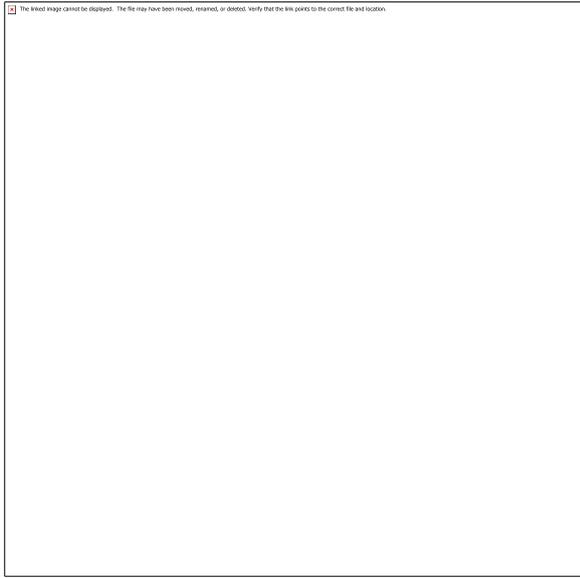
Picture 10.6: step to create an account on handphone

3. Tap Login

After you select login, you will automatically move to the Google page to take the next step, which is to sign in.

4. Tap 'Create account'

After signing in, you will move to the next page. However, if you don't have a Google account, choose create an account or create account. After that, you will move to the next page to fill in the data on your Google account.
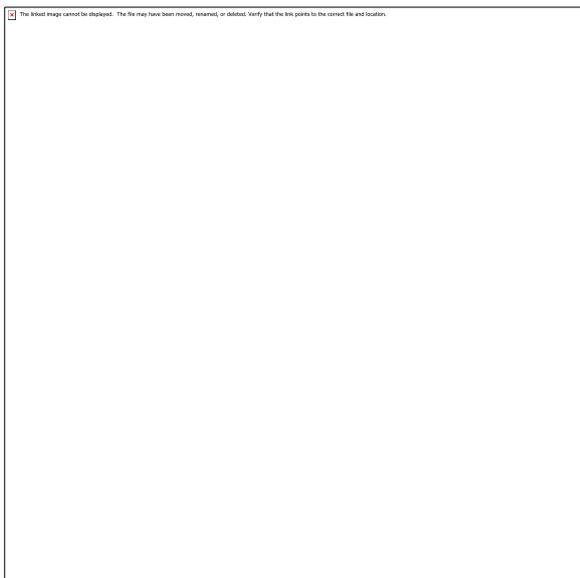
Picture 10.7: step to create an account using gmail on handphone

5. Login to Youtube

After you register and have a Google (Gmail) account, all you have to do is log in again by filling in the password from your Google account in the password field as shown below.
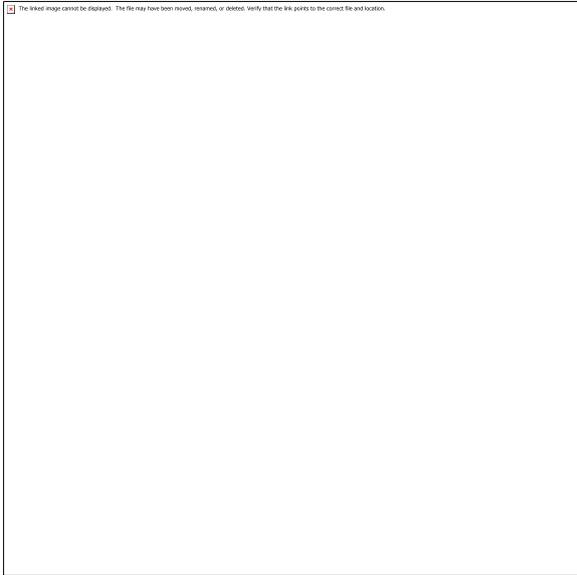
.
Picture 10.8: step to create an account using gmail on handphone

How to create a Youtube channel on a laptop

After having an account, you can make a YouTube channel as creative as possible and according to your wishes.

1. Login to Youtube

Make sure that before you create a channel, you already have a Youtube account.

2. Click the profile photo in the upper right corner

3. Select 'Create channel'

Later after you click on the profile photo, several menus will appear. To create a channel you can select 'Create channel' on the menu.
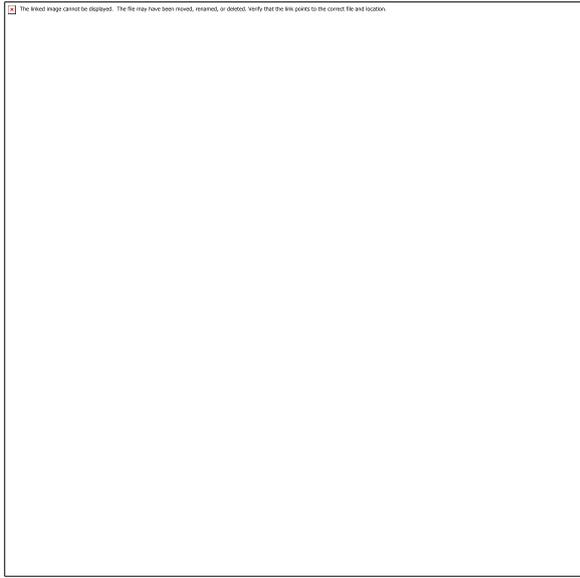
Picture 10.9: create a channel

4. Name the channel

Then a pop-up will appear containing columns for your channel name and profile picture. Fill in the column with the desired channel name. Next, select 'Create channel' in the lower right corner to proceed to your personal channel page.
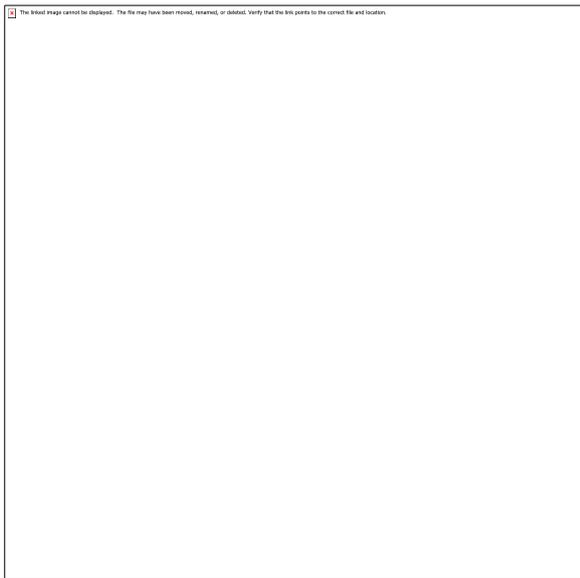
Picture 10.10: ready to create a channel

5. Youtube channel created successfully

Next, you will automatically be on your personal channel page. Then you can do various things, such as managing channels and uploading videos on YouTube. In addition, to manage your channel to make it look attractive and professional, you can select 'Customize Channel' which is on the right side of the page.
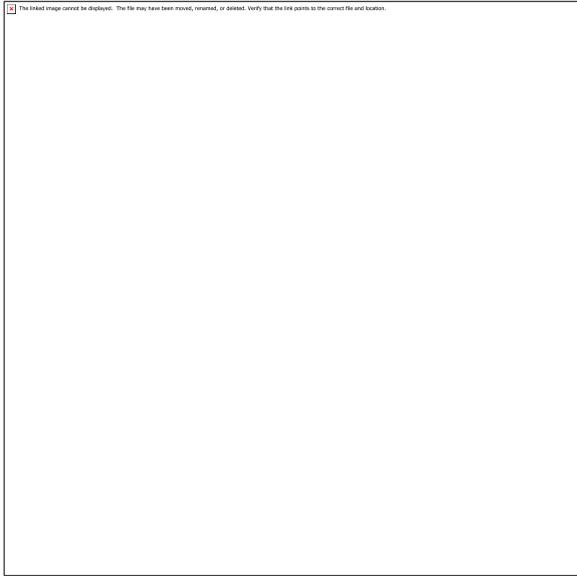
Picture 10.11: create a channel

6. Manage channels

After selecting 'Customize Channel' you will be redirected to a new page to manage the channel freely. Later there are several options that you can use to make the channel more interesting. On this page, several options will be available such as,

• Layout, functions to adjust the appearance and arrangement of video content when people visit your channel. Apart from that, you can also set feature videos or videos that are displayed automatically as the main content on the channel.

• Branding, functions to change your profile photo, banner image, and watermark image for your channel.

• Basic info, functions to display additional information on your channel such as description, channel link, and contact info (email, social media)

Picture 10.12: create a channel

How to create a Youtube channel on a cellphone

Apart from being on a laptop or PC, you can also create a YouTube channel from your cellphone, you know. Let's see the steps.

1. Open the Youtube application

2. Tap the profile icon in the top right corner

The next step is to tap the profile picture in the top right corner. Later several options will appear regarding your YouTube account. Then select Your Channel or 'Your Channel'.
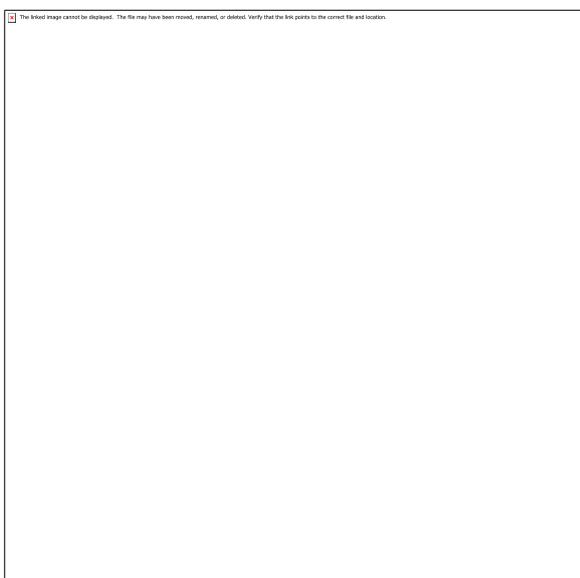
Picture 10.13: create a channel

3. Create a channel name

After that, a pop-up page will appear to fill in the channel name from your Youtube. Fill in the available fields with your first and last name as desired. Then choose create channel.
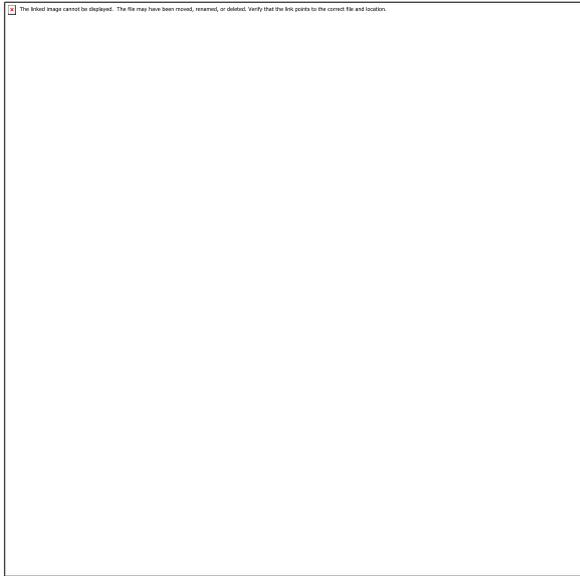
Picture 10.14: create a channel

4. Youtube channel created successfully

After that, you will automatically be on the channel homepage and can already upload videos to YouTube by tapping the 'Create' button. Then, you can also manage your channel to make it more interesting by tapping the 'Edit Channel' option.
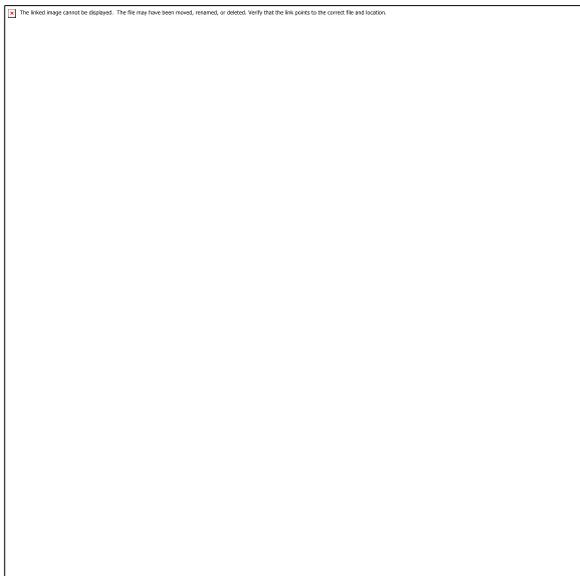
Picture 10.15: create a channel

5. Managing the Youtube channel on the cellphone

After selecting edit channel, you will move to the settings page. On that page you can change your profile photo, banner image, and write your channel name and description.
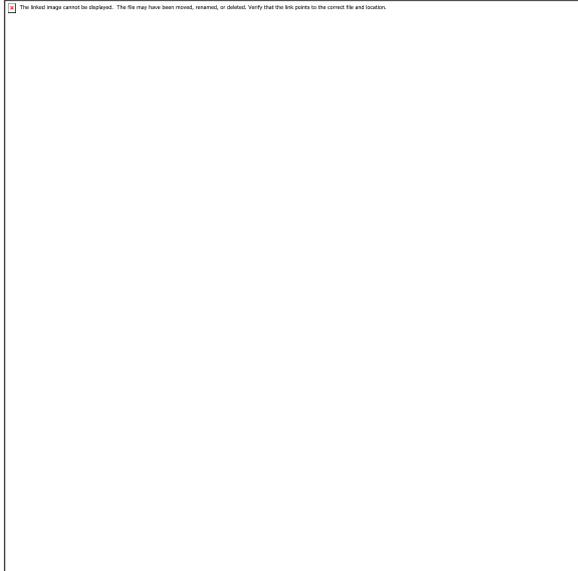
Picture 10.16: create a channel

That's an easy way to create a YouTube account and channel. How? It's not difficult right? Now you can, you know, become a YouTuber

Here are the steps to make a learning video through the YouTube channel.

1. Create a video concept

The first step that must be taken to make a learning video through the YouTube channel is to determine the concept first.

Create a mature concept first. Check which learning materials can be used to make videos.

2. Make a video

When you have a mature concept, then it's time to start making videos.

3. Edit videos

Videos that have been made cannot be used immediately. Before uploading the video, it must go through the editing stage.

At this editing stage, various components can be added that support the content of the video. Starting from the background, text, images and so on.

4. Upload videos

After the editing process is complete, it's time to upload the video to the YouTube channel. Don't forget to add a title and description to the video, so that the search will be more optimal later.

5. Socialize

If you have uploaded a learning video on your YouTube channel, it's time to socialize the video you have made. Share the video URL with all your students.

That way, students will know the video you made. They will later use the video as a learning medium.

Discuss

1.	Mention one of the benefits given by using videos on Youtube that you can find especially in the process of learning English.

2.	Mention one of the weaknesses of using videos on Youtube that you can find especially in the process of learning English.

Task

1.	Make one prototype of using videos on Youtube for teaching material.

2.	Present your prototype in front of the class.

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Chapter 11

Canva for English Language Learners

Basic Competence

Students are able to understand the basic theory of using Canva for TEFL

- mention the basic theory of using Canva for TEFL

- implement the basic theory of using Canva for TEFL

Indicators

Students are able to

- mention the use of Canva for TEFL

- practice the use of Canva for TEFL

11.1 Theory

. Education is very important for every generation, especially the younger generation in the advancement of good education science and increasing knowledge of human resources in a country, especially the Unitary State of the Republic of Indonesia. Today, technology is very advanced and sophisticated, every teacher and student is encouraged to understand technology as an effort to improve the quality of education. In learning, one method of teaching that is good, effective, and following technological developments is the existence of learning media as a reference for teaching and learning. With the learning media as a tool in the teaching and learning process, it makes teachers and students to apply learning by mastering new skills, creating something in the application of learning media. When viewed too, the current curriculum sharpens students to think creatively, skillfully, independently, and to race on technology, by not relying on media in the form of books or teachers as the only learning media used at the education level. Likewise at this time, which has entered the 4.0 revolution era that relies on technology as a medium for any activity, including learning.

The rapid development of information technology in the current era of globalization cannot be separated from its influence in the world of education. Global demands require the world of education to constantly adapt to technological developments as an increase in the quality of education. Improving educational performance in the future requires information systems and information technology which not only function as a means of support, but as the main weapon to support the success of the world of education so that they can compete in the global world.

The atmosphere of learning and teaching needs to be made very interesting so that it can make students easy to understand the material presented. That's why there are teachers who try many ways to make the learning atmosphere more enjoyable. One of them is by using interesting learning media.

Learning media is one of the important things in the learning process. Because, no matter how good the material, it will be difficult to understand if the learning media does not match the classroom atmosphere, as well as the students.

That is why, we need to continue to create and use good learning materials so that it is easier for students to learn and understand teaching materials.

Making good learning media does sound very difficult and inconvenient. But, if we know what are the tips for making it, we will definitely be able to do it easily and make the learning atmosphere more fun.

The following are tips that can be done to make good learning media.

1. Prepare yourself

The best learning media are those that are prepared themselves.

Indeed, we can use existing learning media or use existing media on the Internet. But, preparing it yourself will provide more advantages.

First, we can create learning media that are very suitable according to the characteristics of the class or students we teach.

Second, we can create continuous learning media, aka interconnected throughout the school year. This makes it easier for students to understand the learning material throughout the year.

Finally, making our own learning media will make it easier for us to adapt it to the lesson plans we make.

2. In accordance with the learning media

As discussed above, we should have learning media that is in accordance with the existing learning plan.

This is important so that later students are not confused and can absorb the material better. By adapting it to the lesson plan, we also know where and when we need to make learning media.

3. Keep it simple

Learning media can be in the form of videos, flash cards, posters, presentation pages, graphics, and so on. Whatever the form, make sure that the learning media is made simply.

Learning media that is full of information will make students feel tired, because they are pressured to process too much information in a short time.

Create simple learning media. If enough information is conveyed, share the information in several learning media. Don't be forced into one.

4. Always provide information on how to access learning media

After providing material using learning media, make sure we provide information about how to re-access the learning media.

This is because there are often many students who at least need to re-learn the material in order to fully understand it.

Do not let students lose access, because this will make it difficult for many students to learn the learning materials provided.

If it is made in physical form, please provide a way to be able to see it again. If it is given in digital form, it would be very good if we provide a link to access the learning material again.

5. Design learning materials creatively

Another thing that can make learning materials more interesting is their creative design. Yes, colorful designs can make students interested in learning the teaching material.

Now, it is not difficult to design creative learning materials. We can look for inspiration from the Internet and start making our own until it becomes more interesting.

For teachers who don't have time to create or can't design, there's no need to worry because now learning media can be created easily by using free design sites like Canva.

How to design interesting learning media

Currently making interesting learning media can be done quite easily. There are already many design templates that can be used, making teachers able to easily and quickly create teaching media.

One way is to use the learning media templates available in Canva. All teachers can use it alone or to collaborate with other teachers directly.

Teachers can immediately see many examples of learning media and use them. Or, teachers can also create teaching media directly from scratch so that learning media can be in accordance with existing learning plans.

Access to using Canva optimally can be done by using Canva for Education.

Canva for Education itself is one of Canva's ways to empower the academic community to collaborate while improving the quality of education through design and innovative teaching methods (Anwar 2021; Hadi, Izzah, and Paulia 2021; Yundayani, Susilawati, and Chairunnisa 2019). Through Canva for Education, students can also directly design to create assignments, presentations, or even create other works. Meanwhile, teachers or instructors can easily create media and lesson plans, assessments, or other teaching materials.

What is Canva?

Canva is a web-based application that allows users to modify images and create graphic creations. In addition, users can also download other designs such as themes, fonts, and photos to enhance their creations. You can also use Canva to create posters, flyers, brochures, including for learning media.

The advantages and disadvantages of using Canva as a learning medium

The use of Canva as a learning medium has the following advantages:

• Has a variety of attractive designs

• Able to increase the creativity of teachers and students in designing learning media because of the many features that have been provided.

• Save time in practical learning media.

In designing, you don't have to use a laptop, but it can be done through a device.

Can present a lesson in graphic form so as to speed up the teaching and learning process.

Helping students to better understand the messages in teaching and learning activities in graphic form.

Introducing the world of graphic design to students from an early age.

• Canva has a simple interface, and is easy to use.

• Has many templates that can be edited.

• No need to install the application to the laptop, just use the canva.com link in a web browser.

• Canva can also be used on mobile, but you have to install the application on the playstore.

• Canva can be used as a learning tool or as a learning medium.

• Make it easier for students to participate in the learning process

• Save time because there is no need to use other media such as television, laptop, or projector.

• Facilitate the scheduling of learning activities and make them more effective

The disadvantages of Canva as a learning medium have advantages, namely:

• In addition to the advantages obtained in this Canva application, there are also basic shortcomings that can be found in this application, namely if you want to use Canva, each user must have an internet data package to be able to connect and be able to use Canva, in addition to the design presented in the application Canva has several paid templates, but this is not a problem, because many templates are good but free to use.

• If you do not use a Canva for education account, the user cannot use the pro features.

Examples of Using Canva as a Learning Media

Can be used for classroom as well as google classroom.

We can assign assignments and students can submit assignments through the features available in Canva Classroom.

Can be used to Make Learning Presentations.

Learning Presentations can be used to create learning presentations. Making learning presentations with Learning Presentations can be easy because the system is simple and fast.

Can be used to Create Learning Videos.

The Canva app can be used to create learning videos. This video has several advantages, such as a modern look, looks more innovative and it has a high effectiveness in designing learning videos.

Tips for Using Canva to Create Learning Media

Canva is very practical to use by anyone and for any skill level. From beginners to experts. With Canva, teachers can set up classrooms, invite students, and manage lessons, activities, and projects in one place. So, how do you use Canva to create learning media? Here's a summary.

1. Take advantage of the free Canva pro features for teachers

Teachers can take advantage of special free Canva pro features for teachers to support Distance Learning through the Canva for Education program. Teachers can create learning materials in a short time and easy to use.

Canva for Education includes:

a. Gain access to millions of premium images

b. Use premium fonts, graphics, videos and animations

c. Remove background from image with one click

d. Uploading school logos and fonts

e. Add bitmojis and gifs to customize your work

2. Use ready-made templates

Teachers don't need to be good at drawing when using Canva, because Canva has thousands of ready-to-use templates that teachers can customize for learning themes. Teachers can access thousands of high-quality educational templates for every subject, class, and skill. From science and math, to English, social studies, and

more. Some examples of templates include worksheet templates, lesson plans, presentations, posters, reports, and many more.

3. Create a collaboration space between teachers and students

Teachers can create a collaboration space between fellow students and with the teacher himself. Students are more interested in getting interactive group projects and Canva can facilitate the needs of students and teachers in making these projects happen. Canva can create live, virtual collaborations, or a combination of both.

Teachers can direct students to create groups that make it easy to share designs and folders. In that folder, they are free to draft, revise, and collaborate on projects. The group also allows them to comment on and edit each other's work. Thus, the class will feel more alive.

Not only that, students can also share the results of their group projects through social networks such as Facebook, Twitter, and so on with just one click. There are several types of collaboration that students can build, such as making reports, magazines, infographics, presentations, and so on.

4. Connect Canva with other learning apps

Not only can you project learning materials into graphics, Canva can also connect to typical PJJ applications that are commonly used, such as Google Classroom, Microsoft Teams and Remind, or PowerPoint. Thus, students will have a variety of learning media and far from boredom.

5. Canva as a presentation medium

Canva is very suitable as a learning medium to support the PJJ program that is being implemented in Indonesia. This is because Canva can help keep the relationship between teacher and student strong. Teachers can make lesson presentations, add background sounds, to send or share video links directly when carrying out PJJ. Very interesting, isn't it?

Students can also make videos in order to collect assignments and projects given by the teacher so that the interaction feels more real. Students can design presentations of assignments given by the teacher with colorful and attractive pictures.

The Presentation Mode in Canva enables users to extend the design so that it fills the entire screen and navigate between slides using the left and right arrow keys on their keyboard. Users can engage this feature by pressing Ctrl, Shift, and Enter. If you want to leave this feature, you can exit it by pressing the Escape key. Definitely useful in many ways.

Teachers also have the option of uploading student presentations to a website that allows for interaction amongst users. When students click on the one-of-a-kind link URL that the educator has provided, the design that the educator has developed appears in website mode. This allows students to navigate by scrolling the mouse between slides.

6. For ideas, look at the lesson plans that other teachers have created.

If a teacher runs out of ideas for generating learning media or is unsure what kind of design to implement, they can use the learning designs of other teachers as a source of inspiration. This is especially helpful in situations where the teacher is stuck for ideas. Teachers are able to easily interact with one another and share their lesson plans with the rest of the community because to Canva's user-friendly interface.

Lesson plans created by other educators are available to instructors on the Teaching Materials part of this website. Every lesson plan features suggested learning objectives, directions for preparation, potential learning paths, and activities for homework and extension.

7. Make sure to include both worksheets and activity papers.

Worksheets and activities can be designed by teachers in a way that is unique to their classroom needs and preferences. Teachers have the option of either creating their own or selecting one of thousands of already existing templates. Teachers can get their hands on a wide variety of worksheets and activities, which include everything from scientific journals and book reviews to multiplication tables and science-related riddles.

To produce copies of worksheets and exercises, instructors need only to press the "Copy this page" icon, which is located to the right of the layout that the instructor has designed. Canva will immediately generate a second copy for you to use.

If the educator is familiar with Canva, he or she will be able to modify the design using appropriate learning tactics regardless of the circumstances. Teachers can also collaborate with one another to improve the overall quality of instruction, create a more conducive learning atmosphere, and bring about other positive changes in the school setting.

Canva Provides User-Friendly Methods for the Production of Educational Media

When it comes to the creation and development of educational media, one of the conditions that must be met is that the media must be in accordance with the material and characteristics of students. Teachers need to be able to present knowledge in a style that is engaging and participatory in order to keep students' attention in the age of digital technology and during the period of online learning that occurred during the pandemic.

Learning can also be done more effectively by visualizing the material and events that become teaching materials realistically and in accordance with the actual situation.

So far, the presentation media with PowerPoint (PPT) has been very often used by teachers. In fact, there are many platforms and applications for creating learning media other than PowerPoint.

Creating an attractive presentation design for the audience is now very easy! For those of you who are beginners or who have just started learning design, you don't have to worry anymore. With Canva you will find various conveniences from the features available in Canva.

The Canva platform or application is an online application that has been widely used to process graphic designs. Canva is a cloud-based application that will make it easier for you to create learning media.

Creating designs in Canva is very easy, especially for those of you who are beginners. Canva provides a variety of templates for your design needs. The design templates are grouped into various categories such as social media, documents, personal, tutoring, marketing, events, and advertising. So you can choose the design you want.

Not only that, this application can also be accessed via laptops or mobile phones so that it can be used anytime and anywhere as long as you are connected to the internet.

11.2 Practice

How to Get Access to Canva

How to Get Access to Canva

How to get access to Canva is by following these steps:

1. Click www.canva.com

2. Login with your gmail account

3. and you have successfully registered on canva

How to Use Canva

Using the Canva application is very easy because this application was created by a developer to make it easier for users to design, and upload designs into any format. With Canva, you can easily create graphic designs and use available content to create effective and innovative learning media (Utami and Djamdjuri 2021).

How to Use Canva as a Learning Media

Here are the steps for using Canva in creating learning media:

• Prepare materials.

• Determine the type of learning media you want to create.

• Look for graphics related to the material you want to convey.

• Then make edits in Canva.

Follow the video steps below:

How to Use Canva for Learning Presentations

Here's how to create a learning presentation using Canva.

• Prepare materials.

• Then select a presentation design from the Canva menu.

• Look for graphics or images related to the material to be delivered.

• Make edits in Canva.

How to Design a Presentation Through Canva

1. Login and create a new design

Before starting the editing process, make sure you have set up an account to log in to the Canva application. For those of you who don't have an account, please read the article "Download Materials for the First Day of 32JP Interactive Learning Media Training".

After successfully logging in you can immediately create a new design by searching for the design you want in the search feature.

Picture 11.1: canva

Source: canva.com

If you want to make a presentation you can click the presentation button. After that, various options will appear such as presentation, speaking presentation, mobile presentation, brainstorming presentation, and game presentation.

2. Choose an attractive template

After you define the category your presentation will be taken to the worksheet page.
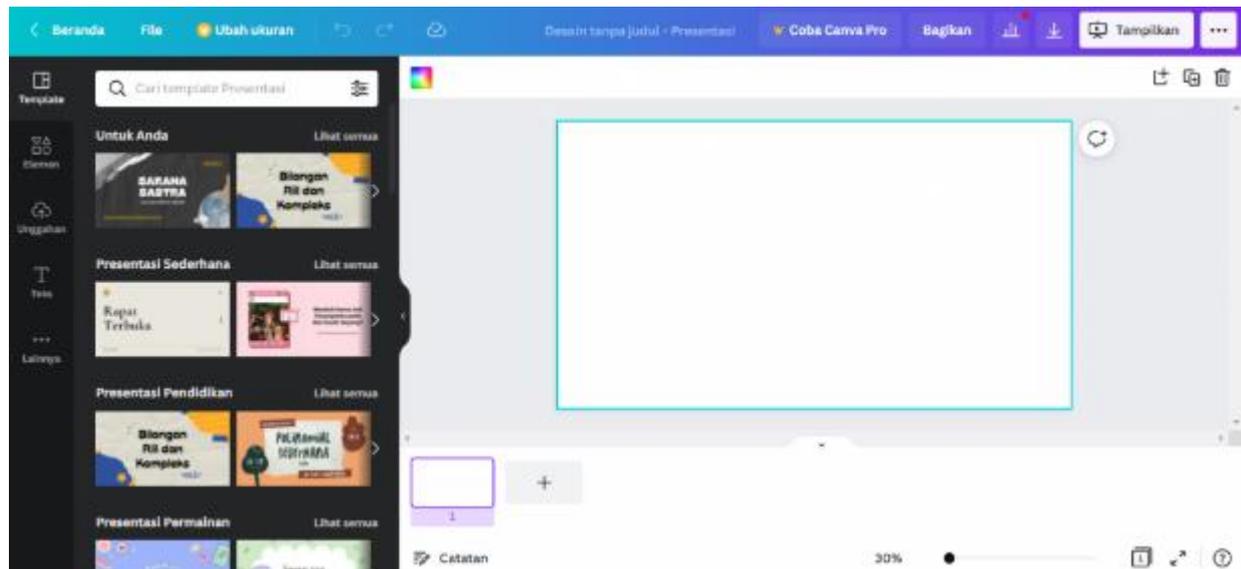
Picture 11.2: create education tool using canva

Source: canva.com

On the left side you will find Templates, elements, uploads, text and more features.
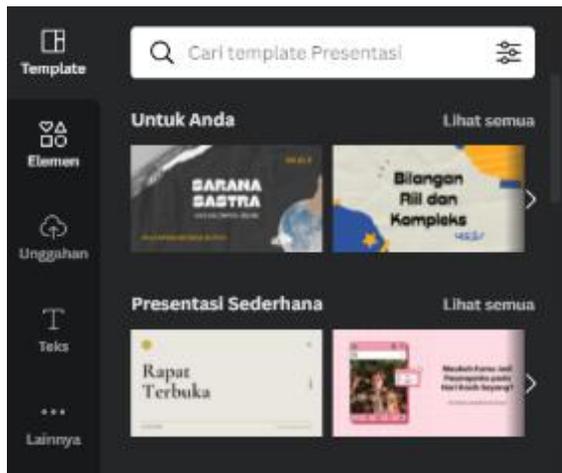
Picture 11.3: create education tool using canva

Source: canva.com

You can use the template feature to choose a template that you will use in your presentation. The template features also provide various types such as simple presentations, creative presentations, educational presentations and so on.

Then the elements feature will provide several elements that you can insert into your presentation such as lines & shapes, graphics, tables, photos, videos, audio, charts, frames, etc. You can use this feature to support the visuals that you will display.
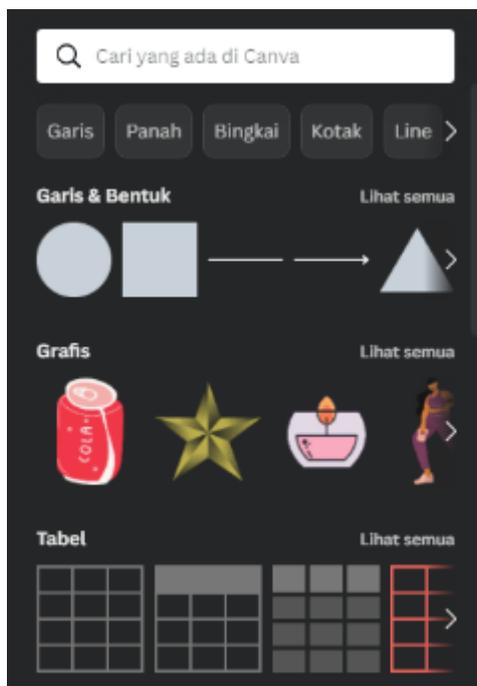
Picture 11.4: create education tool using canva

In the upload section, you can import or export your assets/works. You can upload the work you create through Canva to your computer storage, or it can also be uploaded to Google Drive, Drop Box, Facebook, Instagram and Google Photos.

You can also take advantage of this feature to record yourself during a presentation by clicking the "Record yourself" button.

3. Editing Template Contents

After applying the template, the next step is to edit the contents of the template and place it as needed. Here are the steps:

Tap on the sentence section in the template, adjust it to the content you will create. You can also edit the size, type, and color of the text you write.

Picture 11.5: create education tool using canva

To make it look even more attractive, you can also add effects to your writing.
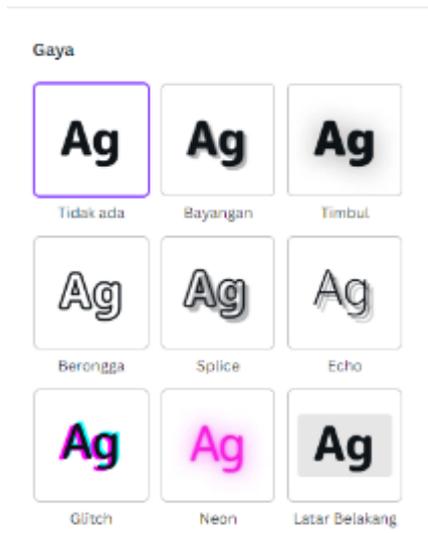
Picture 11.6: create education tool using canva

Source: canva.com

To make your presentation move, you can select the animation feature by clicking the three dots next to the effect button. There are page animation options, to give animation effects to your presentation page and text animation effects to move the text you choose.
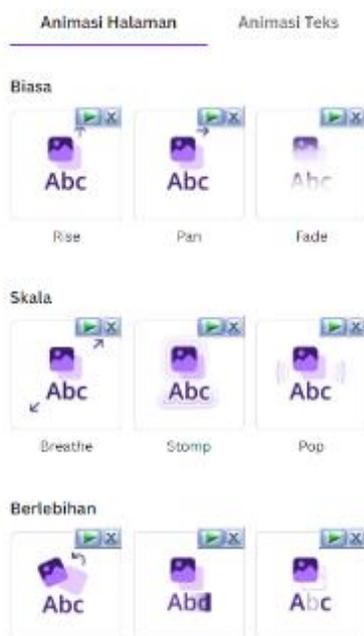
Picture 11.7: create education tool using canva

Source: canva.com

4. Save PPT Design Results in Canva

After you finish editing the worksheet. You can save your work. There are various options for you to save your work. To save in powerpoint format, please click the three dots in the upper right corner.
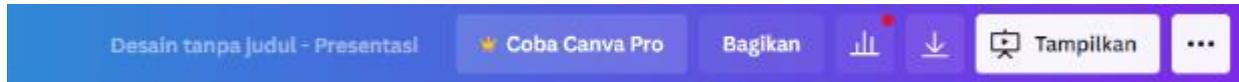
Picture 11.8: save the woksheet

Source: canva.com

Then various options will appear. Click the "Microsoft Powerpoint" share option. You can save all pages or just some. After that click download, your file will be automatically downloaded..

Discuss

1.   Mention one of the benefits given by Canva that you can find especially in the process of learning English.

2.   Mention one of the weaknesses of Canva that you can find especially in the process of learning English.

Task

1.   Make one prototype of using Canva for teaching material.

2.   Present your prototype in front of the class.

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Chapter 12

Quizizz for English Language Learners

Basic Competence

Students are able to understand the basic theory of using Edmodo activities for TEFL

- mention the basic theory of using Quizizz activities for TEFL

- implement the basic theory of using Quizizz activities for TEFL

Indicators

Students are able to

- mention the use of Quizizz activities for TEFL

- practice the use of Quizizz activities for TEFL

12.1 Theory

The primary focus of the educational process that takes place in classrooms with the intention of bringing about behavioral adjustments is learning. The cognitive, emotional, and psychomotor domains are all affected by these alterations. Active learning, student participation, and open, interactive communication between the teacher and students are all required for this particular educational endeavor. It is necessary for learning activities to have a structure that allows them to accomplish the goals of the learning process. The degree to which students comprehend essential ideas, demonstrate command of essential information, and succeed academically are three indicators of successful learning.

Learners who have a high level of conceptual knowledge as well as material mastery will have a higher chance of achieving higher levels of success. In addition to this, one other factor that determines whether or not learning is successful is how accurately learning models and media are used. It is necessary for an educator to have knowledge of various learning approaches, particularly those connected to different learning models. To design and prepare activities for teaching and learning is the essence of what is meant by the term "learning media." Although one of the benefits of learning media is that it makes the presentation of content and information more clear, which in turn helps learners better understand how to learn and enhance their learning outcomes. Learning media can also guide students' attention in such a way as to lead to learning motivation, which in turn has an impact on students' levels of activity and the consequences of their learning.

To keep up with the problems presented by learning through digital means, along with the advancement of technology and information, in order to foster the development of creative, useful, and effective applications of various forms of educational media. Because of this, a learning medium that is based on digital technology is required so that it may be utilized in an effort to improve the learning outcomes for students (Irwan et al, 2019). The instructor must have access to several forms of instructional material in order to effectively convey content to the class.

Because of the advancements in technology that have been made in preparation for the fourth stage of the industrial revolution, everything that we do now is much simpler. Similarly, in the sphere of education, technology makes it simpler for both instructors and students to carry out the various activities associated with learning and assessing. One of the games that can be used as a learning medium is quizizz because learning while playing makes the atmosphere of teaching and learning activities fun, interesting, and fun. There are so many websites that provide applications for learning in the form of online quizzes. One of the games that can be used as a learning medium is quizizz.

Game-based learning media is one of the many types of learning media that have been presented and that can be used in the classroom (Sinta and Saftari, 2022). This type of learning media can, of course, also be used as a means of conveying material during the learning process, specifically to measure students' understanding while they are getting the material that has been taught. Quizizz is an educational game application that is narrative and customizable (Dewi *et al.*, 2020; Degirmenci, 2021). In addition to being able to be utilized as a way of imparting content, Quizizz can also be used as a medium for learning evaluation that is both fascinating and fun. Student activities that take place in the home naturally run the risk of becoming monotonous very quickly. Therefore, due to the simplicity with which learning media can be accessed in today's world, educators can make use of, and then generate evaluation media through the Quizizz application, in order to accomplish their educational objectives.

The educational video game Quizizz is a participatory activity that may be connected to a variety of topic areas and grade levels. A quiz called Quizizz is one that can be taken online. It consists of questions, each of which has four possible answers, including the one that is accurate (Dewi *et al.*, 2020; Pham, 2022). You are free to include whatever photos you choose in the questions and options. Students can be given questions that have been designed for them to answer by utilizing a code that has six digits. Quizizz is able to provide information and statistics regarding the direct results of student performance. Students are able to play Quizizz whenever

they want and wherever they want as long as it does not go over the allotted amount of time. Quizizz can not only be done when learning in class, but also can be made questions for homework (PR), making it possible for students to play it anytime and anywhere.

In addition to this, Quizizz offers facts and statistics regarding the performance of your students. You are able to keep track of the number of students who answered questions that you created, as well as questions to answer and other information. These statistics are even available for download in the form of an Excel spreadsheet. The addition of the "homework" tool is also an interesting feature. You are able to assign quizzes as homework and establish a two-week time restriction for the completion of homework assignments. Students get access to Quizizz 24/7 and can play the game from any location.

Through Quizizz, users can create or use question templates that have been provided as assessment material. This application can be used by kindergarten students to college students. This application makes learning even more fun because you can add pictures to each subject or use memes or funny pictures for each question.
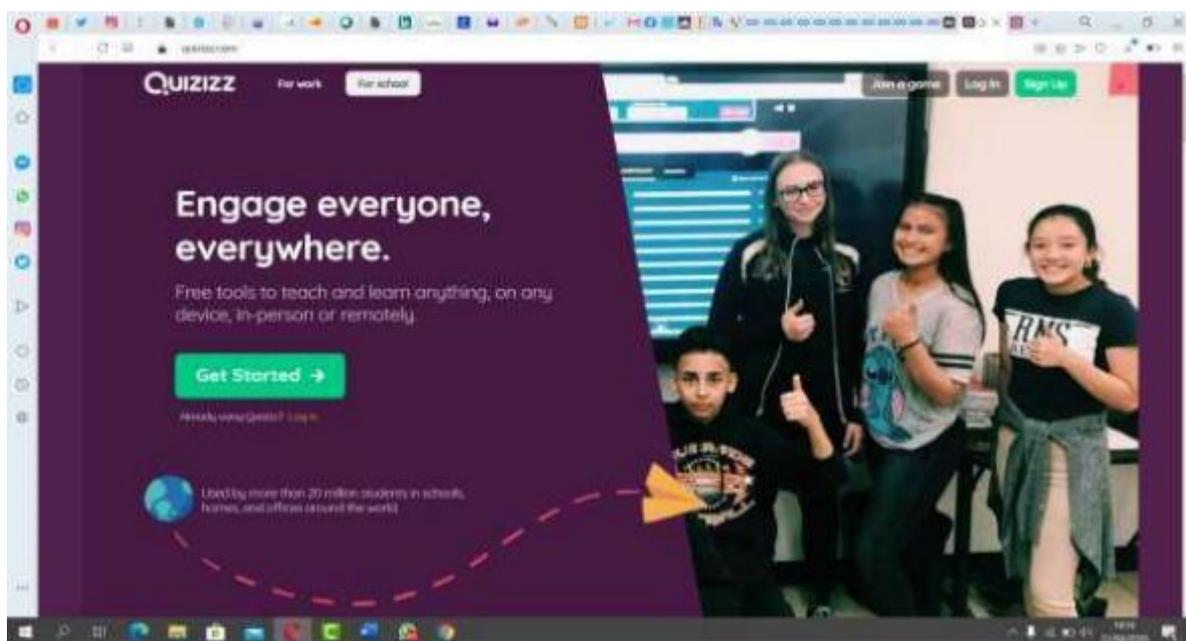
Picture 12.1 : Quizizz as a Learning Media

www.quizizz.com

Advantages and Disadvantages of Quizizz as a Learning Media

Each learning media has advantages and disadvantages in terms of its use both technically and non-technically. Quizizz has several advantages and disadvantages which are technically related to the features in it, while non-technically related to the internet network.

Quizizz Kelebihan Advantages

1. Ease of Making Questions

This means that the teacher only needs to move the questions that have been made in archive form into the Quizizz application

• Point and Ranking System

This means that when students answer questions correctly, the points earned will appear and at the end of the quiz there will be a ranking of each quiz participant. This can make the quiz more interesting and challenging.

• Correct Answer Options

This means that when students answer a question incorrectly, the correct answer will appear.

• Work Stats

This means that when students finish working on the quiz, the overall statistics of working on the questions will appear which includes the percentage of true falsehood, speed of answering and others. In addition, students can also review the answers to the quizzes that have been done

• Interesting Features

When taking quizzes using quizizz, students will have the opportunity to choose several skills, each of which has its own advantages. One of them has the opportunity to get double the points.

Quizizz Disadvantages

1. Students can open new tabs, meaning students can sign in with other accounts if students have two email accounts.

2. Students may be given a warning even though they have done/answered all the questions asked, this is due to "time problems", meaning that the speed with which students work on questions will get a large score so that it affects

3. It will be a problem if there are some students who are late to join.

12.2 Practice

The following is a tutorial on how to create an interactive quiz using Quizizz.

Go to www.quizizz.com then Sign up

The linked image cannot be displayed. The file may have been moved, renamed, or deleted. Verify that the link points to the correct file and location.

Picture 12. 2: Go to www.quizizz.com then Sign up

www.quizizz.com

For convenience, you can use your Google account.

 Choose your role, whether as a teacher, student, parent or other.

After that a display of 3 options will appear (it is recommended to choose "at a school")

as picture below:
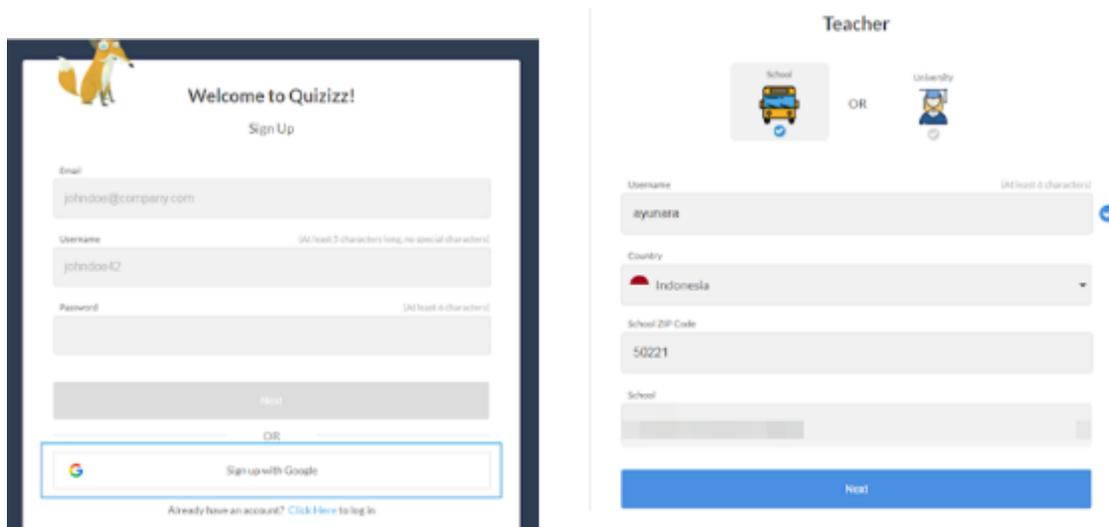
Picture 12. 3: Choose your role

www.quizizz.com

In the "at a school" option, you will see on the screen there are 2 choices of roles, namely as a teacher or student.
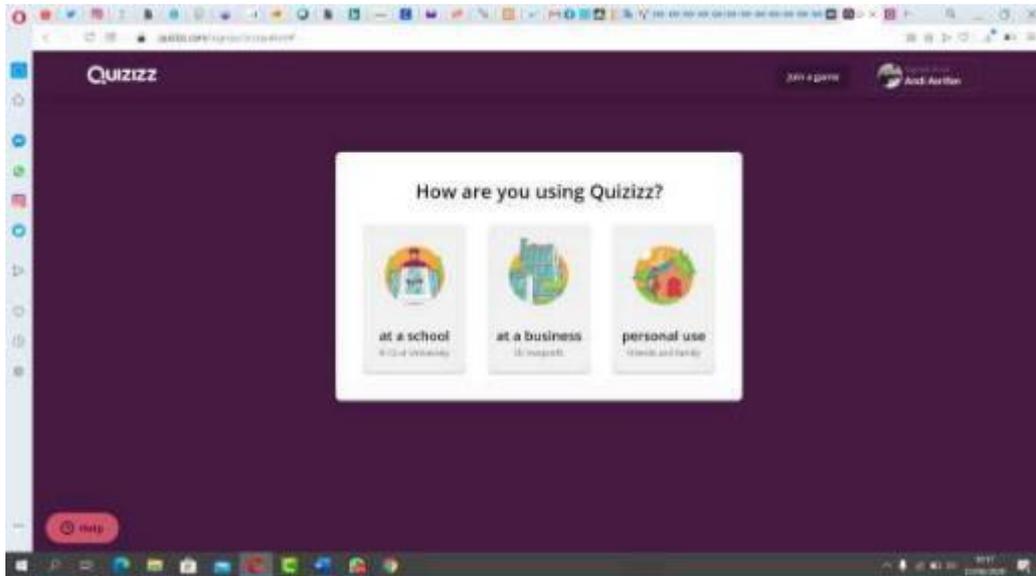
Picture 12. 4: Complete your data

www.quizizz.com

Please click "create" to start the quiz design as shown in the screen below. Next, fill in the name of the quiz that will be made then select the subject category at point number 2 and proceed to the next stage.

Fill in your Quiz info

www.quizizz.com
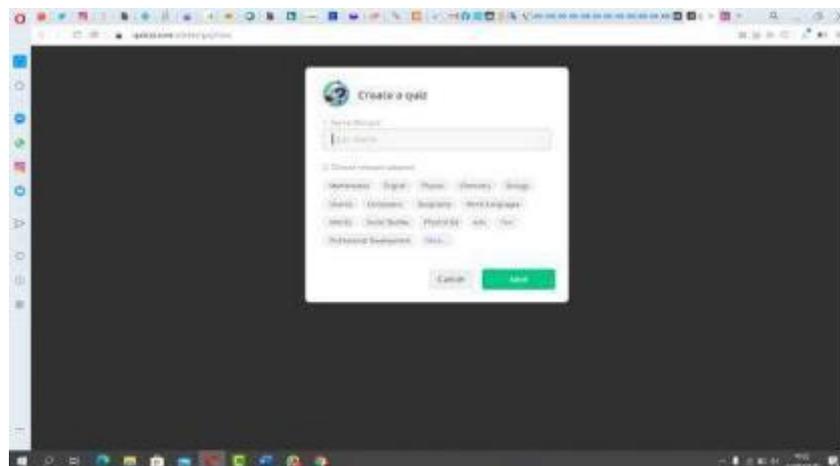
Picture 12. 5 : create a quiz

www.quizizz.com

Picture 12. 6: Enter quiz name

www.quizizz.com

Complete modules such as questions, answer choices, and correct answers.

In the quiz editor, you will be directed to 2 options. The first option is to create a new question "New question" and the second option is to look for the type of question in the quiz that has been previously "Teleport".

In the first option "new question", you will be directed to choose the type of quiz to be made. There are 5 types of options, namely:
multiple choice
Checkbox
Fill-in-the-blank
poll
Open-ended
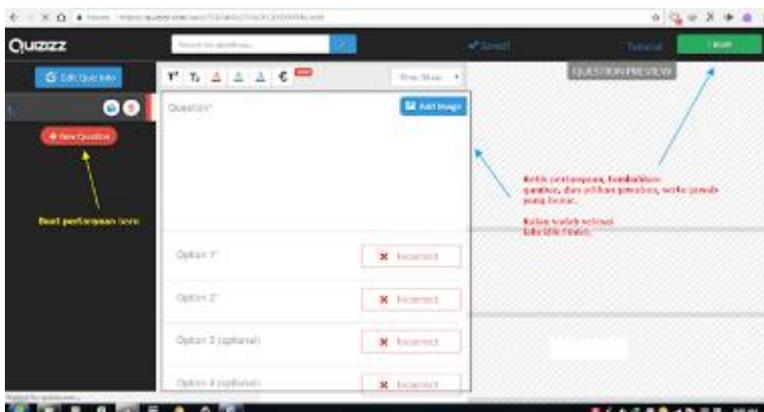
Picture 12. 7: choose the type of quiz to be made

www.quizizz.com

"Question preview" will display the questions you created. Add a new question and click finished when finished.
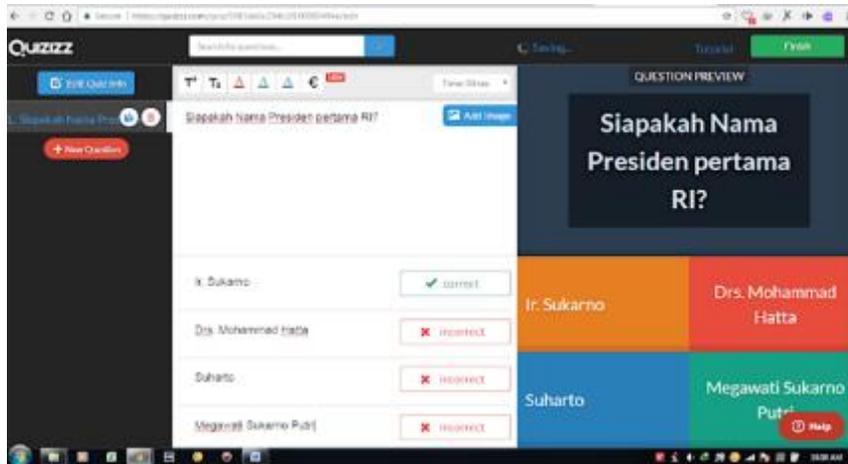
Picture 12. 8: Question preview

www.quizizz.com

The final stage, select Grade or levels, subjects or subjects. Click Finish and create Quiz
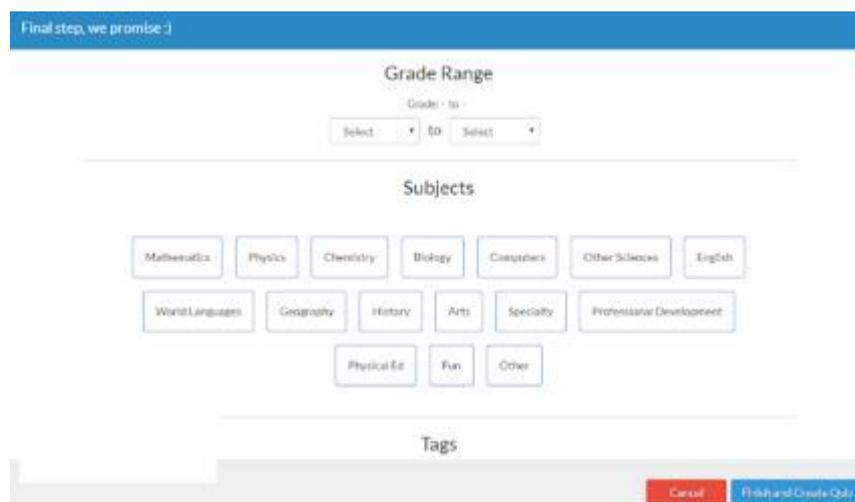
Picture 12. 9 : select Grade or levels

www.quizizz.com

Show your Quiz live or for PR.

The linked image cannot be displayed. The file may have been moved, renamed, or deleted. Verify that the link points to the correct file and location.
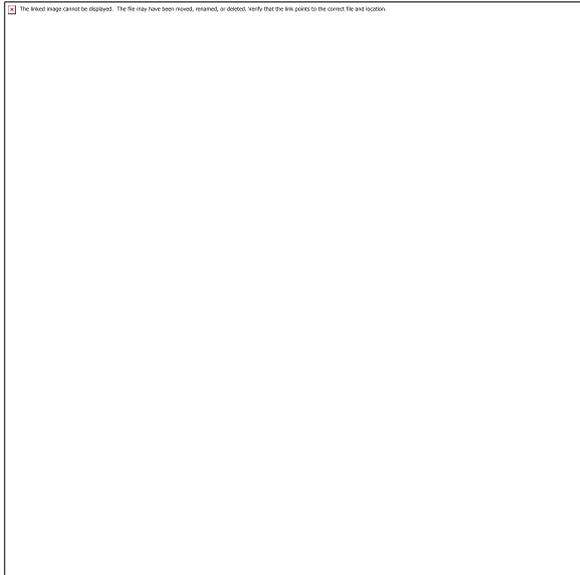
Picture 12. 10 : Setting your Quiz, then click Proceed
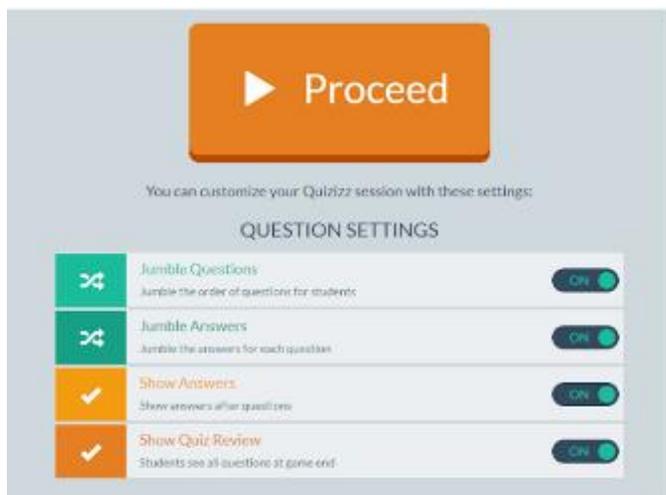
www.quizizz.com

Picture 12. 11 : Setting your Quiz, then click Proceed

www.quizizz.com

Ask your students to go to join.quizizz.com, and share the code with your students. In addition, you can share it through Google Classroom.
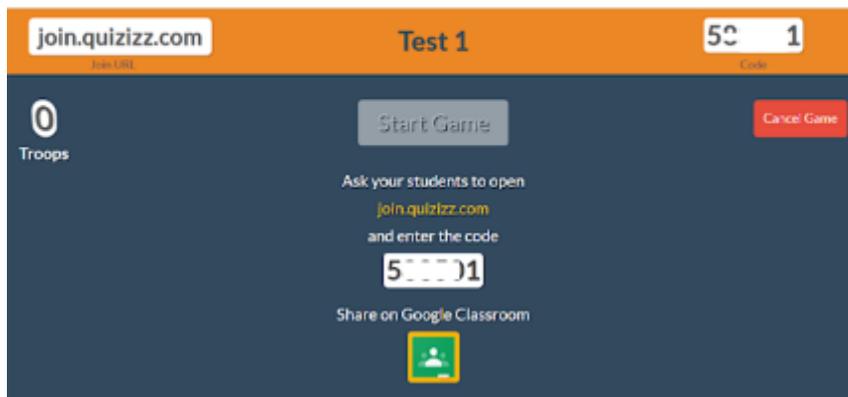
Picture 12. 12: Ask your students to go to join.quizizz.com

www.quizizz.com

Discuss

1.   Mention one of the benefits given by Quizizz that you can find especially in the process of learning English.

2.   Mention one of the weaknesses of Quizizz that you can find especially in the process of learning English.

Task

1.   Make one prototype of using Quizizz for teaching material.

2.   Present your prototype in front of the class.

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Chapter 13

Speechnotes for English Language Learners

Basic Competence

Students are able to understand the basic theory of using Speechnotes activities for TEFL

- mention the basic theory of using Speechnotes activities for TEFL

- implement the basic theory of using Speechnotes activities for TEFL

Indicators

Students are able to

- mention the use of Speechnotes activities for TEFL

- practice the use of Speechnotes activities for TEFL

13.1 Theory

Language is extremely crucial to human survival. Language is synonymous with communication, and without it, one cannot speak with others. In this age of globalization, English appears to have become a required ability for students, students, and professionals. Because English is an international language, we must utilize it while speaking with people from other countries. Not knowing English means being unable to communicate with the rest of the world. Furthermore, the majority of high-quality literature is written in English and has not been translated into Indonesian.

However, many individuals are still unaware of the significance of English. They believe that English is difficult and unimportant in their lives. They are hesitant to learn English because, like others who work in the technical profession, they do not speak English directly. Some argue that they "love Indonesian," yet this does not guarantee that their Indonesian is good. Another argument is that when they utilize English in their daily life, they will be perceived as arrogant.

English is an international language, and we are obligated to utilize it in this age of globalization. Young people should now learn English so that they do not fall behind other countries.

English proficiency has become increasingly vital as technology has advanced. This is due to the fact that the use of English is no longer limited to greetings, but also to other demands to assist activities. Even if you have no ambitions to travel or study abroad, English should be a priority. This is due to the fact that the world has now entered a digital era marked by developments in information technology. Because space and time appear to be connected via the internet, the digital era makes the globe appear borderless. Because so much information in cyberspace is given in English, being able to grasp one of these transnational languages is critical. Opportunities in the future will be many if you have a globally recognized English certificate.

English is a 'passport' to participate in the global marketplace. The passport takes the form of an international certificate that is recognized all over the world. This is, of course, critical in order to remain relevant in the face of the rapid development of the digital world.

Sometimes we have the task of making reports that need to be typed. But it takes a long time to type these tasks. So we need a way so that we can complete the typing task without the need to use typing.

There is a built-in app from Google Chrome that converts voice to text. This app is a great time saver for people who have a lot of tasks but don't have time to type. We only need to say the voice in front of the computer mic, then our voice will automatically become written text on the computer.

Voice to Text or Speechnotes is more than simply a convenient tool. It's a lifeline for those who have hand injuries or impairments that damage their hands. Modern VTT technology is precise and fluid. Accents, speech difficulties, and even background noise may be accommodated. They may be used with any type of microphone, including an integrated laptop microphone. Voice-typing is now more accessible than ever!
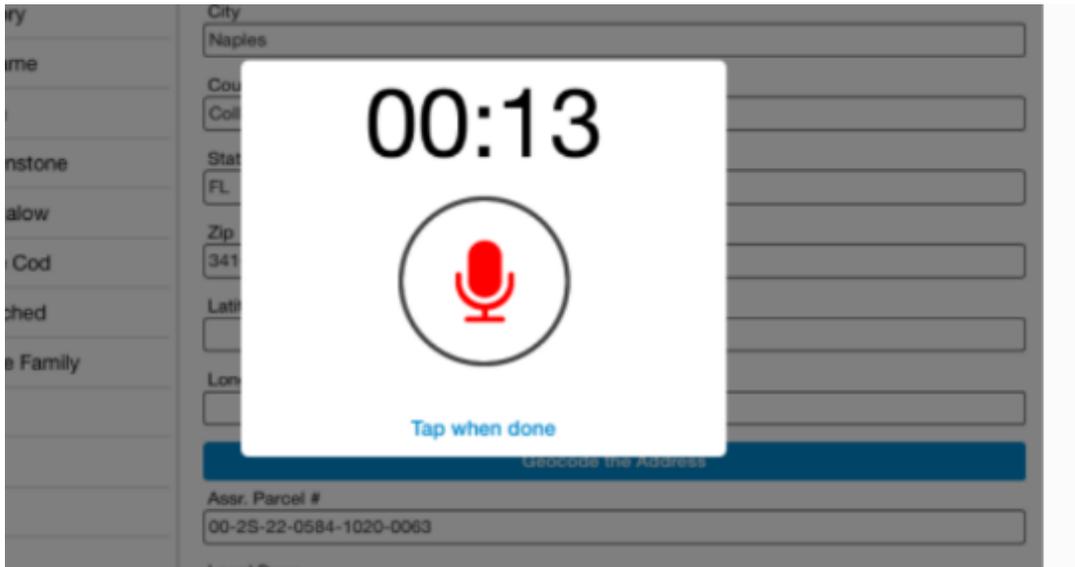
Picture 13.1: commond logo for voice extension

Source: google.crome Extensions

These five Chrome extensions allow you to type and navigate the internet using your voice.

1. Speech Recognition Anywhere

Sea Breeze Computers' addon makes use of Google Voice to Text. This is the same software that drives Google Docs' Voice Typing. It's light and basic, focused solely on text. It may be the solution for you if you still want to utilize the mouse for clicking and scrolling.
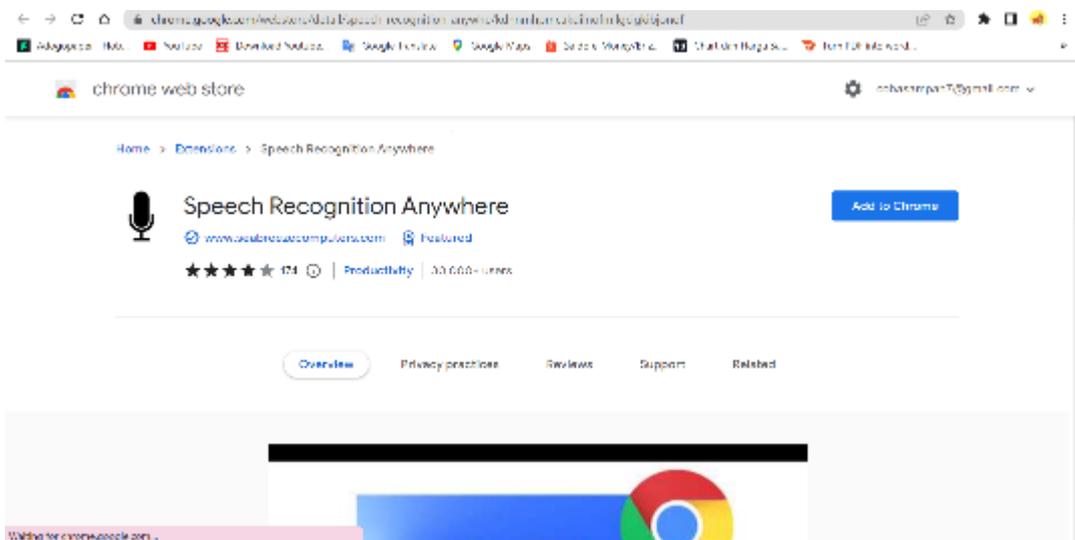
Picture 13.2: Speech Recognition Anywhere extension

Source: google.crome Extensions

When you click the extension icon, a new tab will open for it. For Speech Recognition Anywhere to operate, you must maintain that tab open. Once activated, the extension will detect text boxes, including search bars. To click things, you can also use the Click On command, but it is less reliable.

Fill out forms with voice recognition and dictate emails with speech to text. Custom voice commands allow you to control the Internet!

You can use your voice to control the Internet. Fill out forms and write documents on the Internet using voice recognition! Use speech to text to dictate emails!

Speech Recognition Anywhere extends the capabilities of the Web Speech API in both Chrome and Edge, allowing users to use their voice to operate the Internet or fill out documents and forms. Simple voice commands may be used to navigate to webpages or click on buttons and links. It also integrates with Google Docs, Microsoft Word online, Gmail, Outlook.com, and other services. It is used by medical providers to create web-based online medical records. It is used by business professionals to dictate letters and emails. The user can create custom commands to allow them to say shortcut phrases that print out a large amount of text into a form.

2. Lipsurf

Lipsurf delivers more than just dictation; it also adds full voice control to Chrome. You may use this plugin to fill out text forms, click buttons, traverse sites and tabs, and more. All you need is your voice. When you initially install it, you will be taken to the Options page. You can then access a simple and quick tutorial.
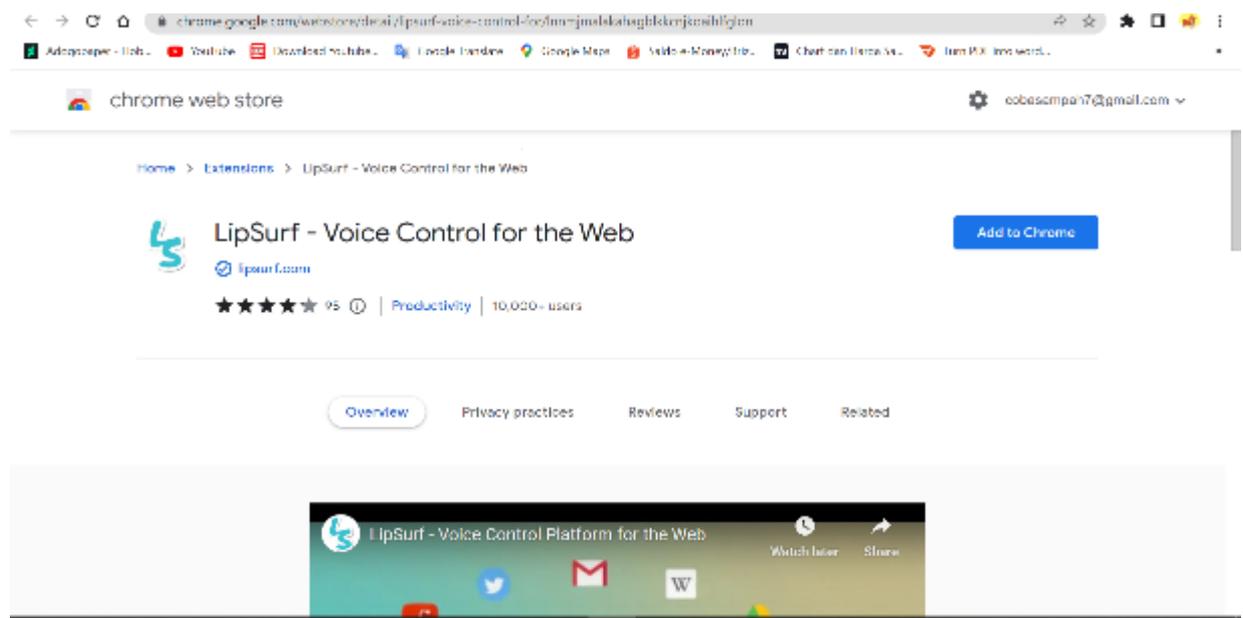
Picture 13.3: Lipsurf extension

Source: google.crome Extensions

To text, click anything, scroll, view movies, browse webpages, create custom voice shortcuts, and more, use voice.

Browse the web with your voice while eating, multitasking, or simply taking a vacation from your hands. Speech recognition is used in the browser to execute speech commands that would ordinarily need a mouse and keyboard.

Integrations for voice control include: * Gmail - pick and mark messages, write emails, dictate emails, and so on.

* Play, stop, fast-forward, etc. on YouTube and other video sites

* Duolingo and WaniKani rely entirely on voice control to answer questions (handsfree)

* Reddit - voice recognition for upvoting, visiting posts, commenting, and so on.

3. SpeechAgent

Using your browser's built-in speech recognition engine, use the speech to text converter to fill the active text area with your voice.

The active text area is detected by Speech Agent, and dictation can be fed into it. Your dictation shows in the Speech Agent pop-up as well. Finally, if the text field cannot be found, there is a one-click copy button.
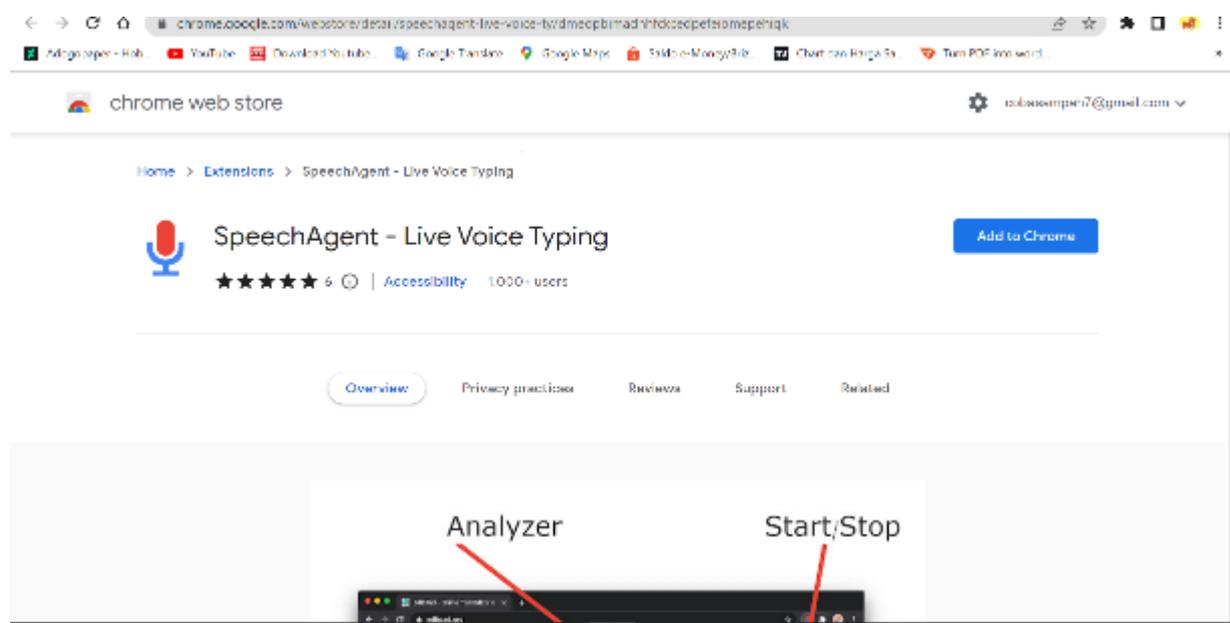
Picture 13.4: SpeechAgent extension

Source: google.crome Extensions

 Any webpage may now benefit from native speech-to-text recognition thanks to this browser plugin. In many languages, it properly transforms voice to text. To access the interface, choose a text field or input box on the current page, then click the toolbar button. The plugin automatically turns your speech to a transcript and enters it into the input field on your behalf. For voice recognition, this extension makes use of the built-in API. This addon does not need any server interaction. The identified text can also be copied to the clipboard.

With a single click, it recognizes speech.

There are no background activities (only works when the interface is open)

Makes use of the built-in engine (no server code related to this extension)

Choose the maximum number of alternative outcomes that will be utilized during text recognition.

Choose a language for the recognition engine.

4. DictationBox

 DictationBox recognizes live speech and commands. Simply click the DictationBox extension icon to begin dictation.

DictationBox prioritizes long-form writing above fillable forms or online navigation. It launches a floating box that records your dictation. It also has a one-click Copy button that copies all of your text to the clipboard for easy pasting.
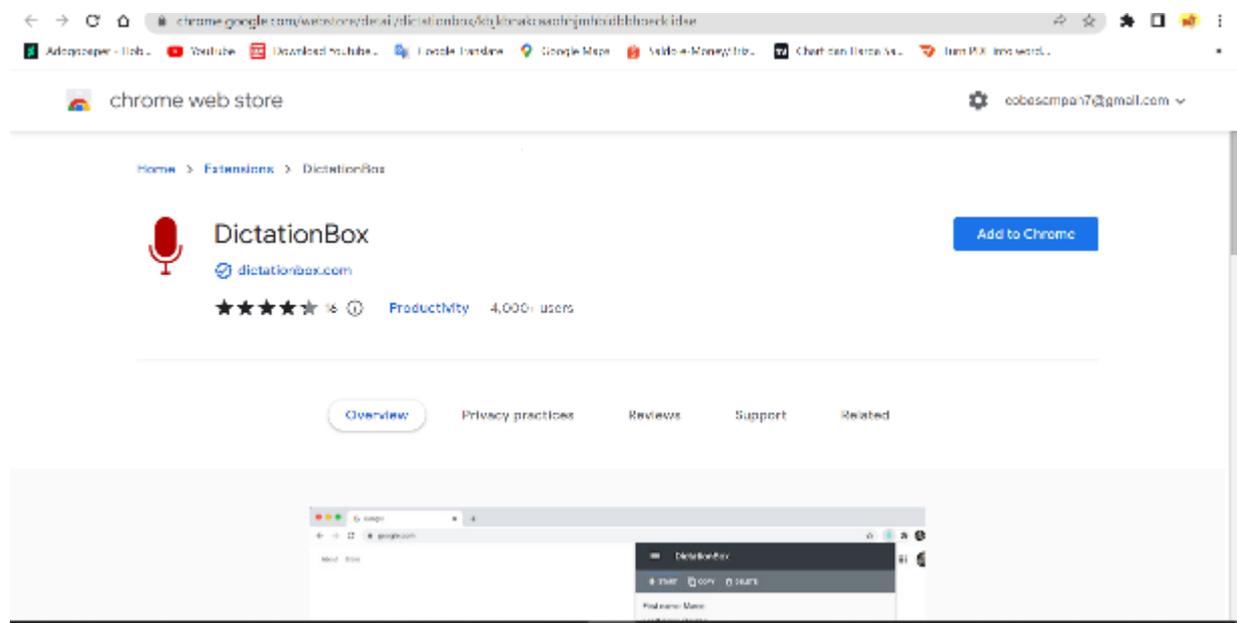

Picture 13.5: DictationBox extension

Source: google.crome Extensions

- Dictation utilizing the DictationBox text area field

- Supported over 100 languages and dialects

- Say "next field" to go to the next [*] field, like in the auto-text command "order template."

- Auto-text commands can be customized in the extension settings.

- To switch between standby and listening modes, say "go to sleep" and "wake up."

5. Voice In
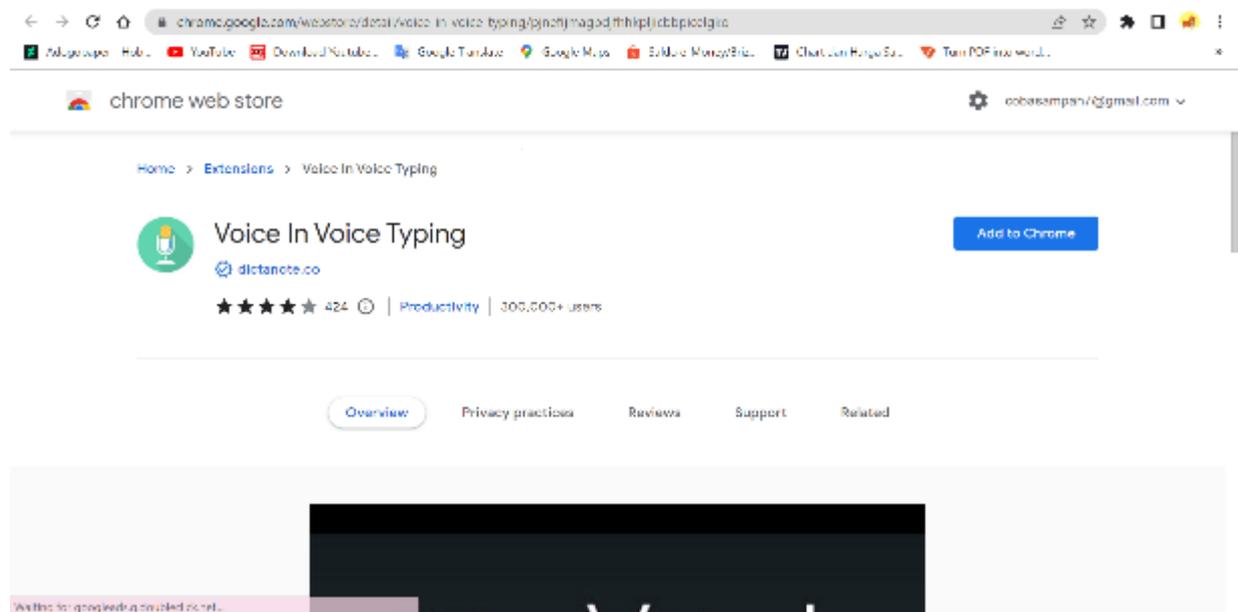
Picture 13.6: Voice In extension

Source: google.crome Extensions

Voice In is another dictation app from the creators of DictaNote, a note-taking app designed specifically for dictation. Voice In's commands are more polished and robust than those of some of the lighter options.

Voice In allows for voice typing, making it simple to type in the browser using voice-to-text.

Voice In Speech-To-Text capability allows you to use your voice to do everything from writing emails in Gmail to answering assignments in Classroom, responding to customer tickets, responding to chats, and learning pronunciations.

Of course, voice control is another excellent option for your mobile device. Speechnotes.co is a website that can help anyone to take notes. The voice to text feature in speechnotes.co can be used to convert the sound you hear into written form. This facility can certainly be used for those who are doing online classes. Or that requires to write an important note from an online class (Nurjanah, Ifadah and Mulyadi, 2019; Nurjanah, Mulyadi and Wijayatiningsih, 2019; Adawiyah *et al.*, 2021).
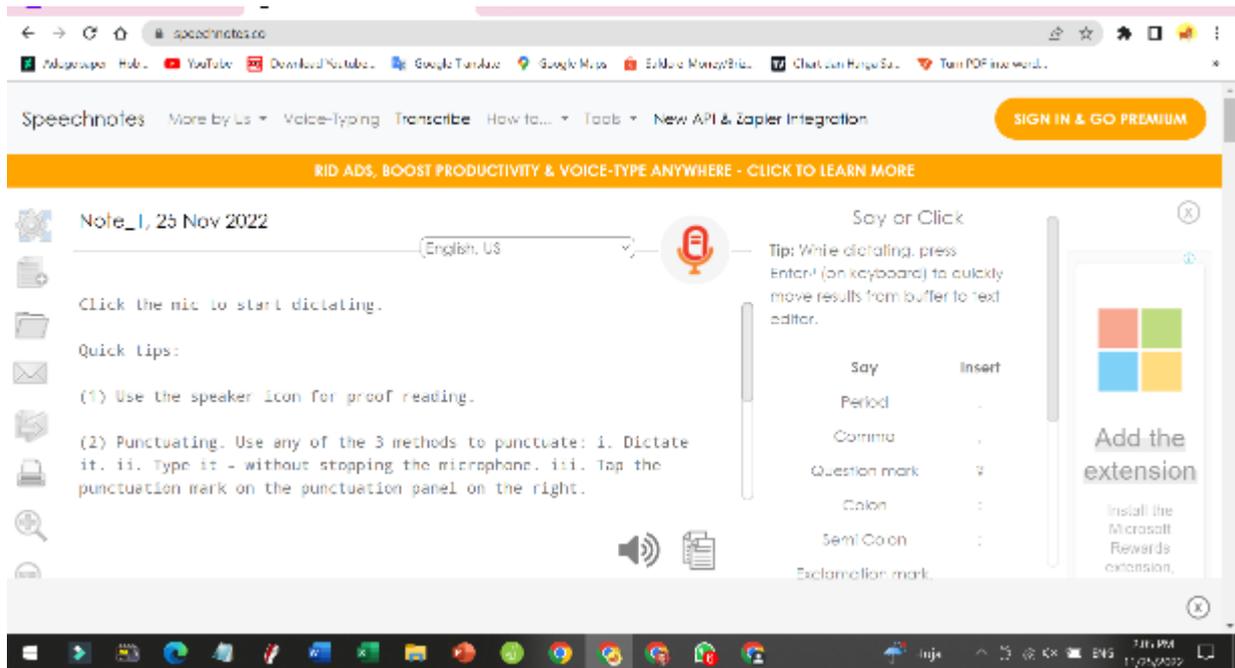
Picture 13.7: speechnotes.co to take notes

Source: speechnotes.co

This application can be used immediately without the need to create an account or anything like that. As with Transcribe, you can simply press the microphone icon while using Speecnotes. Speechnotes has several advantages, including accurate transcription capabilities, can be used for hours, can be used even when offline, filter noise so that it is not recorded, and has a light file size (Adawiyah *et al.*, 2021)(Sholichah, Suhartono and Mintowati, no date; Laprade and Perkins, 2014; Fahemeeda; Shaikh, 2017; Taufiq *et al.*, 2021).

Some of the advantages of this Speechnotes application are:

Accurate

the accuracy of the written word immediately after we speak. Pretty good and accurate as long as our voices are clear and not a lot of annoying noise around. The written words are relatively accurate.

Language Choice

The good thing is that we can choose and change the desired language. The choice of language is of course to detect which language do we want so that there are no mistakes when word for word appears on your mobile screen.

Punctuation

For those who want to immediately include a sign you can read the article too. At the bottom there is a punctuation mark that says the most widely used such as periods, commas, question marks and exclamation marks even spaces and other punctuation marks as shown below.

Speechnote is able to translate short or long speech, as long as it sounds clear.

• it can be used without an internet network.

• Text can be edited immediately, even if the application is dictating the spelling from the voice.

DISADVANTAGES OF SPEECHNOTES

Sometimes there is still something wrong in writing and that's arguably natural because of the sound quality of the source.

13.2 Practice

Start typing With Your Voice

You may continue to use all of your favorite websites with a voice-to-text extension even if you are unable to use one or more hands. With all of these possibilities plus the efficiency of VTT technology, you're bound to discover an extension that works for you.

Here are the steps:

1. What we need to prepare is the microphone that we plug into the mic plug on the computer/laptop.

2. Then open the website address www.speechnotes.co from the Google Chrome web browser.

3. Remember this website only works using the Google Chrome web browser.

4. Select the language according to the language we want (Indonesian).

5. Then click the microphone-shaped icon (to the right of the language setting) and please speak using the mic that has been plugged into your computer or laptop.

6. When we speak, our voice will automatically turn into text on the computer screen.

7. Copy the text and we move the text to a word document or another.
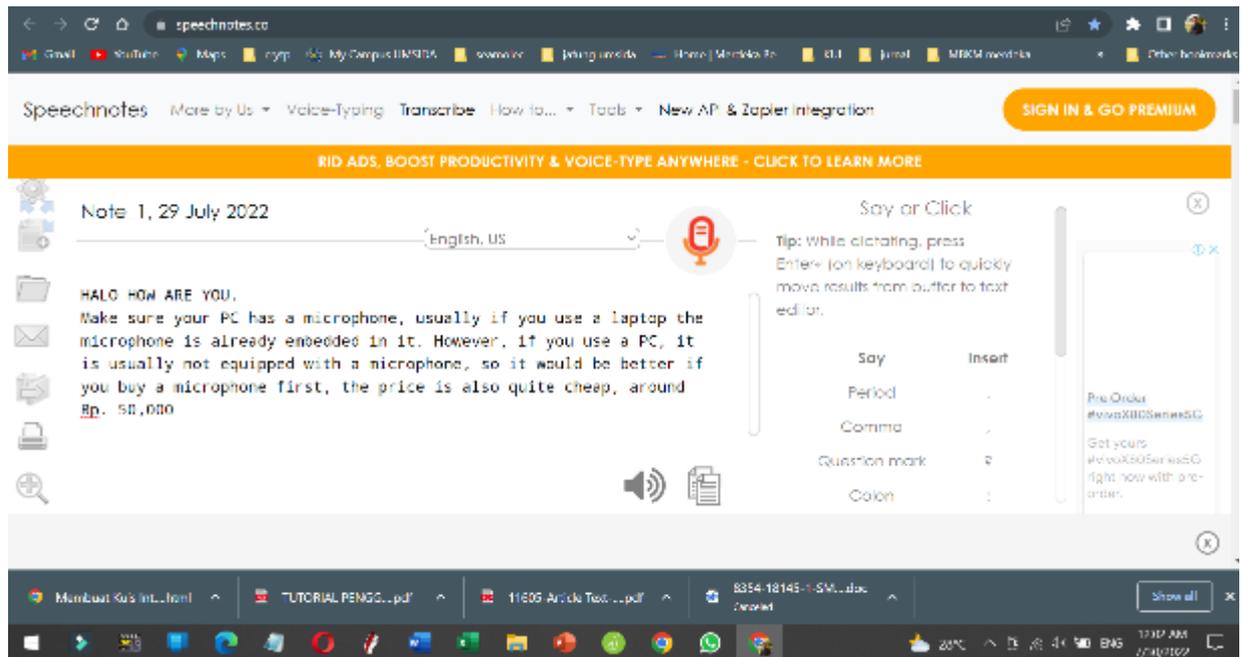
Picture 13.1: drafting on speechnote

Source: speechnotes.co

after finished speaking and converted we can edit it into a writing that is more slick and easy to read by others.

To get started, please follow the steps below:

1. Prepare a PC that is connected to the internet.

2. Make sure your PC has a microphone, usually if you use a laptop the microphone is already embedded in it. However, if you use a PC, it is usually not equipped with a microphone, so it would be better if you buy a microphone first, the price is also quite cheap, around Rp. 50,000.

3. Make sure the microphone is plugged into the PC Audio Port, usually this port is red or pink.

4. Go to the address http://Speechnotes.co

5. To test this tool is actually quite easy because once the address is open there is a choice of language that you can choose. Inside there is Indonesian which is able to capture audio in Indonesian language well, just like when I wrote this I used speechnotes.co. If you want to write in English please you can also just change the language choice to English.

Picture 13.1: preparing the speechnote

Source: speechnotes.co

6. Then next to the language selection tool, there is a red microphone icon, you just need to click it, so if you speak in front of the microphone, the text will appear by itself as the screenshot below is the result I spoke. Pretty good in my opinion, although there are a few mistakes but it can be edited later. As I said above, the results are not 100% accurate, so you have to sort the writing again.

is an application that converts sound into text. This application makes it easy for us to write text just by reading it. We no longer need to bother typing a lot of words that will make us tired if there are too many. Then how to use it?

It's easy!

First open the speechnotes application then press the available microphone image then we just have to talk, don't forget to set the language we will use, choose according to the language we will talk about..

Discuss

1.		Mention one of the benefits given by Speechnotes that you can find especially in the process of learning English.

2.		Mention one of the weaknesses of Speechnotes that you can find especially in the process of learning English.

Task

1.		Make one prototype of using Speechnotes for teaching material.

2.		Present your prototype in front of the class.

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Chapter 14

Kahoot! for English Language Learners

Basic Competence

Students are able to understand the basic theory of using Kahoot! activities for TEFL

•   mention the basic theory of using Kahoot! activities for TEFL

•   implement the basic theory of using Kahoot! activities for TEFL

Indicators

Students are able to

•   mention the use of Kahoot! activities for TEFL

•   practice the use of Kahoot! activities for TEFL

14.1 Theory

Technology is a human-made product that provides benefits and uses to make human life easier, more advanced, and more modern. With periodic updates, technology continues to demonstrate its sophistication and greatness that humans can use to support their daily activities and increase work productivity (Fahemeeda; Shaikh 2017; Taufiq 2015).

Humans can use cutting-edge technology for a variety of positive purposes. As with web technology, the sophistication of web technology can be used to find information sources online in seconds. The presence of web technology can undoubtedly provide many benefits to humans in carrying out various types of activities.

Every individual is expected to be able to utilize technological sophistication for beneficial purposes. It is a mistake and a really bad situation when technology sophistication, which is already exceptional, is not used as well as it might to support activities that are beneficial and bring distinct benefits for that person's life, because technology was developed to aid various types of human activities or job, technological sophistication must be used to the greatest extent feasible.

In Indonesia, English is highly essential. Several factors contribute to this, including:

(1) an increase in the number of foreign companies operating in Indonesia;

(2) an increase in the number of foreign tourists visiting Indonesia;

(3) an increase in the number of foreign consultants working in Indonesia, both in government and private institutions; and

(4) an increase in the number of Indonesians traveling abroad as tourists, workers, diplomats, or students.

Furthermore, the growing use of English in communication media such as radio, television, newspapers, magazines, and films encourages us to learn the language. Because of the importance of English, it is taught in schools from elementary to university levels. However, many students regard this lesson as difficult and frightening. Along with technological advancements, information technology has now permeated the world of education, including English subjects. This assists us as teachers in making subject matter easier to convey so that students can understand lessons quickly and pleasantly. With the advancement of information technology, teachers can create a variety of learning media so that students can learn English easily and pleasantly, so that they no longer perceive English lessons to be difficult and frightening subjects.

Because of this technology, learning English is now very diverse. Students are more enthusiastic about learning English when presented with these various formats. There are several roles for information technology in English learning. These advantages may be felt by both professors and students in a variety of ways, such as discovering assignments, looking for references, and much more. Searching for information on the internet is far less expensive than purchasing actual books or periodicals. Furthermore, there are many websites that offer free information services; all we have to do is download or print the script files we require. This adds a more reliable source of information.

Today's rapid growth of information and communication technology has brought various solutions to challenges in overcoming difficulties in teaching material sources for teachers. Teachers may use the internet to help them plan ICT-based learning activities. The instructor only needs to access and search the internet to find the items required as classroom teaching materials.

It is clear from his explanation above that education today cannot be isolated from the advancement of information technology. IT is no longer a foreign substance in the realm of education; rather, it has grown in importance and support.

The fast advancement of information and communication technology has permeated many sectors of human existence, including education. As a result, schools and teachers cannot avoid this trend simply because of budgetary constraints or issues with limited access and knowledge.

Teachers must experiment with the use of information and communication technology in learning activities based on the capacities of each school and the teacher in question. Internet training and specific tools such as Microsoft Office, particularly PowerPoint and animation-creation software, are essential for instructors in every school to be able to carry out ICT-based learning.

Finally, as an English teacher, the author feels greatly aided by the above-mentioned development of information technology, because the image of English subjects as difficult and frightening is gradually fading.

On the other side, evaluation is critical for instructors in order to determine student learning results for the lessons that have been presented. Before we proceed any further, let us first define evaluation. We may infer that evaluation is a means of measuring something, which in the case of education is the outcome of learning.

Various sorts of evaluation, generally kids feel blank owing to emotions of pressure, even if they grasp the lesson that has been provided. However, the current evaluation can be packaged in a more appealing format, specifically by using Kahoot!

With current advancements in digital technology, even learning evaluation methods, namely Games, can be packaged in communicative, interesting, and innovative packaging! As a result, students are more enthusiastic when they are given a quiz at the end of their learning, even though the quiz contains the same questions and answers (can be multiple choice or filled in), but the attractive packaging is what makes this evaluation more interesting for students.

Even if it's merely in the form of games, it doesn't mean students can't be serious, since after one response, the temporary score results for the top ten scorers will show, and at the end of the session, the top three podium fills will be announced. "But won't the other kids feel inferior if that's the case?" On the contrary, because it is packaged in the form of games, pupils are more motivated because they believe they are competing. It's similar to a running competition at a school sports week; even though students are aware that this competition is outside of learning activities and will not result in many prizes, they still strive to be first, right? This is also true.

Not to mention the diverse characteristics and behaviors of pupils ranging from extroverts to introverts, the Kahoot! This may be used correctly without kids being fearful of being wrong or of speaking out. At the end of the session, the teacher can turn off the sharescreen on online learning platforms such as Zoom Meeting or Google Meeting, allowing the teacher to see the results of student answers and grades, assisting the teacher in evaluating the success of learning.

Technology is advancing at a breakneck pace in the twenty-first century. The internet age gave birth to a plethora of learning-supporting programs, as did the widespread use of the internet. This is a significant benefit to the field of education. With the right technology, it will be possible to accelerate students' learning while also fostering a more creative and innovative learning environment. Finally, the teacher's job is to adjust to using technology in the classroom in accordance with the learning objectives.

Kahoot! is one of the media-based learning tools. According to several experts, Kahoot! is an excellent tool for assisting kids in increasing their involvement in learning (Alfansyur and Mariyani 2019; Anggraeni, Rachmijati, and Apriliyanti 2020; Dewi 2018; Rini and Wiyarno 2019; Yuniarti and Rakhmawati 2021).

Kahoot! is a game-based learning platform that consists of multiple-choice quizzes that can be accessed and played through a website or an app. To play the Kahoot! game, all you need is a smartphone (which almost everyone now has) or a laptop, PC, and a wifi connection.

Kahoot! is a game based free learning platform, as an educational technology. Kahoot! was launched in August, 2013, in Norway. The game continues to grow until its users exceed 50 million people from 180 countries. These games are designed to be accessible in classrooms and other learning environments. This game can be created and played by anyone without age and subject limits. Kahoot! is a mebtool for creating quizzes, discussions, and surveys. This is what it looks like. game-based online learning, using any language, device, or operational system. Kahoot! is very easy to operate in learning with the condition that the teacher has to prepare the problem items themselves, not just copy and paste. To be able to use Kahoot!, students must have an account by registering as a student on the page "https://Kahoot!.com/. Registration can be done via cellphone or laptop. Students can see a symbol indicating the answer choices on their device. Questions on the teacher's device can also be displayed.

Kahoot! can be played individually or in groups. When students play it in groups, they can take turns taking roles. There are many benefits in using this application.

for teachers:

1) Be able to design surveys, quizzes, discussion materials automatically which may be reused in the future;

2) the teacher can manage the time to answer questions properly for each number because they can be limited automatically

3) teachers can get feedback and assess students' knowledge in an accurate manner

directly in the reflection stage of learning. Kahoot! is typically used for formative assessment, to monitor each student's progress towards learning objectives, identify strengths and weaknesses, and to identify areas where students will benefit more from one lesson to another, as well as being able to review basic knowledge for the subject. ;

s4) Kahoot! makes teachers keep a question bank to use at any time.

For student:

1) Students can use mobile phones to access them, so that it is possible to play individually;

2) if they play in groups, the advantage is that they can learn to lead their peers and become good learners;

3) through this game, the learning atmosphere becomes more fun as well as challenging;

4) accustom students to critical thinking because they are required to analyze questions and answers quickly and precisely;

5) Kahoot!'s attractive appearance and can be accompanied by music according to their age can be an attraction for students to be more motivated in learning.

The equipment that must be prepared in playing this Kahoot! is:

1. Main laptop; . is used to open questions and teacher control.

2. Projector, used to display the question display on the laptop onto the screen so that many students can see it.

3. Student devices can be laptops, cellphones or tablets, used to answer choice questions.

4. Internet network.

14.2 Practice

In implementing Kahoot!, the teacher places it at the end of learning to read as an evaluation of the learning process that was presented previously.

How to Make an Online Quiz on Kahoot!

How to Use Kahoot! for Learning

How to Register Kahoot! Free

To register for free on Kahoot! is very easy to do, you only need to enter an email or you can also use a Gmail account or a Microsoft account if you have one. For more details, follow the following steps:

First, visit the Kahoot! page in a browser. Type https://Kahoot!.com/ in the web address then press enter.

The linked image cannot be displayed. The file may have been moved, renamed, or deleted. Verify that the link points to the correct file and location.
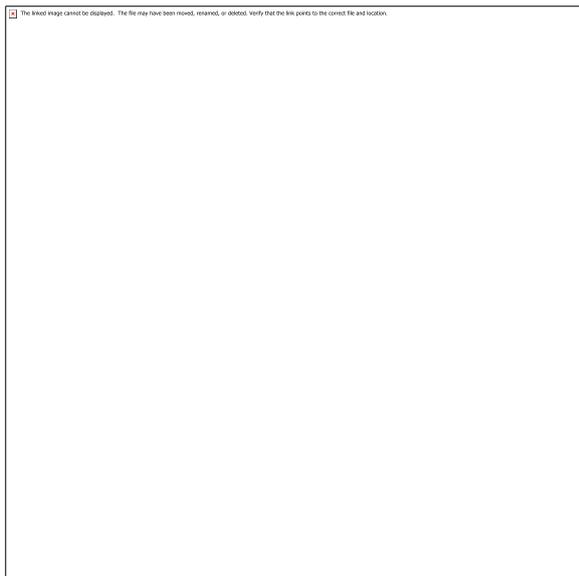
Picture 14.1: step to use kahoot!

Source: https://kahoot.com/

Next, click the Sign Up button in the upper right corner.

After that there will be four choices of account types according to your identity with the following information.
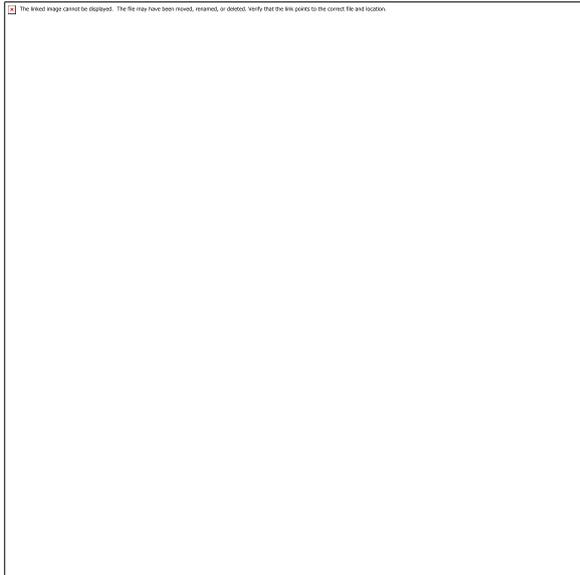
Picture 14.2: step to use kahoot!

Source: https://kahoot.com/

• Teacher: this type of account is suitable if you are a teacher at an educational institution such as a school or university.

• Student: for those of you who want to hold study together with friends or for the benefit of group presentations in class.

• Personal: you can also choose not to affiliate yourself with teacher, student or employee status. Accounts like this are specifically for you who don't have a specific purpose like other types of accounts.

• Professional: if you are going to hold a town hall meeting or overall meeting. Then playing Kahoot! will provoke the enthusiasm of your co-workers. This method is also a healthy way to provide incentives to employees who win games.

Click on one of the accounts you want, later you will be asked for a description of where you work, teach or go to school.

In this tutorial, we will use a personal account.
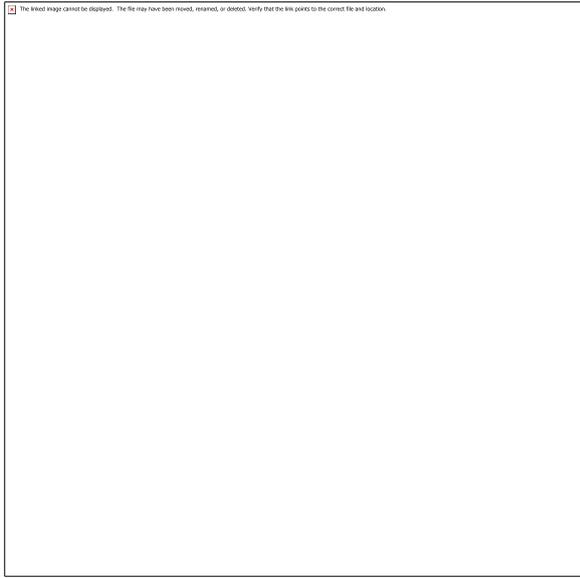
Picture 14.3: step to use kahoot!

Source: https://kahoot.com/

Enter the date, month and year of birth in the provided format, then click Continue.
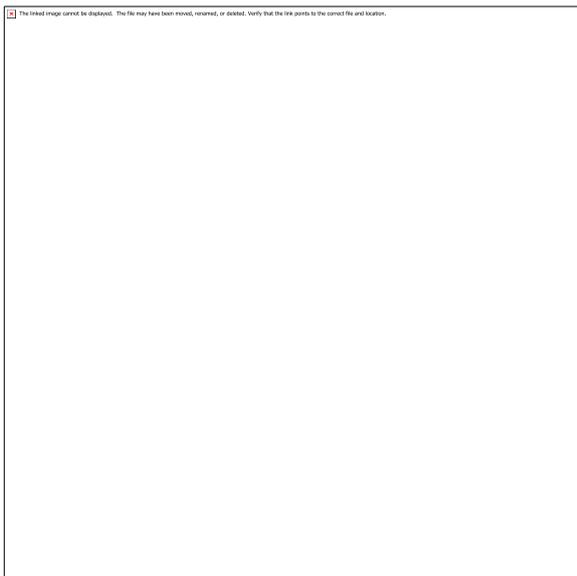

Picture 14.4: step to use kahoot!

Source: https://kahoot.com/

After that, a page will appear asking you to fill in your username or username. If you don't want to bother thinking about names, just click on the magic wand to generate names randomly. After that click Continue if done.
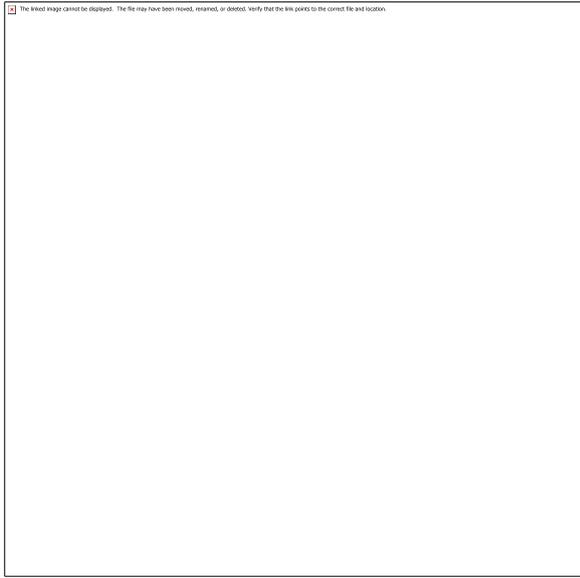
Picture 14.5: step to use kahoot!

Source: https://kahoot.com/

On the next page, enter your email data and password to register an account. You can also choose to register using a Google account or Microsoft account for a faster process.
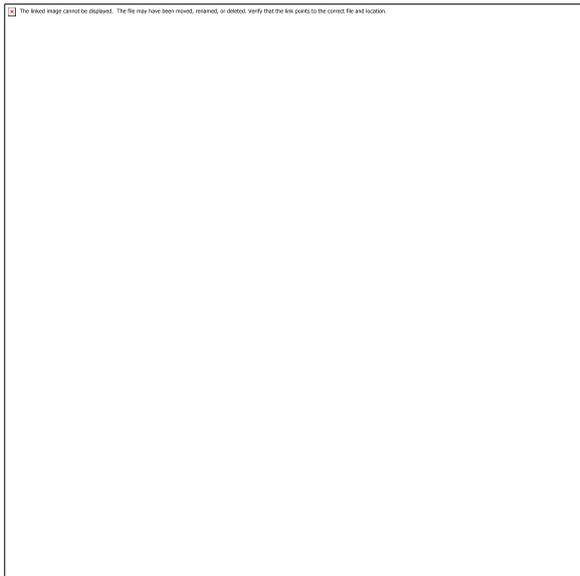
Picture 14.6: step to use kahoot!

Source: https://kahoot.com/

Next, you will be provided with four price packages such as Basic which you can get for free and can accommodate up to 10 players. Then there is the Plus package with a maximum player limit of 20 people. For the plus package you need to pay $ 48 annually or the equivalent of 700 thousand per year.

Create a game

After you have successfully created a game, you will be redirected to the dashboard page which will display various information and menu options. Here you can upgrade account services, see the progress of any games you've played, explore top game choices and so on.
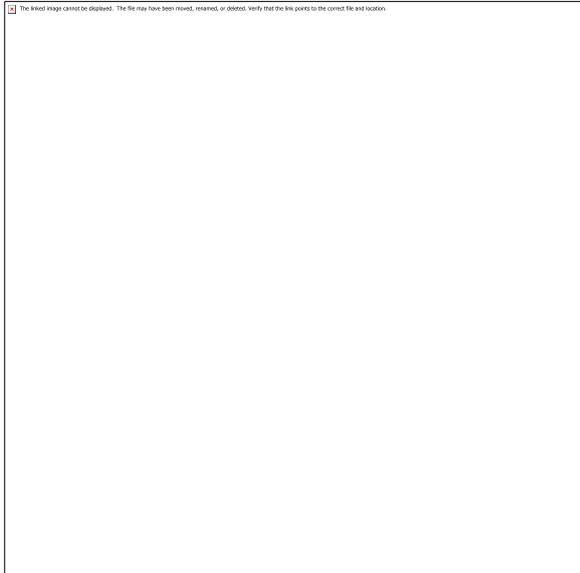
Picture 14.7: step to use kahoot!

Source: https://kahoot.com/

You can click See hot it Works to participate in the demo game. But if you want to make a game right away, click on the Create Kahoot! button.
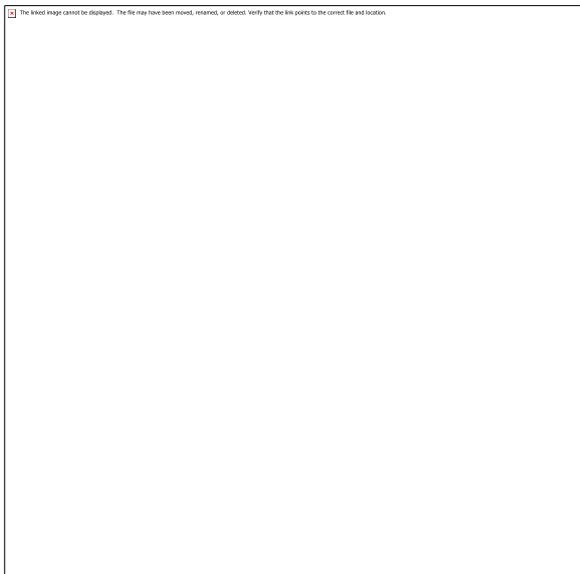
Picture 14.8: step to use kahoot!

Source: https://kahoot.com/

If you don't want to create questions and answers from scratch, you can also choose one of the template options available. If you prefer to make a game from scratch, then select Create.
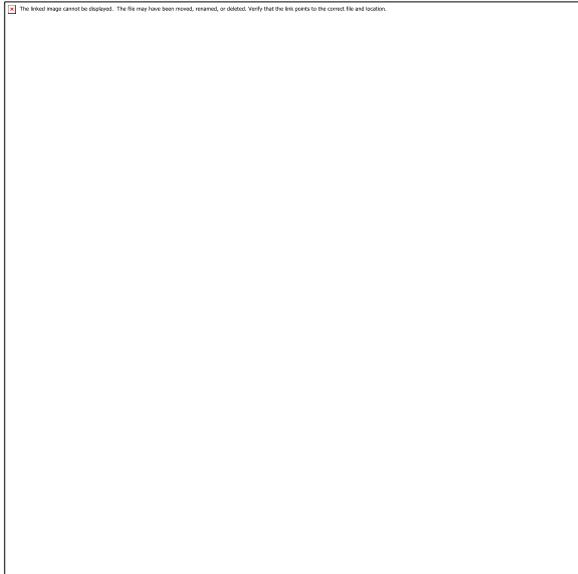
Picture 14.9: step to use kahoot!

Source: https://kahoot.com/

So, the picture above is an interface for entering information about games such as questions, answers, points and so on. The following is a description of each of the elements above.

1.   This column is a placeholder for the question that will be displayed in the game you choose. Write your quiz questions here.

2.   You can also set a time limit for answering this question. The options range from 5 seconds, 10 seconds, 20 seconds to 120 seconds.

3.   Each question that has been answered successfully will add points, in this section you can move the slider left for 0 points or right for 2000 points. By default, one question will give you 1000 points if it is answered correctly.

4.   Answer Options is an option that regulates whether the player can only choose one answer or more than one answer.

5.   In this section, you can attach a picture, whether it's just an illustration or a guide. After that, click the image library to select photos provided by Kahoot! or select upload image to attach the photos you have.

6.   Enter at least two answers and choose the correct answer by clicking inside the circle. You can also make this question so that you have more than one correct answer. The answer choices don't have to be in writing, you can replace them with pictures.

7.   Click the Add question button to add the next questions.

8.   If you run out of ideas, you can also click Question bank and take various questions that have been provided by other Kahoot! users.

After you have added the specific questions and their settings, then click Done to finish the game creation process.
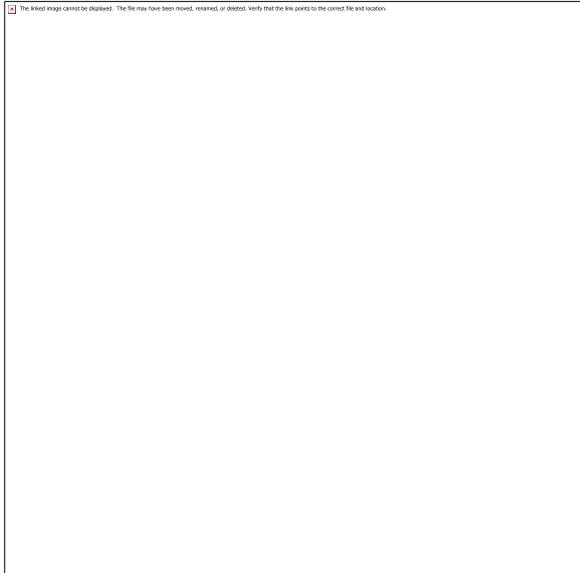
Picture 14.10: step to use kahoot!

Source: https://kahoot.com/

Then enter the game title and description in the fields provided, and click Continue when finished.

How to become a Host

After you have successfully created a Kahoot! game and can already play it. So, to play the game you just created, click Play Now.

The linked image cannot be displayed. The file may have been moved, renamed, or deleted. Verify that the link points to the correct file and location.
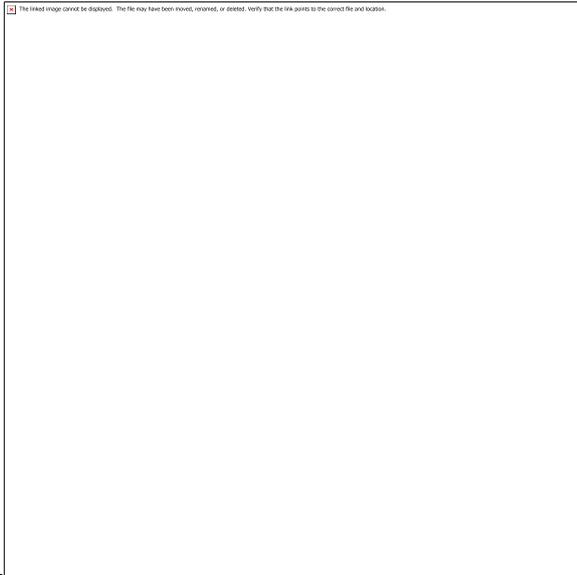
Picture 14.11: step to use kahoot!

Source: https://kahoot.com/

There are two options namely Host and Challenge. The Challenge option is useful if you want other people to play it independently. To play it together with friends, select the Host menu.

The linked image cannot be displayed. The file may have been moved, renamed, or deleted. Verify that the link points to the correct file and location.
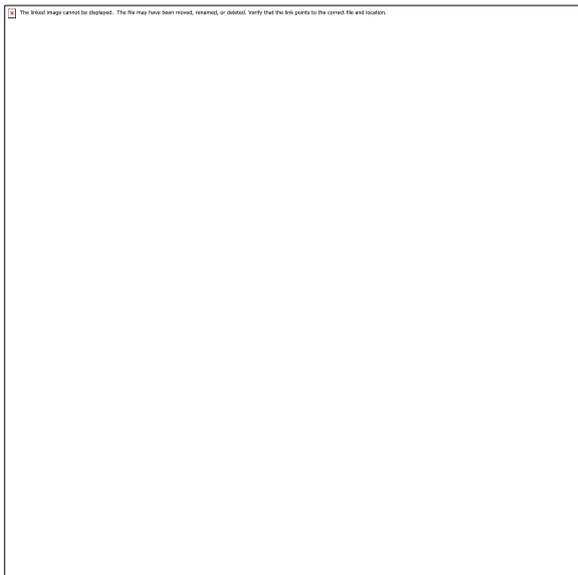
Picture 14.12: step to use kahoot!

Source: https://kahoot.com/

Then the screen display will be as above, it's time for you to connect your laptop to the projector so that all players in the room can see the game Pin clearly.

Become a Kahoot! Player

After a Host displays the Game Pin on the screen, a player can m enter the PIN on a device. You can use a laptop, cellphone or tablet and type http://www.Kahoot!.it/ in the address bar and press enter.

Next, the browser will display a column to fill in the Game PIN. Type the game PIN listed on the host screen then press enter to start the game.

Enter a nickname in the column provided if requested. Certain cases only allow players to choose a name at random, it depends on the rules of the host before starting the game. If you have clicked OK, GO!

Then look at the Host screen, is the player's name visible on the screen? If all students or meeting members have all joined, then the host can press the start button to start the game.

Answer the question

After the game has started, players must be alert to see the questions displayed on the host screen. Questions can be answered using a multiple choice system and depending on the rules of the game, you may only be able to choose one answer or more than one answer.n Panik!
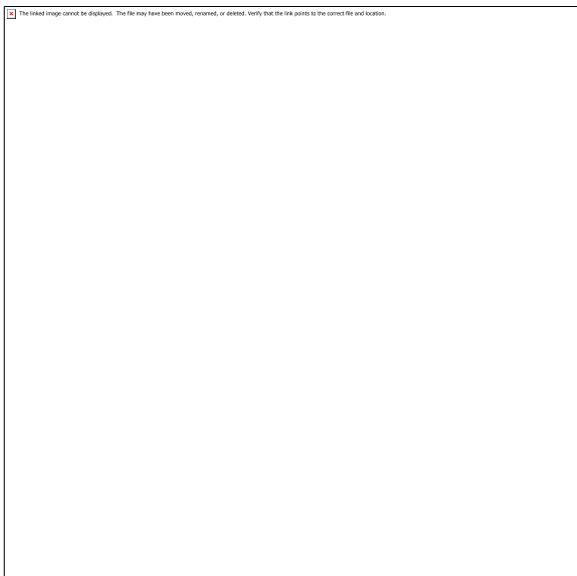
Picture 14.13: step to use kahoot!

Source: https://kahoot.com/

Questions and answers will only appear on the screen, that's why the host must guarantee that the screen protector or TV used can be seen by all participants. In this example problem, the correct answer is A princess, or a square shape with a green background.

Picture 14.14: step to use kahoot!

Source: https://kahoot.com/

Therefore, choose symbols and colors that match the answer that you think is right. Choose the square symbol on a green background.

Now you know how to answer questions right? Try to answer all the questions correctly, later the names of the three participants who have the highest scores will be displayed at the end of the game.

Discuss

1.   Mention one of the benefits given by Kahoot! that you can find especially in the process of learning English.

2.   Mention one of the weaknesses of Kahoot! that you can find especially in the process of learning English.

Task

1. Make one prototype of using Kahoot!for teaching material.

2. Present your prototype in front of the class.

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About the autors

Wahyu Taufiq is an English Teacher at English Education Study Program of Universitas Muhammadiyah Sidoarjo. He received master Degrees in TESOL and Education in Information Technology in Education and training from University of Wollongong Australia. Since 2012, he has been teaching various subjects related to English subjects at the Faculty of Teacher Training and Education of Universitas Muhammadiyah Sidoarjo. Instead of teaching, he is continuously doing research on English and Education, as well as making some books and several articles related to English Education and Information Technology in Education and training since 2015. At the same time, Wahyu also becomes the speaker in some seminars and workshops related to these fields.

Fika Megawati was graduated with a bachelor's degree in English Education Study Program, Universitas Negeri Malang in 2010. In 2011, she completed a master's degree in English Education Study Program, Universitas Negeri Malang, and finish her doctoral degree in English Language program at the same university in 2020. She is an English Language Education Program teaching staff of Faculty of Psychology and Education at Universitas Muhammadiyah Sidoarjo, Indonesia. She is available in fikamegawati@umsida.ac.id.

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