



### **1st INTERNATIONAL WORKSHOP 26.03.2014**

*“Using JOTFORM in research and adult education”*

JotForm is the first web based form builder. Its intuitive drag and drop user interface makes form building a breeze. Using JotForm, you can create forms, integrate them to a web site and receive responses by email. Anybody with an Internet connection can use it. JotForm is WYSIWYG, so you can still make web forms without any web design or HTML experience. Since JotForm is hosted on its own server, there are no requirements.

JotForm supports all standard web form field types. In addition, it allows you to use new and intuitive fields in your form such as Date Time Picker, Star Ratings, or CAPTCHA checks. Using JotForm, you can create any kind of web form.

Jotform can be used in different languages.

Jotform can be used in different contexts in Adult Education:

1. Internal Communication (ask for participation in events, communicating news, asking colleagues opinion, communicating documents and ask for colleagues opinion, etc.). Jotform gives the opportunity to receive online all answers in excel or PDF format.
2. Students Evaluation (online quizzes, exams, analysis, etc.). Students can have time limitations (if necessary) and all their answers can be seen in excel or PDF format.
3. Research Survey. It can be sent to the research population's email anonymously and without any cost or technology requirements.
4. Contact Form
5. Event Calendar
6. Document Uploader
7. Reservation Form
8. Application Form

Finally, use JotForm to sell digital goods, sell products, collect payments for your online service, collect subscription payments or receive micropayments for your content. You can easily

integrate your form with PayPal, Website Payments Pro,Authorize.Net, Google Checkout, WorldPay, 2CheckOut, ClickBank and OneBip payment gateways.

During the workshop we explained the following functions:

### 1. Form Tools

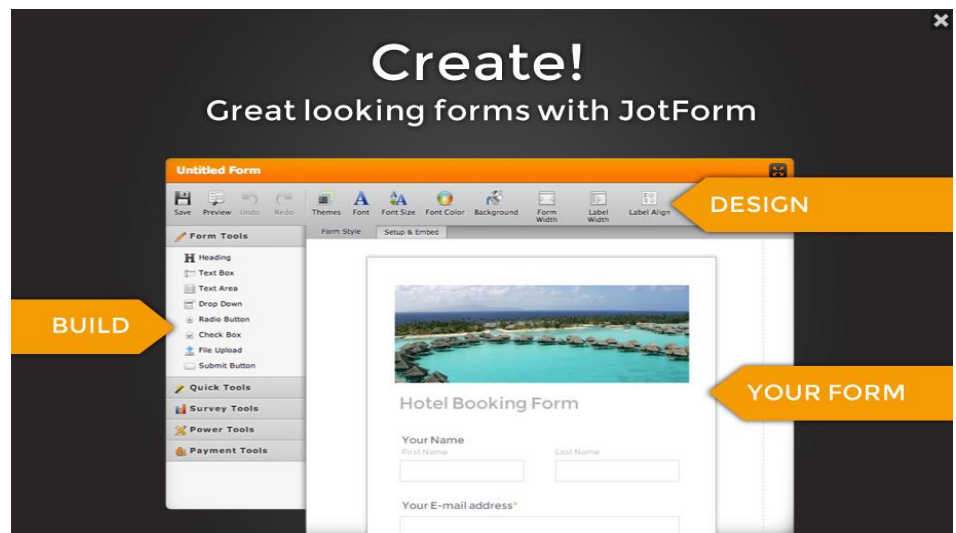
- Heading
- Text Box
- Text
- Text Area
- Drop Down
- Radio Button
- Check Box
- Image
- Upload File
- Submit Button

### 2. Quick Tools

- Full Name
- E-mail
- Address
- DateTime
- Time

### 3. Survey Tools

- Star Rating
- Scale Rating
- Spinner
- Matrix



- Page Break
- 4. Widgets
  - Youtube
  - Countdown
  - Calculator
  - Checklist
  - Terms and Conditions
  - Animated Heading
  - Button Checkboxes
  - Multiple Selection
  - Keypad
  - Google Fonts Picker
  - Square Checkbox
  - Advanced Color Picker

#### PHASES of the workshop

1. In the first stage the instructor did a presentation of the uses of Jotform in Adult Education and Research. After this presentation the most important features of Jotform were presented and a “sample survey” was created by all the participants (following the instructor’s instructions). At the end of the first phase, all participants answered this sample survey in order to understand how the data collection is managed.
2. With the guidance of the instructor, all participants created their own survey. This survey was sent to the instructor for corrections and feedback.

#### USER GUIDE and additional help for using JOTFORM

At the end of the workshop, the instructor facilitated a user guide and some important information about the use of Jotform. This information can be found in the following links:

<http://www.jotform.com/help/>

<http://www.jotform.com/blog/27-Download-JotForm-User-Guide>





Lifelong  
Learning  
Programme



## 2nd INTERNATIONAL WORKSHOP 27.03.2014

### *“Using Blogs in teaching and learning”*

The ease of use of a blog has made it a web tool of great potential in teaching and learning. If we check the web, thousands of educational blogs have seen the light and educators from all around the world have been experiencing with this tool for their teaching activity. Many students and some teachers still cannot draw a clear border between a blog and a website. Yes a blog is, in effect, a kind of a website organized by time and is the equivalent of a diary. It is like a digital magazine fuelled by fresh content to engage audience. The idea of content refreshment is in fact one of the major differences that sets a blog from a website. The content of a website remains mostly the same.

#### PHASES OF THE WORKSHOP

1. The instructor presented a Power Point Presentation (attached) on the uses of blogs in teaching and learning covering all stages of education but with giving emphasis on adult education.
2. After this presentation the instructor helped the students to create their own blog by using WORDPRESS hosting platform. All participants created their blog and introduced -at least- a comment, a picture and a video.
3. A presentation of the project's blog was made to all participants in order to help them understand the features of wordpress (how to create content, parts, edit, change profile, design and colours, etc.).
4. All the participants sent their personal blogs to the instructors in order to receive feedback and comments.

#### USER GUIDE and additional help for using JOTFORM

At the end of the workshop, the instructor facilitated a user guide and some important information about the use of Wordpress. This information can be found in the following links:

<http://make.wordpress.org/support/user-manual/>

<https://interconnectit.com/products/wordpress-user-guide/>



**WORDPRESS**

<http://www.simplewpguide.com/>

<http://learn.wordpress.com/>