

Best Practices for Using Digital Tools



Define your learning objectives:

First, think of your teaching goal (e.g. learn holiday vocabulary, use the past simple, write an email, active listening). Then choose a digital tool that will help students meet the goal.

Introduce one tool at a time and use it regularly:

Choose one tool to use, show students how to use it and then include it in various lessons. This helps all of you feel comfortable using it and makes it more effective. Avoid introducing many tools together so you and your students don't feel confused.

Teach students how to evaluate online sources:

Include critical thinking tasks in the lesson to teach students how to choose information they can trust and check facts. Ask them to identify their sources and justify using them.

Reflect on tools with students:

Ask yourself and students if the tool was useful or not and why (e.g. Was it easy/difficult to set up? Did it support my students with dyslexia or visual impairments? Did it help us work towards the learning objective?). Then you can adapt how you use it or choose a different tool.

Tell students why you're using tools:

It's important students know why they are doing something and how it improves their learning. This helps build interest and motivation for the activities and lessons.

Balance technology with traditional classroom activities:

Start with traditional written and spoken communication in class (e.g. writing into a mindmap, discussions in pairs) and then use digital tools to extend and vary interactions (e.g. typing a list, designing a presentation, recording your voice).

Be aware of personal data each tool collects:

Some tools don't require an account or any personal data, others ask for you to give personal information.

