



ZUMPAD TUTORIAL

1. Link

<https://zumpad.zum.de>

2. Short description of the tool

ZUMpad is a webpage where several users can write in real time with one another in order to create a common piece of work. In order to coordinate the task trainers can use a chat forum in order to discuss parallel to working on the document. It is a free, straightforward, self-explanatory tool hosted in Germany.

Each writer can use their own colour, so trainers can see who wrote what. There is also a timeline saved of the page's developments. The content can be exported in different formats (e.g. txt, word, pdf, etc.) at any time. The **ZUMpad** has a self-selected, simple address easily shared verbally to learners no matter what their language level may be. Trainers can adapt the URL in order to duplicate a page for smaller group work.

When left unused for more than a half a year the **ZUMpad** automatically deletes itself, so trainers do not have to worry about removing older pages from the source.

3. Which language competences can be developed with the help of this tool?

- Written production – creative writing.
- Online Interaction – goal-oriented online transactions & collaboration.
- Mediating Strategies - linking to previous knowledge, breaking down complicated information, adapting language.
- Communicative language competence – general range, vocabulary range.

4. The requirements concerning the tool

ZUMpad works on Windows, Mac OS or Linux, it only requires a web browser. No further browser or plugins are needed.

In order to get started, there is a helpful video on the website itself. There is no need to set up a profile, just click the website, share the link with learners and get started creating a collaborative text.

5. Language of the tool

The ZUMpad website is in German, but the page itself allows for endless use of languages.

6. Suggested language level (A1-C2)

A1 A2 B1 B2 C1 C2

7. What competences from DigCompEdu Framework does the tool develop?

- | | |
|----------------------------|----------------------------------|
| 1. Professional Engagement | 1.1 Organisational communication |
| | 1.2 Professional collaboration |
| 2. Digital Resources | 2.2 Creating and modifying |
| 3. Teaching and Learning | 3.1 Teaching |
| | 3.2 Guidance |
| | 3.3 Collaborative learning |
| | 3.4 Self-regulated learning |

4. Assessment

4.1 Assessment Strategies

5. Empowering Learners

4.2 Analysing evidence

6. Facilitating Learners' Digital Competence

5.3 Actively engaging learners

6.2 Digital communication and collaboration

6.3 Content creation

8. How can the tool be used by teachers/learners?

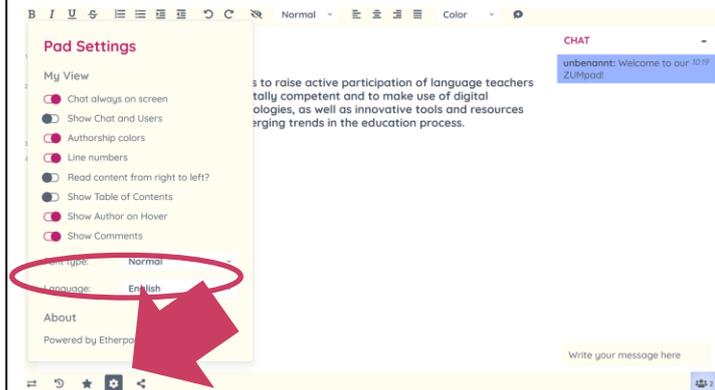
This tool can be used by language teachers to create a **ZUMpad** to:

- communicate assignment;
- combine new knowledge with what is already known;
- deepen vocabulary to various topics and build relationships between different words;
- enable learners to respond creatively to different themes in the classroom;
- introduce new vocabulary;
- encourage learners to create their own **ZUMpad**;
- assess spelling;
- engage learners in content creation activities and encourage them peer review of content;
- create engaging in-classroom note-taking.

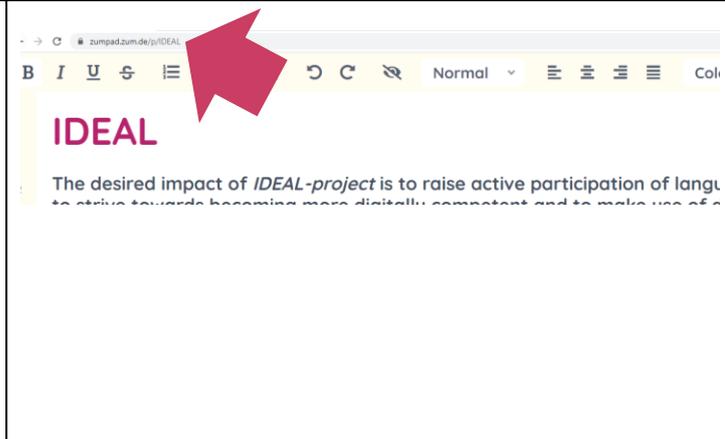
9. Case study – example

<p>1. Access the website ZUMpad and click Neues Pad (new pad) or type in a name you would like to create and then click OK.</p>	
<p>2. Click the link to learn more on how to use ZUMpad or get started by adding your text to this field.</p>	

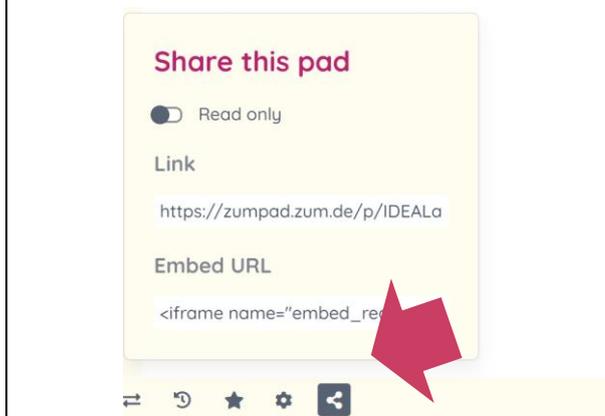
3. Change the working *language* of the document by clicking on the symbol at the bottom and then select a language.



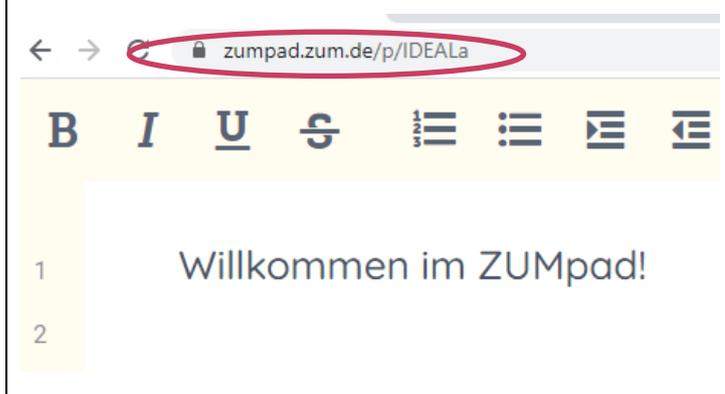
4. If there are too many people working on one document or you want smaller groups to work on an individual document, **duplicate** the document by adding a number or letter at the end of the web address. You can then resend the individual link to the learners or ask the learners to also add the number to their URL.

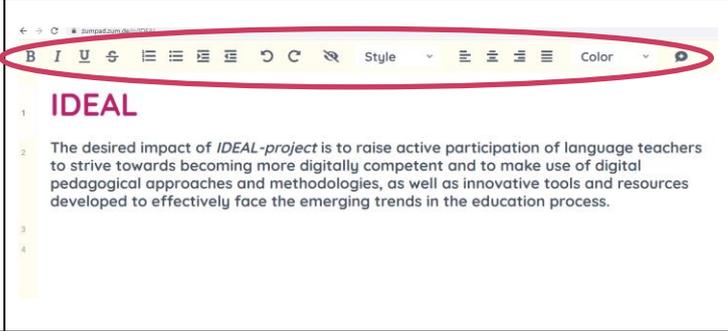
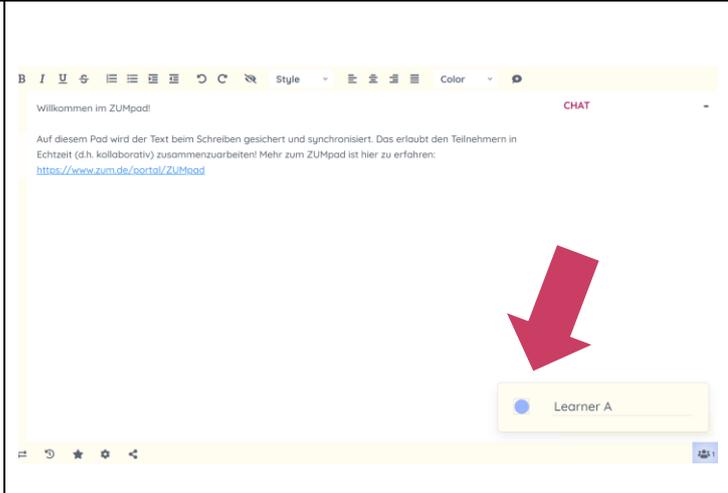
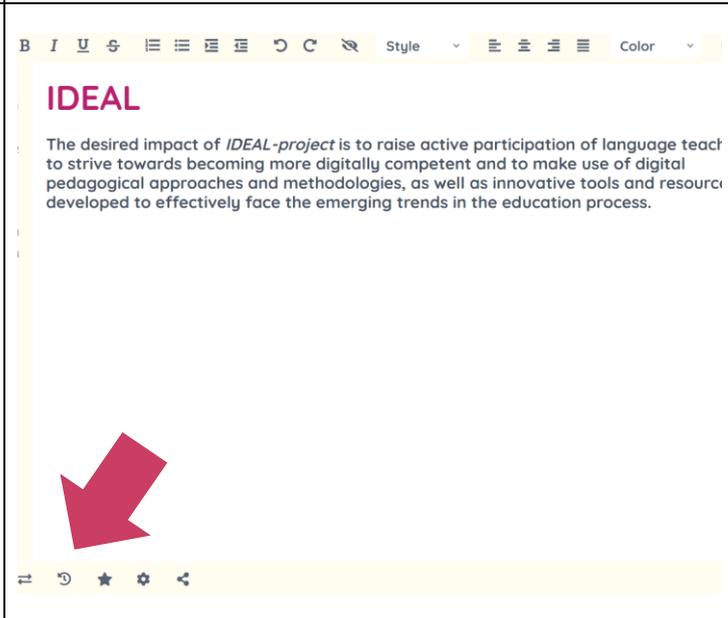


5. Invite others to collaborate by sharing the link or click the **Share** icon at the bottom of the page to **embed an URL**. You may also choose to allow only a read version of the materials.

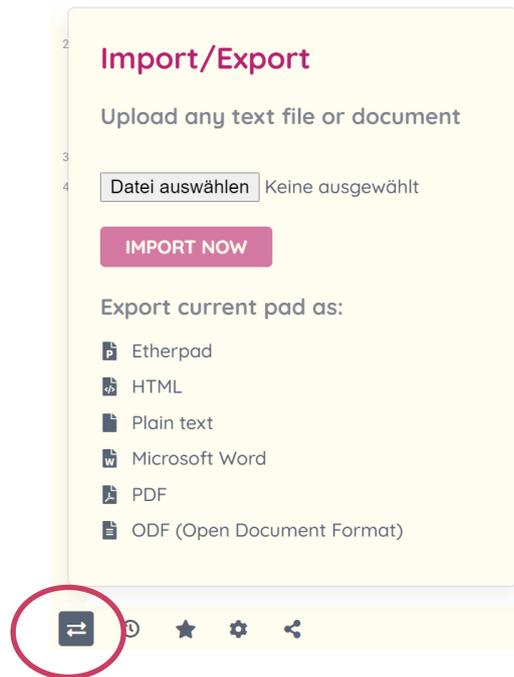


6. To **duplicate** a pad so that not too many people are working on one document add a number or letter at the end of the URL.



<p>7. Make use of the symbol leger to edit and adapt the text.</p>	 <p>The screenshot shows the ZUMpad editor interface. The top toolbar, which contains various editing tools like bold, italic, underline, link, list, and color, is circled in red. Below the toolbar, the text 'IDEAL' is written in a large pink font. The main content area contains a paragraph of text: 'The desired impact of IDEAL-project is to raise active participation of language teachers to strive towards becoming more digitally competent and to make use of digital pedagogical approaches and methodologies, as well as innovative tools and resources developed to effectively face the emerging trends in the education process.'</p>
<p>8. Click the Chat button to change learners' names and write with them in real time.</p>	 <p>The screenshot shows the ZUMpad editor interface with a chat window open. The chat window is titled 'CHAT' and contains a welcome message: 'Willkommen im ZUMpad!' and a note about text synchronization. A red arrow points to the 'Learner A' button in the chat window, which is used to change the user's name.</p>
<p>9. Review or revert back to older versions of the document by clicking this symbol.</p>	 <p>The screenshot shows the ZUMpad editor interface. The bottom toolbar, which contains various utility icons like undo, redo, star, and share, is visible. A red arrow points to the 'Review' or 'Revert' symbol in the bottom toolbar, which is used to revert back to older versions of the document.</p>

10. **Export** and **Import** text by clicking this symbol and selecting the appropriate option.



10. Things you have to bear in mind when using the tool

- The free service of this tool allows for printed, downloaded and digital versions.
- **ZUMpad** content is automatically deleted when left unused longer than 6 months.
- You can use any language and with any language level of learning.
- Make use of the tutorial guide which will teach trainers how to use the tool.

11. Similar tools

Medienpad

<https://medienpad.de/>

Titanpad

<https://titanpad.com/>

This work is licensed under a Creative Commons Attribution-ShareAlike 4.0 International License

