IDEAL

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ZOHO WRITER TUTORIAL

1. Link

https://www.zoho.com/writer

2. Short description of the tool

Zoho Writer is a sleek and elegant word processor available across all electronic devices. Learners and teachers can collaborate in real-time to create documents for free.

The blank page is clean, simple, and distraction-free and has a practical toolbar located left of the page. Teachers can use it to describe, explain and entice their learners. Teachers can save their *Zoho Writer* documents as MS Word, PDF and other popular file formats. Writer is completely free, no ads, no payments, no downloads. Teachers simply register with their email address and create an account. There is no need for learners to register in order to collaborate on the document.

Learners and teachers can make use of the feedback and change-tracking tools to enhance the revision of homework. It is easy to collaborate on content and export documents in an array of formats, e.g. WordPress, Blogger pages or PDF. Teachers can lock portions of a document that they do not want learners to edit or even to see until they are ready. *Zoho Writer* instantly auto-saves all work and contributions to a document. Teachers can review the participation of individual learners as well.

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

- Written production – creative writing.
- Online Interaction - goal-oriented online collaboration.
- Mediation Strategies – adapting language, breaking down complicated information.
- Reading Comprehension - reading for information and argument.

4. The requirements concerning the tool

Language teachers can use *Zoho Writer* for free simply by subscribing with an email address. They can share the tool with their learners and the learners can access the document without a personal account. The language teacher can decide on the access level of the learners. For example, if the learners should be able to edit and change all of the document, edit just fillable fields or just be able to access and read the document.

Teachers can use *Zoho Writer* even without internet access. All work and changes will automatically be updated when reconnected with the internet. Teachers do not need to install or use a specific browser. *Zoho Writer* has user friendly apps, i.e. Android, iPhone and iPad apps, giving you the flexibility to take your work with you wherever you go.

5. Language of the tool

The *Zoho Writer* website is available in an array of languages, e.g. English, German, French, Spanish, Portuguese, Dutch, Danish, Italian etc. However, one can create documents in even more languages.

Much like Word, the learners or teacher can select the language which should be controlled while working on a document.

6. Suggested language level (A1-C2)

A1 ☒   A2 ☒   B1 ☒   B2 ☒   C1 ☒   C2 ☒

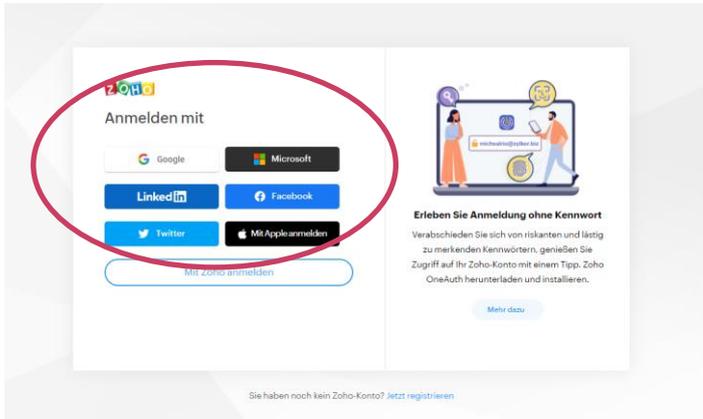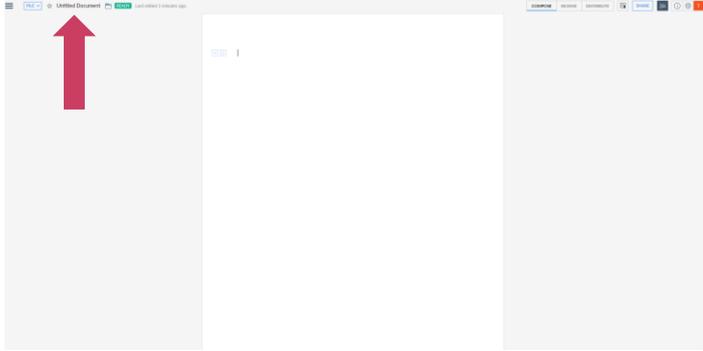## 7. What competences from DigCompEdu Framework does the tool develop?

1. Professional Engagement
3. Teaching and Learning

1.2 Professional collaboration
3.2 Guidance
3.3 Collaborative learning

4. Assessment
6. Facilitating Learners' Digital Competence

4.2 Analysing evidence
6.2 Digital communication and collaboration
6.3 Content creation

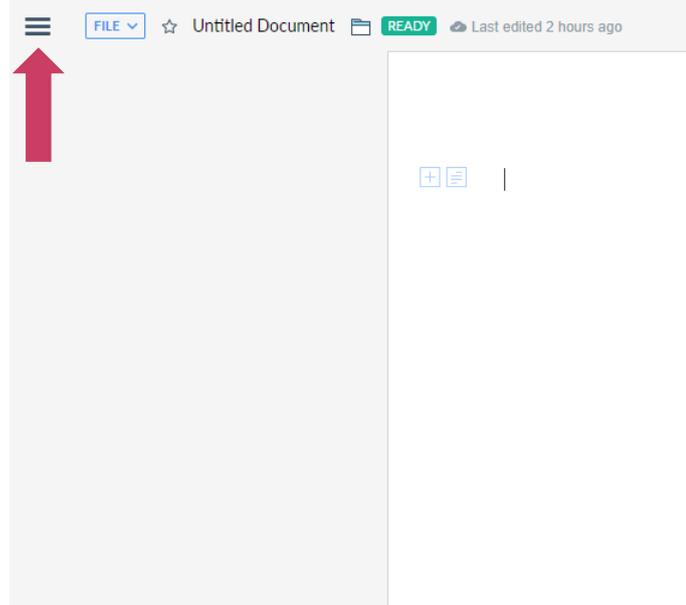## 8. How can the tool be used by teachers/learners?

This tool can be used to:
- promote written collaborative group work and engage learners in content creation activities;
- enable learners to respond creatively to different topics;
- deepen vocabulary and grammatical structures by editing the document;
- track the progress and see which learner made what input;
- create an online document accessible with all types of devices;
- review and expand on previously created learning materials;
- have learners systematically improve their digital competence;
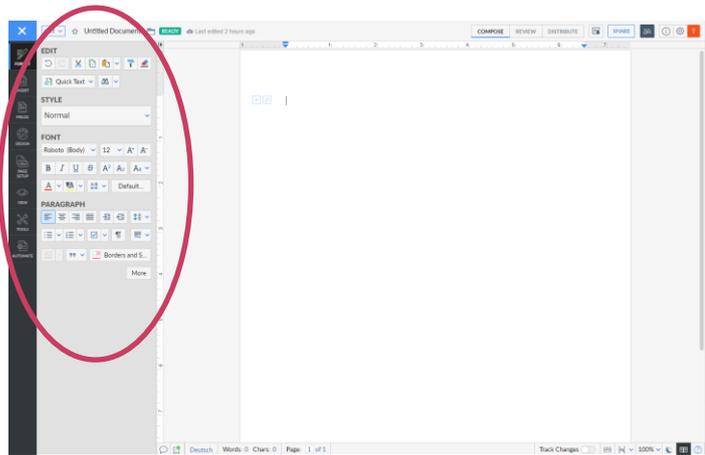- create engaging in-classroom and offline learning.

9. Case study – example

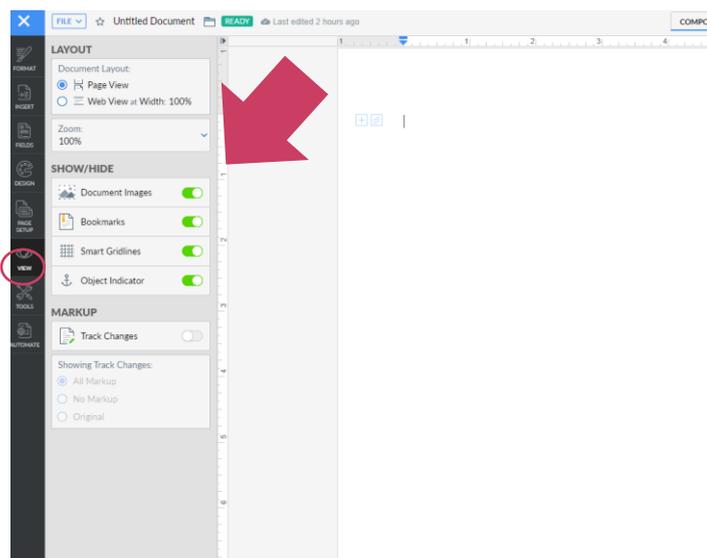|	
1. Access the website *Zoho Writer* and create an account. If you already have a pre-existing account – click *Login*.	
2. Get started by simply writing in the document. Select a title for the publication by double clicking *Untitled Document*.	

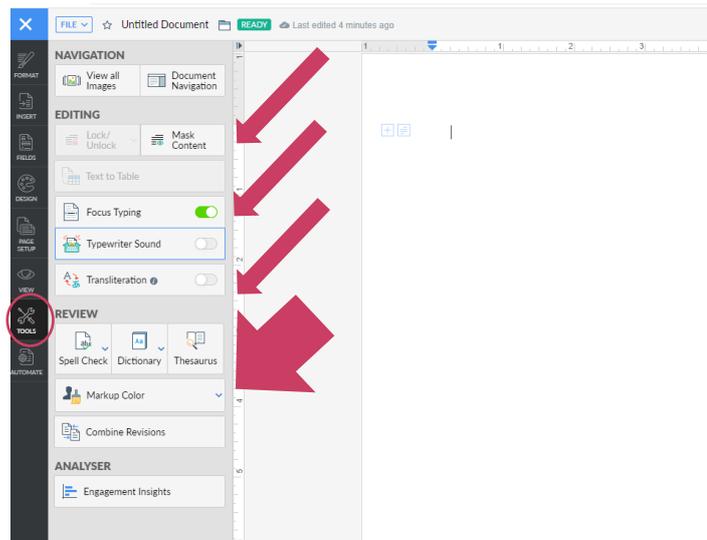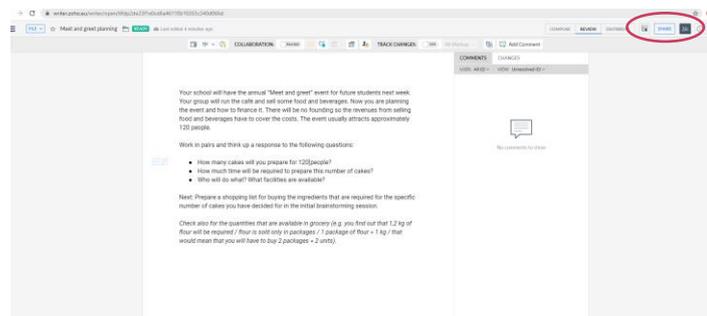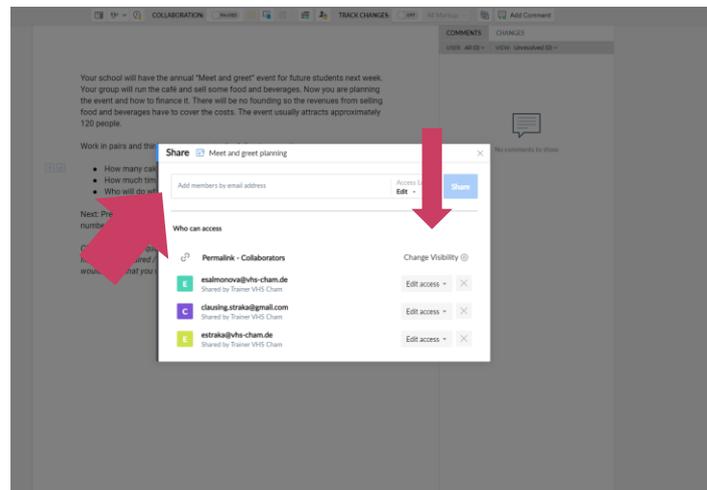|	
3. Access the toolbar on the top left-hand side to edit and import text.	
4. Here learners have a similar tool bar such as in Microsoft Word, but conveniently located and accessible. Teachers can import pictures as well as select specific designs.	
5. When clicking the *VIEW* button teachers can decide if they want to hide the images the learners see or turn on track changes when creating a document.	

6. The tab *Tools* allows users to control various settings such as hiding content, use of different keyboards, focus typing in order to focus on specific topics.	
7. Invite others to collaborate on the document by clicking on *SHARE* a window will appear and email addresses can be added.	
8. Add email addresses and also select the access level of the individual users.	

9. Click **REVIEW** and watch track changes or have the learners collaborate on solving problems or creating their own content.	
10. Click **DISTRIBUTE** to publish, download or email the template.	
11. Click **Mark As Final** in order to be sure collaborators can no longer make changes to the document.	
12. Click on the **FILE** for a drop down menu with various options to print, download, create a new document or eventually make a duplicate for individual or group work.	

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

- This free service is available for all electronic devices.
- *Zoho Writer* can be used for different language proficiency levels.
- Only teachers need to create an account, there is no such need for learners.
- The tool is available for all internet browsers.
- The operating instructions are similar to Microsoft Word.

11. Similar tools

Google Docs

https://docs.google.com/document/u/0/

ZUMpad

https://zumpad.zum.de/

Yo Pad

https://yopad.eu/