NAME	SYNCHRONOUS LESSONS
Short description (What)	It is a lesson delivered digitally, in a virtual environment (online), which takes on the characteristics of the face-to-face classroom, ensuring constant and in real time interaction between learners and teachers.
Purpose/aim (why)	☒ Immediate evaluation of learning results ☐ Co-create contents (Conceptual maps) ☒ Acquisition of new knowledges ☐ Showing job processes and techniques ☐ Systematization of contents ☐ Experiencing of practical activities ☐ …..
Contents/learning objects suitable *(on what)*	Syncro lessons are more suitable for theory (theoretical activity) but some experiences in practical activities have been realised (e.g. cooking) Some examples of application: Virtual face-to-face school lessons; Distance training course; Refreshing course
Tipe and level of interaction	High level of interaction in real time with trainers and trainees (more simple solutions)
Tipe of learning stimulated by the solution	☐ Learning from experience ☐ Learning through creative thinking ☐ Learning from peer interaction ☐ Learning from a reflexive process ☐ Learning from imitation/observation ☒ Learning face-to-face (virtual/online)
Digital solutions' brand names	Indicate the most common and different brands which propose that digital solution: - Google meet/classroom - Microsoft Teams - Zoom
Technical equipment *(the technical equipment needed to support its use in training/teaching)*	Pc, camera, headset, internet connection, smartphone / tablet, electronic register, interactive apps.
Equipment conditions	Regarding HW: equipped PC and other devices Regarding SW: ● For trainees: Google Meet/Classroom – Available with Google account; Teams available with private and free account provided by the organisation; Zoom available with private and free account. ● For trainers: Google Classroom - Teams – Zoom have a Business version more suitable to manage the lesson.

Costs	*Regarding Google Meet*:
	Free version: 0€. If you have a Google account, you can set up an unlimited number of meetings free of charge with up to 100 participants and a maximum duration of 60 minutes per meeting.
	Business: from 9.36€ per month. It extends the free functionality with a maximum of 300 hours per event and 150 participants per meeting. Participation can also take place not only via the web or app, but also with a call to a telephone number protected by a room access PIN.
	Enterprise: from 23€ per month. It increases the maximum number of participants to 250, and soon you will have access to the function to play a live streaming event, capable of involving up to 100,000 participants within your own domain. Finally, it allows you to record meetings within your Google Drive cloud storage space.
	Regarding Zoom:
	Free Version: this version is free of charge (€0). You can hold an unlimited number of meetings, but group meetings with several participants have a maximum limit of 40 minutes and meetings cannot be recorded.
	Zoom Pro: costs €13.99 per month. Allows hosts to create personal meeting IDs for repetitive meetings and allows meetings to be recorded on the cloud or device, but limits group meetings to 24 hours.
	Zoom Business: costs €18.99 per month. It allows you to brand Zoom meetings with vanity URLs and company branding and offers transcripts of meetings recorded in the cloud as well as dedicated customer support.
	Zoom Enterprise: costs €18.99 per month and is designed for companies with over 1,000 employees. It offers unlimited cloud storage for recordings, a customer success manager and discounts on webinars and Zoom Rooms.
	Regarding Microsoft Teams:
	Free version: you can chat without limits, hold online meetings and video calls, 10gb storage space for the team and 2gb for each user. In addition, you can collaborate with Office tools: Word, Excel, PowerPoint and OneNote.
	Basic plan: costs €4.20 per month. With this basic subscription plan, it is possible to have 1 TB of storage space for each user, online meetings and video conferences for up to 250 people, the possibility of adding up to 300 users, telephone support every day and at all hours, a 50 GB company mailbox, and the possibility of sending attachments up to 150 MB. In the basic plan, the SharePoint online service is available, which supports companies in creating websites.
	Standard business plan: the cost of the subscription is EUR 10.50 per month. With the standard plan, you can plan meetings for up to 250 people, use a single licence to download Office applications on five devices per user, and also business applications, including Bookings, Invoicing and MileIQ.
	Office 365 plan: with a subscription fee of €19.70 per month.
Main technical problems that can be occurred / maintenance needs	Weak internet connection IT equipment problems (software) Technical problems (hardware)

Methodological indications for trainers/teachers	● Microsoft Teams, Zoom, Google Meet enable a frontal lesson to be conducted in an online version: the lesson is conducted in the form of a video lesson, with the possibility of conducting written and oral tests, in the presence and under the supervision of the teacher. During the synchronous activity, there is simultaneous interaction between teacher and trainees and learning takes place in real time. The lessons can be recorded and revised in a second time. ● No needed preparatory activities (in general); it depends on the teacher and the content of the lesson. It is similar to a lesson onsite (about preparatory activities) ● De-briefing solutions to be adopted: on their own, these tools do not guarantee face-to-face learning comparable to the onsite lesson, they need additions (e.g. Mentimeter or interaction tools in general).
Describe the use onsite of that solution	The synchronous lesson is used exclusively online.
Describe the use in the distance setting of that solution	The lesson is conducted in the form of a video lesson, with the possibility of written and oral tests, in the presence and under the supervision of the teacher. During the synchronous activity, there is simultaneous interaction between teacher and pupils and learning takes place in real time. . The lessons can be recorded and revised in a second time.
Main pedagogical problems that can be occurred	Weak peer interaction. Many students are ashamed to speak. Difficulty to understand feedback and also non-verbal language.
Troubleshooting suggestions	Put at least one exercise at the end of the lesson to check understanding. Ask students questions at the beginning of the lesson to check how much they have learnt. Integrate synchronous lesson with teaching apps (e.g. Mentimeter, Kahoot!)
Role of the teacher/trainer	The teacher must try to make the lesson engaging, stimulating the class to interact and learn. If only frontal teaching is done, the students' attention span is low. The teacher's responsibility is to structure a lesson that is functional to the synchronous medium. Good skills in teaching apps facilitate the management of lesson and the effectiveness of the activity.
Strengths *(regarding contents, techniques and processes)*	- It gives the possibility to choose where and when. - It reduces costs. - Synchronous teaching leads to the search for new solutions and tools to support teaching, stimulating learning (e.g. Mentimeter). - There is the presence and direct contact with a teacher who explains. - It helps to maintain direct contact during mandatory period of distance learning (Pandemic case)
Weaknesses *(regarding contents, techniques and processes)*	- The use of media can be complex and impractical if not well used. - Lack of familiarity with technology on the part of teachers, trainees, and their families. - Digital divide among users. - Lack of live interaction between teacher and student.

	- Lack of peer interaction. - Limited possibilities for peer-to-peer work. - In a long run it can create disaffection and it is not functional as the only teaching method. It must be an addition to the on-site lessons.
Linked practices *(if available – see the other scheme)*	IT-PRACTICE_2_ProjectWork

Main characteristics
(Evaluate each characteristic)

	Low	Medium	High
Level of interaction among trainees during the experience	☒	☐	☐
Level of interaction with the trainer during the experience	☐	☐	☒
Autonomy in the use of the solution by the trainee	☐	☐	☒
Easy to use (friendly?) by the trainee	☐	☐	☒
Easy to use (friendly?) by the trainers	☐	☐	☒
Level of peer-to-peer collaboration	☒	☐	☐
Inclusiveness (in relation to disadvantaged groups)	☐	☒	☐
Level of engagement	☐	☒	☐
…….			

Other relevant information	
Comments	Syncro lessons are one of the solutions that can be included in a distance course You can develop synchro lessons to show practical and manual activities that a trainee can reproduce at home if he has the necessary equipment. Synchro lessons are very simple to manage but it's more difficult to integrate them with other digital solutions. We can train the trainers to use them in a more dynamic way through the implementation of different teaching APPS During synchro lessons pay attention to: ● use teaching apps in a synchro lesson ● structure lessons following a specific methodology and not only to move online the methods used on site.
A contribution by	*EnAIP Piemonte*