ALL INCLUSIVE 102

How to make Youth Exchanges possible
for young people who cannot travel

Nuorten Ystävät

Co-funded by the
Erasmus+ Programme
of the European Union

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Description of this guide

The point of the All Inclusive – Removing Barriers to Participation -project is to make international cooperation and Youth Exhanges more accessible to young people who need special support to be able to participate. The first part of this project was to make a guide for organisations to support the in designing and realising Youth Exhanges with the target group of the project.

However, there are young people in the target group of the project who are not able to attend these mobility projects even with the help of the guidelines established in IO1. Many of them are living in either in residential units or at home. There are different factors that may inhibit the actual participation. It might be challenges with behaviour, not being able to endure noises, lights or groups of people, requiring constant support, which may not be possible in a mobility project or many other things.

To make attending a mobility project possible for these young people, the mobility project has to be designed in a way that makes it possible for young people to attend and be a part of the exchange, even though they are not able to travel. It requires planning so that similar activities can happen in different places at the same time.

In the working life teleworking and teleconferencing have been used for a while now and new technologies pop up all the time. This guide takes into account the techonologies that are available at the time of the project. Technologies are in rapid flux and new programs and gadgets come to the market all the time, so it is wise to find the ones that are most useful to you and your organisation.

Designing a hybrid Youth Exchange

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When designing a Youth Exhange with young people who need special support, you must first address the question: who do I want to reach and what is the level of support that they need. (For supporting young people with special needs, you can consult the guide made by this project). Are all the young people that I want to reach able to travel to a Youth Exchange, and if they are not, do I leave them out all together?

We hope that you also include the young people who might not be able to travel. Youth Exchanges change young people and some of the young people that you thought might not be able to travel can suprise you. Then again, there might be setbacks, and some young people might not be able to travel. When working with vulnerable groups it is wise to plan for things changing and to have several plans in place.

Designing a hybrid Youth Exchange

2.1. Plan for the hybrid experience from the beginning

If you already know that some young people you want to reach for the Youth Exchange might not be able to travel to the actual YE, plan for this from the beginning. The virtual parts of the project should not just be a part of the actual Youth Exchange, but also part of the planning and preparing for the YE.

2.2. What tools to use

When using the tools intented to be used in the YE from the beginning of the project you, and also the participants, get used to the tools and learn how they are best utilised. And you can also learn that the tools don't work as you intented and you can find new and better tools (for different tools that have been used in international projects, you can see Chapter 5 of this guide.)

It is important that you choose your tools based on the profile of your participants. Do they have limitations in seeing, hearing, moving or understanding? Can they read and/or write? Can they function in a large group, a small group, in pairs or do they need alone-time to be able to participate.

Different parts of the project also demand different tools to be used. Communication and collaboration before and after the Youth Exchange require different tools than the action during the Youth Exchange.

What ever tools are selected, it is important that especiallyt the facilitators and group leaders know the methods well, so that the activity doesn't stall if the tool does not work as intended. It is also important, that the tools are barrier free and can be utilized by people who have for example challenges with their eyesight. You should also check the connectivity of the site that is used in the YE beforehand. If you are in the middle of the woods, there might not be a connection and virtual activities are not possible. The same should be done with the connections of the virtual participants.

2.3. The difference between IRL activity and virtual activity

When designing virtual activities it is good to remember, that it is not possible to remain active as long in the virtual world as in the real world. The activity period is shorter and you might need more breaks. Variation is also important as virtual tasks might turn into monotone quicker than tasks in the real world. Plan for maximum 2–4 hours of virtual activity per day with 10 min breaks every 45 minutes, this depends also on the participants.

The cooperation in activities is harder to achieve in virtual activities, as the participants cannot communicate in the same way as in the real world. It is not possible to convey the actual real-life experience through digital media.

In the virtual world however is easier to use different kinds of media, like pictures and videos. For some young people the virtual environment might even be preferable, if they have problems in for example understanding other peoples emotions. And it is possible to use text and other forms of communication at the same time, so information can be relayed in several ways at the same time.

The challenges with a hybrid Youth Exchange is the very real possibility that the young people who are not able to travel feel left out of the YE. That is why team building already before the planned activity period is so important and it is also important that the tools used in the YE are used already before the actual Youth Exchange.

2.4. Advance planning visit is your friend

When planning a Youth Exchange for young people with special needs it is recommended to apply for funding for an Advance Planning Visit. This is doubly so, if you are planning a hybrid YE, as then you must in essence plan for two different types of activities that are not always compatibe.

With this visit the project partners can meet together and plan the actual Youth Exchange and the tools that they are going to use for virtual elements of the YE.

Supporting young people with special needs

03

There are several aspects to consider while planning and making hybrid Youth Exhange. First of all you have to have all the knowledge of the special needs from the young person or their parents or other people working with them. You have to know the young person well and it´s necessary that you, or the person supporting, have worked with them before. For example, be aware of different behavional scenarios; what might affect behavior, feelings and reactions.

Things to consider:

Participants health

Epileptic behavior (bright or flashing lights)

Hard of hearing (working with electrical equipment, computers, VR-glasses, headphones, microphones, ect.)

Disabilities (motor skills problems: for example pressing buttons, moving around, speaking too loud or too quiet)

ADHD (difficult to focus or stay one place)

Behaviour

Notice when something is wrong/unsual or sudden changes in the participant

How to work with the young person

Different scenarios – behaviour challenges ect.

Notice what things do work and what don't

Time

How long the partici-pand can be active, how much rest is needed ect.

Communication

Make sure, that the participant understands what is happening and why. Use alternative communication methods if needed.

All of these things are should be taken into consideration when planning a hybrid Youth Exchange with Young People who need special support. It is important that you have enough support for the participants for using the tools, because they might be unfamiliar with them and might need help using them before, after and during the YE.

How to determine if a young person with special needs is able to travel

There is not a definite guideline to determine if a young person is able to travel to a Youth Exchange, as every young person is different and their circumstances differ. The evaluation on this matter is also subjective, as the persons close to the young person usually know them and their abilities best. There are however some questions that can help to determine when it is not possible to travel.

How to determine if a young person with special needs is able to travel

The premise is that most of young persons are able to travel if we make accommodations based on their needs. There are however some things that one needs to take into account when planning the travel.

1. Mobility

a. What kind of aids does the person need, is it possible to take them on the plane? (many carriers will transport the needed accessories free of charge)

b. If there are many people with for example wheelchairs, planes usually have very limited space for them, is it possible to fly on the same plane?

c. Is it possible for the person to sit throughout the flight?

2. Health

a. Does the young person need a lot of medical assistance?

b. Is the assistance available during travel and in the actual Youth Exchange?

c. If the young person has trouble with toileting and has a lot of toilet accidents, is it possible to handle this during travel by having enough time for toilet breaks

d. Is it possible for the young person to travel all the way to the destination on the same day. If not, is it possible to split the travel into two days?

3. Behavior

Long flights and waiting can be challenging to anyone. Issues to take into consideration however multiply when travelling with young people with behavioral issues

a. Are the lights and sounds of the airport/airplane overwhelming for the young person? Is it possible to train beforehand for the experience? Is it possible for them to board the plane before other passengers

b. Many people are scared of flying, can this be handled by training beforehand?

c. If the young person can be violent, is it possible to mitigate this with activities or suitable medication during travel?

4. Emotional stability

Many young people have not travelled alone or they have not been alone away from home. This should be notified when selecting participants in order to avoid home-sickness.

5. Communication and interaction

Some young persons with special needs might have challenges with communication and interaction because of speech or other impairment.

a. Is there a possibility to use pictures or other types of alternative or augmentative communication methods?

6. Food

a. If there are strict dietary requirements or the
person is a picky eater, is it possible to take prepacked food with you?

b. Is the food in the YE suitable for the young person, can the dietary requirements be met

Useful tools
for a hybrid YE

05

In this section you can find tools that have been used in Youth Exchanges to bring virtual elements to the YE. Some of them are completely free, some are free, but the free parts have restrictions, and some have costs. Remember to check if your organisation already has licences to some of the programs, as many non-profit organisations can get free or very cheap licences to the programs. This list is in no way exhaustive and the tools change all the time, new ones pop-up and some disappear into the digital void.

Digital working spaces

Discord

Discord is a free voice, video, and text chat app. People use Discord daily to talk about many things, ranging from art projects and family trips to homework and mental health support.

It's a home for communities of any size, but it's most widely used by small and active groups of people who talk regularly. This can be a very useful tool for organising a Youth Exhange.

Server: Servers are the spaces on Discord. They are made by specific communities and friend groups. The vast majority of servers are small and invitation-only. Any user can start a new server for free and invite their friends to it.

Channel: Discord servers are organized into text and voice channels, which are usually dedicated to specific topics and can have different rules.

In text channels, users can post messages, upload files, and share images for others to see at any time. In voice channels, users can connect through a voice or video call in real time, and can share their screen with their friends – this is called Go Live.

MS Teams

Microsoft Teams is a unified communications and collaboration platform that combines ongoing work chat, video conferencing, file storage (including file collaboration), and application integration. The service integrates with the M365 subscription-based productivity suite and includes plug-ins that can be integrated with non-Microsoft products. Many non-profit organisations can get a cheap license to use M365.

Teams allow groups or teams to join through a specific URL or an invitation from a team administrator or owner. Teams for Education allows administrators and teachers to set up special teams for classes, professional learning communities, staff, and everyone.

Team members can set up channels. Channels are discussion topics that allow team members to communicate without using email or text messaging groups (SMS). Users can reply to messages with text, images, GIFs, and custom memes.

Teams can also be used to make video calls and hold meetings. Meetings can be scheduled or created on a case-by-case basis, and users visiting the channel will see that the meeting is in progress. Teams also has an extension for Microsoft Outlook to invite others to groups. This supports thousands of users who can connect via a meeting link.

Padlet

Padlet is a place where one can create a single or multiple walls that are able to house all the posts one wants to share. From videos and images to documents and audio, it is literally a blank slate. It's collaborative, allowing you to involve the project partners and the participants or even the parents of the participants (if needed). You can, for example, gather all the pictures, videos and other files from the Youth Exchange to the Padlet wall.

The moderator can decide with who the Padlet is shared. It can be public, open to all, or you can place a password on the wall. You can only allow invited members to use the wall.

Once up and running, it's possible to post an update with the identities showing, or anonymously. First one must create an account on Padlet, or via the iOS or Android app. Then it is possible make boarfs to share using a link or QR code, to name just two of the many sharing options.

Jamboard

Google Jamboard is a digital whiteboard that allows for remote or in-person collaboration on a shared space. People can sketch out ideas, problem solve, or draw collaboratively and synchronously. Jamboard is also a physical device, but you can also use it with a computer or a mobile app.

Once on the landing page, a user is able to create a 'Jam' where they are able to draw, create shapes, lines, and add text. The user can also choose between four pen types and six colors. There are also tools provided to erase and move objects, as well as create digital sticky notes, and turn their touchpoint into a digital laser pointer. Jamboard supports up to 16 touchpoints at once on a single device. An entire team can join the same jam from other Jamboards and phones and tablets with the Jamboard app.
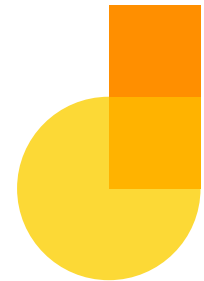
Miro

Miro (previously known as RealtimeBoard) brands itself as a digital whiteboard that makes it easy to collaborate with others. The software allows you to create notes and designs, move things around, and communicate through embedded video calls or online chats. The tool also comes with a series of pre-built templates that can inspire or serve as a starting place for your own project work.

Gather.Town

Gather.Town is a web-conferencing software like Zoom, but with the added component of seeing the virtual "room" you and others are occupying, and with the ability to move around and interact with other participants based on your locations in the room, just like real life.

Gather.town is a mingling tool where you can talk with fellow participants in groups or in private throughout the conference and especially in the breaks. It is used in a web browser (Chrome is recommended) and you do not need to

download anything, nor register. When you enter gather.town through the link, you have to put in your name and choose an avatar, then you can start. By moving your avatar around you can have spontaneous conversations with those around you. These can be either one-on-one or small groups depending on how many people are around your avatar.

Gather.town has some pre-built virtual environments– there is a pre-built classroom setting, a generic campus setting, a dorm, a quad, a lab. There are also virtual representations of the MIT and Carnegie Mellon campuses, specifically, or you can create your own. Within your environment, Gather.town allows you to add virtual components and tools to your virtual space, such as a whiteboard, a podium, or a specific video stream, to more fully mimic a classroom or conference setting.

The graphics in Gather.Town are basic, and run on a wide range of computers with minimal lag. The low-res graphics don't seem to be a significant barrier to using the system.

Mural

MURAL is space for your team to collaborate visually and problem-solve faster with an easy-to-use digital canvas. No ordinary online whiteboard, MURAL has powerful facilitation features, guided methods, and the deep expertise organizations need to transform teamwork.

Mural has features such as ready-to-use templates for hundreds of popular meeting types and goals. Intuitive visual collaboration features like sticky notes, diagramming, and even gifs. Better-than-a-whiteboard features like timer, voting, private mode, celebration confetti, and more!

With the MURAL App for Zoom, you can now share a digital canvas inside of a Zoom meeting so

that all participants can collaborate visually in real time with digital sticky notes, drawings, diagrams, images, and more.

With Quick Talk, you can instantly jump on a call when you're inside a mural to connect with collaborators. No need to find and share a link, just click on the phone icon next to the collaborator avatars in any mural to start or join a call.

Meeting apps and communication

Zoom

Easy to start, join, and collaborate across any device. Robust security settings ensure disruption-free meetings. Filters, reactions, polls, hand raising, and music or video sharing is possible. Chat with groups or easily escalate into 1:1 or group calls. Features depend on the user level. It is possible to host up to 100 participants with unlimited group meetings for up to 40 minutes with the free version.

Breakout rooms allow you to split your Zoom meeting in up to 50 separate sessions. The meeting host or co-host can choose to split the participants of the meeting into these separate sessions auto-matically or manually, or they can allow participants to select and enter breakout sessions as they please.

Google Meet

Anyone with a Google Account can create an online meeting with up to 100 participants and meet for up to 60 minutes per meeting. Google Meet is a video calling service. It is available with a web browser as well as Android and iOS apps.

A Google Meet call can be created from a Google Calendar event, and calendar event information is available in a video call. The creator of the video call must belong to a Google Workspace or G Suite for Education organization, but users outside the initiating Google Workspace organization may join the call. You can join video calls from an internet link, phone number, email invitation, or Google Calendar event.

Audio and video calls with a resolution up to 720p, an accompanying chat, call encryption between all users, ability to join meetings through a web browser or through Android or iOS apps, screen-sharing to present documents, spreadsheets, presentations, or (if using a browser) other browser tabs. Hosts being able to deny entry and remove users during a call. Ability to raise and lower hand. Moderators can use breakout rooms to divide participants into smaller groups during video calls. Breakout rooms must be started by moderators during a video call on a computer.

Skype

Millions of individuals use Skype to make free video and voice one-to-one and group calls, send instant messages and share files with other people on Skype. You can use Skype on whatever works best for you – on your mobile, computer or tablet. Skype is free to download and easy to use.

WhatsApp

WhatsApp is a free, multiplatform messaging app that lets you make video and voice calls, send text messages, and more.

WhatsApp requires a phone number to start the service and this contact number can be seen by anyone added in our contact list. Unfortunately, there is no way to hide your phone number on WhatsApp. The app requires your valid phone number to let you login into the service.

Flinga

Flinga is a tool for getting feedback and ideas from the participants of the activity. It is possible to arrange the ideas the way you want to and to colorcode them. The participants can also like each others comments. It can be used for simple questions, brainstorming, as a wall for comments (for example during the YE) or for assesment.

Kahoot

Kahoot! is a game-based learning platform that makes it possible to create, share and play learning games or trivia quizzes. These learning games are called 'kahoots'. The format and number of questions is up to the game host. It is possible to add videos, images and diagrams to the questions.

Kahoots are best played in a group setting. To join a game, the participants need a unique PIN. The game host needs a big screen. Players answer on their own devices, while questions are displayed on a shared screen. In addition to live games, it is also possible to send kahoot challenges that players complete at their own pace.

FLINGA

Mentimeter

Mentimeter is a so-called Audience Engagement Platform (AEP) that makes it easier to listen and to be heard. With the app it is possible to transform passive audiences into active contributors.

Build interactive presentations with the online editor. You can add questions, polls, quizzes, slides, images, gifs and more. The participants use their smartphones to connect to the presentation where they can answer questions. It is possible to visualize their responses in real-time to create a fun and interactive experience. Once your Mentimeter presentation is over, share and export your results for further analysis and even compare data over time to measure the progress of your audience.

Mentimeter is an online polling tool which can add an interactive element to an activity in a Youth Exhchange. Question types include Multiple Choice, Ranking, Scales, Word Cloud and Open Ended, among others. It can be used for icebreakers, checking knowledge, gauging opinion and prompting debate.

Wordclouds

(Free online Wordcloud generator for example www.wordclouds.com)

Word clouds or tag clouds are graphical representations of word frequency that give greater prominence to words that appear more frequently in a source text. Word clouds (also known as text clouds or tag clouds) work in a simple way: the more a specific word appears in a source of textual data (such as a speech, poll, or database), the bigger and bolder it appears in the word cloud. This can be very useful when for example assessing the Youth Exchange.

Wordclouds.com is a free online word cloud generator and tag cloud creator. Wordclouds.com works on your PC, Tablet or smartphone. Paste text, upload a document or open an URL to automatically generate a word- or tag cloud. Or enter individual words manually in the word list.

Pick a shape, select colors and fonts and choose how to draw the words. Wordclouds.com can also generate clickable word clouds with links (image map). When you are satisfied with the result, save the image and share it online.

Slido

Slido is an easy to use Q&A and polling platform. Your online participants simply join Slido by typing the event code or scanning a QR code and then send in their questions or votes through their own devices. You will have the Slido Present mode displayed on the screen with the questions and the poll results so your attendees can follow the discussion.

Slido offers a service that enables real-time active engagement of participants at an event. The use of the service is free for participants and they don't need to register anywhere.

Designing and sharing

Canva

Canva is a free graphic design platform that's great for making invitations, business cards, Instagram posts, and more. A drag and drop interface makes customizing thousands of templates simple and easy. Canva's wide array of features allow you to edit photos without extensive photo editing knowledge or experience.

Canva is free, you can use every Canva template for free. The only time you'll need to pay is when you use one or more of the premium images that they sell for the price of $1 per image. They offer tons of free images to use as well.

YouTube

YouTube is a video sharing service where users can watch, like, share, comment and upload their own videos. The video service can be accessed on PCs, laptops, tablets and via mobile phones. Creating a YouTube channel is completely free.

Dropbox

Dropbox is a cloud storage service that lets you save files online and sync them to your devices. You can use Dropbox links to share files and folders with other people without sending large attachments. Dropbox offers a free plan that includes 2 GB of storage.

ThingLink

ThingLink is a free and user friendly digital tool that provides users with the ability to turn any image into an interactive graphic. ThingLink is a clever tool that makes annotating digital items super simple. You can use images, your own pictures, videos, or 360-degree interactive images for tagging. By adding tags, you can allow participants to interact with the media, drawing more detail from it. Link to a useful website, add in your own vocal prompts, place images within videos, and more.

It can also be a useful tool for creating and submitting work, encouraging participants to incorporate varying sources of information and overlay it all into one coherent project.

ThingLink is available online and also via iOS and Android apps. Since the data is stored in the cloud it makes for low-impact use on devices and is easy to share with a simple link.

Aggie.io

With aggie.io it is possible to draw a picture together with other participants in real-time over the internet with just using a browser. Just create new canvas and share the link to start drawing a picture together. It is possible to use the application to make a complete painting together with other participants or use it just as a sketchpad for brainstorming or collaborating on a project that require some visual aid.

Different stages of the YE and what digital tools to use

1. Planning

When realising a hybrid YE, planning is really important. Knowing beforehand that some of the young people taking part in the YE are not able to travel to the physical YE makes it important to plan the activities in such a way, that they are somewhat accesible from a distance.

In the planning stage it is recommendable to survey the participating organisations for their knowledge of digital tools and the possible licences that they already have and the hardware that can be used for the digital parts of the YE. Digital tools differ from each other in many ways, they have different features, some of them require an app and some can be used with just a browser, some work better with a computer as some others work better with pads or mobile devices. When working with young people with special needs it is important that the selected digital tools can be used by them (with support if needed).

When brainstorming for ideas you can use for example Padlet, where all the participants and teams can gather their ideas on the same page. Or a co-operative digital space like Flinga.

Good tools to use in planning are digital workspaces like MS Teams. In MS Teams you can have meetings and work on the same document at the same time. This however requires that at least the organising organisation has a license for this product. Aforementioned Padlet can also be a good tool for planning, but then the digital meetings will have to be organised in a separate platform. Discord is also a possibility, as there it is possible to have voice or text chats and share files.

It is important that when you choose a digital workspace to use, you use it thorough the project. This way the participants get used to it and already have experience in using the tools before the actual YE. It is also important that you have a space where you can store and share all the important, official and up-to-date documents, so that all the partners have access to the when needed.

It may be useful that the co-operation on the documents happens in a different place than the storing of the documents, that way only the finished an up-to-date documents are stored and there is no chance of a mix-up.

There may be also a need for a more informal way of communicating with the organisations and participants, here is where the different messaging apps like Whatsapp or Signal and the like may be useful.
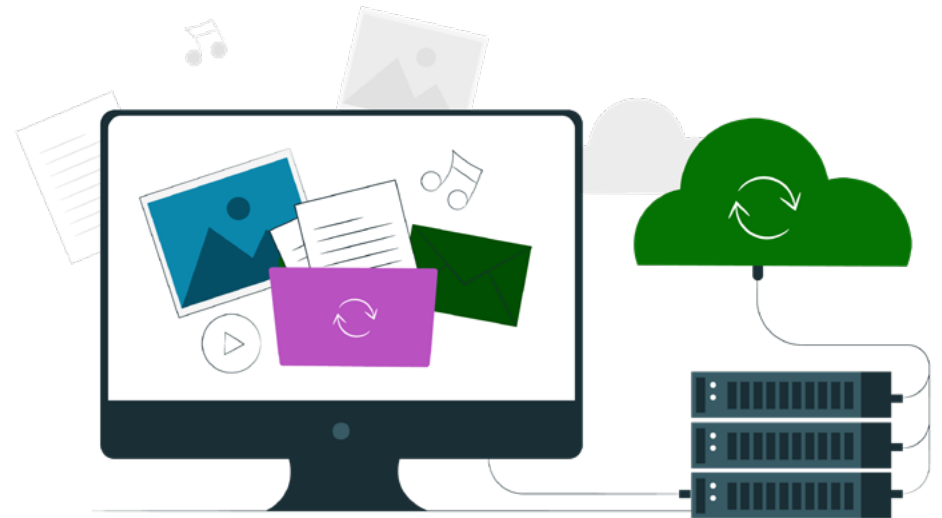
Tools you can use in this stage:

Brainstorming: Padlet, Fling, Jamboard, Mentimeter, Slido

Working together: MS Teams, Padlet, Discord, Miro

Communication: Skype, Zoom, MS Teams, Google Meet, Whatsapp and other messaging apps

**Storing information:** Google Drive, MS Teams, Dropbox

2. Communication and cooperation before the YE

Constant communication between the partners is key to a successful YE. Digital communication can be established with many different digital tool. In here it is also important that the same digital tools are used throughout the process if possible, so that the organisations and participants get used to using them.

There are some things that can prompt a change in the tools used:

- **It is noticed that the tool does not work as intented**

- **The harware of the partners is not sufficient in running an app or a program**

- **The tool is too difficult to use for the participants**

- **The tool does not support accessibility as needed**
(for example screen readers, if some participants have a limited eyesight)

- **There is a better tool available**

- **The support for the used tool is discontinued**

Remember to have all the participants to take part in the communication right from the start. That way also the persons that cannot travel to the physical YE are part of the group and everyone is used to using the digital tools making participating from a distance possibe.
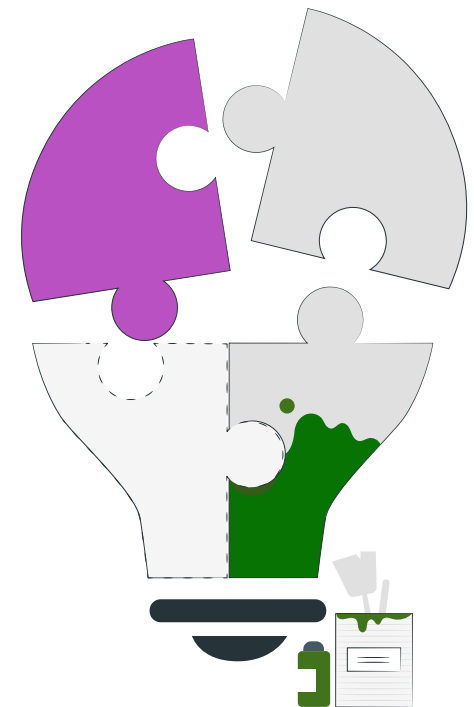
Different stages of the YE
and what digital tools to use

Different stages of the YE
and what digital tools to use

Important part of the pre-YE cooperation is the Advance Planning Visit. In this visit the spesifics of the actual YE are planned. This is a good time to field test the digital tools planned for the YE. Do the tools actually work in real life as intented? And it is possible, that there are tools (for example VR-equipment) that the organisations are unfamiliar with and the APV is a good place for the organisations to familirialize themselves with this equipment.

It is also important to set the rules of the use of digital tools in the YE. For example, if eveyone have their microphones open at the same time, that can lead to a cacophony of voices and nothing can be achieved.

**Tools you can use
at this stage:**

Working together: MS Teams,
Padlet, Discord, Miro
Communication: Skype, Zoom,
MS Teams, Google Meet, Whatsapp
or other signaling tools
Storing information: Google Drive,
MS Teams, Dropbox

3. The actual YE

In the actual YE the digital tools go through their ultimate test, do they actually work like intendet. Before the YE is always possible to tweak the way that the tools are used and educate the participants on the tools or even change tools. In the YE the time for corrective actions is very limited, so things have to work right away.

This is why it is important to:

• Test, test and test the tools, equipment and connections beforehand

• Make sure all the batteries are in full health

• Require different groups to log in beforehand and test their connection

• Remember to do housekeeping, in other words, remind the participants on the rules of the use of the digital tools. For example, when can you have your microphone open

• Set time tables, so that everyone knows when the digital tools are used

What kind of actions can be done with the digital tools:

• Ice breakers with different tools, like **Kahoot, Mentimeter** and **Flinga**

• Meetings together with use of digital meeting tools

• Playing games together with meeting tools or other digital tools (like **Discord** for example)

• Playing games with **Kahoot** or other gamifying digital tools

• Sports, dancing and other physical activities using meeting tools or other digital tools

• Drawing together with digital tools (like **aggie.io**)

• All digital spaces where participants can meet (**Gather.Town, Second Life, Habbo Hotel** and many others)

• Making material about the YE to be distributed outside of the YE (for example to local media). **Canva** for example is a very useful tool in this

• Designing and making videos and other media

• If possible, VR-technology can be used for the young people to be actually "there". This however demands knowledge and equipment that many organisations do not have and still comes with a relatively high price tag.

As described before, the activity period for the digital action is shorter and more breaks are needed. That is why not everything in the physical YE can be available online. It is also good to recognize the fact that however much effort we put into the digital part of the YE, it is still limiting the interactions between the people physically in the YE and the people who were not able to participate physically.

Tools you can use during the YE:

Digital spaces: Gather.town, Second Life, Habbo Hotel, many other digital spaces

Games, assesments, opinion polls: Flinga, Kahoot, Mentimeter, Slido

Communication: Skype, Zoom, MS Teams, Google Meet, Whatsapp or other signaling tools

Drawing together: aggie.io

Time table: Padlet, MS Teams, other tools

Designing material: Canva, Adobe Photoshop and other tools (requires a license)

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4. Assesment and communication

In assesment digital tools are very helpful in any YE. It is possible to have quick daily assesments done during the actual YE with the help of different tools like Mentimeter, Flinga or wordclouds. That way it is possible to quickly assess the mood of the YE and how things are working.

After the actual YE it is possible to make more detailet assessment with for example questionnaires. Here it should be remembered that when the participants are young people with special needs, they should be supported in their assesment and the assesment should reflect the capabilities of the participant.

It is probablt a good idea have assesments that are aimed for young people with different capabilities. Some young people with special needs prefer and need visual cues and aids to be able to make an assesment.

The communication between the organisations and participants should continue also aften the YE, so that it is possible to see the actual impact on the participants and also to assess what worked in the YE and what did not.

Tools you can use at this stage:

Assesment tools:

Mentimeter

Flinga

wordclouds

Google forms and other

questionnaire services

Communication:

Skype

Zoom

MS Teams

Google Meet

Whatsapp or other

messenger apps

Storing information:

Google Drive

MS Teams

Dropbox

06

5. Reporting and sharing

Reporting the project and sharing the results with others inside and outside the organisations is an important part of any project. With a well done assessment and information gathering the reporting of the project is so much easier. The beneficiary of the project has the most impetus in reporting the project but it is important that everyone takes part in this part of the project.

It is also important that the result of the project are shared. In this it is possible to use different digital tools to make and share the material. When making the material it would be good to include also the participants of the YE-project.

Reporting in best done with the aid of digital working spaces, where all the organisations can take part in the reporting and work on the reports at the same time.

Tools that you can use in this stage:

Working together: MS Teams, Padlet, Discord, Miro

Communication: Skype, Zoom, MS Teams, Google Meet, Whatsapp and other messaging apps
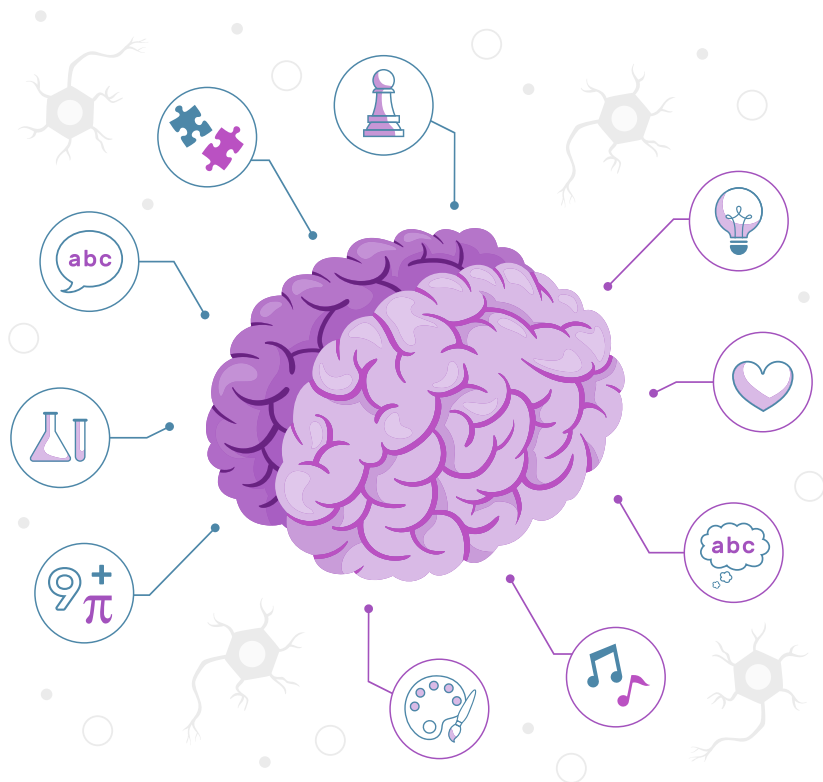
Storing information: Google Drive, MS Teams, Dropbox

Making materials for communication: Canva, Thing.link, M365 tools (needs a license), Adobe products (needs a license)

Sharing information: Web pages of the project partners, Youtube and other video platforms, social media platforms

Virtual reality and possibilities in the future

07

Using Virtual Reality as a tool during Youth Exchanges has been expensive, but with new and cheaper tools coming into the market, it might be a noteworthy possibility.

For example using 365 degree cameras to chart the environment in the physical Youth Exchange and using Virtual Reality helmets to convey this to the participants who cannot travel to the YE, might really deepen the experience for the participants. These tools however need quite a lot of technical savvines from the facilitators at the moment and the gear is still quite expensive.

Checklist for organising Hybrid Exchanges for Young People with special needs

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Check, if the selected tools have a version for Non-profit or public organisations. Many tools are free or very cheap for Non-profit or public organisations.

What kind of support do the participants need for participating virtually? What are the limitations?

Does the place planned for the Youth Exchange have a robust enough digital network for the planned digital tools to work?

Do the partners know how to operate the selected tools, is there any training required for the facilitators/ team leaders/participants?

01 — 02 — 03 — 04 — 05 — 06 — 07 — 08

What tools might be useful? Do the partner organisations already have knowledge and licenses for different tools?

Make sure that the selected tools are barrier-free, so people with different disabilities can use them. Make all the documents accessible (can be read with screen readers)

Do the partners have for example VR tools or can lend/rent them?

Start the virtual part from the beginning and continue it to the end of the project, so that everyone uses the tools. Start the team building from the start

In association with

Co-funded by the Erasmus+ Programme of the European Union

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