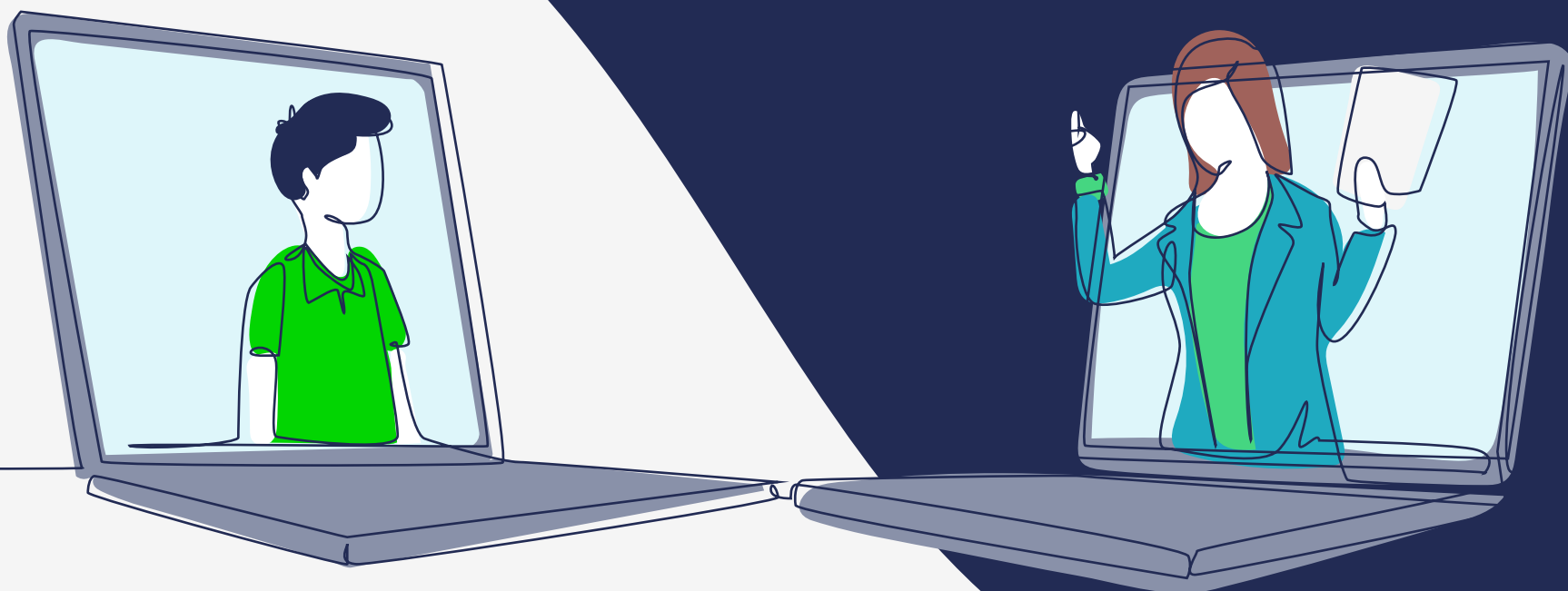




FORCE

Online teaching

GOOD PRACTICES



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What's in this guide and how to navigate it

The following practices were gathered through an international questionnaire “*European teachers' digital readiness and capacity towards online teaching and learning*”, conducted in the following **E-FORCE** partner countries: Finland, Belgium, Spain, the Czech Republic and Lithuania. In the survey, **teachers and teacher students** from **different educational levels** (ECEC, primary and secondary education) were asked to share good practices they had experienced regarding online teaching. This compilation of good practices is based on their responses, complemented by insights from school workshops.

In this document, good practices are **organised by pedagogical purpose**, offering practical tips and inspiration for your own online teaching. Each practice includes **example tools** that can support implementation. You can also navigate the practices based on whether they are intended for **synchronous or asynchronous learning contexts**.



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What sparks your interest?

Click a number to explore

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Engage students:
make online
learning interactive

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and reflect

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self-paced learning

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Enhance creativity
and visual learning

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Build connections
and community

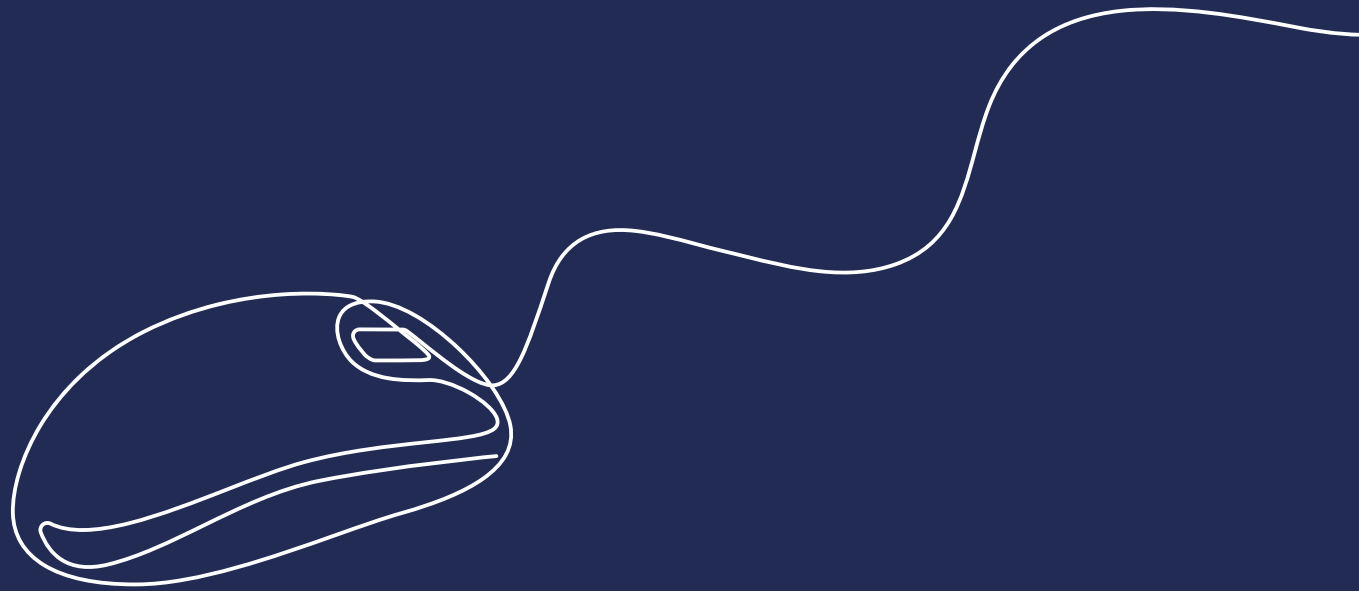
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Ensure inclusion
and accessibility



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Engage students: make online learning interactive

Click to explore

Want to make lessons
more interactive?

Want to check
understanding
in real time?

Want to keep
attention high in
long online sessions?



Want to make lessons more interactive?

One of the best ways to spark engagement is to create opportunities for every student to contribute actively. Real-time participation helps build a sense of community between students and teachers and ensures that all voices are heard. Interactive tools such as learning apps, chats, and whiteboards allow students to actively participate, share ideas, photos, and completed work, and comment on each other's achievements. A simple warm-up question like "*What do you already know?*" can set the tone for collaboration. Letting pupils answer frequently helps them stay focused. Conversation-based lessons can be especially efficient in smaller groups, where there is more time for everyone to participate.



EXAMPLE TOOLS

Mentimeter, Wooclap, Quizlet, Kahoot, Discord, Padlet, Wordwall

synchronous - asynchronous



Want to check understanding in real time?

Immediate feedback keeps students on track and helps teachers adjust their pace or clarify concepts before moving on. Turning review into a playful competition makes learning memorable and motivating, and creates a fun atmosphere. Short quizzes after each topic provide opportunities to practice and check understanding, highlight learning gaps, and celebrate progress.



EXAMPLE TOOLS

Kahoot, Quizizz, Mentimeter, Wooclap

synchronous - asynchronous



Want to keep attention high in long online sessions?

Extended online classes can easily lead to fatigue, so breaking up lectures with interactive tasks sustains focus. Embedding small activities, like quick questions, drawings, or polls, keeps learners alert and involved throughout. Try tools that offer the option to request and map input from pupils.



EXAMPLE TOOLS

Nearpod, BookWidgets, LessonUp

synchronous - asynchronous





Support self-paced learning

Click to explore

Want students to study
at their own rhythm?

Need a simple
all-in-one platform?

Want to mix live and
independent work?

Want to flip
your classroom?



Want students to study at their own rhythm?

Self-paced learning empowers students to take control of their progress, moving through materials when they are ready. Videos, readings, and quizzes can be organized into weekly “learning paths” with short tasks and clear deadlines, helping learners stay on track while working independently. Allowing students to rewatch recorded lessons and instructional videos as often as they need reinforces flexibility and supports self-paced mastery.



EXAMPLE TOOLS

Moodle

synchronous - **asynchronous**



Need a simple all-in-one platform?

Centralizing assignments, materials, and announcements in one place reduces confusion and keeps students focused. When all resources are attached to the same platform, learners can easily find what they need without getting lost in multiple channels. Well-functioning shared platforms ensure equal access for all students.



EXAMPLE TOOLS

Google Classroom, Moodle

synchronous - **asynchronous**



Want to mix live and independent work?

Blended learning combines the benefits of real-time interaction with the flexibility of independent study. A short live session, such as a presentation in Teams, can introduce key ideas and instructions. Live components can be complemented with recorded explanations or instructional videos, allowing students to review material whenever needed. This can be followed by online tasks completed independently at each student's pace. Structured learning paths and organized online materials guide students' individual work between sessions, ensuring clarity and continuity outside real-time interaction. During further live sessions, students can ask questions that arise while working on independent tasks. Reflection in the next meeting ties the learning together.



EXAMPLE TOOLS

Peda.net, school LMS, video conferencing tools
(e.g. Teams, Zoom, Google Meet), LessonUp

synchronous - asynchronous



Want to flip your classroom?

Flipped learning shifts basic instruction outside of lesson, freeing up live time for practice and deeper discussion. Short recorded mini-lessons allow students to learn fundamentals on their own, while in-class activities focus on applying knowledge. Keeping videos short and linking them to exercises makes the approach effective. Classes can also be splitted into two groups. Then one group can work asynchronously, the other synchronously, and e.g. after an hour the groups can be switched. This provides opportunities for differentiation and can help with the organisation and enhance communication.

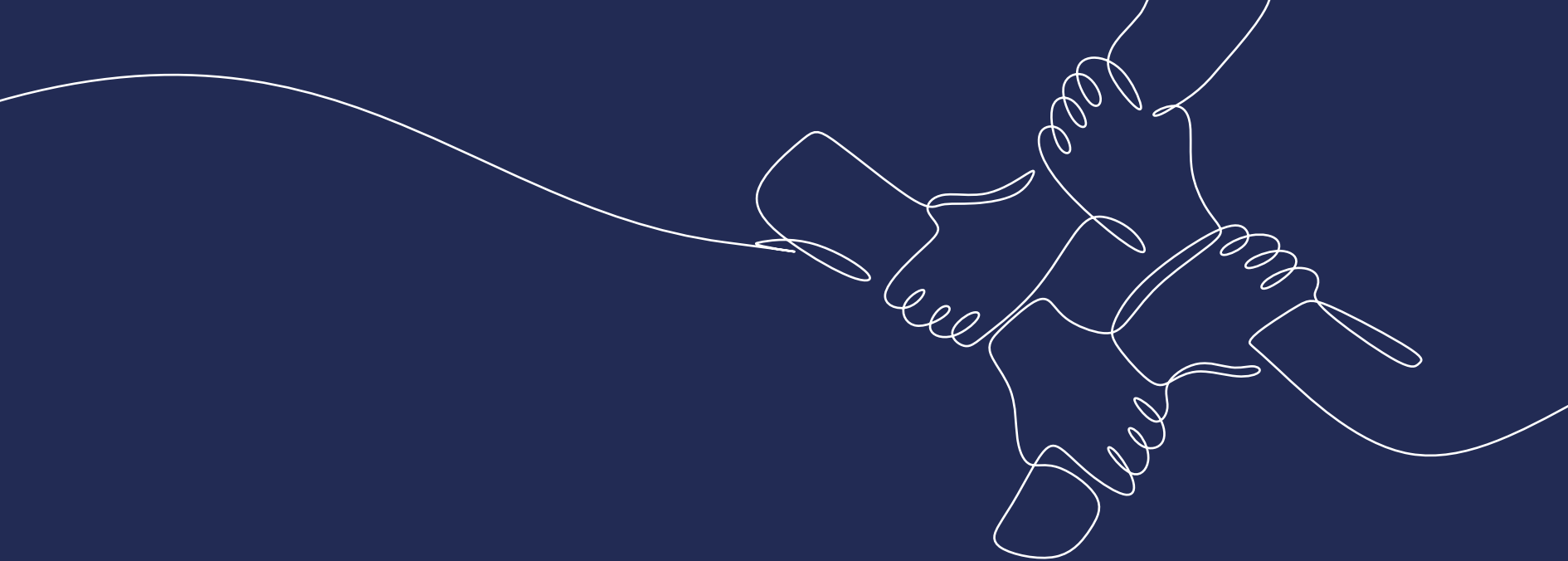


EXAMPLE TOOLS

Recorded mini-lessons (via your LMS or video platform)
and video conferencing tools (e.g. Teams, Zoom, Google Meet)

synchronous - asynchronous





Build connections and community

Click to explore

Want to make group work
smoother online?

Want a positive class
atmosphere online?

Want students
to collaborate
across subjects?

Need to include
parents easily?



Want to make group work smoother online?

Collaboration thrives when students can work in smaller, focused spaces. Dividing the class into breakout groups builds confidence and makes teamwork more manageable, enabling social contact between students. Interaction with peers can increase motivation to complete group tasks and encourage students' activation. Pupils can complete a task in the breakout room and then return to the meeting room. Breakout rooms allow groups to work in their own space, for example during speaking exercises or when a small group needs support with challenging math tasks. Visits from the teacher to each group provide guidance and encouragement, while also fostering social connections and enabling more personalized teaching. Almost all major videoconferencing tools have an option to create smaller groups.



EXAMPLE TOOLS

Zoom breakout rooms, Teams channels, Google meet breakout rooms

synchronous - asynchronous



Want a positive class atmosphere online?

Building relationships is also important online. A balanced mix of seriousness, light-hearted rituals and fun moments can help students to stay motivated and ensure that instructions are not only brief and informative but also enjoyable to watch and listen to. Short games, polls, or movement breaks between tasks refresh attention and build community spirit. Even small touches like humour or a class mascot can make the environment more welcoming.



EXAMPLE TOOLS

quick polls, simple online games

synchronous - **asynchronous**



Want students to collaborate across subjects?

Interdisciplinary projects encourage creativity and show how knowledge connects across fields. Designing small themed activities, such as a “World Cuisine” week that blends history, math, and languages, helps students see learning in context. Shared folders make coordination easy for both teachers and learners.



EXAMPLE TOOLS

collaborative interdisciplinary projects with shared online folders

synchronous - **asynchronous**



Need to include parents easily?

Online meetings make it simpler for families to stay involved. Virtual parent-teacher sessions organised in online meeting platforms can save time, increase attendance, and allow progress to be shared directly. Giving parents the option to choose between physical and online meetings — or combine both — can make scheduling easier and more convenient for both parents and teachers.



EXAMPLE TOOLS

online meeting platforms

synchronous - asynchronous





Assess and reflect

Click to explore

Want to give
formative feedback?

Want to support
self-assessment?

Want students to think
about their learning?

Want feedback
from colleagues?



Want to give formative feedback?

Quick checks during or after lessons help teachers see what students understand and adjust instruction immediately. Short quizzes and surveys can highlight misconceptions and guide the next steps in teaching. Adding open-ended items like “Explain your answer” reveals reasoning, not just results. For instant feedback, short game-based tasks and real-time shared documents allow teachers to monitor students’ work as they write and respond immediately. Beyond these real-time methods, assessment can also be managed through learning platforms. Learning management systems provide a structured way to monitor progress and give feedback or formal assessment.



EXAMPLE TOOLS

Google Forms, Microsoft Forms, school LMS (e.g. Moodle)

synchronous - asynchronous



Want to support self-assessment?

Encouraging students to test themselves builds independence and responsibility for learning. Tracking progress over time helps students to see improvement and motivates them to rehearse. Setting a clear target, such as reaching 80% accuracy, makes goals concrete. Offering short practices (e.g. games) that provide instant feedback enables learners to evaluate their own understanding immediately.



EXAMPLE TOOLS

Quizlet, Socrative, Kahoot

synchronous - asynchronous



Want students to think about their learning?

Reflection activities deepen understanding and promote metacognition. Asking questions like “What was most useful today?” or “What’s still unclear?” encourages learners to evaluate their own progress. Anonymous sharing can foster openness in responses.



EXAMPLE TOOLS

Mentimeter reflections

synchronous - asynchronous



Want feedback from colleagues?

Peer observation strengthens teaching practice and builds collective growth. Sharing a recorded lesson or inviting colleagues from other schools to join lessons online allow colleagues to review and discuss what worked well and what could be improved. This exchange of perspectives creates trust and a supportive professional community. Also, inviting experts to lessons can provide learning opportunities for both teachers and students.

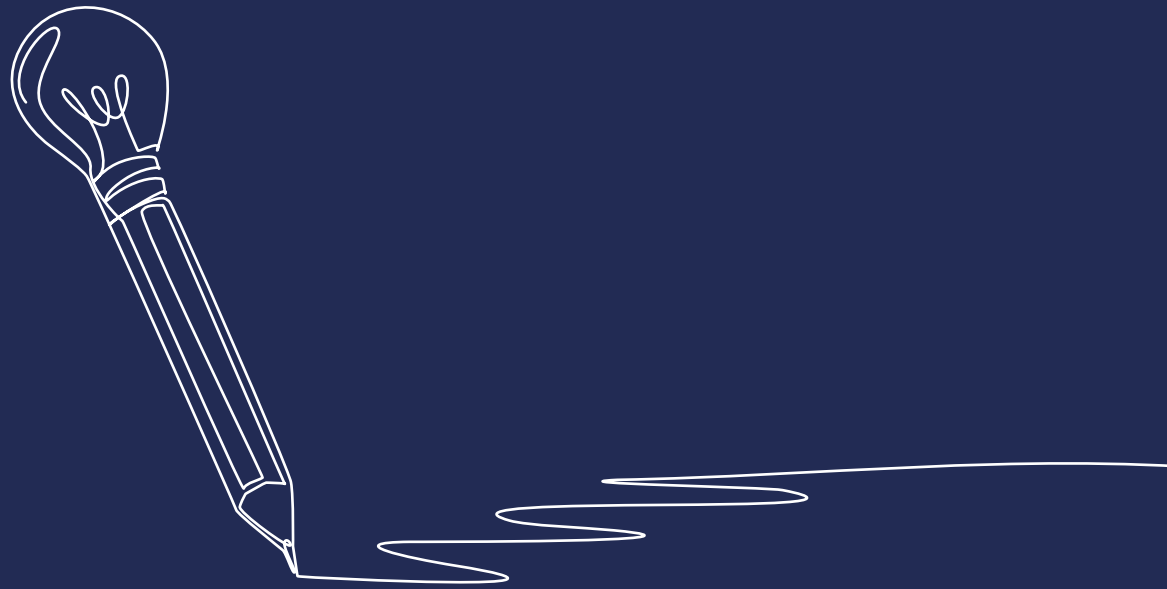


EXAMPLE TOOLS

online peer observation platforms, recorded class links, online lessons

synchronous - asynchronous





Enhance creativity and visual learning

Click to explore

Want your materials
to look professional?

Want to use
immersive methods
in your teaching?

Want to create
interactive, playful
learning paths?

Need to demonstrate
processes clearly?



Want your materials to look professional?

Clear and visually appealing resources help students absorb information more effectively. Ready-made design templates can transform plain notes into eye-catching posters or digital handouts, making each unit memorable and easy to revisit.



EXAMPLE TOOLS

Canva

synchronous - **asynchronous**



Want to use immersive methods in your teaching?

You can use fairy tales, plays, or stories to help children concentrate longer, learn songs and dialogues, and enrich their vocabulary. Repeating familiar stories through play supports language learning and introduces more diverse words.



EXAMPLE TOOLS

online meeting tools (e.g. Teams, Zoom, Google Meet)

synchronous - asynchronous



Want to create interactive, playful learning paths?

Combining videos, quizzes, and hyperlinks into one visual storyline turns content into an exploratory experience. Students engage with lessons like a mini-game, following links and challenges that guide them through the material step by step. Short, playful activities make revision lively and reinforce key concepts. Drag-and-drop or matching tasks can be created in minutes, giving students a chance to practice individually or in pairs.



EXAMPLE TOOLS

Genially, Wordwall

synchronous - asynchronous



Need to demonstrate processes clearly?

Step-by-step explanations are easier to follow when shown visually. Recording a screencast or a short video allows you to walk through one concept at a time, whether solving an equation or drafting an essay introduction. A conversational tone and clear pacing make each step accessible. Demonstrating the process live — such as writing out reasoning or modelling a solution on a digital whiteboard — can also help students follow the logic as it unfolds.

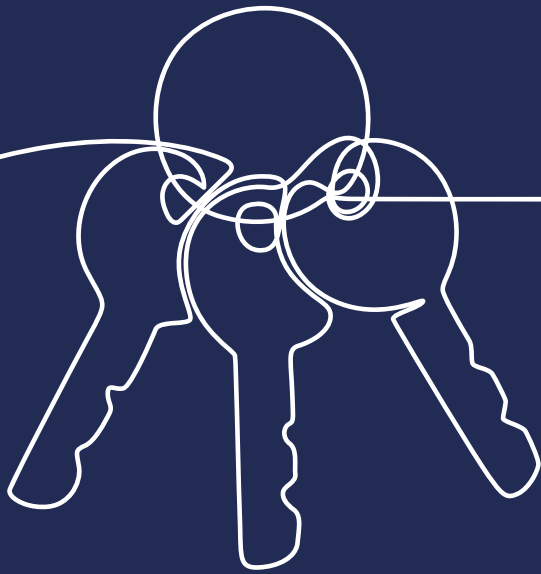


EXAMPLE TOOLS

screencast or short video platforms

synchronous - **asynchronous**





Ensure inclusion and accessibility

Click to explore

Want to ensure all students have equal access to course materials?

Want to ensure learning materials are accessible?

Want your students to feel seen and provide support for different learners?

Want quiet students to participate?

Want clear structure for online tasks?

Want to avoid screen fatigue?



Want to ensure all students have equal access to course materials?

Choose centralised platforms like Google Classroom or Moodle that are device-independent and easy to navigate, ensuring equal access for all students. Keep all course materials in one organized hub to reduce confusion and support students who struggle with organization.



EXAMPLE TOOLS

Moodle, Google Classroom

synchronous - **asynchronous**



Want to ensure learning materials are accessible?

Upload organized materials, exercises, and tests for anytime access. Record lessons and presentations so students can revisit content at their own pace. Use short videos for specific tasks. Add captions or transcripts to recordings for accessibility and language support. Provide downloadable versions for students with limited internet access.



EXAMPLE TOOLS

N/A

synchronous - **asynchronous**



Want your students to feel seen and provide support for different learners?

Personal attention helps learners feel valued and supported. Even a short five-minute check-in can reveal confusion that might stay hidden in group lessons. Keeping these moments personal through direct conversation strengthens trust and motivation. Personal contact with students or scheduled virtual tutoring sessions enable individual discussions and questions about challenging topics, assignments or deadlines, and provide personalised support. It is important that the teacher is present throughout the learning process.



EXAMPLE TOOLS

video calls, voice messages, video conferencing tools

synchronous - asynchronous



Want quiet students to participate?

Not every learner feels comfortable speaking up in live sessions, so offering alternative channels for expression is crucial. A shared digital space where everyone can post ideas, images, or reflections allows students to contribute meaningfully and interact with peers. Online platforms like Padlet can be used to communicate with the students and post links, documents and videos online.



EXAMPLE TOOLS

Padlet, Miro

synchronous - asynchronous



Want clear structure for online tasks?

A well-organized workflow reduces stress and helps students stay motivated. Breaking large projects into smaller steps with visible goals makes progress feel achievable. Clear instructions and timelines lower anxiety and increase completion rates. The younger the students, the simpler the online contents need to be.



EXAMPLE TOOLS

breaking tasks into daily or weekly steps with concise instructions

synchronous - **asynchronous**



Want to avoid screen fatigue?

Long online sessions can drain focus and energy, so it's important to have sufficient breaks. Short breaks give students a chance to stretch, rest their eyes, and reset attention. When teachers model these habits themselves, it sets the tone for healthier learning.



EXAMPLE TOOLS

regular short breaks with movement or screen-free moments

synchronous - asynchronous

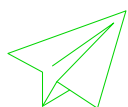


Learn more about online teaching and learning

Want to know more about designing and guiding synchronous or asynchronous online learning? We are currently developing six teach the teacher programmes as a professional development programme for teachers that want to learn more:

- **TTT programme 1** ECEC educators: Asynchronous online teaching
- **TTT programme 2** ECEC educators: Synchronous online teaching
- **TTT programme 3** Primary school teachers: Asynchronous online teaching
- **TTT programme 4** Primary school teachers: Synchronous online teaching
- **TTT programme 5** Secondary school teachers: Asynchronous online teaching
- **TTT programme 6** Secondary school teachers: Synchronous online teaching

In these programmes, you will learn about pedagogical approaches, how to select the right technology, and strengthen your teaching competences in both asynchronous and synchronous online education.



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