



## ACTIVITIES to set up PLCs and facilitate inquiry & reflection



### DIGITAL DIMENSION

Human connection in digital spaces: Engaging online PLCs

# LeaFaP

Leading and Facilitating Professional Learning Communities  
in Schools towards an Inquiry-based and Reflective Practice  
KA220-SCH - Cooperation partnerships in school education

Digital Dimension	
1. Focus of the activity	Engaging participants and building a trustful atmosphere in online PLCs
2. Duration of practice	20 minutes per session
3. Prior experience of the PLC	No prior PLC experience required—ideal for new participants
4. Goals of the activity	<ul style="list-style-type: none"> <li>✓ Foster active participation and engagement among all members of the online PLC.</li> <li>✓ Build a trusting and open atmosphere that encourages honest sharing and constructive feedback in a secure online environment.</li> </ul>
5. Description of the activity	<p><b>Introduction:</b> The activity is conducted in its full form until a trusting atmosphere has developed (at least three times). Afterward, the activation exercises are conducted independently.</p> <p>The facilitator (F) welcomes the participants and initiates a 20-minute phase to activate all PLC members.</p> <p>Possible ways to start:</p> <p><b>Preparation</b></p> <ol style="list-style-type: none"> <li>1. What do I want to achieve? Each participant briefly states their personal goal for the session, helping to set clear expectations and provide direction.</li> </ol> <p><b>Initiation</b></p> <ol style="list-style-type: none"> <li>2. Lightning Round Each participant shares a sentence describing a current challenge or goal, which helps reveal common themes.</li> <li>3. Expectations Poll or Chat Question Participants indicate their expectations through an interactive poll or chat question to recognize shared interests and focal points in real time.</li> </ol> <p><b>Execution of the Activity</b></p> <ol style="list-style-type: none"> <li>4. Brainstorming Session Participants contribute their main concerns or ideas as short bullet points on a digital whiteboard, capturing the group's focal points.</li> <li>5. Breakout Room Discussions In small groups within breakout rooms, participants discuss guiding questions. They then return to the main session to share a central point from their discussions.</li> <li>6. Question Check-In Each participant posts a current question in the chat, and others can indicate relevance with a "thumbs up," allowing for shared interests and concerns to emerge.</li> </ol> <p><b>Options for Warm-up Exercises:</b></p> <ul style="list-style-type: none"> <li>- In the "One-Word Check-In" each participant describes their mood with a single word in the chat to provide a quick snapshot of the current atmosphere.</li> <li>- In the "Highlight of the Week" each briefly shares a positive experience or achievement from the past week to create an optimistic environment and to foster optimism.</li> <li>- In the "Three Quick Questions" the facilitator asks simple yes/no questions in the chat, and participants respond with reactions or emojis to gauge a topic-related mood and foster interactivity. (e.g., topic: classroom management - "I</li> </ul>

	<p>had meaningful interactions with students during recess duty this week.” “I was dissatisfied with the disciplinary situation in my class multiple times this week.”)</p> <ul style="list-style-type: none"> <li>- In the “Virtual Hand Raise” participants raise their hand if they agree with a topic-related statement from F, to highlight shared challenges.</li> <li>- In “Truth or Lie” each person shares one statement about themselves, and the group guesses which is false to break the ice, with explanations depending on the situation and group size.</li> <li>- In “First Association” F shows an image or mentions a word, and participants write their first association in the chat to quickly introduce the topic.</li> </ul>
6. PLC dimensions addressed	<ul style="list-style-type: none"> <li>• Digital Dimension (main dimension), but also</li> <li>• Relational Dimension</li> <li>• Communication Dimension</li> </ul>
7. Learning outcomes for the participants	<p>What attitudes are the participants going to develop?</p> <p>Communication Dimension: The participants develop an appreciation for open, respectful exchange and build trust and empathy for their colleagues to foster a supportive team culture.</p>
8. Activity format	Individual, dyad, whole group activities
9. Materials & tools	<p>Here are some digital tools for various applications, aligned with the description:</p> <ol style="list-style-type: none"> <li>1. Video Conferencing Systems: Zoom (<a href="https://zoom.us">https://zoom.us</a>), Microsoft Teams (<a href="https://www.microsoft.com/teams">https://www.microsoft.com/teams</a>), BigBlueButton (Open Source, <a href="https://bigbluebutton.org">https://bigbluebutton.org</a>)</li> <li>2. Digital Whiteboards: Miro (<a href="https://miro.com">https://miro.com</a>), Jamboard (Google, <a href="https://jamboard.google.com">https://jamboard.google.com</a>), Excalidraw (Open Source, <a href="https://excalidraw.com">https://excalidraw.com</a>)</li> <li>3. Survey and Polling Tools: Mentimeter (<a href="https://www.mentimeter.com">https://www.mentimeter.com</a>), Slido (<a href="https://www.sli.do">https://www.sli.do</a>), Poll Everywhere (<a href="https://www.polleverywhere.com">https://www.polleverywhere.com</a>)</li> <li>4. Padlet for Collaborative Content: Padlet (<a href="https://padlet.com">https://padlet.com</a>), Trello (<a href="https://trello.com">https://trello.com</a>)</li> <li>5. Documentation and Note-taking: Google Docs (<a href="https://docs.google.com">https://docs.google.com</a>), Microsoft OneNote (<a href="https://www.microsoft.com/onenote">https://www.microsoft.com/onenote</a>), Etherpad (Open Source, <a href="https://etherpad.org">https://etherpad.org</a>)</li> <li>6. Breakout Room Functionality: Zoom Breakout Rooms (<a href="https://zoom.us">https://zoom.us</a>), Microsoft Teams Breakout Rooms (<a href="https://www.microsoft.com/teams">https://www.microsoft.com/teams</a>), Jitsi Meet (Open Source, breakout feature possible, <a href="https://meet.jit.si">https://meet.jit.si</a>)</li> <li>7. Interactive Brainstorming Tools: Stormboard (<a href="https://stormboard.com">https://stormboard.com</a>), IdeaBoardz (Open Source, <a href="https://ideaboardz.com">https://ideaboardz.com</a>)</li> <li>8. Association Tools for Quick Visualizations: Wordwall (<a href="https://wordwall.net">https://wordwall.net</a>), Canva (<a href="https://www.canva.com">https://www.canva.com</a>), Wordclouds (Open Source, <a href="https://www.wordclouds.com">https://www.wordclouds.com</a>)</li> </ol>
10. Room & preparation	Online
11. Dimensions of inclusion	<p>Among others:</p> <p>Respect and Inclusion: The facilitator creates an open space where all perspectives are accepted by encouraging the sharing of personal goals and challenges, highlighting the diversity within the PLC.</p> <p>Dialogue-Oriented Inclusion: Through breakout rooms and structured discussions, all participants have the opportunity to actively contribute and share their ideas in a respectful, supportive environment. Participants find opportunities to express themselves, ensuring their thoughts are heard even when they might not otherwise have a chance to voice them.</p>
12. Promotion of democratic values and practices	<p>1. Equal Participation: All participants have the opportunity to actively share their opinions and shape decisions together. To monitor and encourage equal participation in real-time, facilitators can use tools like:</p>

	<ul style="list-style-type: none"> <li>• Polls or Quick Surveys: These allow everyone to voice their opinion simultaneously, providing an instant gauge of group consensus on a topic.</li> <li>• Structured Turn-Taking: In discussions, each person is given a designated time to share their thoughts, ensuring that quieter voices are heard alongside more vocal participants.</li> <li>• Round-Robin in Breakout Groups: In small group settings, each participant has a specific turn to contribute, fostering a balanced exchange of ideas.</li> <li>• Chat Features with Reaction Options: Participants can engage by giving "thumbs up" or other reactions, promoting active, yet unobtrusive, participation.</li> </ul> <p>By using these methods, the group can create an environment where all voices are valued and participation is more equitable.</p> <p>2. Fair Exchange: Activities encourage respectful dialogue, ensuring that diverse viewpoints are acknowledged and discussed.</p> <p>3. Collective Decision-Making: Structured discussions allow everyone to contribute to solutions, reinforcing a democratic approach.</p>
13. Appropriation for digital PLCs	Activity is meant/designed for digital PLCs only
14. References & suggested sources	<p>Peböck, K. (2022). Online-Lehre aus der Perspektive der Akteur-Netzwerk-Theorie (ANT) und der Resonanzpädagogik am Beispiel der Videokonferenz. In T. Hanstein &amp; A. K. Lanig (Eds.), Virtuelle und hybride Lösungen in institutionalisierten Bildungsprozessen. Impulse für die didaktische Transformation (p 23-31). kopaed.</p> <p>Schroffenegger, T. (2020). Didaktische Überlegungen zur Nutzung von Videokonferenzsystemen in der Zeit des Corona-Shutdowns. F&amp;E Edition. Die Forschungszeitschrift der Pädagogischen Hochschule Vorarlberg, 26, (p 39-52).</p>
15. Appendix following	none

# LeaFap

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