Digital Duct Tape for Language Instructors II

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What is digital duct tape?

The act of creating or improvising problem-solving with basic tech tools to solve a teaching challenge.   By including digital tools to create solutions to educational problems, you open opportunities to level up your online teaching materials, in class instruction and assessments.   The following are a few tools and methods that may assist you as you are creating learning events or facilitating lessons.

Challenges   -   Technologies

1. Tracking learner engagement in virtual sessions - Big Blue Button dashboard

2. Organizing digital files   - File/folder Renamers

3. Presenting video content in online hosts (LMS)   - Embed or link

4. Expensive and Heavy/ Educational resources   - Open Educational Resources

Challenges   -   Technologies

5. Collaborative writing activities   - Etherpad

6. Tracking student progress   - Activity completion

7. Repurposing PowerPoints to interactive videos   - PowerPoint / H5P

8. Creating online quizzes (H5P, Moodle)   - **GenAI**

1.Documenting engagement in virtual sessions

- Teaching a fully online class with multiple students moving through a series of learning events over several hours.

- After a lunch break, this will happen again with another class.

- When do you have time to document activity in the first session?

Credit: Kateryna Onyshchuk
Creative #: 1301251982

1.Virtual dashboards – where can I find them?

- Online virtual meeting and classroom tools offer these

- The detail will vary between licenses of each product

- They normally appear to the hosts(s) after a session is complete.

Look for an Engagement, Analytics, Learning Analytics Dashboard tab / button

1.Virtual dashboards - what kind of information?

- Assessment & Progress Tracking
  - Document participation for PBLA or portfolio evidence
  - Track progress over time (identify trends)
  - Formative assessments (quiz, activities, polls)
  - Chat participation statistics

- Online Classroom Management
  - Ensure learners are actively present, not just logged in (for subsequent sessions)
  - Join and leave times
  - Time in session
  - Participant names
  - Session duration (start and finish times)

- Detect technical difficulties
  - Lack of engagement may indicate audio, connectivity, or platform issues

1. BBB Dashboard

Learning Analytics Dashboard

CLB 4 Virtual Classroom

Feb 24, 2026 Ended
Duration: 00:00:51

1
Total Number Of Users

0
Activity Score

0
Timeline

0
Polls

0
Quizzes

1.BBB Dashboard

1. BBB Dashboard

2.   Organizing digital files

Why?

- Save time and reduce Stress

- Quickly find lesson plans, worksheets and assessments

- Avoid searching through multiple folders

- Reuse materials efficiently from previous courses

2. Organizing digital files

Benefits

- Support Collaboration with Colleagues
  - Share resources efficiently with co-teachers or program teams

- Build long-term resource banks (master files & copies)

- Reuse and adapt existing learning materials

- Avoid confusion caused by multiple file versions

- Maintain consistent versions of files

2. Organizing digital files

- To do this a file renaming app is essential

2. Renaming digital files (multiple)

1. Rename *multiple* files simultaneously
2. Find and replace text in file names
3. Change file extensions
4. Change folder names
5. Add or remove words or numbers
6. Change capitalization
7. Preview changes before applying new name

2. Organizing digital files tools

1. ~~Online Bulk File Renamers~~

2. Renaming utilities (complex)

3. Windows File Explorer (one-by one)

4. Windows PowerToys (niche utility)
   - PowerRenamer (Windows utility)

Bulk Rename Utility

C:\Users\knewd\Desktop\Employment CLB 45\EmploymentCLB34

Name	New Name	Size	Modified
Accou			
Avenu	EmploymentCLB34_1.txt	EmploymentCLB34_1.txt	762 B 11/17/2025 10:00:06
Blogs	EmploymentCLB34_1.zip	EmploymentCLB34_1.zip	16.48 KB 2/6/2026 12:20:09 PM
Digita	EmploymentCLB34_2.txt	EmploymentCLB34_2.txt	12.57 KB 1/20/2026 7:23:04 PM
Digita	EmploymentCLB34_3.txt	EmploymentCLB34_3.txt	3.17 KB 9/22/2025 8:41:46 AM
Emplo	EmploymentCLB34_4.txt	EmploymentCLB34_4.txt	1.91 KB 2/3/2026 6:05:22 PM
Er	EmploymentCLB34_5.txt	EmploymentCLB34_5.txt	12.70 KB 9/22/2025 11:28:22 A
FASTE	EmploymentCLB34_6.txt	EmploymentCLB34_6.txt	2.79 KB 11/7/2025 5:26:36 PM
Invoic	EmploymentCLB34_7.txt	EmploymentCLB34_7.txt	3.28 KB 10/15/2025 3:29:30 P
John	EmploymentCLB34_8.txt	EmploymentCLB34_8.txt	894 B 12/2/2025 9:44:56 AM
KB VII	EmploymentCLB34_9.txt	EmploymentCLB34_9.txt	1.01 KB 1/15/2026 1:33:30 PM
Leade			
LEARN			

RegEx (1) ☑ R
Match
Replace
☐ Include Ext.

Replace (3) ☑ R
Replace
With
☐ Match Case

Remove (5) ☑ R
First 0 ⇅   Last n 0 ⇅
From 0 ⇅   to 0 ⇅
Chars [ ]   Words [ ]
Crop Before ▾
☐ Digit: ☐ High   ☐ Trim
☐ D/S ☐ Accents   ☐ Chars
☐ Sym. Lead Dots Non ▾

Add (7) ☑ R
Prefix
Insert
at 0 ⇅
Suffix
☐ Word Space

Auto Date (8) ☑ R
Mode None ▾
Type Creation (Cu ▾
Fmt DMY ▾
Sep. [ ] Seg. [ ]
Custom
☐ Cent. Off. 0 ⇅

Numbering (10) ☑ R
Mode None ▾   at 0 ⇅
Start 1 ⇅   Incr. 1 ⇅
Pad 0 ⇅   Sep. [ ]
Break 0 ⇅   ☐ Folde
Type Base 10 (Decimal) ▾
Roman None ▾

Name (2) ☑ R
Name Keep ▾

Case (4) ☑ R
Same ▾
Excep. [ ]

Move/Copy Parts (6) ☑ R
None ▾ 1 ⇅   None ▾ 1 ⇅   Sep. [ ]

Append Folder Name (9) ☑ R
Name None ▾   Sep. [ ]   Levels 1 ⇅

Extension (11) ☑ R
Same ▾ [ ]

Filters (12) R
Mask * 🔄   ☑ Folders ☐ Hidden   Name Len 0 ⇅ Max 0 ⇅
☐ Match Case ☐ RegEx   ☑ Files ☐ Subfolder   Path Len 0 ⇅ Max 0 ⇅
Condition [ ] 🔄

Copy/Move to Location (13) R
Path
☑ Copy not Move

Special (14)
☐ Change File   Status: Not Set
☐ Change File   Status: Not Set
☐ Character   Status: Not Set
☐ Javascript   Status: Not Set

Bulk Rename Utility
64-bit (Unicode)
TGRMN Software

Preview
Reset
Revert
Rename

0 Objects (0 Selected)
C:\Users\knewd\Desktop\Employment CLB 45\EmploymentCLB34

PowerRename

APP1060

☐ Use regular expressions

☐ Match all occurrences

☐ Case sensitive

ENG 104 ⓘ

Apply to

Filename + extension ⌄

Text formatting

aa | AA | Aa | Aa Aa | ≡ | ⤬

Time used for replacement

Creation Time ⌄

⚙ ?

[AI] Apply ⌄

☑	Original (7)	Renamed (7)	▽
☑	APP1060_Assignment_1_Description_Paragraph.docx	**ENG 104_Assignment_1_Description_Paragraph.docx**	
☑	APP1060_Assignment_1_Opinion_Paragraph v 2.docx	**ENG 104_Assignment_1_Opinion_Paragraph v 2.docx**	
☑	APP1060_Assignment_2_CauseEffect asdfasdf.docx	**ENG 104_Assignment_2_CauseEffect asdfasdf.docx**	
☑	APP1060_Assignment_2_CauseEffect Paragrah_ rain.docx	**ENG 104_Assignment_2_CauseEffect Paragrah_ rain.docx**	
☑	APP1060_Assignment_2_Opinion_Paragraph - Version 4_larg	**ENG 104_Assignment_2_Opinion_Paragraph - Version 4_large font....**	
☑	APP1060_Assignment_2_Student_Feedback_Form_W_2019.d	**ENG 104_Assignment_2_Student_Feedback_Form_W_2019.docx**	
☑	APP1060_Assignment_3_Reading_Winter_2018 final version.	**ENG 104_Assignment_3_Reading_Winter_2018 final version.docx**	

Side note: PowerToys (Windows) Lot's of utilities

Guide: https://learn.microsoft.com/en-us/windows/powertoys/powerrename

Useful Video: https://youtu.be/RFYTpgb4_JA?si=-iNSI-4WFf65q7C7

Acquiring PowerToys utilities, go to the Microsoft Store,

https://apps.microsoft.com/search?query=powertools&hl=en
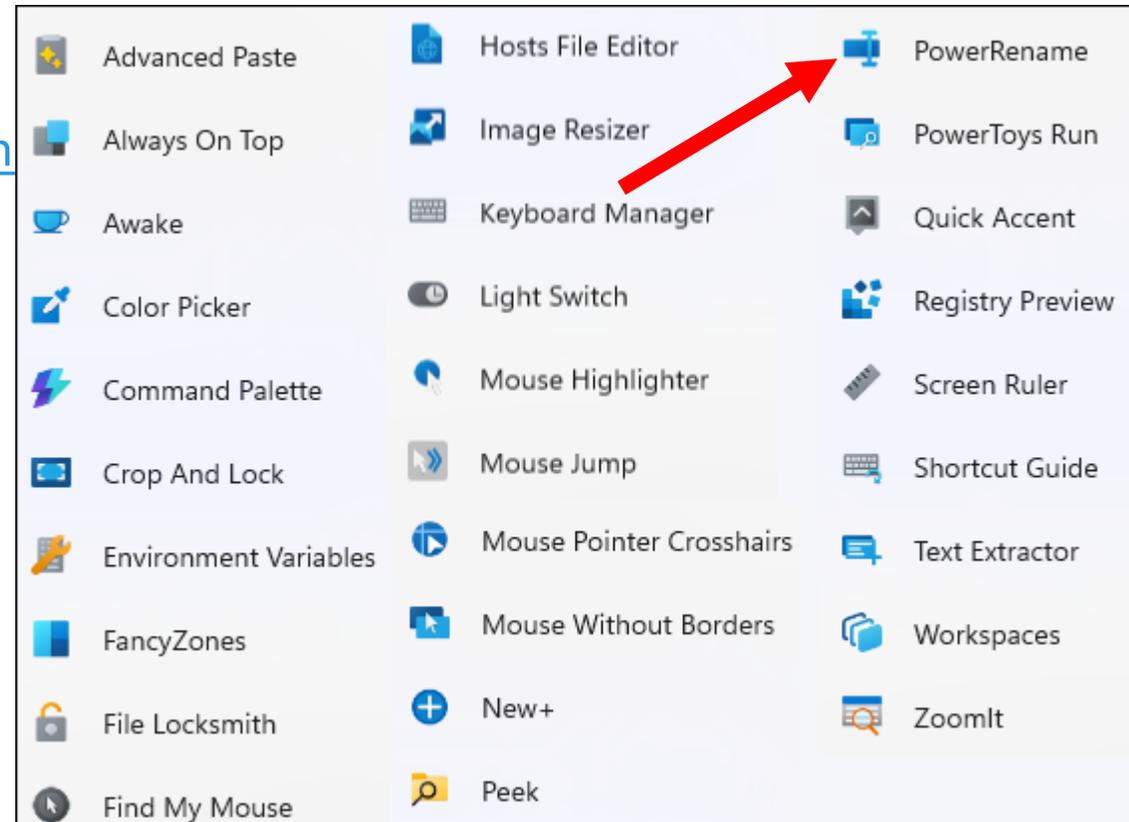
2. Demonstration

Rename multiple files simultaneously

3. Hyperlink or embed content?

What do you do with...

- interactive content
- external webpages
- media (videos, animations, audio)
- PDF documents
- online maps

3. Why Hyperlink?

content is optional or supplementary

extra readings

reference materials

enrichment resources

Found on:

external websites

external or internal digital repositories

3. Hyperlink

The content changes frequently as in dynamic websites (news sources, weather, ephemeral websites resources like Breaking News English)

You want to:
   reduce page clutter
   keep loading times fast (less load on your server)
   avoid accessibility or copyright issues

3.   Hyperlink

Accessibility, ensure there is a descriptive name to the link

Choose destination
    In pop up
    In same window
    In new window or in new tab

3. Why embed?

content is essential to the lesson

short videos

interactive H5P activities

forms or quizzes

learners stay in one learning space

fewer navigation problems

3. Why embed?

continuity and focus matter

step-by-step learning

guided activities

better engagement tracking (when supported)

3. Embed example

Learning Technology in LINC Beyond the Pandemic

In the TESL Contact article, Learning technology in LINC beyond the pandemic, our sector is paint[...]
opportunity. The onset of COVID-19 in March 2020 was a crisis in immigrant settlement language [...]
from conventional face-to-face learning to remote learning. Teachers and learners who had previ[...]
with technology and skills. Teachers and learners who had not were forced to rapidly respond wit[...]
workshop panel and the participants uphold the need for continued sector engagement with lear[...]
among newcomers, enable better practices in teaching and learning, and support better program[...]
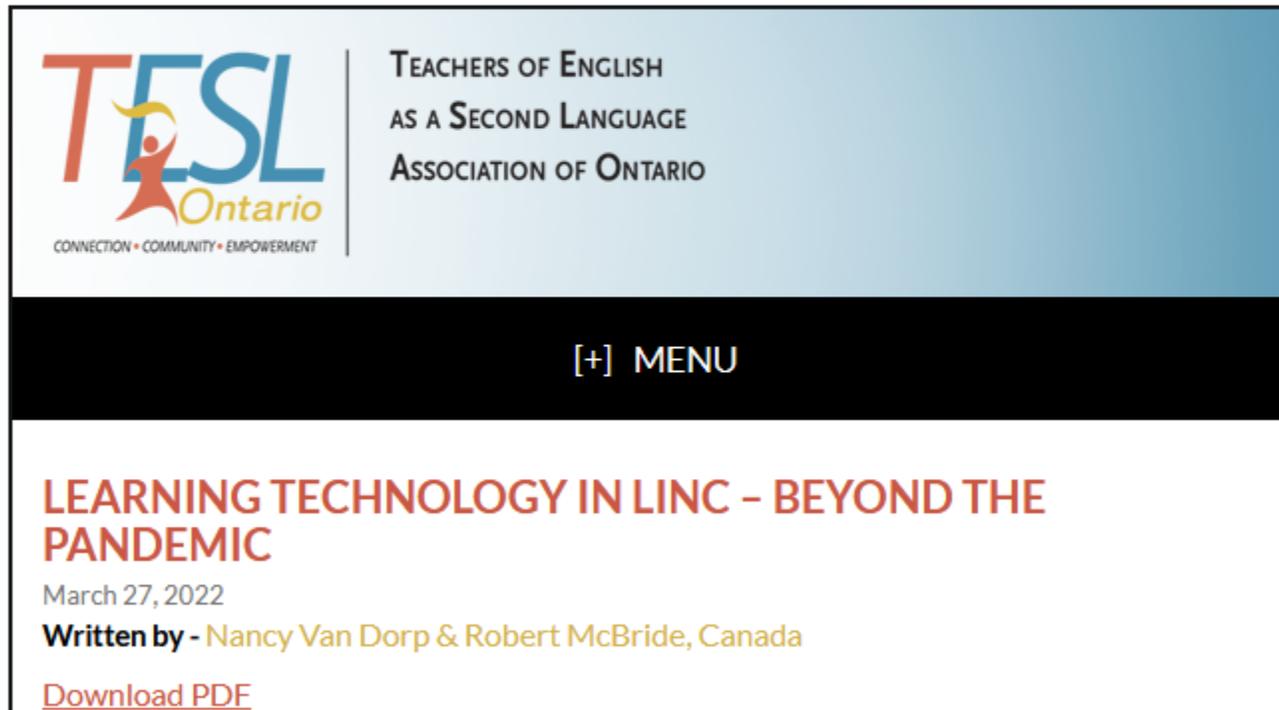
TESL Ontario
CONNECTION • COMMUNITY • EMPOWERMENT

TEACHERS OF ENGLISH
AS A SECOND LANGUAGE
ASSOCIATION OF ONTARIO

[+] MENU

LEARNING TECHNOLOGY IN LINC – BEYOND THE PANDEMIC

March 27, 2022

Written by - Nancy Van Dorp & Robert McBride, Canada

Download PDF

3. Acquire Embed code

YouTube videos– when copyright permits

4. Open Educational resources

Free access to learning materials

Removes financial barriers

Equitable access for newcomers and adult learners

4. Open Educational resources

Teachers can,

remix activities

combine resources

customize lessons

quickly update outdated content

avoid waiting for publisher updates

4. Open Educational resources

OERs can be:
- edited
- simplified
- translated
- localized to Canadian contexts

Teachers can align materials with:
- CLB levels
- settlement themes
- real-life tasks

OER books – clone and enhance

4. Open Educational example
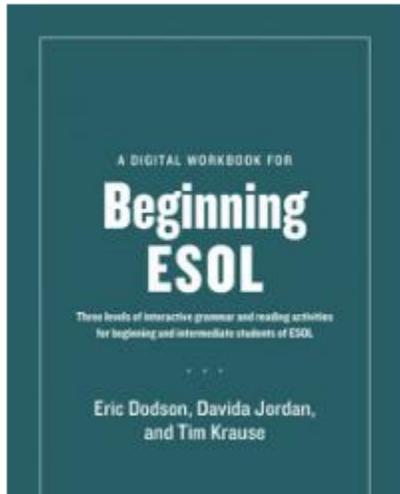
A Digital Workbook for Beginning ESOL : Three levels of interactive grammar and reading activities for beginning and intermediate students of ESOL

Eric Dodson, Davida Jordan and Timothy Krause

Date Published: 2020

License: CC BY

4. Open Educational example

Grammar – High Beginning Videos and Exercises

Ordinal Numbers

Ordinal Numbers – Watch the videos and complete the exercises below.
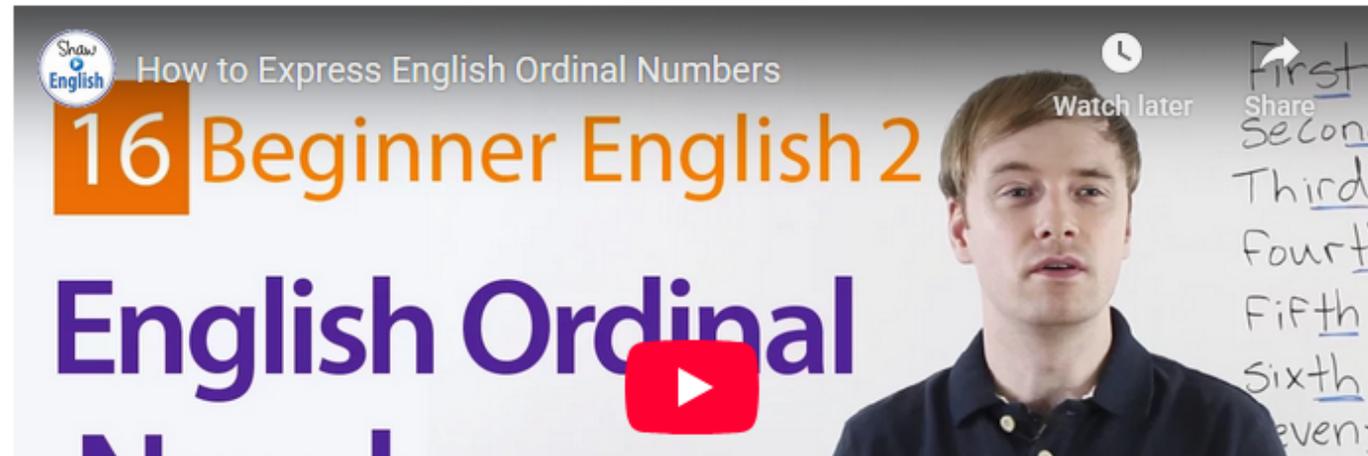
5.   Collaborative Online Editors

- Collaborative online editors are digital tools that allow multiple people to create, edit, and review a document at the same time through a network.

5. Collaborative Online Editors

- Users can:
  - work together in real time
  - see changes instantly
  - leave comments or suggestions
  - track revisions and contributions
  - not be expected to email files back and forth

5. Collaborative Online Editors

- Learners can
  - co-write stories
  - complete group tasks
  - peer edit in real-time or asynchronously
  - brainstorm ideas
  - participate on projects create newsletter etc.

# 5. Collaborative Online Editor attributes

Attributes

- virtual classes
- asynchronous collaboration
- homework group work
- Real-time editing
- Commenting and suggestions
- Version history

- Auto-saving
- Sharing permissions (view/comment/edit)
- reduces file management
- tracks learner participation
- supports peer learning
- encourages engagement
- easy integration with LMS platforms

5. Collaborative Online Editors

- Google Docs
- Google Sheets
- Google Slides
- Microsoft 365 online (Word, Excel, PowerPoint)
- Etherpad (online)
- OnlyOffice
- Zoho Writer

5. Collaborative Online Editors

- Etherpad (online) https://etherpad.org

- Share address and collaborate

- https://u.cave.su/p/TESL_Ontario_webinar_Feb2026
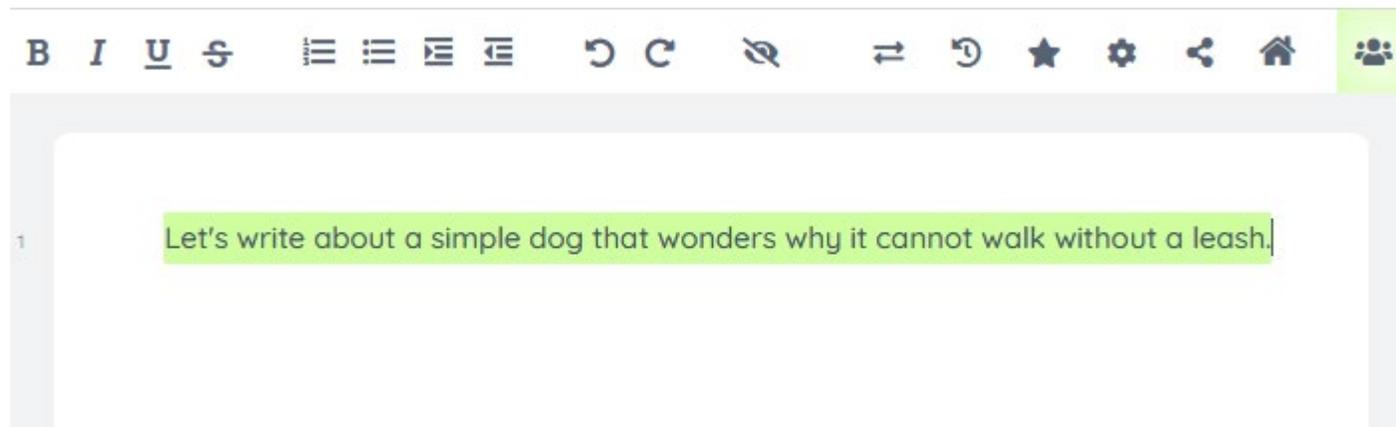
6. Activity completion

Activity completion is a feature in learning platforms (Moodle, Brightspace) that track whether learners have finished specific activities or tasks in a course. It helps both teachers and learners see learning progress quickly.
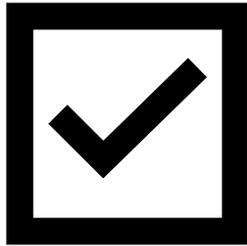
6. Activity completion

Characteristics,

- Automatically or manually mark an activity as complete based on
  - Open and view an activity
  - Receive a passing grade
  - Submit a task
  - Contribute a defined number of items (example: forum posts)

- A checkmark or progress indicator usually appears
- Some indicate unsuccessful attempts with a red X or with simple terms such as DONE

6. Activity completion

Learners

Shows what has been finished

Reduces confusion

Supports self-paced learning

Encourages motivation and progress tracking

6. Activity completion

Teachers

Set rules for activity completions

Monitor participation

Identify learners who need support

Track engagement in online courses

Structure step-by-step learning pathways

7. PowerPoints to Interactive videos

- Convert old or create new PowerPoint slide shows
- Repurpose them as interactive videos

7. PowerPoints to Interactive videos

- Open or create a PowerPoint slide show
  - High contrast and few items on each slide
  - Record or add audio to individual slides
  - Simple transitions
  - Appropriate slide timing
  - Enable captioning (if desired)

Dev – Make Interactive videos

Video + H5P interactive videos = interactive learning events

7. PowerPoints to Interactive videos

- Save PowerPoint slide show
- Export to Video
  Settings, quality HD 720p (if uploaded to your server)
- Use recorded timings
- Format Mp4

7. PowerPoints to Interactive videos

- Start an interactive H5P
- Ideally link to the Video through YouTube
- Set key points in video (questions, comments, pauses)
- Publish as an H5P
- Add to an online course

7. Example Interactive video from PPTs

9. creating online quizzes (H5P, Moodle) GenAI

- GenAI

- Specify the code type

- Moodle glossary code generation (.XML)

- Moodle quiz generation (.XML)

9. creating H5P quizzes with GenAI

- Prompt to create formatted text

- Copy the code text

- Open the H5P editor
  - Single Choice Set
  - Summary
  - Drag the Word
  - Question Set Multiple Choice)

- Paste the text into the H5P editor
  Step by Step document:
  https://drive.google.com/file/d/1s2JjhuwT5Lpmq_GDh3WPHPwb0WaHo9x_/view
  Webinar How To steps:
  https://www.youtube.com/watch?v=KMerU4f-sg8

9. creating Moodle quizzes with GenAI

- Prompt to create formatted Moodle XML code

- Clean it in Notepad and save it as .XML
  - Import the XML file into the question bank
  - Add questions to the quiz

-

Step by Step document – start at page 19:
https://drive.google.com/file/d/1NcLVsqeSwW4HrYydM7ObaTVyeAJoddCQ/view
Webinar How To steps:
https://youtu.be/1_u0JMlgKZo?si=LNYxeAl9OSD61rRE&t=1746

9. creating H5P quizzes with GenAI

- GenAI – prompt to create formatted text

- Copy the code text

- Moodle glossary code generation (.XML)

- Moodle quiz generation (.XML)

Questions

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