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**Team  
Up!**

# Media Information and Literacy Toolkit

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The content of this manual is the sole responsibility of 4Change, ERIM, FORMA.Azione and KARPOS, and does not necessarily reflect the views of the European Union.



# Table of contents

Media production	6
A Unique Portrait	6
Cuts & Transitions 101	6
Describing a public place	6
Guidelines for video production	7
Guidelines for podcast production	7
Guidelines MIL workshop	7
Soundscape	7
Fake news/disinformation	9
BBC iReporter	9
DigitaliseMe - Information and data literacy	9
Get Bad News	9
Open Your Eyes	10
WeVerify	10
MIL critical thinking	11
Center for Media Literacy (CML)	11
Guidelines introduction to MIL	11
MediaSmarts, Canada's center for digital and media literacy	11
NewseumEd	12
Teachers' kit	12
Media and Information Literacy - A practical guidebook for trainers	12
Media and Information Literacy curriculum for teachers	13
Hate speech, discrimination and stereotypes	14
Gapminder	14
<b>Media, Information and Literacy Toolkit</b>	



Positive Messengers Creative Tools	14
Stereotypes and hate speech	15
Troll survivor guide	15
What is my label?	15
Safety online, privacy and ethics	16
Combating hate speech online through human rights education	16
Cypher Learning	16
Digitalise Me - Safety	17
IN-EDU Pills on MIL	17
Protection of personal data and privacy	17



Developed by the Team Up! – Media for Adult education team (4Change, FORMA.Azione, KARPOS and ERIM), this Media and Information Literacy (MIL) Toolkit **gathers 29 MIL Tools**. Chosen after a thorough selection by the Team Up! team, our aim is to support you during the implementation of your MIL training by giving your group easy-to-use MIL tools for everyday life.

Divided into 5 categories (media production, fake news/disinformation, MIL critical thinking, hate speech, discrimination and stereotypes, and safety online, privacy and ethics), the tools chosen gather different formats (games, manual, webpages...), giving you the choice of what is most relevant to your MIL Training.

Built in coordination with the [Trainers' good practices manual](#) and [Curriculum for a Trainers' training in Media and Information Literacy](#), these three instruments complement each other and will give you keys to implement meaningful MIL Trainings for adults.



# Media production

In this section, you will find seven tools useful for media production: video, soundscape, and podcast. Easy-to-use, they will be useful for you and your participants when you tackle media production in your training!

## [A Unique Portrait](#)

**Tool:** Webpage

**Languages:** English, Greek

**Description:** Developed as a tutorial webpage for your MIL Training, with advice on juxtaposition and synthesis of shots to produce works of art, while raising discussion about identity.

Easy to implement, the participants will, in groups, take pictures of facial features of each participant (eyes, nose, etc.), before combining them to create a collective portrait.

## [Cuts & Transitions 101](#)

**Tool:** Video

**Languages:** English (with subtitles available)

**Description:** This short video of 11 minutes tackles two main elements to support your participants when editing their video:

- First, the video sums up the different cuts and transitions available, depending on the effect you want to produce, with examples from classic and modern films.
- Then, the video gives you the basic film terminology to strengthen your knowledge in this field.

## [Describing a public place](#)

**Tool:** Webpage

**Languages:** English, Polish

**Description:** This webpage gives an overview of the importance of framing and juxtaposition of shots to produce and give meaning. By explaining the

**Media, Information and Literacy Toolkit**



concept of documentation and subjectivity related to any visual description of a place, it helps participants get familiar with the development of collective competencies of communication.

## Guidelines for video production

**Tool:** Manual

**Languages:** English

**Description:** These short guidelines will provide you guidance on how to produce a short film in three days. Very detailed while being easy to read and to use. There is a template, showing you concretely how to organize the time dedicated to each aspect of video production.

## Guidelines for podcast production

**Tool:** Manual

**Languages:** English, French, Greek

**Description:** This guidance provides tips on radio creation as a foreign language learning tool, if you're implementing your MIL training to people learning a foreign language, while offering initiation to radio techniques (from recording to broadcasting) and an indicative work agenda easy to replicate.

## Guidelines Media Literacy workshop

**Tool:** Manual

**Languages:** English, Greek

**Description:** This 7-pages manual gathers practical guidance that can be easily used when designing your MIL training for the participants to get acquainted with the semantic elements around a pictured object and the corresponding intervention by the film director who creates the picture.

## Soundscape

**Tool:** Webpage

**Languages:** English, Greek



**Description:** This webpage gives hints on how to tell a story only through the use of sounds, while giving an introduction to sound recording. Organized in a 2-hour session, the groups will reconstruct a space or an active action through sounds that define it. It is accessible to all types of public willing to get acquainted with the soundscape.



# Fake news/disinformation

The term 'fake news' is not a recent invention. Manipulating information, creating rumours, propagating biased narratives was a feature of history long before modern journalism established standards. This makes Fake news part of larger phenomena: information disorder. To cope with this, we gathered 5 tools, easy-to-use, useful to share with your group when implementing your MIL Training.

## [BBC iReporter](#)

**Tool:** Game

**Languages:** English

**Description:** This game puts you at the place of a BBC journalist who has to cover a breaking news story - publishing the story to a "BBC Live" site. During the game, your story will be judged on how well accuracy, impact and speed are balanced: a great way for your participants to understand how fake news and disinformation can be easily spread if no measures are taken.

## [DigitaliseMe - Information and data literacy](#)

**Tool:** Website

**Languages:** Spanish, Portuguese, Italian, Romanian, English, Polish

**Description:** This website page will provide you with a lot of different content to address fake news and disinformation.

## [Get Bad News](#)

**Tool:** Game

**Languages:** English

**Description:** "Bad News" is an online browser game in which players take the role of a fake news creator. By playing this game, your participants will have a better understanding of the tactics and manipulation techniques



that are used to mislead people and build up a following. The Get Bad News game works as a psychological “vaccine” against disinformation: playing it builds cognitive resistance against common forms of manipulation that can be encountered online.

## Open Your Eyes

**Tool:** Handbook

**Languages:** English

**Description:** Very practical and easy-to-use, this handbook seeks to improve digital skills by providing learners with tools to identify fake news and fight the spread of disinformation online. The third module is specifically dedicated to tackling disinformation through tools and methodology.

## WeVerify

**Tool:** Plugin

**Languages:** English

**Description:** This plugin has been initially designed as a verification tool helping journalists, fact-checkers, and human rights defenders save time and be more efficient in their fact-checking and debunking tasks on social networks especially when verifying videos and images.

As this tool is very easy to use, it is now widely used. For the participants to your MIL training to have access to it, you can dedicate some time to introduce this tool and [the video on how to use it](#).



# MIL critical thinking

The media influences the way we work, live and connect to each other. This is why we **selected 7 critical MIL tools** for you to use during your MIL Training, thus fostering how to deal with all the information we receive.

## [Center for Media Literacy \(CML\)](#)

**Tool:** Website

**Languages:** English

**Description:** The CML promotes and supports media literacy education as a framework for accessing, analysing, evaluating, creating and participating with media content. In that sense, CML offers on their website plenty of resources which can be used to deepen your MIL training, both on theory and practice.

## [Guidelines introduction to MIL](#)

**Tool:** Manual

**Languages:** English

**Description:** This resource is a guide on what to include in your MIL training, including learning objectives, materials, activities, assessment of learning outcomes, etc. Concretely, it offers a concise overview of what is MIL while providing workshop sessions, assessment methods and sheets, and indicative workshop agenda.

## [MediaSmarts, Canada's center for digital and media literacy](#)

**Tool:** Website, YouTube channel

**Languages:** English, French

**Description:** This website gives you access to e-tutorials and workshops. These free resources cover a wide-range of topics, including managing internet use, diversity representation and online hate. Completed by the

**Media, Information and Literacy Toolkit**



[Diversity and Media Toolbox](#), you will have the right resources to explore issues relating to stereotypes, bias and hate in mainstream media and on the Internet.

Along with the website, the YouTube channel of MediaSmarts will give you access to short videos, giving some keys to critical thinking skills to engage with media as active and informed digital citizens.

## [NewseumEd](#)

**Tool:** Website

**Languages:** English

**Description:** Through this resource, you will foster your media literacy skills, which are essential to civic life. Practical and easy-to-use tools will support you in understanding how to authenticate, analyze and evaluate information from a variety of sources and put current events in historical context through standards-aligned lesson plans, videos, primary sources, virtual classes and programs.

*Note that the only requirement to use this tools is to be registered on the website.*

## [Teachers' kit](#)

**Tool:** Website

**Languages:** English, Spanish, Italian, Portuguese

**Description:** The platform recommends a set of tips for MIL trainers to prepare in general, and to use before, during and after implementation of MIL activities. You will also find in this website specific competences and actions, including practical activities, used for each type of skills, along with a summarised a map of skills/competences per media.

*Reference documents to deepen your expertise:*

## [Media and Information Literacy – A practical guidebook for trainers](#)

**Tool:** Manual

**Media, Information and Literacy Toolkit**



**Languages:** English, French, Spanish

**Description:** This manual provides MIL trainers with background information, training ideas, methods and worksheets. The book also provides sample training schedules to help you determine the length of time needed to teach individual aspects of media and information literacy. Divided into clear chapters, you can use each one separately, depending on what you want to work on with your group.

## Media and Information Literacy curriculum for teachers

**Tool:** Manual

**Languages:** English, Portuguese, Spanish, Arabic, Chinese, Russian

**Description:** This manual presents MIL in a holistic manner, while giving hints and tools to teach MIL, facilitating the process to reach and build capacities of all learners.



# Hate speech, discrimination and stereotypes

Digital media accelerate questionable transmissions, mainstreaming stereotypes and reinforcing discrimination - and internet fast lanes speeds up hate speech. This process requires to raise awareness about hate speech, discrimination and stereotypes as they are closely related terms. In this section, the Team Up! partners selected **five MIL tools**, whether games, manuals or website, to give you access to practical content, easy to implement during your MIL Training.

## Gapminder

**Tool:** Game

**Languages:** English

**Description:** This game is a fun educational tool created to help people rid themselves of common systematic misconceptions about global development. To start making use of all the abundance of data we face every day and counter a lack of factual knowledge and a lack of practical tools and habits to keep track of facts, Gapminder included various categories (migration, Internet usage, international conflicts, extreme poverty...) in their game to make us rethink what we thought we knew, based on stereotypes.

## Positive Messengers Creative Tools

**Tool:** Website

**Languages:** Bulgarian, Croatian, Czech, Greek, Italian, Romanian, English

**Description:** The website offers you tools to share with your group on how counter hate speech, disseminate positive messages, and thus, to encourage positive discourses and counter-narratives in order to limit hate speech against migrants/refugees.



## Stereotypes and hate speech

**Tool:** Manual

**Languages:** Bulgarian, Croatian English, French, Italian, Slovenian

**Description:** Following the definition of stereotypes and hate speech, this manual will help you build your MIL trainings. Divided into 4 x 45 minutes sessions, it offers material to strengthen your public's knowledge in stereotypes and hate speech, and how to tackle it.

## Troll survivor guide

**Tool:** Manual

**Languages:** Portuguese

**Description:** Within this short and easy-to-use manual, 4 steps are developed in case you encounter hate speech. It defines what hate speech is, how to identify it, how to react to it when you face this type of content, and how to denounce it. Easy to remember, it can be easily shared with your group during your MIL training.

## What is my label?

**Tool:** Website

**Languages:** English

**Description:** It is easy to say *"I have no prejudices"* or *"I'm not racist, so it has nothing to do with me"*, or *"I didn't invite those refugees"*. It is hard to say *"I may not be to blame for what happened in the past but I want to take responsibility for making sure it doesn't continue into the future"*.<sup>1</sup> This is why "What is my label?" was developed and can be easily included in your MIL training: A 2-hour activity practical experiment showing how stereotypes are rooted inside our minds and how easy is to be judged by others.

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<sup>1</sup> [Education Pack, All different - All Equal, Council of Europe](#)



# Safety online, privacy and ethics

Living in a digital era of networking and cyberspace, one of the key issues is **establishing an ethics of privacy, respect, and non-violence**.

Considering this, the Team Up! partners chose **five MIL tools** on safety online, privacy and ethics. All of these tools are diverse and can be easily used by you during your MIL Training, either to show the participants a video (IN-EDU Pills on MIL), or to give them a concrete presentation on why it is so important (Digitalise Me, Cypher learning, etc.).

## [Combating hate speech online through human rights education](#)

**Tool:** Manual

**Languages:** English, German, Norwegian, Polish, Romanian, Ukrainian

**Description:** For safety online, see chapter 5.5 of the manual. It explores, through activities that you can easily replicate, ways of interaction online, how to take action online and how to campaign online for a better and safer Internet.

## [Cypher Learning](#)

**Tool:** Infographic

**Languages:** English

**Description:** The infographic is based on the Digital Citizenship in School<sup>2</sup> book about how technology influences the way people interact and the concept of digital citizenship in the classroom. Based on the nine elements of digital citizenship developed by the author, the infographic sums up the main elements to take into account when navigating online. You can show this infographic as a way to summarise your session on safety online, privacy and ethics.

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<sup>2</sup> [Digital Citizenship in Schools](#), Mike Ribble, Gerald D. Bailey

## [Digitalise Me - Safety](#)

**Tool:** Website

**Languages:** Spanish, Portuguese, Italian, Romanian, English, Polish

**Description:** Navigating on the Internet can be challenging, especially for adults. This website compiles different pages related to online safety. It will give you new strategies and methodologies to improve your group's digital skills and digital literacy.

## [IN-EDU Pills on MIL](#)

**Tool:** Videos

**Languages:** English

**Description:** These videos are short animated videos explaining MIL notions such as chatbot, fake news, digital identity, etc., helping to promote MIL key words and concepts, mainly related to safety, privacy and ethics.

To find the "IN-EDU Pills on MIL", scroll down to the section.

## [Protection of personal data and privacy](#)

**Tool:** Manual

**Languages:** English, Bulgarian, Croatian, French, Italian, Slovenian,

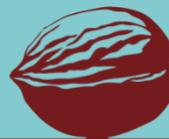
**Description:** Divided into 2 different parts, this manual will help grasping what protection of personal data and privacy are precisely about and what it includes, while giving you a hands-on approach to teaching and communicate about privacy and its importance.



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