

Digital TVET Training of Trainers

Modular content creation and e-pedagogy

Learner's Guide



1 November – 12 December 2020

Learner's Guide

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2. Overview

2.1 Course Outline

The E-Learning Lab on Digital TVET: Modular content creation and e-pedagogy in TVET has been designed to be implemented over a period of 4 weeks (from 6 to 31 July 2020). The course is composed of four modules and each module will run for one week, with synchronous and asynchronous learning and experience-sharing moments.

Participants are expected to complete a module per week (approximately seven learning hours), they are provided with the opportunity to learn from any location, at any time of the day or night (the course is delivered through distance learning in asynchronous mode and a few live sessions), It is highly interactive and engaging and during the course, participants will be asked to make comments on specific topics and to discuss different issues in forums in order to foster peer learning and exchange of best practices among them.

Activity or Module	Week	Period
Getting started: Warm-up and Icebreaker!	0	1 November 2020
<u>Module 1</u> Introduction to E-Learning	1	1 – 5 November 2020
<u>Module 2</u> The Platform: Learning Management Systems (LMS)	2	8 – 12 November 2020
<u>Module 3</u> Learning Technologies: Suitable Online Tools for Multimedia Production	3	15– 19 November 2020
<u>Module 4</u> E-Facilitation/Tutoring and E-Pedagogy	4	22 – 26 November 2020

TO DO LIST:

In the **first week** we will start with the course, so you will have to:

- ✓ Access the e-platform and update your profile (as explained below)
- ✓ Submit the assignment for Module 1 by the end of the week.

Then Module 2 will become available in Week 2. The same progression logic will apply to the rest of the modules.

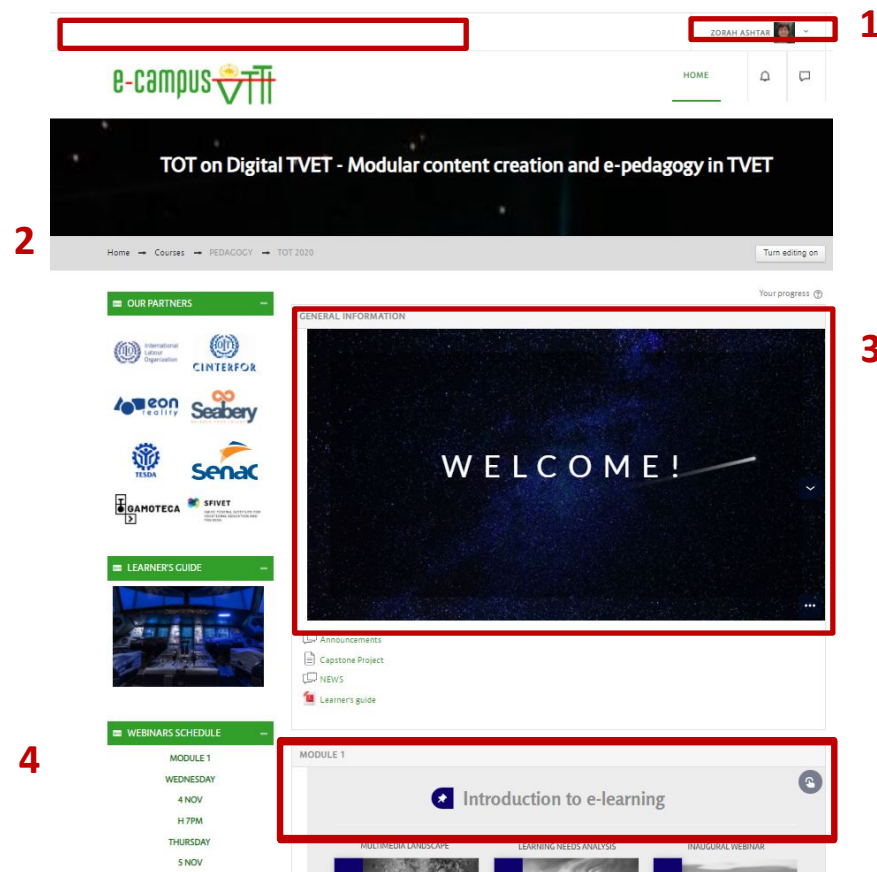
3. The E-learning Platform

3.1 The Course Main Page

On the e-campus website (ecampusVTTI.itcilo.org) you can access the online platform of the TOT on Digital TVET - Modular content creation and e-pedagogy in TVET. The entire content of the course will be available in this e-platform.

The most important elements to get started with the online platform are:

- 1) **User profile:** see paragraph 3.2
- 2) **Navigation bar:** clicking on *TOT on Digital TVET - Modular content creation and e-pedagogy in TVET* always brings you back to the course home page
- 3) **Welcome information:** where you can find warm-up (see paragraph 4.1), info on the course structure and on the team
- 4) **Interact and network** with both tutors and peers
- 5) **Modules:** see paragraph 4.2

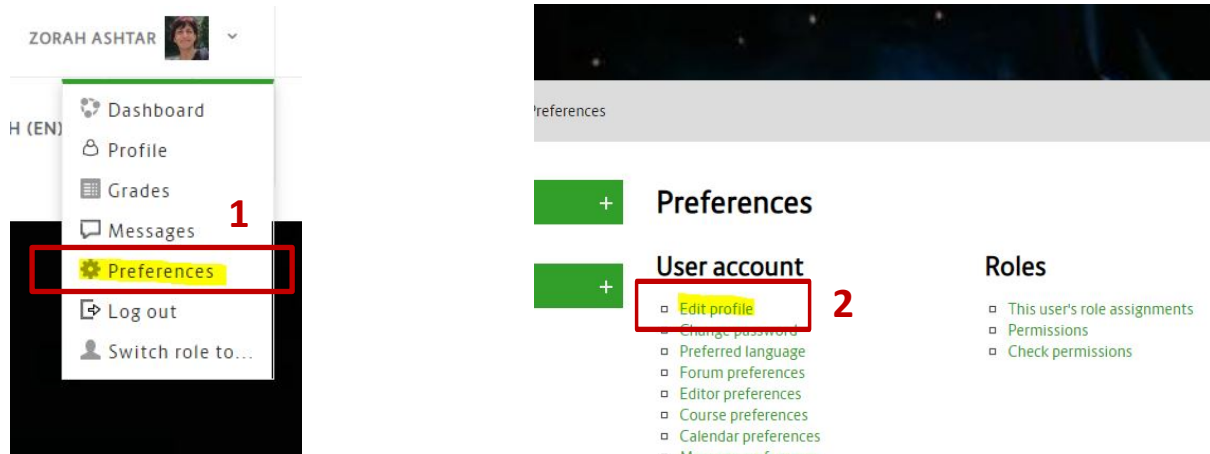


In the next pages we will take you through the fundamental steps to get started on the e-platform and to ensure your active participation in the course.

3.2 How to Update my Profile?

Your name always appears in the top-right corner of the screen when you are logged in.

To access your profile mouse over to your name at the top-right corner of the screen, click on “Preferences” and then click on “Edit profile”.



By clicking on “Preferences” you can also see private messages, save private files, see all your forum posts and discussions; modify the information you share with the other participants and change your account’s settings.

TO DO LIST:

As soon as you received the credentials to the platform of the course, you have to **update your profile**.

In order to do so:

1. Mouse over to your login name
2. Click on “Preferences”
3. Click on “Edit profile”

Under “Edit profile”, complete your profile under the **General** section, including your email address.

▼ General

First name

Surname

Email address

Email display ?

City/town

Timezone

Description ?

Paragraph Language B I    

By clicking on “*Preferences*”, you will see several options allowing you to set different parameters. Many of them are correct as set by default and do not need further modifications. However, you may consider checking the following options:

- **Email display:** By default, your email will be visible to all the participants of the course.
➔ You can modify this setting by clicking on *Preferences => Edit Profile*

First name

Surname

Email address

Email display ?

- The **Email digest type** allows you to receive emails for each of the posts made in any forum you are subscribed to or alternatively receive a daily digest. By default, this is set to *No digest* (meaning you will receive a single email per forum post).
➔ It is recommended to change it to *Complete* (you will receive one daily email with full posts). You can modify this setting by clicking on *Preferences => User => Forum preferences*.
- **Forum tracking** allows you to see if there are new forum posts in a particular Forum.
➔ Make sure you select the option *Yes, highlight new posts for me*. You can modify this setting by clicking on *Preferences => User => Forum preferences*

Setting this value to “Yes” will add a column in the entry page of a Forum indicating unread posts in a particular topic.

Forum preferences

Email digest type ?

No digest (single email per forum post):

Forum auto-subscribe

Yes: when I post, subscribe me to that forum discussion ↕

▼ Forum tracking

Forum tracking

No: don't keep track of posts I have seen

When sending forum post notifications ?

Mark the post as read ↕

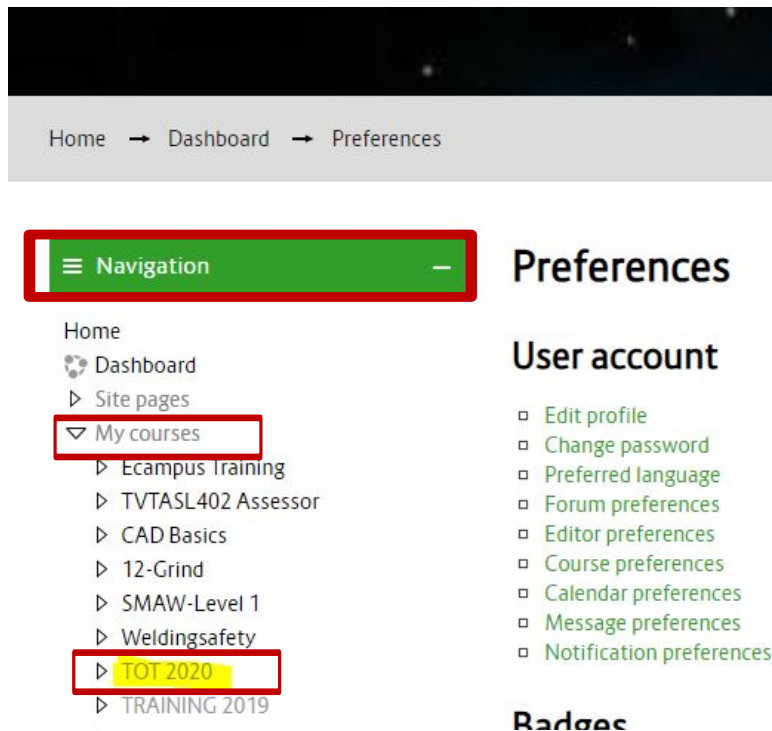
By clicking on "User picture", make sure you have an updated profile picture or alternatively upload a new one in the *New Picture* field.



3.3 How to Go Back to the Course Main Page?

The Navigation Bar indicates the path you have taken to arrive at the page you are currently viewing. This bar also allows you to navigate the course through its pages.

- ➔ Click on the drop-down menu “My Courses” and select “TOT2020”. Then, from each page, you can always go back to the course Main Page.



3.4 How is the Course Structured?

In the Course Main Page, you can find the contents of the course. It shows the structure of the course including the links to its main sections.

The “TOT on Digital TVET - Modular content creation and e-pedagogy in TVET” is divided into a welcome session and four modules, identifying by a thematic topic “the 5 elements”:

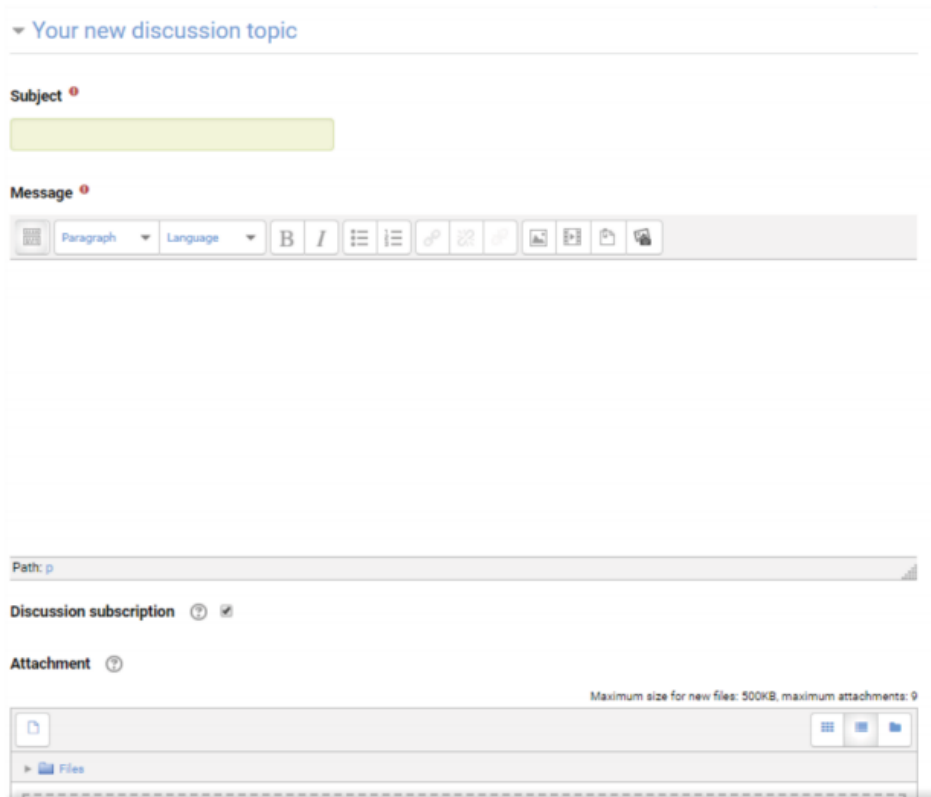
1. Space element: Welcome session: Space
2. Water element: Introduction to E-Learning
3. Earth element: The Platform: Learning Management Systems (LMS)

4. Fire element: Learning Technologies: Suitable On-Line Tools for Multimedia Production
5. Air element: E-Facilitation/Tutoring and E-Pedagogy (for Youth/TVET Students)

From the Course Main Page, you will be able to access the four course modules; each Monday a new module will be available. In part 4 of this Guide, you can find further information on how the modules are structured and the different learning activities you need to perform.

3.5 How Do the Forums Work?

Throughout the course, you will be asked to participate in Forums on various topics, related to a specific module or topic. These discussions will be raised by the tutor(s) and/or other participants.



Generally, in the forums you will have the option of:

1. **Adding a new discussion topic** [if the issue you want to share with the others is not related to any of the posts that were already created or if you are the first one posting]
 - Enter the forum from the course main page;
 - Click on the button: **Add a new discussion topic**;
 - Give a self-evident title to your discussion topic, so that anyone can easily understand the subject you want to discuss;
 - Write your text;

- Save your post. You are done; your post will now be published.

2. **Replying** to a discussion already created

- Enter the forum from the course main page;
- Click on the title of the discussion that interests you;
- Click on **Reply** at the end of the post that you are referring to;
- Write your text;
- Save your post. You are done; your post will now be published.

3.6 Important Notes about the Forum

Email Notification of Forum Posts

You can choose to receive email notifications for messages posted on the forum activating “**subscribe to this forum**”.

Note: Subscribing does not affect the possibility to access and participate in the Forum. It is only related to the reception of email messages of forum posts.

To subscribe to a Forum:

1. Click on the Forum icon
2. Go to the “*Administration*” section on the right sidebar
3. Click on “*Subscribe to this forum*”
4. You will now start receiving email notifications every time a post is added to the forum



Special Notes regarding the conditions for using the Forum

- (a) Participants agree to use the Forum only to send and receive messages and material that are proper and related to that particular Forum. By way of example and not as a limitation, participants agree that when using the Forums, they shall not do any of the following:
 - i Defame, discriminate, abuse, harass, stalk, threaten or otherwise violate the legal rights (such as rights of privacy and publicity) of others;

- ii Publish, post, distribute or disseminate any defamatory, infringing, obscene, indecent or unlawful material or information;
 - iii Upload or attach files that contain software or other material protected by intellectual property laws (or by rights of privacy and publicity) unless the User owns or controls the rights thereto or has received all consents there for as may be required by law;
 - iv Upload or attach files that contain viruses, corrupted files or any other similar software or programs that may damage the operation of another's computer;
 - v Delete any author attributions, legal notices or proprietary designations or labels in any file that is uploaded;
 - vi Falsify the origin or source of software or other material contained in a file that is uploaded;
 - vii Advertise or offer to sell any goods or services, or conduct or forward surveys, contests or chain letters, or download any file posted by another user of a Forum that the User knows, or reasonably should know, cannot be legally distributed in such manner.
- (b) Participants acknowledge that the Forum and discussion groups are public and not private communications. Furthermore, participants acknowledge that chats, postings, conferences, e-mails and other communications by others are not endorsed by ITCILO or the United Nations, and that such communications shall not be considered to have been reviewed, screened or approved by ITCILO or the United Nations.

4. The E-learning Process

4.1 Initial Activities

The “**Welcome**” section in the Course Main Page will allow participants to familiarize themselves with the e-learning platform and its functionalities and will provide the course tutor with relevant information relating to the participants (expectations, level of knowledge, job functions).

4.2 Course Modules

Each module will last one week. It is highly recommended that each module is followed and completed at the proposed pace to allow all participants to engage in more productive and enriching discussions with each other at the same time.

Synchronous learning activities such as Webinars will also be offered each week. They are not compulsory but these activities are organized to foster live exchange between participants and experts, and as such, they represent a special opportunity to improve one's knowledge on a specific topic.

Relevant bibliographies will be made available in order for participants to broaden their knowledge on specific topics, but this will not be a one-way flow.

Course Modules

#	Module	Learning Outcomes <i>At the end of the module, participants will...</i>	Expected concrete outputs of the Module <i>Thanks to the module, in their professional contexts participants will be able to better...</i>
1	Introduction to e-Learning	Identify the key features and concepts on the future of digital learning in TVET and understand the e-Learning and multimedia landscape	✓ Understand the key challenges and features of digital transformation in TVET ✓ Identify the key concepts, modalities and formats of e-Learning in TVET ✓ Familiarize and apply the user-experiences in e-Learning ✓ Define objectives and transforming them into expected outcomes
2	The Platform: Learning Management Systems (LMS)	Identify key features and activities of Learning Management System in offline and online learning	✓ Recognize the use of different Learning Management Systems used in TVET ✓ Apply the key activities of a Learning Management System ✓ Understand the concept of online and offline learning

3	Learning Technologies: Suitable On-Line Tools for Multimedia Production	Apply design of training materials in e-Learning	✓ Understand the definition of multimedia design content ✓ Identify tools and activities for the creation of multimedia design content
4	E-Facilitation/Tutoring and E-Pedagogy	Understand and apply online facilitation and online moderation	✓ Understand how to provide a guided access to materials and activities to learners ✓ Learn about effective online facilitation through a learner-centred approach

4.3 Assignments and Certification

You will be required to complete the various activities of the course and four assignments (one per module) which consist of small activities that will be done in a practice canvas.

Through those assignments you will have the opportunity to create a course of your choice. The completion of each Module's assignment will be your Capstone Project, hence one e-lesson.

Once you have submitted your assignments, you will receive feedback from the tutor in due time. These activities are very important, as they will accelerate your learning and understanding.

To learn more about, please read the following instructions:

- Participants will submit all assignments electronically via the E-campus practice canvas page (instructions will be made available);
- The deadlines for submitting the assignments refer to midnight at your local time;
- Your course tutor will provide feedback on the assignment within a few days after the deadline.

Certification

You will receive your Certificate of Participation if:

- ✓ You have successfully completed more than 80% of the activities of the course

You will receive a Capstone project BADGE if:

- ✓ You have successfully completed 100% of the activities of the course
- ✓ You have completed the Capstone project

Deadline for the Assignments:

- Module 1: 09 November 2020
- Module 2: 16 November 2020
- Module 3: 23 November 2020
- Module 4 (submission of entire e-course – Capstone Project): 12 December 2020

4.4 Comments in the Forums

In this section, we will provide you with some general rules about the comments in the course forums:

- ✓ Contributions must focus on the given task;
- ✓ Contributions must be clear and unambiguous;
- ✓ Contributions have to be carefully considered and underpinned by evidence;
- ✓ Contributions should stimulate a response;
- ✓ Contributions should demonstrate that relevant course content and/or background literature has been read, for example by applying an idea from a given resource;
- ✓ Participation in the discussion forum is a great way to interact, engage, share knowledge and experiences from participants from other countries. Don't miss the opportunity to participate!

Please check, before starting to work on an assignment to be delivered through a post in the forums, if the tutor has provided specific guidance on the length, on the nature and/or on any other specific characteristics of the comment to be produced.

4.5 Course Team

1. Ms. Elena Tagliati

Facilitator: She provides general information about the course content to the participants, information on how to become a participant of the course, certification and other organizational issues. She clarifies any questions regarding the content of the course, provides feedback to exercises and assignments and also makes comments in the forum.

2. Mr Pavel Al-Amin and Sujit Chakma

Co-facilitators. They clarify any questions regarding the content of the course, provides feedback to exercises and assignments and also makes comments in the forum.

3. Mr Gofur Abdul, Ms Rafia Sultana and Mr Shamol Tarafder

Mentors. They provides support to exercises, assignments and capstone project.

4. Minimum Hardware and Software Requirements

Operating System: Windows 95, 98, 2000, NT, ME, XP or later; MacOS 9 or MacOS X.

Hardware: 64 MB of RAM, 1 GB of free disk space.

Software:

Adobe Flash Player is needed to view the interactive lessons. Download it free of charge at <https://get.adobe.com/flashplayer>

Adobe Acrobat reader is required to view the PDF files. Download it free of charge at www.adobe.com/products/acrobat/readstep2.html

Microsoft Office (Windows or Apple version) or Open Office

Browser (one of the following):

Google Chrome

Microsoft Internet Explorer

Apple Safari

Mozilla Firefox

Note: JavaScript and cookies must be enabled to allow you to properly use the e-platform.

5. Information Technology (IT) Support

You can post your queries related to IT technical issues in the assistance forum. Your messages will be addressed as soon as possible.