

In-service Training
Programme (Part B)
Manual for the tutors
for face-to-face
activities



LEARNING CIRCLE

Module 1. Introduction to Online Teaching

Learning outcomes:

- Understand the specifications of online learning
- Understand how online learning has been evolving and the importance of upskilling
- Recognise the barriers of online learning
- Recognise the advantages of online learning
- Be open to transition and adapt to online learning

Module Title	Module 1: Introduction to Online Teaching
Session 1	
Timing	50 minutes
Materials Required	<ul style="list-style-type: none"> • Training venue with IT equipment, and space for all participants • Flipchart and markers • Sign-in sheet • Pens and note-taking materials for participants • Laptop and TV screen or projector for the facilitator to present the PowerPoint slides • Copy of MX.PPT1 for the tutor
Type of Activity	Lecture
Description of the Learning Activities	<p>Workshop Opening</p> <p>The facilitator begins the workshop by welcoming all participants. They give a brief overview of the “Learning circle” project and distributes the attendance list for the session asking participants to sign in.</p> <p>Activity 1: Online learning - An Introduction</p> <p>The facilitator introduces the basic concepts of online learning with the support of the accompanying slides. Then, proceeds to task 1 and 2.</p> <p>Task 1 - Play the quiz game “advantages vs disadvantages of online learning”</p>

	Task 2 - Group discussion: Based on the results of task 1, motivate a group discussion to . The participants can do this together through a short brainstorming session or individually and then bring the results together (for example, each participant chooses one of the disadvantages and mentions one helpful tip).
Session 2	
Timing	40 minutes
Materials Required	<ul style="list-style-type: none"> ● Training venue with IT equipment, and space for all participants ● Flipchart and markers ● Sign-in sheet ● Pens and note-taking materials for participants ● Laptop and TV screen or projector for the facilitator to present the PowerPoint slides ● Copy of MX.PPT1 for the tutor
Description of the Learning Activities	<p>Activity 2: Upskilling and Reskilling</p> <p>The facilitator introduces the topic of the role of the educator and the importance of upskilling and reskilling for educators, with the support of the accompanying slides.</p> <p>The participants then complete the self-assessment exercise which will lead them to reflect on their current pedagogical and digital skills.</p> <p>Activity 2 ends with a short group discussion to reflect on the topic and findings of the exercise for those who want to share their thoughts while completing the self-assessment task.</p>
Session 3	
Timing	50 minutes
Materials Required	<ul style="list-style-type: none"> ● Training venue with IT equipment, and space for all participants ● Flipchart and markers ● Sign-in sheet ● Pens and note-taking materials for participants ● Laptop and TV screen or projector for the facilitator to present the PowerPoint slides <p>Copy of MX.PPT1 for the tutor</p>

**Description of
the Learning
Activities**

Activity 3: Udemy - A Case Study

The facilitator will present Udemy, a popular platform with thousands of online courses in a myriad of subjects. The participants will be given some time to explore the platform and functionalities.

Then, discuss questions such as:

- What about Udemy works? What could have made it become popular?
- What about Udemy could be improved to provide a better experience for learners?
- How can Udemy and other similar platforms make learning more accessible?
- What are the requirements to host a course on the Udemy platform?
- How is the pricing of the courses compared to other platforms, such as FutureLearn or Coursera?
- How does certification upon the completion of a course works?

Closing of the workshop

To close this training session, the facilitator will ask the participants to engage in a short verbal feedback session. Here, participants will be asked to reflect on what they have learned in today's session, and to identify one new fact that they did not know before today.

Module 2. Design of Online Curricula

Learning outcomes:

- Design a proper online curriculum
- Understand how to structure an online curriculum
- Understand how to adapt a curriculum for online learning

Module Title	Module 2: Design of online curricula
Session 1	
Timing	50 minutes
Materials Required	<ul style="list-style-type: none"> • Training venue with IT equipment, and space for all participants • Flipchart and markers • Sign-in sheet • Pens and note-taking materials for participants • Laptop and TV screen or projector for the facilitator to present the PowerPoint slides • Copy of MX.PPT1 for the tutor
Type of Activity	<ul style="list-style-type: none"> • Lecture
Description of the Learning Activities	<p>Workshop Opening</p> <p>The facilitator begins the workshop by welcoming all participants. They give a brief overview of the “Learning circle” project and distributes the attendance list for the session asking participants to sign in.</p> <p>Activity 1: Introduction to the topic</p> <p>The facilitator will present the content of the module ‘Design of online curricula’ with the support of the accompanying slides.</p>
Session 2	
Timing	90 Minutes

<p>Materials Required</p>	<ul style="list-style-type: none"> • Training venue with IT equipment, and space for all participants • Flipchart and markers • Sign-in sheet • Pens and note-taking materials for participants • Laptop and TV screen or projector for the facilitator to present the PowerPoint slides • Copy of MX.PPT1 for the tutor
<p>Description of the Learning Activities</p>	<p>Activity 2: Development of a lesson plan</p> <p>Participants will develop a lesson plan adapted for online learning. They can create it from scratch, or take an already existing one and make changes in order to work better in an online environment.</p> <p>Suggestions of topics for lessons:</p> <ul style="list-style-type: none"> - Creative thinking - Problem solving - Leadership & Team management - Innovation management - Agile management - Strategic planning - Risk management - Business model development <p>Browse already existing lesson plans:</p> <ul style="list-style-type: none"> - ESL Brains. https://eslbrains.com/lesson_plan/free-english-lesson-plans/ - The teacher's corner. https://lesson-plans.theteacherscorner.net/ - education.com. https://www.education.com/lesson-plans/

Module 3. Student Engagement in Online Learning Environments

Learning outcomes:

- Motivate the students to learn while on an online environment
- Recognise and apply engagement strategies
- Recognise and use existing engagement tools
- Find strategies for online assessment

Module Title	Module 3: Student engagement in online learning environments
Session 1	
Timing	45 minutes
Materials Required	<ul style="list-style-type: none"> • Training venue with IT equipment, and space for all participants • Flipchart and markers • Sign-in sheet • Pens and note-taking materials for participants • Laptop and TV screen or projector for the facilitator to present the PowerPoint slides • Copy of MX.PPT1 for the tutor
Type of Activity	<ul style="list-style-type: none"> • Lecture
Description of the Learning Activities	<p>Workshop Opening:</p> <p>The facilitator begins the workshop by welcoming all participants. They give a brief overview of the “Learning circle” project and distributes the attendance list for the session asking participants to sign in.</p> <p>Activity 1: Introduction to the topic</p> <p>The facilitator will present the content of the module ‘Student engagement in online learning environments’ with the support of the accompanying slides.</p>
Session 2	

Timing	45 Minutes
Materials Required	<ul style="list-style-type: none"> ● Training venue with IT equipment, and space for all participants ● Flipchart and markers ● Sign-in sheet ● Pens and note-taking materials for participants ● Laptop and TV screen or projector for the facilitator to present the PowerPoint slides ● Copy of MX.PPT1 for the tutor
Description of the Learning Activities	<p>Activity 2: Engagement strategies</p> <p>This activity will be led by the participants. Each participant will present a short engagement tool (optimised for online learning) to the rest of the group. This can be, for example, an icebreaker, a learning game, an app, etc.</p>
Session 3	
Timing	60 minutes
Materials Required	<ul style="list-style-type: none"> ● Training venue with IT equipment, and space for all participants ● Flipchart and markers ● Sign-in sheet ● Pens and note-taking materials for participants ● Laptop and TV screen or projector for the facilitator to present the PowerPoint slides ● Copy of MX.PPT1 for the tutor
Description of the Learning Activities	<p>Activity 3: Evaluation and Certification</p> <p>In this activity, the participants will develop a method of online assessment or certification for online learning. The participants can be divided into pairs or small groups, and each member creates a matching evaluation method and certificate (e.g.: one participant creates an evaluation quiz and another participant creates a digital certificate to be awarded to the learner who completes said quiz).</p> <p><u>Option 1:</u> The participants will develop a method of online assessment, using any of the formats learned. It can be, for example, a strategy for evaluation during synchronous lessons, a quiz or learning game, a self-assessment, etc.</p> <p>Examples of tools to create online assessment:</p> <ul style="list-style-type: none"> - Google Forms - learningapps.org

- Kahoot
- Microsoft Word

Option 2: The participants will develop a digital certificate or a digital badge to award learners.

Example of tools to create certificates or badges:

- Canva
- Microsoft Word/ PowerPoint

Closing of the workshop

To close this training session, the facilitator will ask the participants to engage in a short verbal feedback session. Here, participants will be asked to reflect on what they have learned in today's session, and to identify one new fact that they did not know before today.

Module 4. Online Communication

Learning outcomes:

- Establish a communication strategy to encourage learners to communicate with the tutor and among themselves
- Reduce the barriers of online communication with their learners
- Recognise the existing online communication tools
- Choose the most appropriate online communication channels

Module Title	Module 4: Online communication
Session 1	
Timing	30 minutes
Materials Required	<ul style="list-style-type: none"> • Training venue with IT equipment, and space for all participants • Flipchart and markers • Sign-in sheet • Pens and note-taking materials for participants • Laptop and TV screen or projector for the facilitator to present the PowerPoint slides • Copy of MX.PPT1 for the tutor
Type of Activity	<ul style="list-style-type: none"> • Lecture
Description of the Learning Activities	<p>Workshop Opening:</p> <p>The facilitator begins the workshop by welcoming all participants. They give a brief overview of the “Learning circle” project and distributes the attendance list for the session asking participants to sign in.</p> <p>Activity 1: Introduction to the topic</p> <p>The facilitator will present the content of the module ‘Online communication’ with the support of the accompanying slides.</p>
Session 2	

Timing	60 Minutes
Materials Required	<ul style="list-style-type: none"> ● Training venue with IT equipment, and space for all participants ● Flipchart and markers ● Sign-in sheet ● Pens and note-taking materials for participants ● Laptop and TV screen or projector for the facilitator to present the PowerPoint slides ● Copy of MX.PPT1 for the tutor
Description of the Learning Activities	<p>Activity 2: Communication tools</p> <p>For this activity, participants will work individually or, preferably, in small groups. Each participant/group will be responsible for trying out one of the online tools for communication and prepare a short presentation using template available in annex I. The design can be altered in any way the participants wish, but it should answer all the questions provided.</p>
Session 3	
Timing	30 minutes
Materials Required	<ul style="list-style-type: none"> ● Training venue with IT equipment, and space for all participants ● Flipchart and markers ● Sign-in sheet ● Pens and note-taking materials for participants ● Laptop and TV screen or projector for the facilitator to present the PowerPoint slides ● Copy of MX.PPT1 for the tutor
Description of the Learning Activities	<p>Activity 3: Group discussion</p> <p>After experiencing the tools in activity 2, the participants will have some time to share ideas on communicating with students online. The facilitator can open the discussion with topics such as which tool would be more appropriate for them, which tool they would use according to the context or learners profiles.</p> <p>Closing of the workshop</p> <p>To close this training session, the facilitator will ask the participants to engage in a short verbal feedback session. Here, participants will be asked to reflect on what they have learned in today's session, and to identify one new fact that they did not know before today.</p>

Module 5. Tools for the development of materials for online learning

Learning outcomes:

- Recognize the existing open-source tools for creating online learning resources;
- Understand the type of resources that can be developed with open-source tools (videos, audio lectures, learning games, infographics, eduzines, etc.)
- Choose the most appropriate tools for their needs

Module Title	Module 5: Tools for the development of materials for online learning
Session 1	
Timing	30 minutes
Materials Required	<ul style="list-style-type: none"> • Training venue with IT equipment, and space for all participants • Flipchart and markers • Sign-in sheet • Pens and note-taking materials for participants • Laptop and TV screen or projector for the facilitator to present the PowerPoint slides • Copy of MX.PPT1 for the tutor
Type of Activity	Lecture
Description of the Learning Activities	<p>Workshop Opening:</p> <p>The facilitator begins the workshop by welcoming all participants. They give a brief overview of the “Learning circle” project and distributes the attendance list for the session asking participants to sign in.</p> <p>Activity 1: Online learning resources</p> <p>The facilitator introduces the concept of online learning, raising awareness about the possibility to access online learning material through open-source tools.</p>

	<p>After familiarizing the participants with the term “MOOC”, the facilitator will present some of the free online learning resources provided by the UNESCO and the European Union:</p> <ul style="list-style-type: none"> • https://education.ec.europa.eu/resources-and-tools/online-learning-resources/online-platforms • https://en.unesco.org/covid19/educationresponse/solutions <p>In this activity, the facilitator will help participants familiarize with online educational resources and prepare them for the next activity.</p>
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Session 2

Timing	45 Minutes
Materials Required	<ul style="list-style-type: none"> • Training venue with IT equipment, and space for all participants • Flipchart and markers • Sign-in sheet • Pens and note-taking materials for participants • Laptop and TV screen or projector for the facilitator to present the PowerPoint slides • Copy of MX.PPT1 for the tutor

Description of the Learning Activities	<p>Activity 2: Video-based learning</p> <p>The facilitator will show the participants the different types of resources that can be created using online open-source tools.</p> <p>The facilitator will introduce participants to video-based learning and will present the following video-based educational resources:</p> <ul style="list-style-type: none"> - Explainer videos - Instructional videos (tutorials) - Video lectures <p>To help participants understand what a video-based resource is, the facilitator will show a short explainer video about Circular Economy and a TED Talk about the concept of sustainability in a circular economy as an example of a video lecture.</p> <p>The facilitator will conclude showing the main benefits of video-based learning.</p>
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Session 3

Timing	45 minutes
Materials Required	<ul style="list-style-type: none"> • Training venue with IT equipment, and space for all participants • Flipchart and markers • Sign-in sheet • Pens and note-taking materials for participants • Laptop and TV screen or projector for the facilitator to present the PowerPoint slides • Copy of MX.PPT1 for the tutor
Description of the Learning Activities	<p>Activity 3: Audio-based learning</p> <p>The facilitator will introduce participants to audio-based learning, focusing in particular on podcasts. The facilitator will show how audio-enhanced lessons can be better-suited for distant education and to acquire specific skills.</p> <p>The facilitator will conclude showing a recap of the main benefits of audio-based learning.</p>
Session 4	
Timing	20 minutes
Materials Required	<ul style="list-style-type: none"> • Training venue with IT equipment, and space for all participants • Flipchart and markers • Sign-in sheet • Pens and note-taking materials for participants • Laptop and TV screen or projector for the facilitator to present the PowerPoint slides <p>Copy of MX.PPT1 for the tutor</p>
Description of the Learning Activities	<p>Activity 3: Game-based learning</p> <p>The facilitator will introduce the participants to game-based learning, focusing in particular on quizzes.</p> <p>The facilitator will conclude showing the main benefits of game-based learning.</p>

Module 6. Creating videos and quizzes for online teaching

Learning outcomes:

- Use open-source software to create a video lecture or an explainer video
- Understand the basic functionalities of an open-source video software (e.g. Powtoon)
- Create quizzes using open-source tools (e.g. Google Forms)

Module Title	Module 6: Creating videos and quizzes
Session 1	
Timing	45 minutes
Materials Required	<ul style="list-style-type: none"> • Training venue with IT equipment, and space for all participants • Flipchart and markers • Sign-in sheet • Pens and note-taking materials for participants • Laptop and TV screen or projector for the facilitator to present the PowerPoint slides • Copy of MX.PPT1 for the tutor
Type of Activity	<ul style="list-style-type: none"> • Lecture
Description of the Learning Activities	<p>Workshop Opening:</p> <p>The facilitator begins the workshop by welcoming all participants. They give a brief overview of the “Learning circle” project and distributes the attendance list for the session asking participants to sign in.</p> <p>Activity 1: Creating videos with Powtoon</p> <p>The facilitator will introduce participants to Powtoon, showing the main features that can be used to create animated explainers or video lectures, such as animation, screen & cam recording, and voiceover.</p>

	After guiding the participants through the main features, the facilitator will show a YouTube video tutorial on how to use Powtoon to help learners familiarize themselves with the software and to show its functionality in detail.
Session 2	
Timing	45 Minutes
Materials Required	<ul style="list-style-type: none"> • Training venue with IT equipment, and space for all participants • Flipchart and markers • Sign-in sheet • Pens and note-taking materials for participants • Laptop and TV screen or projector for the facilitator to present the PowerPoint slides • Copy of MX.PPT1 for the tutor
Description of the Learning Activities	<p><i>Activity 2: Creating Quizzes with Google Forms</i></p> <p>The facilitator will introduce participants to Google Forms, showing the main features that can be used to create quizzes.</p> <p>After guiding the participants through the main features, the facilitator will show a YouTube video tutorial on how to use Google Forms to help learners familiarize themselves with the software and to show its functionality in detail.</p>
Session 3	
Timing	45 minutes
Materials Required	<ul style="list-style-type: none"> • Training venue with IT equipment, and space for all participants • Flipchart and markers • Sign-in sheet • Pens and note-taking materials for participants • Laptop and TV screen or projector for the facilitator to present the PowerPoint slides • Copy of MX.PPT1 for the tutor

Description of the Learning Activities	<p>Activity 3: Creating Quizzes with Kahoot</p> <p>The facilitator will introduce participants to Kahoot, showing the main features that can be used to create interactive quizzes.</p> <p>After guiding the participants through the main features, the facilitator will show a YouTube video tutorial on how to use Kahoot to help learners familiarize themselves with the software and to show its functionality in detail.</p>
Session 4	
Timing	25 minutes
Materials Required	<ul style="list-style-type: none"> • Training venue with IT equipment, and space for all participants • Flipchart and markers • Sign-in sheet • Pens and note-taking materials for participants • Laptop and TV screen or projector for the facilitator to present the PowerPoint slides • Copy of MX.PPT1 for the tutor
Description of the Learning Activities	<p>Closing of Workshop</p> <p>To close this training session, the facilitator will ask the participants to engage in a short verbal feedback session. Here, participants will be asked to reflect on what they have learned in today's session, and to identify one new fact that they did not know before today.</p>


Module 7. Micro-learning

Learning outcomes:

- Understand what a mini-learning resources format is (ex. Eduzine)
- Understand how to create the structure of mini-learning format resources
- Navigate online to find supporting resources from credible sources

Module Title	Module 7: Micro-learning
Session 1	
Timing	60 minutes
Materials Required	<ul style="list-style-type: none"> • Training venue with IT equipment, and space for all participants • Flipchart and markers • Sign-in sheet • Pens and note-taking materials for participants • Laptop and TV screen or projector for the facilitator to present the PowerPoint slides • Copy of MX.PPT1 for the tutor
Type of Activity	<ul style="list-style-type: none"> • Lecture
Description of the Learning Activities	<p>Workshop Opening:</p> <p>The facilitator begins the workshop by welcoming all participants. They give a brief overview of the “Learning circle” project and distributes the attendance list for the session asking participants to sign in.</p> <p>Activity 1: Micro-learning</p> <p>The facilitator introduces the concept of micro-learning and will walk participants through a brief history of experimental studies of memory retention.</p> <p>The facilitator will focus in particular on Hermann Ebbinghaus forgetting curve as knowledge foundation for the concept of Microlearning, showing how mini-learning format resources can help improve knowledge retention and productivity.</p>

Session 2	
Timing	60 Minutes
Materials Required	<ul style="list-style-type: none"> • Training venue with IT equipment, and space for all participants • Flipchart and markers • Sign-in sheet • Pens and note-taking materials for participants • Laptop and TV screen or projector for the facilitator to present the PowerPoint slides • Copy of MX.PPT1 for the tutor
Description of the Learning Activities	<p>Activity 2: Mini-learning format resources</p> <p>The facilitator will introduce participants to mini-learning format resources, such as videos, quizzes, podcasts, and infographics, and will define its structure based on didactical approaches and learning theory:</p> <ul style="list-style-type: none"> - Phase 1 – Introduction & Aims - Phase 2 – Key Learning Content - Phase 3 – Reflection & Transfer <p>After presenting the structure of a MLFR, the facilitator will introduce didactical principles, as well as key design principles that need to be followed when creating a mini-learning format resource.</p>
Session 3	
Timing	40 minutes
Materials Required	<ul style="list-style-type: none"> • Training venue with IT equipment, and space for all participants • Flipchart and markers • Sign-in sheet • Pens and note-taking materials for participants • Laptop and TV screen or projector for the facilitator to present the PowerPoint slides • Copy of MX.PPT1 for the tutor
Description of the Learning Activities	<p>Activity 3: Edazines</p> <p>The facilitator will guide the participants through the definition and the structure of an Edazine, providing a brief explanation for each section:</p> <ul style="list-style-type: none"> - Introduction & Index - Expected learning outcomes

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- Self-reflection exercise
 - Content section
 - Final test
 - Further resources

The facilitator will conclude showing the participants the prototype of an Eduzine through the following link:

<http://smartzines.com/eduzine/mobile/index.html>

Module 8. Designing Infographics

Learning outcomes:

- Use open design tools (e.g. Canva)
- Understand basic principles of design (balance, contrast, proportion, ...)
- Create QR codes using online tools (e.g. QR code monkey)

Module Title	Module 8: Designing Infographics
Session 1	
Timing	45 minutes
Materials Required	<ul style="list-style-type: none"> • Training venue with IT equipment, and space for all participants • Flipchart and markers • Sign-in sheet • Pens and note-taking materials for participants • Laptop and TV screen or projector for the facilitator to present the PowerPoint slides • Copy of MX.PPT1 for the tutor
Type of Activity	<ul style="list-style-type: none"> • Lecture
Description of the Learning Activities	<p>Workshop Opening:</p> <p>The facilitator begins the workshop by welcoming all participants. They give a brief overview of the “Learning circle” project and distributes the attendance list for the session asking participants to sign in.</p> <p>Activity 1: What is an infographic?</p> <p>The facilitator will introduce participants to different formats of infographics that can be created based on the type of information that need to be conveyed, and will focus in particular on the following ones:</p> <ul style="list-style-type: none"> - Statistical infographics - Map Infographics - Comparison Infographics - Process infographics

	<ul style="list-style-type: none"> - Timeline Infographics <p>The facilitator will focus on the design of each infographic as an introduction to the topic covered in the following session.</p>
Session 2	
Timing	45 Minutes
Materials Required	<ul style="list-style-type: none"> • Training venue with IT equipment, and space for all participants • Flipchart and markers • Sign-in sheet • Pens and note-taking materials for participants • Laptop and TV screen or projector for the facilitator to present the PowerPoint slides • Copy of MX.PPT1 for the tutor
Description of the Learning Activities	<p>Activity 2: Design principles</p> <p>The facilitator will walk the participants through the key concepts of graphic design and will show how to apply those concepts when designing infographics. The facilitator will focus in particular on:</p> <ul style="list-style-type: none"> - Color theory - Balance - Space - Alignment - Proximity <p>After introducing key design concepts, the facilitator will introduce participants to Canva, a free graphic design tool that can be used to design infographics and to QR code Monkey, a free online QR code generator that can be used to create and personalize QR codes to include on infographics.</p> <p>The facilitator will conclude showing a YouTube video tutorial on how to design infographics on Canva to prepare the participants to the activity covered in the next session.</p>
Session 3	
Timing	30 minutes
Materials Required	<ul style="list-style-type: none"> • Training venue with IT equipment, and space for all participants • Flipchart and markers • Sign-in sheet • Pens and note-taking materials for participants

	<ul style="list-style-type: none"> • Laptop and TV screen or projector for the facilitator to present the PowerPoint slides • Copy of MX.PPT1 for the tutor
Description of the Learning Activities	<p>Activity 3: Design your own infographic</p> <p>The facilitator will invite the participants to log in on Canva with their Google account and start creating their own infographic.</p> <p>The aim of this activity is to let the participants familiarize themselves with Canva and test the knowledge acquired during the training session.</p>
Session 4	
Timing	20 minutes
Materials Required	<ul style="list-style-type: none"> • Training venue with IT equipment, and space for all participants • Flipchart and markers • Sign-in sheet • Pens and note-taking materials for participants • Laptop and TV screen or projector for the facilitator to present the PowerPoint slides • Copy of MX.PPT1 for the tutor
Description of the Learning Activities	<p>Closing of Workshop</p> <p>To close this training session, the facilitator will ask the participants to engage in a short verbal feedback session and will display some of the designed infographics with the projector. The facilitator can encourage a group discussion, asking the following questions:</p> <ul style="list-style-type: none"> - What format is this design? - Discuss the use of space? - What are the main design elements? - Where is the design balance? - Is there a use of proximity and alignment?



LEARNING CIRCLE



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