

ICT-BASED EDUCATION AS A DRIVER OF CHANGE IN LEARNING

Toolkit for creating digital learning materials in schools

STAGE 1 Preparation

TRAINING MODEL STAGE 1 INCEPTION AND PLANNING

Year 1 September - Year 2 May

Objective:	To establish the framework of the training programme; and to start collaboration with participating pilot schools. The pilot schools will set the goals for their digital material development – What to create and use – and how it will be done? To answer questions: <i>Why? What? For whom? Where? When? How?</i>
Activities	<ol style="list-style-type: none">1. Establishment of management and implementation structures for the training programme<ul style="list-style-type: none">- agreeing on the roles and responsibilities in the implementation of the training programme2. Design of general structure of the training programme<ul style="list-style-type: none">- defining the main objectives, contents, working methods, processes and tools used3. Finalisation of selection of participating schools<ul style="list-style-type: none">- selecting 5 pilot schools from Finland and 5 schools from the partner country4. Establishment of cooperation between pilot schools<ul style="list-style-type: none">- getting to know each other, familiarisation with activities of participating schools5. Set up of eLearning platform for the programme (Moodle)<ul style="list-style-type: none">- tailoring the eLearning platform for the use of the training programme https://drivers.finnmoodle.fi6. Preparation of an evaluation plan<ul style="list-style-type: none">- defining the main criteria for evaluation of development process & final product7. Identification of themes of the digital material projects<ul style="list-style-type: none">- pilot schools define the main theme of the digital materials they will develop during the process8. Presentation of plans and development ideas for the feed-back from wider audience<ul style="list-style-type: none">- presentations and discussions in the launching conference9. Establishment of school development teams<ul style="list-style-type: none">- pilot schools set up the teams to work with the development of digital learning materials
Tools	<ul style="list-style-type: none">- Project management meetings- Expert team meetings- Face-to-face sessions with pilot schools- Visits of experts to pilot schools- Start-up Workshop (in the partner country) [see below workshop below]- Launching conference (in the partner country)- Visits of school teams to partner schools- Working in the school teams [see instructions to schools]- Virtual seminar 1- Workshop 1 “School-based learning materials, material categories and assessment criteria” (in the partner country) [see workshop below]

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Introductory project events

15 – 17 December, 2010

14 December , 2010, Tuesday		
WHEN	WHAT	WHO
19.36	<u>FCG experts arrival</u> to St.Petersburg, Finland railway station → Transfer to the hotel Azimut hotel St.-Petersburg, 43/1 Lermontovsky Prospekt	FCG five experts NWAIP contact person - ALINA
Evening	<i>Free time</i>	
15 December , 2010, Wednesday		
9.30	Transfer by bus to the NWAIP office Baltijskaya str.,26	FCG five experts NWAIP contact person - ALINA
10.00 – 12.00	Experts meeting in the NWAIP office <i>See the program attched</i>	FCG five experts NWAIP experts
11.50	FNBE arrival to the airport → Transfer to the hotel Azimut by car	Marjut Kuokkanen, Senior Adviser, Mr. Yrjö Hyötyniemi, Producer
12.15	FCG five experts. Transfer to the hotel by bus	
15.00	Bus from the hotel to the workshop venue – St.Petersburg second gymnasium, Kazanskaya str.,27	FCG five experts + 2 FNBE <i>without escorting</i>
14.36	Finnish pilot schools arrival to St.Petersburg, Finland railway station, <i>Every school delegation comes up to the first train car to meet the NWAIP contact person</i> → Direct transfer to the WSH venue, St.Petersburg second gymnasium, Kazanskaya str.,27	13 schools participants NWAIP contact person - ALINA
16.00 - 16.15	Welcome tea, coffee	Finnish and Russian pilot schools, experts and project managers
16.15 – 16.30	Opening of the introductory workshop. Introduction of the Launching project events and their outcomes	<i>Jouni Immonen, FCG project manager, Galina Borisova, NWAIP project manager</i>
16.30 – 17.45	“Meet your partner in the introductory café” <i>Pilot schools meet their partner schools, introduce themselves and exchange their views of their project expectations. Each meeting lasts 10- 15 minutes. Questionnair while the last round. Flipchart with the school names done for moderation</i>	<i>Finnish and Russian pilot schools Finnish and Russian experts facilitating five café tables (to be agreed)</i>
17.45 – 18.00	“Tree of the participants expectations “	Marja Mononen-Aaltonen
18.00	Closing of the meeting. Transfer to the the hotel by bus	17 Finnish participants <i>without escorting</i>
18.00 – 18.15	Short walk to St.Petersburg Education Committee, Antonenko lane, 8	<i>Marjut Kuokkanen Yrjö Hyötyniemi Jouni Immonen Galina Borisova Tatyana Avetova, NWAIP expert,</i>

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		<i>interpreting</i>
18.15 – 19.15	Steering Committee meeting at the education Committee – <i>StCM structure, functions, schedule</i> – <i>Inception report with the project revised plan, experts, pilot schools – approval</i> – <i>Project funding</i>	Marjut Kuokkanen Yrjö Hyötyniemi Yuriy Solyanikov – Deputy Chair of St. Petersburg Education Committee Two other participants Jouni Immonen Galina Borisova
16 December , 2010, Thursday		
08.30	Bus from the hotel to the conference/workshop venue – St.Petersburg second gymnasium, Kazanskaya str.,27 <i>Participants meet in the lobby at 8.25</i>	20 Finnish participants NWAIP contact person - ALINA
9.15 – 9.30	Registration of the conference participants	
9.30 – 09.50	Opening of the conference Welcome speeches <i>English – Russian, Russian – English interpretation</i>	<i>Russian speaker - Yuriy Solyanikov – Deputy Chair of St. Petersburg Education Committee</i> <i>Finnish speaker – representative of the FNBE</i>
09.50 – 10.15	Introduction of the project (main and specific objective, stakeholders (beneficiaries) of the project, main activities, expected project outcomes)	Jouni Immonen Galina Borisova
10.15 – 11.00	Project approach and methodology <i>English – Russian interpretation</i>	Marja Mononen-Aaltonen, FCG <i>Expert in capacity building and pedagogical use of ICT</i>
11.00 – 11.30	Coffee break	
11.30 – 12.00	E-learning material production – Finnish experiences <i>English – Russian interpretation</i>	Yrjö Hyötyniemi, producer, Finnish National Board of Education
12.00 – 12.30	E-learning material production – Russian experiences <i>Russian – English interpretation</i>	Olga Shilova, Professor of ICT in Education, Russian Pedagogic University named after Herzen, NWAIP expert
12.15 – 12.45	Digital materials in arts and media – comments on the schools’ ideas <i>English – Russian interpretation</i>	Jukka Orava, FCG Expert in the development of digital materials for arts and media
12.45 – 13.00	Closing of the Conference	
13.15 – 14.15	Lunch	
14.15	Continuation of the workshop <i>Five pilot schools pairs are invited to take their seats around five tables</i>	

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14.15 – 15.45	Tentative ideas of the themes of pilot schools on digital material production – discussion & agreeing on the joint themes	Finnish and Russian pilot schools Finnish and Russian experts facilitating five café tables (to be agreed)
15.45 – 16.15	The platform Moodle as a leaning environment : working rules, instruction	Marko Lahtinen , Educode Ltd. Development Manager, expert in the use of educational platforms, Veronika Shadrina , NWAIP project coordinator
16.15 – 17.15	How to proceed – work plan for the first distance period Jan-April 2010 (Home assignment for the pilot schools)	Jouni Immonen Galina Borisova
17.15 – 17.30	Closing of the workshop. Planning of the Russian pilot schools visits	
15.30	FNBE VIP transfer to the airport by car	<i>without escorting</i>
18:55	FNBE delegation, flight to Helsinki	
17.30	Transfer to the the hotel by bus	<i>without escorting</i>
17 December , 2010, Friday		
08.00-09.00	Russian pilot schools partners picking up their Finnish partners at the hotel to escort them to their schools (<i>meeting time to be agreed between partners</i>)	Russian pilot schools contact persons NWAIP contact person - VERONIKA
09.45	FCG experts Transfer by bus to the RTSOK centre	NWAIP contact person - VERONIKA
09.30 – 13.00	Pilot schools visits – Russian pilot schools – development perspectives, educational programs, teaching environment – Russian pilot schools experience in e-learning and digital material development – Schoolchildren activity at the lesson – Discussion of the further on cooperation	Pilot schools
10.15 – 12.15	Experts meeting – <i>Tentative list of topics for the workshops through the whole project with reference to the wsh 1,2,3,4, etc.,</i> – <i>Digital materials evaluation criteria,</i> – <i>Moodle – how the experts moderate the work of the schools at the platform? (topics for the forum, materials attached, how often, who, etc.)</i>	Finnish experts. NWAIP experts
12.15 – 13.30	Free time	Finish experts
13.00 – 14.45	Finnish pilot schools Transfer to the Finnish railway station	Finnish pilot schools Russian pilot schools escort
13.30	Finish experts. Transfer to the Finnish railway station	Finish experts NWAIP contact person – Veronika + Galina
14.45	Pilot schools and Finnish experts meet at the	

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	<i>Finland railway station</i>	
15.25	Train departure for Finland	

Workshop I, 27 – 29 April, 2011

Workshop venue: Baltijskaya Str., 35, aud. 218 (Petrovsky college, Metro “Narvskaya”)

26 April, 2011, Tuesday		
19.36	Experts' arrival to the Finland station, <i>Transfer to the Azimut Hotel</i>	<i>NWAIP contact person</i>
27 April, 2011, Wednesday		
10.45	<i>Transfer of the experts from the Hotel to the NWAIP office</i>	<i>NWAIP contact person</i>
11.00 – 15.30	Meeting of Russian and Finnish experts' teams Coffee-breaks and lunch are available	
14.36	Arrival to the Finland station <i>Finnish delegation picked up at the first train car</i> Transfer by bus to the workshop venue: St.Petersburg, Baltijskaya Str., 35.	<i>NWAIP contact person</i>
Start of the workshop		
15.45 – 16.15	<i>Welcome tea, coffee</i>	<i>Finnish and Russian pilot schools, experts and project managers</i>
16.15 – 16.30	Opening of the workshop. Workshop objectives and methods	Jouni Immonen , FCG project manager, Galina Borisova , NWAIP project manager
16.30 – 18.00	Pilot school pairs meeting for up-dating and planning of the joint work at the workshop	<i>Finnish and Russian pilot schools</i>
18.00 – 18.30	Working meetings with the pilot schools with experts	<i>Finnish pilot schools meet the Finnish experts</i> <i>Russian pilot schools meet the Russian experts</i>
18.30	<i>Closing of the first day.</i> <i>Transfer to the the hotel by bus</i>	Finnish participants
28 April, 2011, Thursday		
08.45	<i>Bus from the hotel to the workshop venue.</i> <i>Participants meet in the lobby at 8.40</i>	<i>NWAIP contact person</i>
09.00 – 09.10	<i>Opening. Plans for the day</i>	<i>Project managers</i>
09.10 – 10.30	Quality criteria for e-learning materials - approaches and agreements	<i>Presentations by:</i> - Marja Montonen , Counsellor of Education, Finnish National Board of Education - Finnish experts - Olga Shilova – Russian expert
10.30 – 11.00	Coffee break	

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11.00 – 12.30	Group work Discussion of the Quality criteria for E-learning materials	<i>Finnish and Russian pilot schools together with the experts</i>
12.30 – 13.15	Groups feedback on the criteria	<i>Partner schools</i>
13.15 – 14.00	Lunch	
14.00	<i>Transfer of Finnish schools to their St. Petersburg partner schools</i>	St. Petersburg pilot schools
15.00 – 18.30	Continuation of the work. Partner schools prepare the presentation about their ELM	
<i>14.00 – Meeting of Russian and Finnish experts' teams</i>		
29 April , 2011, Friday		
08.45	<i>Bus from the hotel to the Petrovsky College – Participants with their luggage meet in the lobby at 8.35</i>	<i>NWAIP contact person</i>
09.00 – 09.10	Introductory notes	<i>Project managers</i>
09.10 – 10.40	Pilot school teams present E-learning materials. Feedback from the participants	School pair N1 School pair N2 School pair N3
10.40 – 11.10	Coffee break	
11.10 – 12.10	Continuation of the schools' presentations and discussions	School pair N4 School pair N5
12.10 – 13.00	Experts comment on the ELM themes, further on cooperation with the design templates	
13.00 – 13.20	Project plan in May-August, 2011. Introduction of the home-assignment. Closing of the workshop	Finnish and Russian project managers
13.20 – 14.00	Lunch	
14.10	<i>Departure of the Finnish Delegation to the Finland station</i>	<i>NWAIP contact person</i>

Instructions for partner schools in Stage 1

The pilot schools will continue on Moodle the joint work they started at December workshop in SPb.

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Activity 1 “Work with the Visiting Card (Template 1)”

1. Each school team fills in the Visiting Card (Template 1) in the native language.
 2. Each school translates its Visiting Card into English and uploads it in the joint workspace on Moodle **by Friday, March 11**. Please, keep on your discussion of the Visiting Card under the special topic in forum in partners’ workspaces.
 3. Discuss in forum and clarify with your partner school:
 - How will the e-learning material (ELM) theme you agreed on in December serve the students, teachers and the development of the whole school, see Summary
 - Why did you choose this theme?
 - What is interesting in this theme for the joint development?
 - What issues in the theme are interesting to share with other colleagues from Russian and Finnish schools?
 - What do you want to achieve, see Objectives
 4. Your discussion will be supported by the experts at the Virtual Seminar on Moodle.
The Virtual Seminar started in March 7 and will last until March 18.
 5. At the Virtual Seminar (March 7-18) besides the questions mentioned above (see p. 3) partner schools will agree on the categories: Name, Creative name, Description - How do we envision our ELM.
- All members of the working groups of the partner schools have to be very active at the Virtual Seminar.
6. The Russian and Finnish experts will closely follow school partners’ discussions, support the work on Moodle and give recommendations.

After the Virtual Seminar around March 20 schools will receive *E-learning Material Design Template* (Template 2) and instructions how to continue the work under Activity 2 to be prepared for the workshop in SPb in April, 27-29.