TRAINING MODEL STAGE 2
DEVELOPMENT/ PREPARATION
Year 2 September - Year 2 December

Objective:	To identify the existing materials on the selected thematic area. To analyse their relevance and appropriateness; and to start the preparation of the new materials. To prepare the materials ready for piloting. To define a concept of pedagogic interaction. *What methods? Which approach? Which technology?*
Activities	1. Definition of content of the digital material in the decided frame - the school teams decide the main substance / content area of their digital material 2. Identification of existing materials on the selected content area - Collecting interesting e-materials for presentation and assessment at the workshop (in Finland) by September 15 3. Analysis of relevance of the existing materials - analysing the existing materials against the criteria produced during stage 1 4. Creation of content units for the digital material - preparation of the main content units of the digital material 5. Discussion and definition of pedagogic model to be applied - choosing the most suitable pedagogic model for the selected content of the digital material 6. Definition of suitable technology to be used in the material production / delivery - based on the analysis of various technologies & tools choosing the most suitable 7. Preparation of tasks for students 8. Finalisation of digital materials for piloting - Preparation of piloting plan for testing the digital study material
Tools	- Guiding questions - Workshop 2: "Choosing pedagogic approaches, methods, technology and forms of assessment" [See instructions and agenda below] - Study visits on the sites specialised in pedagogy, material production, use of ICT in education [study visit programme] - Template 3: Work plan & instructions for organising and monitoring the work [see Toolbox] - Virtual seminar 2 in late October: Present your work to your students and partners; give and get comments on content units [See instructions and agenda below] - Visits of experts to schools - Face to face meeting with schools: give and get comments on examples of tasks from partners and experts - Virtual seminar 3: Presenting the piloting plan [See instructions and agenda below] - Template 4: Piloting plan & instructions [see Toolbox] - Expert meetings - Exchange of information & virtual seminars on Moodle

VIRTUAL SEMINAR 2, October 24 – November 4, 2011

Objective:

The objective of Virtual seminar 2 is to present the status of the electronic learning material (ELM) production projects of the schools, part **Content Units** of Template 3.
The seminar will give the schools an opportunity to get feed-back on their design process and on how the main content areas of the ELM have been defined.

Implementation:

The Virtual seminar is understood as a joint working period on Moodle. It consists of school presentation (material to be up-loaded o Moodle), questions and feed-back from other schools and organised comments and proposals from the project expert team.

A separate Virtual seminar 2 space will be opened in Moodle for the ELM project teams to upload their work. There will be a space for general feedback open for everyone, too, in Moodle.

Process:

Activity	Timing	Remarks
1. Each ELM project will up-load part Content Production: Content Units from Template 3 on Moodle	Friday, 21.10.2011	Depending on the status of your design process you can also up-load some concrete examples, pieces of material if already available. There is no one-fit-all format you should use here: be creative to get your message through.
2. Each pilot school will present comments & questions on the others material on Moodle	Mon 24.10.-Sun 30.10.2011	The material will be commented utilising the guiding questions under the assessment criteria purposeful, poly-cultural and practical.
3. Project experts will present comments & questions on the ELM project contents and participate in discussion.	Mon 24.10.-Sun 30.10.2011	The material will be commented utilising the guiding questions under the assessment criteria purposeful and poly-cultural.
4. On Moodle project experts will introduce the conclusions and recommendations based on the analysis of materials, feed-back given by schools.	Mon 31.10. – Fri 4.11.2011	Experts will give general feed-back on open space on Moodle and detailed feed-back to each ELM separately.
5. The virtual seminar will be closed.	Friday 4.11.2011	

VIRTUAL SEMINAR 3, February 7 – 17, 2012

Objective:

The objective of the virtual seminar is to present an ELM Pilot Implementation Plan (Template 4) on Moodle for the comments by other project pilot schools and the project experts.

Implementation:
The Virtual seminar is understood as a joint working period of school pairs facilitated by experts on Moodle. It consists of school presentations (uploaded Template 4 and pilot ELM unit) and comments received from pair schools and project experts.

A separated space for Virtual seminar 3 will be opened in Moodle for the school pairs to upload their Template 4 and pilot ELM unit and arrange discussion. The feed-back will be given by the pilot schools and project experts.
Based on the feed-back received the pilot schools will finalise the Pilot Implementation Plan (Template 4) and start the actual piloting based on the plan after the virtual seminar.

Process:

Activity	Timing	Remarks
1. Each school will upload ELM Pilot Implementation Plan (Template 4) and ELM pilot unit on Moodle.	07.02.2012	The Template 4 ELM Pilot Implementation Plan is an annex to these instructions.
2. Each pilot school pair will present comments & questions on the partner´s template on Moodle	14.02.2012	The material will be commented utilising the guiding questions attached to these instructions.
3. Project experts will present comments & questions on the ELM Pilot Implementation Plans and units and participate in discussion.	14.02.2012	The Finnish experts will comment the plan and pilot unit of the Finnish schools and the Russian experts will comment the plan and pilot unit of Russian schools. The material will be commented utilising the guiding questions attached to these instructions. The experts will summarise the general comments and share them on Moodle with everybody.
4. Based on the feed-back received the schools will finalise the EMM Pilot Implementation Plan	17.02.2012	The pilot schools will upload te final ELM Pilot Implementation Plan (Template 4) on Moodle.

Further Information: Galina Borisova, Jouni Immonen

STUDY VISIT & WORKSHOP IN FINLAND, SEPTEMBER 26-30, 2011

ICT-BASED EDUCATION AS A DRIVER OF CHANGE IN LEARNING

Toolkit for creating digital learning materials in schools

STAGE 2 Development

MONDAY 26.9.2011		
06.30	Delegation departs from SPb (Allegro)	*NWAIP*
09.16	Delegation arrives in Finland – FCG representative will meet the delagtion Registration at the Hotel Arthur http://www.hotelarthur.fi/	*Jouni Immonen (JI)*
10.00 10.30 – 13.00	Departure from the hotel for the visit to the Finnish Broadcasting Company YLE - Teacher-TV, Ms. Henna-Leena Kallio, Editor and Raili Löyttyniemi, Editor http://opettajatv.yle.fi/inenglish	*FCG representative - JI*
14.30 – 16.00	Visit to the University of Helsinki, Department of Teacher Education, Media Education Centre - Heikki Kynäslahti, Adjunct Professor - Jarkko Mylläri, Researcher http://blogs.helsinki.fi/mediakasvatus/?page_id=321	*FCG representative – JI*
16.30 - 19.00	Expert meeting at FCG	*FI, RU Expert teams & PM*
TUESDAY 27.9.2011 Workshop, *"Choosing technology, methods and forms of assessment"* **day I** **Venue: FCG house, Osmontie 34 , Helsinki**		
09.00-09.15	Opening of the workshop.	*Mr. Jorma Kauppinen Director, General Education, Finnish National Board of Education, FNBE*
09.15-09.30	Workshop objectives and methods	*Galina Borisova, NWAIP project manager* *Jouni Immonen, FCG project manager*
09.30-12.00	Choosing the technology for teaching and learning - findings of the pre-workshop assignment to be presented by the pilot schools - sharing of findings in the school teams - summary of findings	Working in the teams of school pairs Facilitators: Russian & Finnish Experts
12.00-13.00	Lunch	
13.00-14.00	Digital museum – case	Dmitry Roubashkin
14.00	Coffee break	
14.30-17.00	Working in the pilot school teams – choosing methods and technology for pilots – planning the design process – *planning the development & production process*	Support given by the Russian & Finnish experts

WEDNESDAY 28.9.2011 Workshop, *"Choosing technology, methods and forms of assessment* **day II**		
09.00-10.00	Reflection on e-resource authoring and use.	Support given by the Russian & Finnish experts
10.00-12.00	Expert presentations / discusisons e.g. on the following themes: - participatory pedagogy - challenges of the development of digital services for education	External experts 10.00 Mauri Laakso: Participatory pedagogy 11.00 Kaisa Vähähyyppä, FNBE Challenges of the development of digital services for education
12.00-13.00	Lunch	
13.00-17.00	Working in the pilot school teams – choosing methods and technology for pilots – planning the design process utilising the *Template 3* continues Working in the teams of school pairs	Support given by the Russian & Finnish experts
16.00-17.30	Steering Committee Meeting - FNBE	Project Management SC members *FCG house, Osmontie 34*
18.00-	Get together party at FCG	
THURSDAY 29.9.2011 Workshop, *"Choosing technology, methods and forms of assessment* **day II**		
09.00-11.30	School teams´ project plan for September – December, 2011-09-22 Defining and planning the production process and timetable for September – December, 2011	Pilot schools Russian & Finnish experts
11.30 – 12.30	Project plan coordination for September - December, 2011. Closing of the workshop	PM – Galina Borisova, Jouni Immonen
12.30-13.30	Lunch	
13.30	Free time	
15.12	Departure for Lappeenranta (schools No 238 and 551)	
FRIDAY 30.9.2011 **Visiting the Finnish pilot schools**		
08.00	Departure for the visits to pilot schools	
	Visiting the pilot schools	
09.00-12.00	Expert meeting	FCG house in Käpylä
15.00	*Departure from Helsinki (groups staying in Helsinki) and schools 238 & 551 from Vainikkala at 17.02*	