

Producing Open
Online Learning
Systems

pools

3rd Project Meeting
Madrid
4-5/10/2006

3rd Project Meeting: Madrid, Spain
5-6/10/2007

Thursday, 5/10/2006

9:00	Pickup at Hotel	Marian
10:00 – 10:15	Welcome	Sean, Marian
10:15 – 10:25	Financial Overview	Ole
10:30 – 11:30	Status of the Project. Each partner to take 15 minutes for overview of activities since Pitesti. This will be supported by self-evaluation sheet completed prior to meeting. Only a short presentation of video material will be expected.	ALL
11:30 – 11:45	Coffee	
11:45 – 13:30	Continuation of status review	ALL
13:30 – 14:30	Lunch	
14:30 – 15:30	QTFM	Kent
15:30 – 17:00	Planning for next period of workpackage activities: who what when	ALL
17:00 – 17:15	Coffee	
17:15 – 19:00	Continuation of planning.	ALL
19:00	Close Meeting	
21: 00	Dinner, Meet at Hotel.	ALL

Friday, 6/10/2006

9:00	Pickup at Hotel	Marian
10:00 – 10:30	Workgroup on External Peer Review Documents and Process. Afterwards, small sub-group will compile results and produce draft document.	All
10:30 – 11:30	Split into workgroups for planning and expansion on course documents.	Split as per workgroups agreed in Pitesti.
11:30 – 11:45	Coffee	
11:45 – 13:30	Continuation of course documentation workgroups	ALL
13:30 – 14:30	Lunch	
14:30 – 17:00	Coordinator's perogative	Sean / Kent
17:00 – 17:15	Coffee	
17:15 – 17:30	Planning for final meetings	ALL
17:30 – 18:30	Conclusions	Sean
18:30	Close Meeting	
21:00	Dinner, <i>Burbuja que ríe</i> C/ del Ángel, 16. Tel: 913665167 More information during the meeting.	ALL

Objectives

- Review and Quality Control Progress so far
- Agree new timescales for outstanding work
- Agree and assign work package coordination and secondary support roles to partners
- Agree remaining tasks for preparation for interim report

Objectives

- Agree and note partner plans to pilot courses with real users at each site.
- Draft an external evaluation instrument
- Draft plan of included competencies and user needs analysis against each module in the method course
- Agree remaining meeting plans

By Teachers, For Teachers

- Conference in Horizon College. Based on practical workshops that mirror the pilot courses run in each partner site.
- Final meeting then runs into Conference.

Pools work plan - schedule ■

- Project setup and kick-off
- Project workshops and meetings
- Project clustering and cooperation with other projects
- Development of Source pools containing digital recordings to be used for eLearning content
- Course Book revision and authoring
- Production of DVD video on eLearning content development
- Development of Methodology Course module
- Development of eLearning materials development course modules
- Valorisation and dissemination plan
- Evaluation and quality control
- Gantt chart for Lithuanian partner
- Gantt chart for Romanian partner

WP1 Project setup and kick-off:

The work package is divided into five sub packages

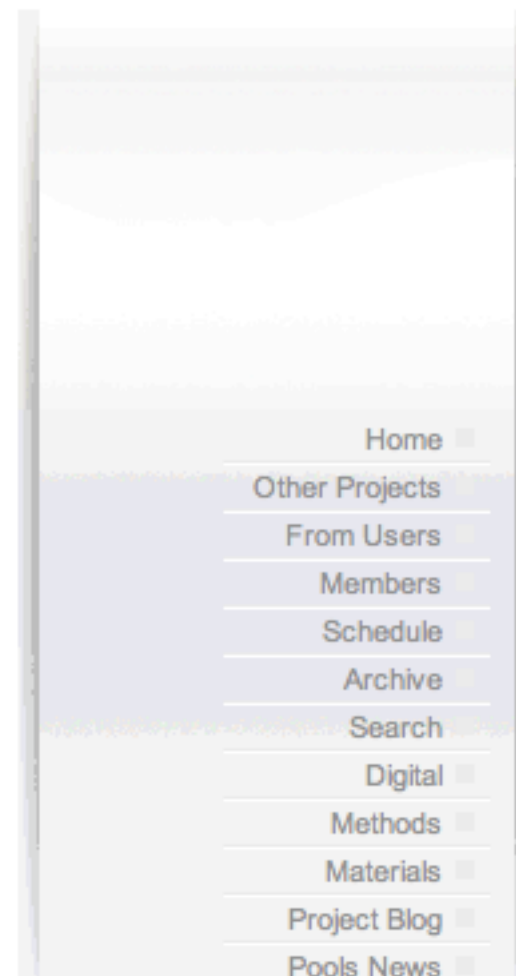
Main aims: Initiate the project; describe and sets up administrative procedures, and set up the project infrastructure, i.e. project website (to become a portal for the clustering projects), communication platform (WebBoard), and e-mail list server.

Also contains work tasks for participants to complete before the first workshop; questionnaires to use for content development (e.g. "rules" for dating, typical night in town, how career was chosen etc.) and ideas for possible scenarios to be recorded (e.g. apprentice jokes, job interviews etc.)

Starts on October 1st 2005 and finishes last item on October 12th 2005

Comprises 70 work days: Management 20, teachers 42, technical 4, administrative 4

Work package	Output / milestone	Start End Status
WP 1.1 Project web	Website established with main structure, sample content, texts and video, registration page for e-	October 3rd 2005 October 25th 2005



External Evaluation

- project transparency
- quality of deliverables
- is dissemination of outcomes sufficient
- usefulness of deliverables
- appropriateness of project concepts

Course Competencies

- *User wants to make a webquest*
 - *Can you use a browser*
 - *Can you edit a web document*
 - *Can you upload a file to a webserver*

Dissemination

- Each partner needs to have extensive dissemination activities in their country, both internally in their host organization and outside.
- There should be documentation from each of these events (conference agenda, presentation materials, etc.)
- BLOG IT.

Clustering

- Each partner should be finding national projects with whom POOLS may cluster. Information about these cluster projects should be sent to webmaster kent.

Materials Development Course
Manual

Methodology Course Manual

Small Experimental Courses

Full Pilot Courses

Materials Development Course
Manual

Methodology Course Manual

Small Experimental Courses

Full Pilot Courses

Competencies

Duration

Activities

Prerequisites

Materials

Teacher Competencies

Materials Development Course
Manual

Methodology Course Manual

Small Experimental Courses

Full Pilot Courses

Materials Development Course
Manual

Now

Methodology Course Manual

Small Experimental Courses

Full Pilot Courses

Materials Development Course
Manual

Now

Methodology Course Manual

Now

Small Experimental Courses

Full Pilot Courses

Materials Development Course
Manual

Now

Methodology Course Manual

Now

Small Experimental Courses

To December

Full Pilot Courses

Materials Development Course
Manual

Now

Methodology Course Manual

Now

Small Experimental Courses

To December

Full Pilot Courses

May

What competencies must the trainee have?
What competencies will the trainee have at the end?
How long will it take to learn? Total learning time?
What are the technical requirements?
How can the course be delivered? F2F, Blended, Online
What references are there?

Then a description...

Then an example scenario or 3... This could
lead to further input from other users.

Key points

- All language needs to be very simple
- trainer vs trainee and audience
- time units. Contact hours / learning time

Pools' Objective

Manuals are designed to enable trainers to teach other language teachers to implement methods and enabling tools.

BPLTM taught what were the methods and will be referenced in the manuals.

Hot Potatoes

- Q1: ECDL Managing Files, ECDL Internet and Email
- Q2: Text based exercises 1-6, Accessibility Requirements
- Q3: 2 days
- Q4: Computer, Hot potatoes sw, internet access
- Q5: All
- Q6: www.hotpotatoes.com

Tandem Learning

- Q1: ECDL Internet and Email
- Q2: know what tandem learning and methods, how to prepare students for tandem learning, How to set learning goals, sites where partners can be found.
- Q3: 8x45 minutes, over 2-3 days
- Q4: Computer, internet access, webcam, mikes, headsets
- Q5: F2F
- Q6: www.tandemlearning.com

Development Course Manual

Methodology Course Manual

Small Experimental Courses

Full Pilot Courses

Development Course Manual

How to write Hot Potatoes

Methodology Course Manual

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How to use on line exercises

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Experimenting with Hot
Potatoes - feedback

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Train Teachers

Plan for manual compilation

- One week to finalize list, assignments and format.
- Materials Development Manual - finished by Nov 1.
- Methodology Manual - finished by Dec 15.
- Hans og Gordon to motivate and moderate tasks and feedback.