



Online Course

OVERVIEW # SEPTEMBER 2017

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Introduction

This course is supposed to provide the participants with elements that can contribute to their personal development and, at the same time, support them in their Ambassador roles.

The eTwinning Central Support Service (CSS) will be responsible for overseeing and coordinating the deployment and providing the technical facilities for the implementation of the course.

Each module will have one or more moderators who will be responsible for ensuring that guidelines are followed and that the course is deployed without faults.

Each module will contain the elements of expert intervention, self-study, group work and peer evaluation. Participants will have to complete tasks and evaluate the course.

Experts will be identified to share their experience and know how with the course participants.

General Objectives

The main goal of the course is to train ambassadors on eTwinning tools, practice, methodology and pedagogy.

The objectives of this course are:

- To introduce and underline the eTwinning concept
- To develop skills to work within the eTwinning practice and methodology
- To learn how to set up and implement a variety of online task types using eTwinning tools
- To reflect on the skills needed for working as an ambassador. This includes communication skills, training skills, support, etc.

Learning Space

The Learning Course for eTwinning Ambassadors is deployed in a Moodle environment <http://.moodle.etwinning.net>.

Alongside the Moodle environment, the eTwinning platform will be used to explore the different aspects of the platform such as:

- eTwinning live
- Twinspace
- Groups
- Learning Lab

Course participants are invited by the organisers to their account in the eTwinning Moodle environment. They set their own passwords to access this platform.

Target group

The online learning course is addressed at ambassadors from all participating countries including eTwinning Plus countries nominated by their NSS or PSA.

What's in it for teachers?

The course will provide a wide range of knowledge that will empower ambassadors to perform their tasks in a better and more efficient way.

As a consequence of the participation in the course we can identify some benefits:

- To fully understand the eTwinning concept
- To become an active ambassador
- To gain the professional skills to become a better ambassador

Attribution of roles and division of tasks

Coordinators

The CSS contributes to and oversees the design and implementation of the training course. As coordinators they also make sure that the technical infrastructure necessary for the deployment of the course is in place.

Expert

The expert(s) is/are the person(s) who will share their specialist knowledge on the subject matter of the module. Experts could be recruited through the network of CSS/NSS, Ambassadors, Friends of eTwinning, etc.

Moderators

Moderators are responsible for the smooth running of the course together with the coordinators and the experts. They monitor the participation of Ambassadors together with the experts.

Course participants

Course participants are chosen out of the pool of active national eTwinning Ambassadors. A quota is established whereby a maximum of 200 participants can take part.

Content outline

The four Course 'Modules' are represented by four distinct sections and one introductory test. Everyone will take this test to identify in which level they should start.

The test will focus on the basics of the main eTwinning features. The Modules then go deeper into specific topics such as netiquette and privacy, professional development and marketing techniques, etc. (more details further on).

Each section contains subpages, presenting the learning Topics and the tutorials specially created for this Course. Module sections will gradually be made available to

Course participants.

The initial test will have 4 parts:

1. The eTwinning Concept
2. The eTwinning Portal
3. Using the TwinSpace
4. Rewarding eTwinning

After the test a feedback will be sent to every participant and according to their results they may need to accomplish a few more tasks to successfully complete the course. If they complete the test with more than 70% they may move to the compulsory Modules (A, B, C, D). If the score is below 70% they will need to accomplish a few more tasks related to topics 1, 2, 3 or 4.

Therefore every participant will receive an individualized learning plan.

The following are the compulsory Modules:

- A. eTwinning Live
- B. Pedagogy and Professional development
- C. Communication Skills
- D. Making the best out of the Net

After completing all the Modules participants will be required to do a final assignment. In this final assignment they will create a plan for their work as an ambassador to be delivered to their NSS and that should include the aspects from all Modules.

Tasks & assignments

Ambassadors are assigned tasks by the experts. Tasks are presented in conjunction with each Module under the specific sections course.

The experts in the Moodle platform and in a handbook format announce tasks and assignments in more details.

Most of the tasks are individual, but involve exchange in the forums. Participants are expected to work together in order to learn from each other and evaluate each other's work.

Online checklists will accompany the set of tasks proposed for each Module, in order to increase transparency.

In case of difficulties and/or questions regarding tasks, Course participants can use the helpdesk forum; the Course Moderator and the organisers will tend to questions and requests.

Expert Team

Based on their past-experiences, know-how and involvement in eTwinning the experts team proposed is the following:

Topic	Expert
1. The eTwinning Concept	Irene Pateraki
2. The eTwinning Portal	Natasa Klemse
3. Using the TwinSpace	Natalia Tzitz
4. Rewarding eTwinning (QL, Prizes, eTSchool)	Anne Gilleran
A. eTwinning Live	
Using the eTwinning Live	Emese Cimpean
Communicating & sharing with other eTwinners	Emese Cimpean
Ambassadors Group	Irene Pateraki
B. Pedagogy and Professional development	
Professional development through eTwinning	Rute Baptista
Overview of Professional Development Opportunities	Rute Baptista
Project based Learning / Collaboration vs sharing	Miguela Fernandes
C. Communication Skills	

Role of an Ambassador	Claire Morvan
Communicate and Disseminate	Patrizia Roma
Mentoring and Supporting	Elena Pezzi Laura Maffei Paola Arduini
The art of speaking in Public	Rute Baptista
D. Making the best out of the Net	Sabrina Vorbau
Netiquette	
Copyright	
eSafety Label	

Throughout the course we will have some webinars:

1. **Introductory Seminar**, by All experts - In this seminar we will explain the purpose of the course and how we will run it. It was also a moment of Questions & Answers.
 - Ambassadors Course Introductory Seminar
 - Wednesday, 6 September 2017
 - 17:00 | Europe Summer Time (Brussels, GMT+02:00)
 - Url to attend the Seminar: <https://eun2.adobeconnect.com/ambcourse17/>
 - Enter as guest. No password required.
2. Other seminars may occur. Please check the handbooks for more information.

Calendar

July	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Initial Test																															
August	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Test Feedback																															
September	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
Module 1																															
Module A																															
October	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Module 2																															
Module B																															
November	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
Module 3																															
Module C																															
December	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Module 4																															
Module D																															
Final Assignment																															
January	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Evaluation																															

 Weekends

Evaluation & Certification

Each module will be concluded with a short evaluation survey to assess perceived obtained knowledge and course efficiency.

Peer-assessment will be used as a means of encouraging exchange and facilitating the evaluation process.

Participants will be rewarded according to the percentage of tasks completion.

%	Status	Certificate
0 – 59	Course not complete	No
60 – 74	Completes the course	Yes
75 – 89	Successfully complete the course	Yes
90 – 100	Complete the course with commendation	Yes

After the course completion teachers will get a certificate. The course will take approximately a total of about 80h of participants' work. The number of hours will be stated in the certificate.

This is the time estimation per Module:

Module	Estimated time	Time to complete it
Module 1	5h	4 -30 September (27 days)
Module A	15h	
Module 2	5h	2 - 31 October (30 days)
Module B	15h	
Module 3	5h	2 – 30 November (29 days)
Module C	15h	
Module 4	5h	2 - 22 December (21 days)
Module D	15h	

Social Media

If you wish to use a hashtag to talk about your participation in the course please use the following one: **#eTwiam**.

Why this hashtag? Because this one been used previously (and currently) for Twitter chats organised by ambassadors and at the last PDW for ambassadors.

Support & helpdesk

In case of difficulties and/or questions regarding tasks or technical issues, course participants can submit their queries to the Course Moderator ([Rute Baptista](#)).

For any queries they may contact the Moderator through a private message in Moodle or through a dedicated forum.