



# Online Course

OVERVIEW # JUNE 2019

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## Introduction

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This course will 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 for providing the technical tools for the implementation of the course.

Each module will be moderated by experts and members of the CSS. They will be responsible for ensuring that guidelines are followed and that the course is deployed efficiently.

Each module will include several elements: expert contribution, self-study, group work and peer evaluation. Participants will have to complete tasks and, at the end, give an evaluation of 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, from an Ambassador's standpoint.

The objectives of this course are:

- To reflect on the skills needed for working as an ambassador. This includes communication skills, training skills, support, etc.
- To learn how to set up and implement a variety of online tasks using eTwinning tools.
- To develop skills to deploy the eTwinning practice and methodology.
- To strengthen the network of European Ambassadors through professional development.

### Learning Space

The online 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 login with a personal account in the eTwinning Moodle environment upon invitation from the CSS. Users set their own passwords to access this platform.

## Target group

The online learning course is addressed at new ambassadors (eTwinners who have taken the role of Ambassadors not later than 2 years ago and never took this course) from all participating countries including eTwinning Plus countries. These participants are nominated by their NSS/PSA.

## What's in it for ambassadors?

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

As a consequence of the participation in the course, ambassadors will be able to:

- Fully understand the context of the eTwinning action: this will prepare them to be eTwinning trainers and multipliers.
- Identify the best tools, methodologies and practice to act as ambassadors.
- Feel part of a network of motivated and engaged peers at international level.

## Attribution of roles and division of tasks

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### **Coordinators/moderators**

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.

The CSS will also act as Moderators who 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.

### **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.

### **Mentors**

Mentors are Experienced Ambassadors selected by NSS/PSA. Each will mentor a group of participants (no more than 6) in the course. These mentors will intervene in the module "I take action as an eTwinning Ambassador":

- to give support and guide participants, and
- to provide feedback and peer review the 'Ambassadors' Plans' drafted by participants in the last Module.

### **Course participants**

Course participants are chosen out of the pool of the new active national eTwinning ambassadors. A quota is established whereby a maximum of 350 participants can take part.

## Content

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The four course modules are represented by four distinct sections and one introductory test. Participants are asked to take this test to identify their level of knowledge and understanding of eTwinning. This will define their level and make sure that all participants start the course with a common basis.

The test will focus on the basics of the main eTwinning features. The modules then go deeper into specific topics needed to perform the role of the ambassador (more

details further on).

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

## The initial test

The initial test will have 4 parts:

1. The eTwinning Concept
2. The eTwinning Portal
3. Using the eTwinning Platform
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 course modules (A, B, C, D), which are all compulsory. If the score is below 70% they will need to accomplish a few more tasks related to topics 1, 2, 3 or 4.

Every participant will receive an individualized learning plan.

## Compulsory modules

The following are the course modules in detail:

- A. My role as an eTwinning Ambassador
  - i. Ambassadors in their school.
  - ii. Ambassadors in the local community.
  - iii. Ambassadors in the country.
  - iv. Ambassadors in the eTwinning Community.
- B. My tools as an eTwinning Ambassador
  - i. Ambassador as a Community builder
  - ii. Project based Learning / Collaboration vs sharing
  - iii. Professional development through eTwinning
- C. Priorities areas as an eTwinning Ambassador
  - i. eTwinning School
  - ii. Annual Theme

- iii. Vocational Education and Training Schools (optional)
- iv. Rural areas (optional)
- v. Teacher Training Institutes (optional)
- D. I take action as an eTwinning Ambassador
  - i. I Communicate and Disseminate
  - ii. The art of speaking in Public
  - iii. Making the best out of the Net - Dos and Don'ts
  - iv. Action Plan - final assignment

During the final module participants will be required to do a final assignment. In this final assignment they will create a plan for their work as an ambassador, supported by a mentor. This Plan is to be delivered to their NSS/PSA and should include aspects from all modules.

Online seminars may be organised during the course as part of the activities. Please check the handbooks for more information.

## Expert Team

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The expert team is selected by the CSS based on their past-experiences, know-how and involvement in eTwinning.

## Tasks & assignments

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

Tasks and assignments are introduced by the experts in the Moodle platform as the course develops.

Some 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 moderators and the organisers will tend to questions and requests.

## Calendar

<b>June</b>	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																															
<b>July</b>	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																															
Test Feedback																															
<b>September</b>	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																															
<b>October</b>	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																															
<b>November</b>	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																															
Module 4																															
Module D																															
<b>December</b>	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																															
<b>January</b>	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&certification																															

 Weekends

## Evaluation & Certification

Participants' activities are assessed in each module by the experts. This assessment will determine the module completion.

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

<b>%</b>	<b>Status</b>	<b>Certificate</b>
<b>0 – 59</b>	Course not complete	No
<b>60 – 74</b>	Completes the course	Yes
<b>75 – 89</b>	Successfully completes the course	Yes
<b>90 – 100</b>	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:

<b>Modules</b>	<b>Estimated time</b>	<b>Time to complete it</b>
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	1 – 21 November (20 days)
Module C	15h	
Module 4	5h	22 November - 19 December (28 days)
Module D	15h	

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

## Social Media

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You are encouraged to share your activities in the course in eTwinning Live. If you wish to promote your engagement in the course also via other social media, you can use the hashtag: **#eTwiam**.

This is also used for Twitter chats organised by ambassadors.

## Support & helpdesk

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

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