

REPORT FOR THE ToT SESSION

for the online environment, BRAȘOV,
23-25.06.2014

Topic of this session: Training ProPark trainers in using Moodle and other instruments for online learning and e-learning			
Trainers' names: Florin Diaconu, George Ghișoiu			
Period: 23 – 25.06.2014			
Location: Brașov, ProPark – The Foundation for Protected Areas - office			
Number of participants:	Confirmed: 12 participants	Attending: 11 participants	Absent: 1 person

1. According to the trainers' opinion, how well have the course objectives been met?

1	2	3	4	5
Not at all		Averagely		Completely
				4.6

2. How involved were the participants in the training session?

1	2	3	4	5
Not at all		Averagely		Completely
				4.8

3. Subjects covered

- The basic functionality of the platform
- Customising the personal profile
- The Blog, the Forum, the Calendar etc.
- Building the course framework
- The WYSIWYG Editor

- Adding content: files, web pages, links to files, folders etc.
- Managing the trainees and the course sequence
- Work tasks (themes), Tests, Notes
- Questionnaires, Glossaries, Projects and other group tasks
- File and information management
- Workshop
- Wiki
- Various reports and logins
- Multimedia
- Adapting an online course to the project particularities

4. General conclusions on the session and other comments:

High interactivity and good involvement in the session discussions

The session was based on the trainees' own experience, accumulated by each of them in their own activities, and on their experience as trainers. The first steps were identified and established for building work procedures and processes for the successful implementation of online courses. The participants defined and understood their current and future target trainees and their typology.



We also covered theoretical aspects of adapting online instruments to various learning styles (ADVK), KOLB's learning cycle and the delivery of Attitudes - Skills - Knowledge (ASK), aspects which had been previously discussed within the Trainer sessions. We discussed together about the types of online activities aiming to a varied and applied use of the theoretical elements above and about adapting the messages in Moodle and other online platforms and instruments depending on these factors.



The trainees participated in synergy team activities

The participants got involved in games, in energising activities and worked most of the time in the thematic teams in which they will work for developing online courses. The atmosphere was in line with the learning methods. **FUN E-LEARNING**



Participants learned about the main functionalities of the Moodle platform

- Customising the Moodle platform
- Changing the language
- Course categories
- Creating a course
- The WYSIWYG Editor
- Moodle activities
- Moodle resources
- Trainee profiles
- Logins
- Scoring per activity
- Adding trainees to a course
- The calendar and adding deadlines to activities
- Introducing multimedia content (embedded)
- Differences flash / power point / Lesson Moodle functionality
- Script for flash / On line tuition scenario (Lesson plan)
- How to record audio-video content using a screen recorder programme
- etc.



By the end of the session the participants:

- understood the role of facilitator/ trainer on line/ motivator, supporter of participants;
- acquired the abilities, positive attitude and motivation to learn new things independently and continuously, adapting to the permanent changes of the platform, as well as of the different types of target groups;
- acquired or developed efficient methods for online communication and teaching;
- learned that the whole learning process is based on case studies, analysis of problematic situations, group work etc.
- learned about qualitative and quantitative instruments for analysing participants' involvement in an online course;
- easily adapted an appropriate tone for online trainees, using interaction instruments (chat etc.);
- correctly structured an online session to adapt to people's various types of learning; they also developed the sessions based on Kolb's learning cycle;
- tested the use and adaptation of learning instruments which involve the trainees, in order to make them active, involved and to look by themselves for answers to the questions arising during the course;
- created a community and will be able to share new experiences on the very platform on which they teach;
- understood their role in managing, creating, editing and customising online content, as well as updating the information based on feed-back from the trainees;
- used and developed the best course structure to encourage interactivity (theoretical aspects illustrated in practice, case studies, examples which can be applied and tested immediately etc.);
- used periodical evaluation systems for participants and will also be able to ask for feedback from participants;
- developed systems on the online platform to interact with participants after completing the sessions, in order to follow up with their development;
- learned specifically on the given project about quality standards in online education (recommended course structure, the role of an online facilitator, communication using the platform and other online instruments with participants etc.).

5. Participants' evaluation by the trainers

Participants were given the practical test to customise in 15 minutes the module of a lesson on the topic they would afterwards teach. They had to insert informational content related to the lesson's learning objective and to use one resource and one activity. Participants had to consider the personal learning styles (ADVK), Kolb's learning cycle and ASK (Attitude - Skills – Knowledge).

After considering the demonstrative lessons prepared by the trainees, the trainers' team selected the participant with the most attractive and contentful online lesson. This participant is **Cosmina Dinu**.

6. Trainers' evaluation by the participants

At the end of the session an evaluation was performed using an anonymous feedback form, although there were also participants who chose to write their names. In addition 3 participants filled in the field for recommendations and other observations/ opinions on the back of the feed-back form.

10 feedback forms were completed all in all. All participants considered the training programme very useful.

The weighted average of the feedbacks was calculated based on the scores calculated for each trainer.

Scale:

(1 – total disagreement, 5 – total agreement)

Trainer : Florin Diaconu	① ② ③ ④ ⑤
He was knowledgeable on the training session subject	4.80
He presented clearly and concisely, so that I could understand	4.20
He proved flexible along the course duration.	4.40
There was a high degree of interactivity	4.30
He allocated enough time for participants' questions	4.60
He clearly answered the questions raised by participants	4.70
	☒

Trainer : George Ghişoiu	① ② ③ ④ ⑤
He was knowledgeable on the training session subject	4.80
He presented clearly and concisely, so that I could understand	4.80
He proved flexible along the course duration.	4.70
There was a high degree of interactivity	4.80
He allocated enough time for participants' questions	4.60
He clearly answered the questions raised by participants	4.80
	☒

7. A few moments in pictures

