

BLENDED LEARNING BEST PRACTICES

Online4EDU ERASMUS+	
September 2014 - August 2016	Partnership
Element	Guiding questions
Type of document	Project website
Publisher	Partnership organisations: Latvian Information and Communication Technology Association (LIKTA) – Latvia Public institution Information Technologies Institute (ITI) – Lithuania ECDL Foundation - Ireland Stiftung Digitale Chancen – Germany BCS Koolitus - Estonia
Target audience	Teachers in primary, secondary and vocational schools who want and need to develop their IT-skills.
Field	- <i>Education</i>
Objective	The objective of the project Online4EDU is to support teachers in applying more digital media in everyday school life. Online collaboration tools can thereby enrich teaching and learning in all school subjects, and help teachers to find, create and organize new and up-to-date learning materials.
Location /geographical coverage	The blended training programme can be accessed on the platform: https://www.online4edu.eu/ in 5 languages (all partner languages).
Introduction	The project Online4EDU will therefore create a blended learning concept that facilitates online collaboration tools for school teachers of primary, lower and upper secondary and vocational schools. Therewith a training opportunity for teachers, that meets their knowledge and skill-needs, will be created. It will further support them in integrating wikis, online share and learn platforms into their lessons. The blended learning concept will also prepare teachers for the EDCL test on online collaboration.
Stakeholders and Partners	Teachers, educators Organizations that are interested in adapting and using the developed material to fulfil the constant and increasing demand of teachers for new ICT skills and competences: school management, teachers' associations, organizations responsible for teachers' skills development and certification, adult education centres, telecentres, state agencies and offices, and Ministries of Education.
Financing Body	The project is co-funded by the Erasmus+ Programme of the European Union
Context	Digital media can be found in all areas of private, social and economic life and is now used by every age group. Children tend to utilize tools and applications offered by digital media for entertainment, to communicate

	<p>with friends and family and to look for information when doing school work. The so-called "digital natives" grow up with computers and the internet as innate parts of their lives and as an intuitive way to solve any of their problems. That is why it is rather remarkable that most school curricula do not foresee a comprehensive implementation of digital media tools in education yet, although many students already combine these important parts of their life. Online applications can both enrich school lessons, when teaching and learning with digital media, and support children in their online behavior, when teaching and learning about digital media. In order to include digital media into schools, teachers not only need to know and handle suitable online tools but also need to be educated in applying them in their lessons and pass their knowledge forward. Online collaboration tools for teachers can and should be beneficial. Cloud data storage, wikis and web-based word processors support the preparation of learning material with other teachers online. The organization, structure and stimulation of lessons enable students to use those tools independently and in a responsible way. For these reasons, a blended learning concept, that facilitates online collaboration tools to teachers, will be created, tested and implemented into national education pathways for teachers in this project.</p>
<p>The main objectives</p>	<p>The objective of the project Online4EDU is to support teachers in applying more digital media in everyday school life. Online collaboration tools can thereby enrich teaching and learning in all school subjects, and help teachers to find, create and organize new and up-to-date learning materials. The project Online4EDU will therefore create a blended learning concept that facilitates online collaboration tools for school teachers of primary, lower and upper secondary and vocational schools. Therewith a training opportunity for teachers, that meets their knowledge and skill-needs, will be created. It will further support them in integrating wikis, online share and learn platforms into their lessons. The blended learning concept will also prepare teachers for the EDCL test on online collaboration.</p>
<p>The description of the practice</p>	<p>A blended learning course that included face-to-face training and additional course material on the e-learning platform Moodle was designed. The course will prepare the trainees to conduct the ECDL test on Online Collaboration. The course is based on the idea that the trainer guides the self-learning process of the participants and supports the group working processes. This course follows a blended learning concept combining online and face-to-face learning methods. Three different parts of the course interconnect to an extensive course giving participants insight to the broad topic of online collaboration tools. The face-to-face training in the beginning of the course establishes trust and motivation by offering the participants to get to know each other, introducing the trainer and familiarise with the topic. Before the face-to-face meeting, participants have one week to become familiar with the e-learning environment and conduct self-assessment tests in order to evaluate their level of knowledge. During the face-to-face training participants are welcome to state difficulties with the e-learning environment so that all problems are clarified when the online training starts. The face-to-face training offers also the chance to identify with the project and organize the participants into groups on the basis of before identified knowledge level (Barometer), the specific interests of the participants or their school forms. The online training starts after the short orientation phase and accompanies the participants for more than three</p>

	<p>month. In this time the participants learn about online collaboration tools by using them as e-learning tools like Moodle and Google Calendar. In this phase participants solve assignments both in individual work and in their groups. The latter intensifies the work with online collaboration tools. The online learning phase is separated by four online workshops which cover three critical aspects of online learning. Firstly, the workshops are meeting points on the path of learning “alone” in front of the computer and offer exchange and new motivation. Secondly, participants and trainers get the opportunity to share experience and problems with content of the course as well as organisational or technical difficulties. And thirdly, the online workshop offers a third learning method giving the opportunity to teach with audio and video communication.</p> <p>The blended learning course is organised in three units. The first face-to-face training is essential in a blended learning concept in order to explain and clarify all aspects of the course, introduce to and inspire participants for the courses content as well as establish a group identity for better motivation during the whole course. Therefore it will be held during or at the end of the orientation phase and before unit 1 starts. The final face-to-face training provides opportunity to three relevant aspects of the course: firstly, the results of the project work of unit 3 will be presented (mandatory to pass the course) by the groups and evaluated by the trainers. Secondly, the participants can utter opinions about the course and thirdly the participants make the ECDL Online Collaboration certification tests.</p>
Outcomes of the practice	<p>The developed program and the materials have been piloted in four countries and on the basis of this experience the guidelines have been developed.</p> <p>The quantitative indicators are not clearly stated. But the intangible use of the project is obvious, teachers have been provided with a very useful and well designed blended training.</p>
Success Factors	<p>Participants need to have basic media literacy competences including knowledge of creating, sending and receiving e-mails. It is mandatory for participants to have an own email account. Prior knowledge about online collaboration tools is not obligatory. The course introduces online collaboration tools from a basic level and assists the participants in achieving advanced knowledge about online collaboration tools. Nevertheless, participants must be willing to work with recommended tools and applications such as Skype and Google.</p>
Constraints	<p>Available only in certain languages.</p>
Lessons learned	<p>The material developed is very useful for the teachers and also can be adapted as a model for creation of some other blended training.</p>
Sustainability	<p>The material is ready to use and free of charge. Therefore no costs occur for potential users. The only investment is the time of the educators to deal with the features and the handling before using.</p>
Development of the practice	<p>The material will remain available online and usable free of charge and may serve as a starting base for further projects. Course material can be adapted and used by the teachers who are willing to improve their skills free of charge only by registering on the platform.</p>
Conclusion	<p>The material developed is very useful for the teachers and also can be adapted as a model for creation of some other blended training.</p>

Related resources that have been developed	All the materials developed are available on https://www.online4edu.eu/
Language(s)	German, Lithuanian, Latvian, Estonian, no English for the e-course, just for the other materials developed
Contact details	
Name	Online4EDU project
Company/Institution	Partnership
Website	https://www.online4edu.eu/
E-mail	jcroll@digitale-chancen.de