**Developing and Sharing Adults
Language - Teachers E-Skills**

GUIDELINES

Summary based on Erasmus+ Teachers´ Development Course
Focusing on Digital Skills
at Lusófona University

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BEFORE WE START USING DIGITAL TOOLS WE NEED TO THINK ABOUT HOW WE LEARN (LUCIMAR DANTAS)

Different approaches of learning are the following:
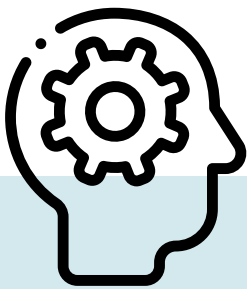
★Behaviourism

* learning by seeing and hearing + stimulus

* positive reinforcement supports language learning

*repeated actions, training

★Cognitivism
★Constructivism
★Connectivism

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HOW TO DESIGN ACTIVITIES FOR ONLINE LEARNING? (PAULO FERREIRA)

●Think before act
●Technology is not the driving actor while designing a course : technology is used to achieve the learning goals
●Consider what you are using. Pace of the course is either instructor-based or self-paced learning
●Designing an online-course: takes 6 months to 1 year

An online course must have the following content:
●Introduction
●Goals
●Resume
●Requisites
●Assessments
●Duration
●Weekly expected effort (tricky to design)

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PLATFORMS FOR COURSES

● https://www.coursera.org/ - free for certain perio
● https://www.edx.org/ - free platform "open edex", not easy to download (ask IT for help), takes 24 hours after registration to get the user rights
● https://www.edunext.co/

BACKGROUND INFORMATION

● https://cs50.harvard.edu/college/2021/fall/ - computer science for everyone – recommended to go trough even if you are not an IT-person

● https://www.ulusofona.pt/en/courses - online courses of the university

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IMPORTANT WHEN DESIGNING AN ONLINE COURSE

● For whom? - Title of the course - Digital tools to teach languages/ For language teachers
● Goals: improve the quality of lessons using digital resources
● Divide topic into small parts: intro; tools (grouped by the nature)
● Create a script; MS365 subtitles the videos automatically or was the subtitling available in Coursera only
● Divide the topics into chunks (spaced repetition)
● Assess the course
● Working memory vs long term memory. Topics should be divided into smaller parts and we need to repeat them on regular bases
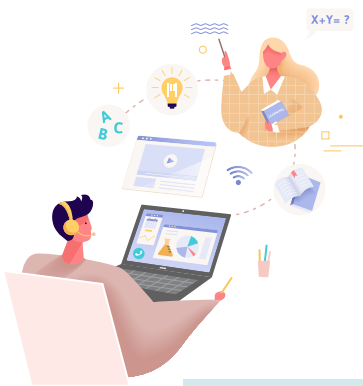
TIPS FOR COURSE DESIGN

● Set concrete goals
● Think who is your target group
● Be aware of what already exists. Online courses for free vs courses that cost
● Use Erasmus projects as resources because they are public
● If you own advanced technical equipment, then use it too. For example smartboard

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HOW TO WORK SUCCESSFULLY WITH YOUR STUDENTS (DIEGO MORAIS)

● Lower the expectations
● Be comfortable in the technology that you use. Most important goal
● A good exercise is to poll at the beginning of the lesson/ how are you feeling today?
● Let go and let the students lead and let them be active
● Teacher is a conductor.
● Let students feel that you are one of them and your goals are their goals
● Mingle with students
● Teacher's success is measured by learner's success
● Be vibrant, they need to feel that u really like what u do
● Cellphone is the extension of who you are
● Talk about something what you ' re really passionate about
● Interaction is the key
● Ask about students expectations for today
● Online learning is great for socially shy people
● Video about why technology must be considered
● Gamification- everything must be like a game
● Tech and learning:Collaboration e.g. games, availability (different platforms), engagement is the key and fun (playful content)
● LMS learning management system / google, moodle etc
● Video Conference tools / zoom, google meet, chime, cisco webex, bluejeans, appear in, microsoft teams etc

●TOOLS:
●Poll everywhere / with powerpoint integration
●Mentimeter.com/ qr codes, slides etc (works online)
●Padlet/ mural/discussion board, students can share the content (works offline as well)
●Socrative/ (outdated and limited but people like it 😊) for giving instant feedback
●Google doc ang google classroom (group work)
●Feedback is essential. Anonymous is sometimes better, doesn't diminish the learner
●Avoid attention drop and keep learners involved
●Use the same "language" that our learners use. Use multimedia/ trailers, movies, animation, music, polls, games (gamelike approach)
●Promote chatting and discussion
●Find common interests in students
●Promote organized debate but with some degree of autonomy
●Use Breakout rooms
●Change roles. Put students in teacher's role
●Promote their presentation and organizations skills, but also peer evaluation
●Gamification- using elements and principles of game in teaching and learning. Intrinsic motivation
●Level up. Use badges
●Be careful with competition because it does not help the weaker students. If you want then use mixed groups
●Always reward evolution.

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● Gamified experience: mechanics- rules/ dynamics/ emotions.

● Gamers profiles: achievers, socializers, explorers, killers. Need to engage everyone in different ways.

● Gamification is about fun. Tech+fun+ reward=better engagement.

● Video: top5 gamification examples in education

● Measuring success: how?

● Critical thinking: Bloom's Taxonomy (analyze, evaluate, create)

● Scenario-based learning (role-play)

● Peer discussion

● Ask feedback:What did you learn this week?

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TOPICS: VIDEO TEACHING; DESIGNING POWERPOINT SLIDES (BRUNO LINO)

● Slides and video recording (Bruno Lino) on the following link:
bit.ly/eskills_resources
● Topics: Video teaching; Designing PowerPoint slides;
● Content types include: video (previously recorded videos), documents (case studies, books, lectures, etc), exercises, evaluation
● Examples of course platforms:
  - Skillshare - :/https/www.skillshare.com/
  - Udemy - https://www.udemy.com/
  - LinkedIn learning
  - Khan Academy - https://www.khanacademy.org
  - Edx - https://www.edx.org/
  - Coursera - https://www.coursera.org/
● Planning stage:
  1. topics (topics should be presented in chronological order), order, video times (should not be more than 15 min)
  2. video theme - each video should have the same graphic identity, making the final project uniform
  3. assign tasks - define the responsible teachers
● Possible video recording tools:
  - Apowersoft (free online screen recorder, accessible via web browser) - Windows, Mac
Watch the video about the video recording tool.
https://www.youtube.com/watch?v=KzD8YKJDAs0
  - Powerpoint (presentation maker; it also allows screen recording) - Windows, Mac

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Before making the video:
- identify audience
- adjust the tone (also orally) of communication
- focus your approach, increase the readability of the content
- colours
- fonts (https://fonts.google.com/)
- slide layouts
- content organization (logical sequence, main ideas, text)
- useful tools (stock images - ex: unsplash.com, pixabay.com, pexels.com, picjumbo.com, freepic.com; powerpoint tools: canva.com, slides.com, slidescarnival.com, powerpointify.com; font sources)

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CANVA

How do we record in Canva?

menu bar: insert - screen recording - record - stop -save to powerpoint
How do you export from CANVA to powerpoint?
download - give name to presentation - save it to pptx format (sometimes (...) and choose powerpoint
PS! We normally use screen sharing to give instructions on your computer.
The font can be found in https://fonts.google.com/ and downloaded to the powerpoint.
Free pictures for the powerpoint: https://pixabay.com/images/search/dream/
How to download the pic to powerpoint?
Original size (can be also some other size) - insert it into powerpoint
or
Insert menu - select picture in the device - choose pics for download
Take care of the animation pane! Start with transitions and timing.
The final step is to export it all to our folder into our computer - export - to MP4 format (compatible with all options), for Mac: file - export - MOV format would be needed.
PS! You do not share the recording with the other people, but you share the folder of this recording. The folder has all videos, pics and docs in it.

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BE COMFORTABLE IN WHAT YOU USE (DIEGO MORAIS)

Teacher´s tool idea
PollEverywhere (works as Mentimeter.com) to find out about feelings, nationalities, etc. It is good for introduction and check in the middle of the session
Exercise the idea
●1 min to present who you are
●Please talk a bit about how you got involved into the project
●Talk about your expectations for today

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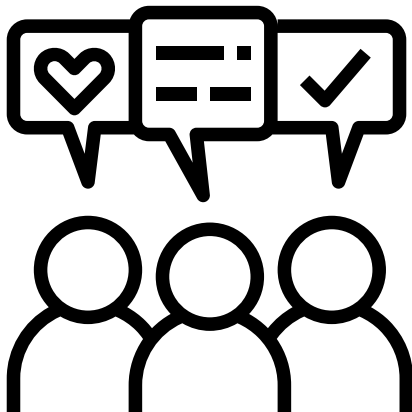
TIPS
HOW TO USE IT EFFECTIVELY IN THE CLASSROOM?

● Always check before the lesson starts that IT tools are working properly
● Is the equipment where it should be, i.e. cables etc
● By using youtube videos the length of the video should be maximum 5-7 minutes long
● Be flexible and have a backup plan
● In case you have a technical issue, ask help from your student. Some people could be tech-savvy in the classroom or they could have something you desperately need, for example a mouse
● Always read instructions of the IT tools
● Take into account who is your audience and what is the goal of the lesson. According to the people and objectives choose appropriate digital tools
● Manage your group well. Think about group processes and do not lose contact with the group you are leading