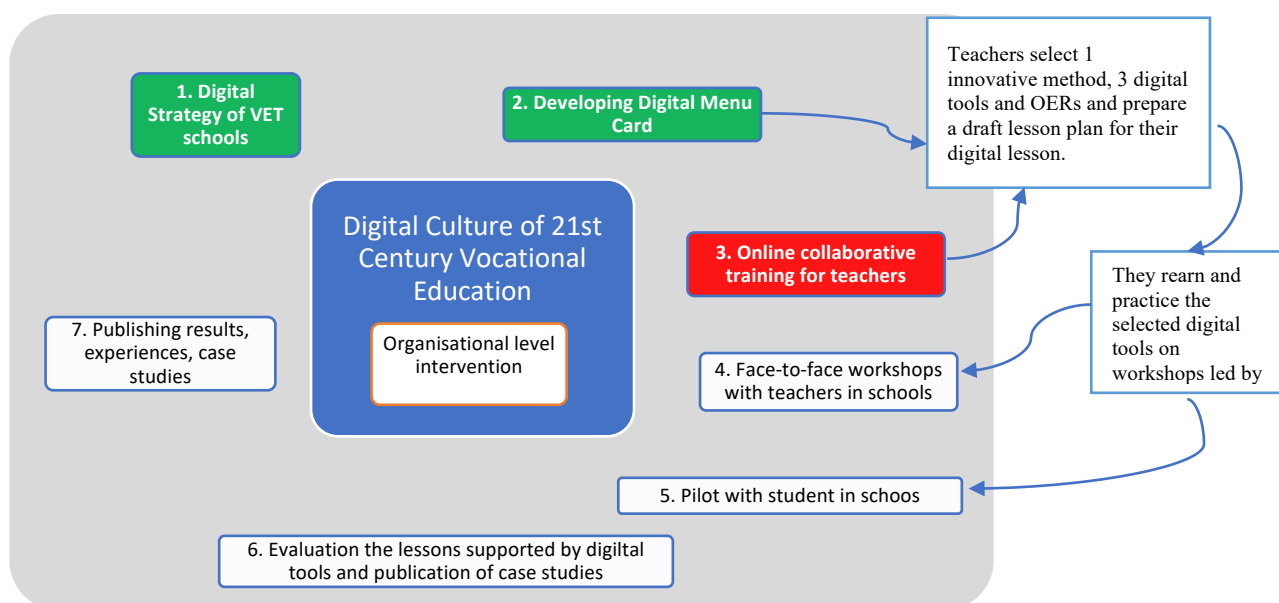


Online training/learning on the DMC (Digital Menu Card) platform

Collaborative Online training for teachers

To achieve sustainable impact of teachers' further training in digital pedagogy in the school VetWork Consortium designed an institutional level intervention by starting a collaboration by involving all relevant stakeholders (school managers, teachers and students) for improving the digital readiness of the school.



Based on the preliminary surveys and interviews the educational expert partners of VETWork developed a multilingual online platform – Digital Menu Card (DMC) – with a selection of active learning/teaching methods, educational digital tools together with recommendations how to use them in the classroom.

Digital Menu Card platform

The aim of the online tool is to help the teachers to select digital tools according to their teaching goals and pedagogical aims, to the learning needs and attitudes of their students and to the special features of the subject they are teaching.

DMC helps the teachers to make strict connection between the pedagogy and technology. Without such connections the digital tools will act only like a simple presentation tool and may even strengthen the traditional frontal teaching instead of involving the students actively into their learning process, and taking the responsibility for its quality.

The platform offers a “menu card” for the teachers like in a restaurant. They will find here “recipes and ingredients” to cook their own “menu” as they need, as they like. The “foods” are offered together with the recipes: these are the lesson plans describing the teaching goals, the teaching method, the steps of the classroom work and references to the digital tools they selected from DMC offers as well. DMC offers the “ingredients”, which can be used for improving the learning process, for example:

- *Motivation, engaging when introducing new concepts, delivering new knowledge (by collecting good quality, free online resources, videos, animation, simulation)*
- *Gathering ideas in group work (online sticky notes for brainstorming, digital bookmarks)*
- *Developing digital skills (by creating simple screen videos)*
- *Inspiring creative work (by using visual presentation and using infographics)*
- *Developing skills for collaboration (content development in group work, creating personal web pages)*
- *Studying, practicing in the individual space (interactive modules, exercises)*
- *Delivering virtual lessons, sharing, publishing digital resources*
- *Summarizing of a topic in a collaborative exploration (mind mapping)*
- *Evaluation and assessment (online tests, surveys, voting, gamified quizzes)*
- *Supporting project-based learning (online project planning, task management)*

The platform is available on the link: <http://dmc.prompt.hu>

Visitors without registration can browse DMC contents, while the registered users can create their own lesson plans by linking it to a special teaching method and including the DMC digital tools they will use in the classroom.

The main categories of the content on platform are as follows:

- *Innovative learning/teaching methods, assessment methods and creative technics*
- *Digital tools*
- *Repositories of Open Educational Resources*

Categories of digital tools on DMC		
Blog	Project planning	Word cloud
Digital bookmark	Mind map	Subject specific
Digital workspace	Timeline	Learning environment
Interactive exercises	Infographics	Learning paths creation
Online communication	Interactive book creator	Story telling
Podcast	Gamification	Video, animation
Presentation	Quiz, test, voting	Screen recorder

Other (URL shortener, QR code, etc.)		Website creator
--------------------------------------	--	-----------------

Description of the training

The aim of the training is to provide the participating educators with the opportunity to modernize and enrich their knowledge and use of methodological and digital tools in order to equip their students with 21st century labor market needs with the required knowledge and skills to enter the labor market. Teachers of the 5 partner schools will collaborate on DMC, in order to learn:

1. *Innovative learning/teaching methods, assessment methods and creative technics*
2. *Digital tools for content creation and classroom management*
3. *Repositories of Open Educational Resources*
4. *Preparing lesson project plan on the DMC platform.*

At the end of the training, a group of educators from one school will work together to create an action plan that includes the tools and methods they would like to learn and practice in depth during the face to face workshops, and which they will try out in their own lessons.

Methodology of the online training

Meeting the expectations of the digital age is an impossible undertaking for a single educator. Getting to know the infinite number of existing digital tools, learning a tool and method that others have tried and using it confidently can only work if educators are constantly sharing their experiences. That is why in this training we place great emphasis on learning from each other and exchanging experiences, and with the help of the tasks we also encourage the participants to get involved in the cooperation in the forum.

Training Content

1. **Week: Changes in the role of teachers, active learning methods, evaluation techniques, innovation in education**
 - Discussions, suggestions knowledge sharing on the forum!
 - Teachers read the teaching methods and select 1 method and 1 evaluation technics what they intend to use later in their pilot digital lesson.
 - Teachers also select one of the creative techniques and describe the situation in which they could/plan to apply it.
2. **Week: Digital tools for pedagogical aims**
 - Discussions, suggestions knowledge sharing on the forum!
 - Teachers select at least 3 digital tools from different categories, about which they will learn more on the workshops and they will practice as well. They must give their reasons, how the selected tools were aligned with their pedagogical and teaching aims.
3. **Week: Using Open Educational Resources and planning lessons and projects by using digital tools**
 - Discussions, suggestions knowledge sharing on the forum!

- The task is for teachers is to recommend repositories where they can browse free learning content, and share their experiences, good practices on the forum with other participants.
- They prepare a draft of their pilot lesson/project online on the interface and their individual development plan based on the experience of the training. What digital tools and teaching methods would you like to learn better and why?

Timetable for the training

Introduction to DMC in English: January- February 2022

Online training: February-March 2022 in 3 weeks

Participants of the introduction 2 teachers from each school.

Participants of the training

10 teachers will register on the platform from each schools

Prompt will give them the permission to join to the training

Teachers from other schools are also welcome!

The list of applicants is available here: <https://docs.google.com/document/d/16zaNKc-4XOZrrOfdEnglYK5P9MKvJF5Q/edit>

Communication among the mentors will going on the **MENTOR forum in DMC platform**

Mentors:

Biotechnical Educational Centre Ljubljana (SI): Dr. Borut Likar, Peter Strukelj

SZÁMALK-Szalézi Szakgimnázium (HU): Hegedűs Helén, Balassa Ildikó

Liceul Teologic Romano Catolic Szent Laszlo (RO): Demeter Emőke, Hibacskó Gizella

Szakkay József Szakközépiskola (SK): Dr Setényi János, Fülöp Dóra

Magyar Gyula Kertészeti Szakgimnázium és Szakközépiskola (HU): Ildikó Balassa, Ekert Sára

Support by Prompt during the training:

- Publish 3 assignments on DMC blog and provides templates to each of them.
- Publish the forum topics
- Keep contacts with the mentors and provide technical support if needed
- Provide a feedback questionnaire for evaluation the platform and the training

Tasks of the mentors:

- Facilitates the learning process,
- Moderate and facilitate the discussions on the forum
- Evaluate the assignments and gives feedbacks to the participants
- Deliver a report about the training with summary and evaluation

Communication between the mentors: on the DMC interface forum in the Mentors group (SI / HU)

Schedule

Liceul Teologic Romano Catolic Szent Laszlo (RO): Febr. 21-Március 13

Szakkay József Szakközépiskola (SK): Febr 7.- Március 11.

Magyar Gyula Kertészeti Szakgimnázium és Szakközépiskola (HU): Febr. 15- Március 11.

SZÁMALK-Szalézi Szakgimnázium (HU): Febr. 28- Március 18.

Biotechnical Educational Centre Ljubljana (SI): 10. March -20. April

Indicators

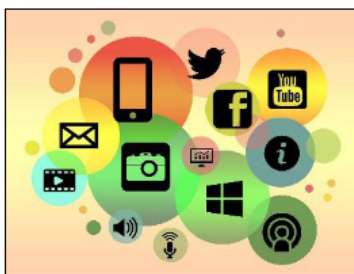
- Number of VET teachers actively using the online Digital Menu Card platform – min. 40 altogether
- Min. 40 teachers will have a **written summary of their online learning experience** and plans for their own development, min. 2 A/4 pages each
- 40 draft lesson plans on the DMC platform
- Minimum 10 evaluation report in English

Learning environment

The learning content is available without registering on the DMC platform.



Innovative teaching-learning methods



Digital tools



Free content sources, repositories

The participants of the course had to register in order to access further learning components like assignments and the forum. The assignments are strongly connected to the digital tools, teaching methods and lesson planning tool published on the DMC. The online learning is supported and facilitated by e-mentors, who evaluates the assignments as well. The participants must submit assignments completed individually and in group work as well.

The templates can be downloaded from the DMC blog. The solution of the tasks must be shared individually with the mentor in 1 template, and the development plan of the group should be submitted in 1 document at the end of the training on Google Drive. The mentor will write the evaluation of the submitted task and the participation in the online collaboration in the shared

document, based on the communication in the forum. The first draft of the group development plan should be shared with the mentor by the participant designated by the group. This document also includes a list of content that DMC members have commented on. The mentor will provide feedback to the group in this document.

Blog

[Home](#)



03
22

Author: Mária Hartányi

Feedback questionnaire

Dear all, who completed the course!

Your opinion is very important to the DMC mentors and developers!



02
23

Author: admin

Copy of Proposing tools, collection sites

Do you know or are you using a tool or collection site that is not yet described on the DMC? If there is one, you can make a suggestion here in the comment section!



02
23

Author: admin

Assignments / Templates

Tasks related to teacher training and evaluation aspects.

Forums

[Home](#)

Forum
✚ <u>Introduction</u>
✚ <u>1. week – The turn in the role of the teacher, active teaching methods, evaluation techniques, innovation in the school</u>
✚ <u>2. week – Digital tools serving pedagogical aims</u>
✚ <u>3. week – Open Educational Resources, lesson and project planning</u>
✚ <u>Technical assistance</u>
✚ <u>Testing</u>



During the training, 3 individual and 1 group assignments must be submitted. You can download the descriptions, evaluation criteria and task templates here.

Attachments

- [Description of the training_2.docx](#)
- [Assignment1 template.docx](#)
- [Assignment2 template_1.docx](#)
- [Assignment3 template_1.docx](#)
- [Group work template_3.docx](#)
- [Assessments_2.docx](#)

Templates for the assignments for the participants

Assignment 1.

Changes in the role of teachers, active learning methods, evaluation techniques, innovation in education

Name:

School:

Profession (what profession your students learn):

Your subject/s:

Age of the students:

1. Join the forum discussion in the topics of the week!

2. Choose at least one teaching-learning method and 1 assessment technique that you want to use in your pilot lesson.

Selected teaching-learning method: ...

Selected evaluation technique: ...

Justify your choice: ...

2. . Also choose one of the creative techniques and describe the situation in which you could / plan to apply.

Selected creative technique: ...

Application: ...

Assignment 2.

Digital tools for pedagogical aims

Name:

School:

Profession (what profession your students learn):

Your subject/s:

Age of the students:

1. Join the forum discussion in the topics of the week!

2. *Choose 3 digital tools of different categories about which you will learn more at the workshops and they will practice as well.*

1. *Tool: ...*

Type: ...

Your plan with that: ...

Supported pedagogical aim (what does the digital tool itself add to your idea?):

2. *Tool: ...*

Assignment 3.

Open Educational Resources, planning lesson and personal plan for development

Name:

School:

Profession (what profession your students learn):

Your subject/s:

Age of the students:

:

- Please post a comment on the DMC blog:
 - Which of the repositories presented on DMC would you recommend to other teachers and why?
 - Suggest a repository that is not shown on DMC but is familiar to you and might be useful
- Create your plan of your pilot lesson/ project online, on the DMC interface
- Create your own development plan for the future. What do you want to learn more about and use in practice based on the training?
- Fill in the two evaluation questionnaires with the link provided

Evaluation of the DMC platform:

Evaluation of the training:

Group work

School:

Group members:

1. Please fill in this table ...

Method, digital tool, repository	Name of teacher

2. Action plan for digital development of the school

Introduction, explanation

Method, digital tool, repository	Number of Workshops

Assessments

Activity on the forum 10 points

Post a comment to forum discussions

Post to the blog: what content is missing from the page, what tool, method, collection page you want to know more about.

1. Week – Changes in the role of teachers, active learning methods, evaluation techniques, innovation in education 25 points

Select a topic for your lesson/project you will pilot with your students 5 points

Description of the selected teaching method and reasoning why 10 points

Description of the innovative technics and assessment method and reasoning why 10 points

2. Week – Digital tools for pedagogical aims 15 points

Select 3 digital tools from DMC not used earlier

Give the reasons for your selection,

how the tools aligned with the topic and age group of students 15 points

3. Week – Open Educational Resources, planning lesson and personal plan for development 30 points

Suggestion by the participant to include a free repository to the list on DMC 5 points

that is considered useful but is missing from there

Lesson plan (created on the platform) 10 points

Individual development plan 10 points

Feedback, evaluation on the training course and the platform (via Google Forms) 5 points

Group work: 20 point

1. The group members share the content uploaded to the DMC platform (digital tools, repository sites, methods) for comments. In a meeting, each group member briefly describes what materials they have reviewed and shares their views with the others. Following the consultation, each participant writes a short, few-sentence long comment (opinion) on each content on the DMC website.
2. Based on the training experience, the group prepares a first outline of the digital development plan: they describe what they would like to learn in more detail in the, in-the workshops.

100 points

Threshold: 75 points