WIFI Academy for Facility Management
CO-FUNDED BY THE EUROPEAN UNION

Agenda

TRAIN THE TRAINER
Workshop


Platform-training:
Hristo Yanchev

Didactic trainer:
Ruth Langer, MA

Sofia 1421
Tsarnook 8
Lozenetz
2-day platform training

18.04.2016, Day 1 – Platform training
9:00 - 17:00 h;
Coffee break 10:30 – 11:00 h
Lunch break 12:00-13:00 h
Coffee break 14:30 – 15:00 h

9:00 – 10:30
Brief review of the system – interface and operations

11:00 – 12:00
Editing – side blocks (creation, positioning and configuration)

13:00 – 14:30
E-learning platform resources:
  • URL
  • Label
  • Page
  • File

15:00 – 15:30
Communication resources (creation and configuration)
  • Forum
  • Chat

15:30 – 17:00
Statistics at the e-learning platform
  • Logs – user activity

19.04.2016, Day 2 – Platform training
9:00 - 17:00 h;
Coffee break 10:30 – 11:00 h
Lunch break 12:00-13:00 h
Coffee break 14:30 – 15:00 h
9:00 – 10:30
Configuration of the “Lesson” resource

11:00 – 12:00
Virtual Classroom (creation and configuration)

13:00 – 14:30
“Test” resource at the e-learning platform
- Question types
- Settings and configuration
- Evaluation

15:00 – 17:00
“Assessment” resources at the e-learning platform
- Types
- Settings and configuration
- Evaluation

3-day didactic training

Day 3 – didactic training
9:00 -16:30 h; coffee break in the morning and in the evening, Lunch 60 Minutes

Repetition
- Basic modules
- New methods

Virtual classroom
- Practical part I
- Reflection
- Does and don’ts
Day 4 - didactic training
9:00 -17:30 h; coffee break in the morning and in the evening, Lunch 60 Minutes

Virtual classroom
  o Preparation for practical Part II
  o Practical part II
  o Feedback and reflection

Day 5 - didactic training
9:00 -16.00 h; coffee break in the morning

Synchronous and asynchronous virtual (online) phases
  o Possibilities for interaction
  o communication

Targets:
The participants will
…gain confidence with the technical aspects and functionalities of the platform
…exercise how to create and configure materials and communication resources – Forum and Chat
…learn how to use the statistics at the e-learning platform
… gain confidence in working with the virtual classroom
… master the does and don’ts in the work with the virtual (online) phases
… learn how to bring their students into interaction