DIGIVET HUB – IO3

eMANUAL FOR

MINI-MODULE DEVELOPMENT

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Introduction

The current document is a small guide to support future users to develop an online module within the DigiVET Hub. In the following sections, suggestions will be provided on how to structure a module as well as a template to help any person interested to create an online module following the DigiVET Training Program.

The Project

The COVID-19 pandemic has highlighted the difficulties in virtual VET education, that is usually characterized by work-based learning. In this context, DigiVET aims at:

- Developing innovative virtual teaching and learning solutions for VET trainers;

- Developing VET trainers' digital competences and their capacity to develop virtual teaching resources;

- Building the capacity of VET trainers to adapt their delivery of VET in the digital era and contribute to personal and professional development;

- Promoting free access to VET digital education resources.

Activities

1. Research on best practices in VET online education and interviews to 300 VET trainers on their teaching needs.

2. Development of online training course on VET digital education, and an eLearning platform.

3. Online pilot testing training course for 60 VET trainers on VET digital education.

4. Short-term in presence training course for 18 VET trainers for the creation of digital contents (18 mini-modules).

5. Development of the DigiHub platform.

Results

- **Identification of Current Situation** (Research study – Report)

Six national studies and a Consolidated Current Situation Report highlighting similarities and differences between the countries, in order to identify common needs to be addressed through the DigiVET Training Programme.

- **DigiVET Training Programme** (Training course)

Acessible through an eLearning platform, it is a 30-hour online Training Programme that address the needs of VET trainers in adapting their training delivery approaches and practices for the provision of VET in a digital era. It is available at the following link: https://digivet-vle.eu/

- **DigiVET Hub** (Open Education Resource)

Open library of digital training materials for VET education that collects and makes available the DigiVET training programme and the developed 18 teaching modules. The DigiVET Hub is accessible for the VET trainers or students that wish to learn and to develop new teaching modules.

Partners

- Coordinator: CREFOP, Romania

- CENTRO PER LO SVILUPPO CREATIVO DANILO DOLCI, Italy

- die Berater, Austria

- EUROTraining, Greece

- NOVEL, Luxembourg

- CETRI, Cyprus

- REPLAY, Italy

The DigiVET HUB

In response to the evolving challenges posed by the COVID-19 pandemic, the DigiVET Project has set out on a crucial mission: to create a versatile educational environment. In light of social distancing measures and limited class capacities, ensuring the accessibility of learning resources has become paramount. The core objective of the DigiVET Project is to develop open resources devoid of constraints, making them readily available to all.

The initiative focuses on establishing an open space where both trainers and trainees can seamlessly continue their educational pursuits. Trainers, equipped with skills honed through the DigiVET Training Programme, are empowered to craft their digital content and Vocational Education and Training (VET) Modules. These resources find a home in the **DigiVET Hub**, intricately linked to the project's e-learning platform and website (https://digivet-vle.eu/). Simultaneously, aspiring trainees gain unrestricted access to a diverse array of training opportunities, enhancing their professional growth and employability prospects.

The DigiVET Hub is a repository set to host 19 VET mini-Modules. These modules, meticulously prepared by partner organizations in collaboration with VET trainers, are integrated into existing provisions as well as effectively transforming into an open library the digital training resources developed within the project lifetime. By eliminating restrictions on access and expanding the scope of VET sectors covered, the DigiVET Project paves the way for sustainable, pan-European impact, significantly enhancing the landscape of Vocational Education and Training.

The e-Manual

As previously specified, the current document supports the VET Trainer or student, after going through the DigiVET Training Program, to put into practice the theoretical knowledge learnt through all the modules and start to create their own module, with the support of small guidelines and templates. In the platform a word version of the template is available, thus allowing the future users to have an easy-to-use tool to start with the development of the digital resource. If it is necessary, you can contact your national contact point to ask for further information or support or to have included your module in the current training provisions of the platform.

Creation of a module

Please, follow all the next steps – taking into account what has been already developed and explained in the Training program – to start developing your own module.

Development of Module - First steps

Introduction to the Module: An introductory text with no more than 150 words, explaining what the student will learn completing this course.

Unit: The content of the course will be split in units. Each one of the units will have a full educational purpose on its own, and it will be structured as follow:

- **Unit name**

- **Introduction to the unit:** Introductory text to the lesson, no more than 150 words.

  o **Topics (at least 1):** The topic will be the theoretical part of the lesson, the content that will be taught to the student. It can be plain text, videos, links, etc.

- o **Activities:** After the theoretical content, activities in order to reinforce the knowledge can be offered to the student.

- **Additional content:** Additional content to go more in deep on the subject can be offered for the lesson. This additional content can be offered, for example, in PDF files.

- **Final lesson assessment:** A final assessment for the lesson, covering all the topics, where the trainer can evaluate the knowledge of the students using the different type of activities. A minimum vote can be asked to the student in order to can be asked to the student in order to know that he have understand all the content of the lesson.

Final module assessment: The final knowledge of the student on the module can be evaluated using each final lesson assessment or, if need, a final module assessment can

be made that will cover all the material on the course.
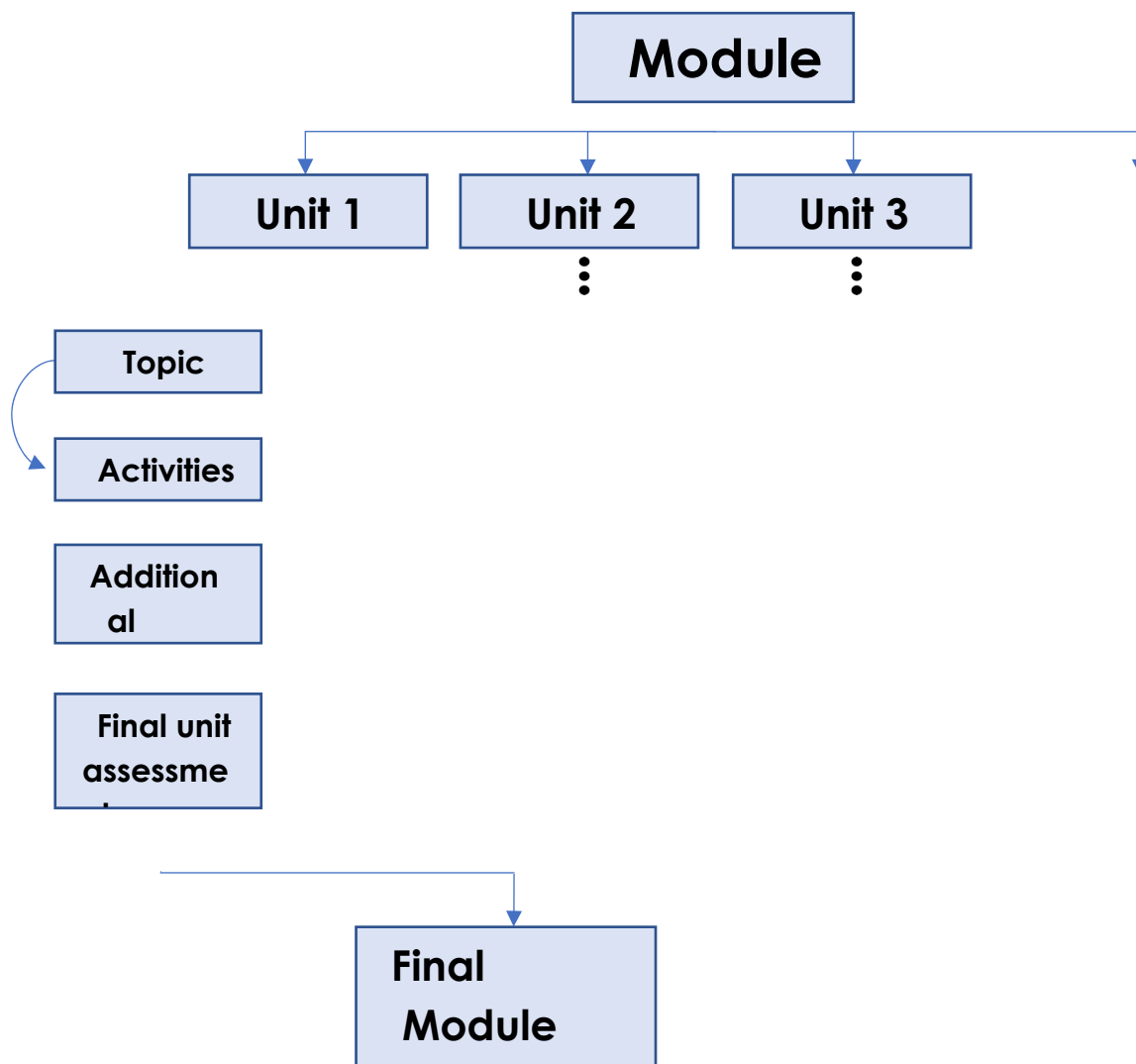
Activities

The types of activities that can be developed are the followings:

- **Single choice:** a list of answers will be offered to the student. Only one answer is right. Images, video or other kind of media can be used added to the answers.

- **Multiple choice:** a list of answers will be offered to the student. There is more than one answer that is correct and the student have to mark them all in order for the exercise to be evaluated as correct.

- **Free choice:** the student has to type the correct answer, being able to write one or multiple words.

- **Sorting choice:** the student will have to sort the answers in a predefined order.

- **Matrix sorting choice:** the student will have to match two items together.

- **Fill in the blank:** a text with blanks will be shown to the student. The student will have to type the correct word on the blank space.

- **Essay (open answer):** Open activity, the student can upload or text the answer. The evaluation has to be done manually by the trainer.

- **Assessment:** The student will select the answer from a range, for example, from 1 to 5.

If you have any other types in mind, please consult us to ensure that the e-learning platform can support them.

Tools

- The plugin H5P can be used in order to add more interactive activities to the platform, examples can be found on the software page.
- Screencast tools can be used to create a video lesson from the trainer and upload it into the online course. Free Online Screen Recorder by Apowersoft is a free tool that can be used for this purpose.
- Visual material like Conceptual Maps, Infographics or Slides can be created thanks to Canva, giving the opportunity to offer part of the material in a more engaging way.

Please, check also from Module 2 to Module 5 of the Training Program to have a wider overview of all the tools you can include in your module.

Further suggestions on how to create Content for DigiVET on Moodle (developed by NOVEL).

The success of e-learning largely depends on the quality and engagement level of the content presented. As DigiVET utilizes the Moodle platform, understanding the nuances of creating and managing content on this platform becomes vital.

This comprehensive guide encompasses two core areas: the technical aspects of content creation on Moodle and the strategies to make that content engaging for learners. With the combined insights from these sections, educators and facilitators can ensure an effective and user-centered learning experience on the DigiVET platform.

The majority of the following information are taken from moodle.org. Please, check on the moodle website to have a wider view on each detail, or contact one of the national contact point from the project partner.

Technical guidance

The DigiVET Moodle platform provides a versatile environment for e-learning. For educators and facilitators, it's essential to know how to create effective content for this platform. This guide by NOVEL offers a step-by-step approach to designing and uploading content that enhances the learning experience for users on DigiVET's Moodle platform.

1. Introduction:

Creating engaging content on the DigiVET Moodle platform ensures users have an optimal learning experience. This guide outlines the steps to craft and upload content seamlessly.

2. Understand Your Audience:

- *User Profiles:* Gauge whether they're beginners or advanced learners.

- *Learning Objectives:* Define the outcomes you expect them to achieve by module's end.

3. Choose the Right Content Type in Moodle:

- *Text-based lessons:* Create a 'Page' or 'Book' resource.

- *Interactive quizzes:* Use Moodle's 'Quiz' activity.

- *Video tutorials*: Use the 'URL' or 'Embed' function.

- *Infographics or visual aids:* 'File' or 'Folder' resources can be used to share images.

- *Podcasts or audio lessons:* Use 'File' resource to upload audio files.

4. Content Creation Tips:

- *Consistency:* Ensure uniformity in style and tone.

- *Interactivity:* Incorporate quizzes or forums for interactivity.

- *Visuals:* Use relevant graphics to support your content.

- *Clarity:* Steer clear of jargon. Make concepts straightforward.

- *Short & Sweet:* Modules should be concise, enabling completion in a single sitting.

5. Uploading to Moodle:

- Log in to DigiVET's Moodle platform.

- Navigate to your course and turn on the 'Editing' mode.

- In the section you want to add content to, click 'Add an activity or resource'.

- Choose the appropriate resource or activity type.

- Fill in the necessary information and settings.

- For files, click 'Add' and then 'Upload a file'. Browse and select your file.

- Save and return to the course to view your uploaded content.

6. Regularly Update Your Content:

Regular updates ensure the content's relevance:

- Frequently review and modify modules.

- Take into account user feedback.

7. Technical Tips:

- *Backup Regularly:* Utilize Moodle's course backup feature.

- *Group Management:* If aiming for differentiated learning, use Moodle's 'Group' functionality.

- *Mobile Optimization:* Ensure your content is mobile-friendly, given Moodle's mobile

compatibility.

8. Conclusion:

Producing content for the DigiVET Moodle platform is about curating a holistic user experience. Focus on the learner's journey and use the tools Moodle offers to facilitate this.

After these first suggestions, you can start using the following template or download the word version from the platform. Moreover, in order to understand the potential of the hosting platform – which is Moodle – it is highly suggest to explore the following website - https://docs.moodle.org/403/en/Main_page *- to see in details all the other features that the platform can help you to introduce.*

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Annex 1 - Template for Module Development

Module 1
Title:
Module description (Max 150 words):

Unit 1
Title:
Unit description (Max 150 words):

Topic 1	Title:
Topic 2	Title:
Topic 3	Title:
Topic 4	Title:
Topic 5	Title:
Topic 6	Title:
Topic 7	Title:

Topic 8	Title:

Unit 1 – Topic 1

Title:

Content: The content can include text, images, audio files, video files, external links. If you have any other types in mind, please consult us to ensure that the e-learning platformcan support them.

Copy and paste the Topic Table if you need to create the rest of the topics in the unit

Unit 1 – Topic 1 – Activity 1

Type: Choose an item.

Question:

Answer: Please write the answers and mark with a different color/style the right answer.

Copy and paste the activity table if you need to add more activities inside the topics

Unit 1 – Topic 2

Title:

Content: The content can include text, images, audio files, video files, external links. If you have any other types in mind, please consult us to ensure that the e-learning platformcan support them.

Unit 1 – Topic 2 – Activity 1

Type: Choose an item.

Question:

Answer: Please write the answers and mark with a different color/style the right answer.

Final assessment

Minimun vote to obtain the certificate:	For example: 50/100

Final assessment – Activity 1

Type: Choose an item.

Question:

Answer: Please write the answers and mark with a different color/style the right answer.