FLIP-IT! – E-LEARNING PLATFORM

GRAPHICAL DESIGN

The platform is accessible at the link: fcr.itstudy.hu

The graphical design (colors, typography) of the e-learning platform is aligned with the design of the project website, and the flyer. On the frontpage the visitors find four links to enter the language versions of the Flip-IT! course:
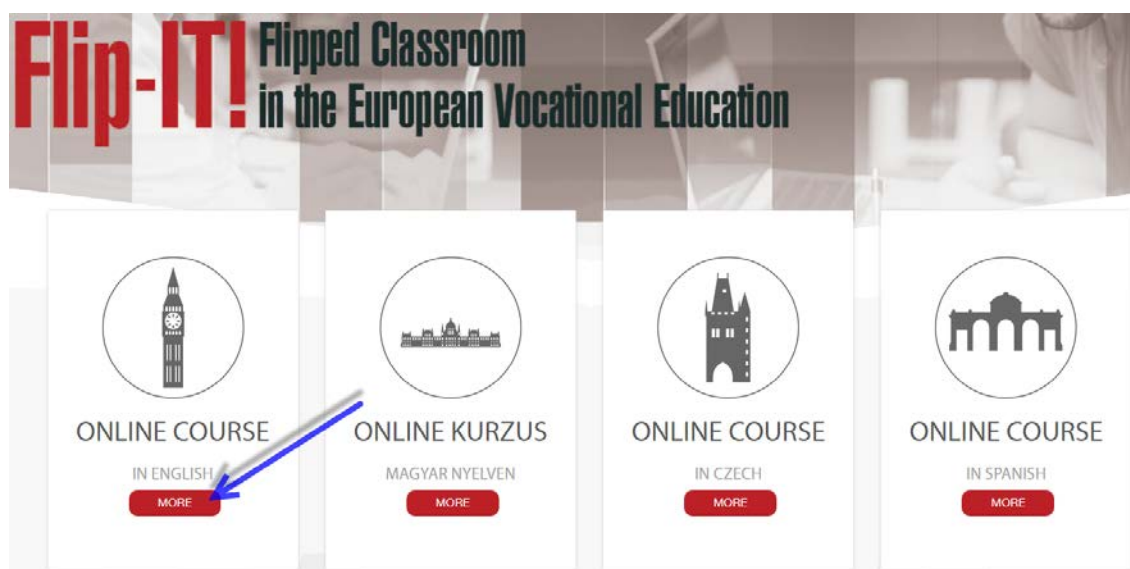
Flip-IT! - Flipped Classroom in the European Vocational Education

ENTERING THE COURSE

At the top of the platform, the visitor can choose the language, and they find the option to enter by clicking **Log in**.


If you click the MORE button one of the four pictures (EN/HU/CZ/ES courses) instead of login before, they will be navigated to a LOGIN page.
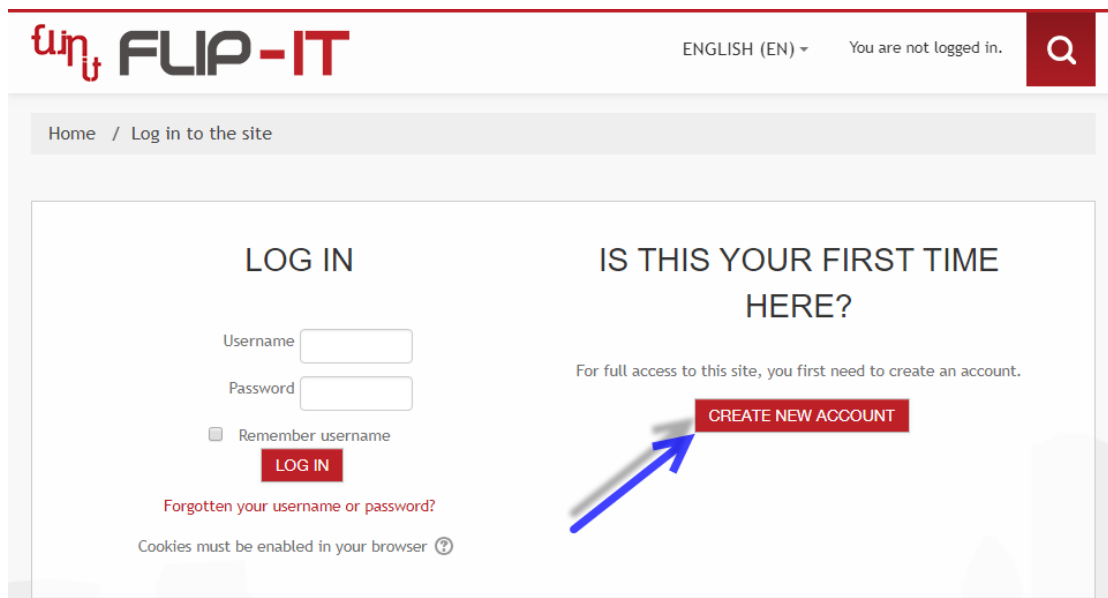

The courses are not open for guest, they can be accessed only by registered users.

If you don't have any account yet, you have to register by clicking the CREATE NEW ACCOUNT button.

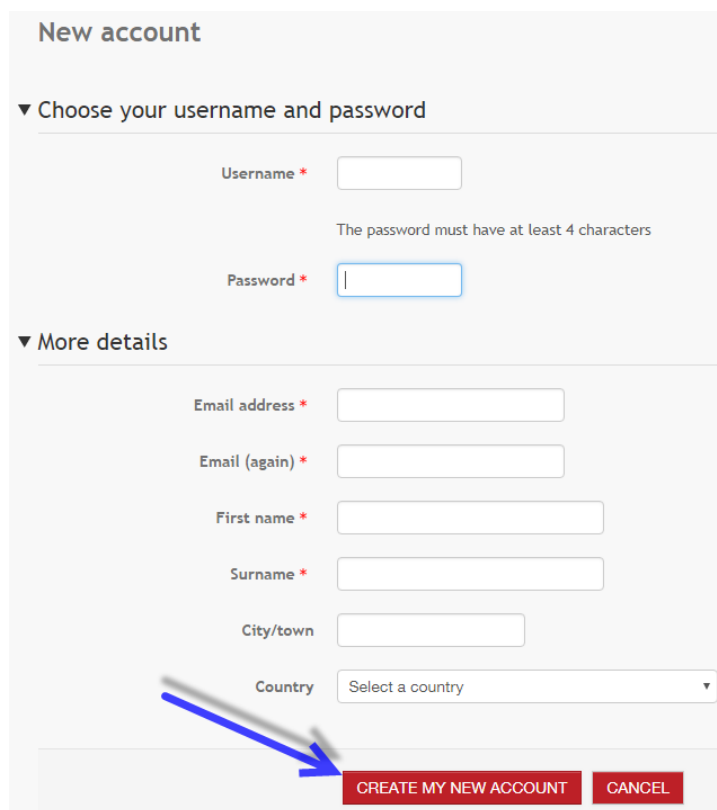**Flip-IT! - Flipped Classroom in the European Vocational Education**
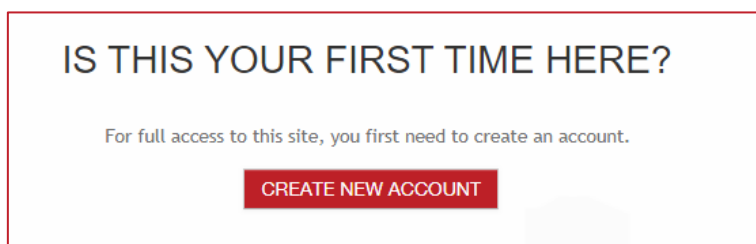
REGISTERING ON THE PLATFORM

1. Create a new account by filling in the requested data.

2. You have to fill in at least the fields marked by red stars, which are compulsory, and then save the figures by clicking CREATE MY NEW ACCOUNT.

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An email should have been sent to your address at

It contains easy instructions to complete your registration.

If you continue to have difficulty, contact the site administrator.

3. You will receive a confirmation to the e-mail address you supplied. Click on the link in the e-mail to verify your registration.

Hi Student User,

A new account has been requested at 'Flip-IT!'
using your email address.

To confirm your new account, please go to this web address:

http://fcr.itstudy.hu/login/confirm.php?data=nRcfG0RsCo0DsjA/student

In most mail programs, this should appear as a blue link
which you can just click on. If that doesn't work,
then cut and paste the address into the address
line at the top of your web browser window.

If you need help, please contact the site administrator,

Thanks, Student User

Your registration has been confirmed

CONTINUE

4. To see the learning content, you need to enroll to the course by adding the unique *enrolment key* provided by the platform administrator or by your tutor.

Enrolment options

Flip-IT! course in English
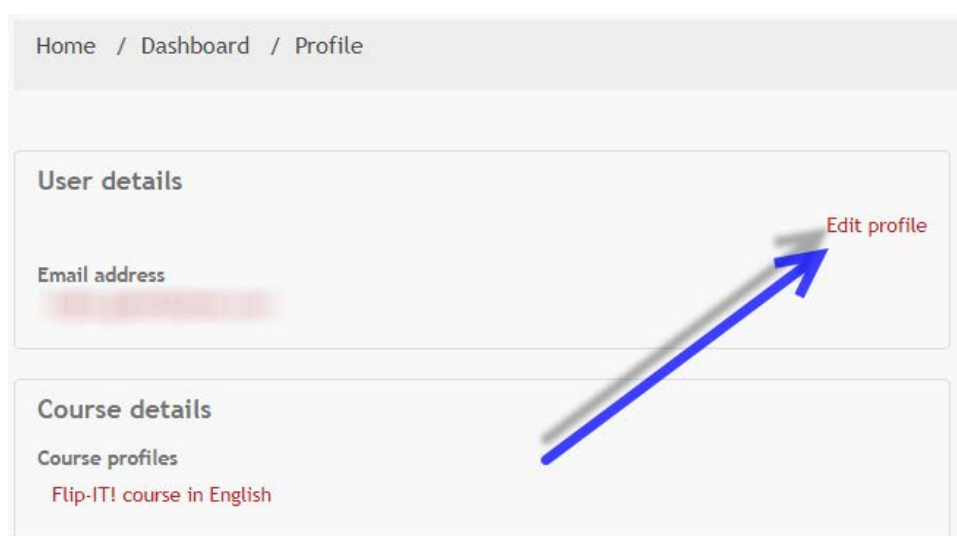
▼ Self enrolment (Student)

Enrolment key

ENROL ME

5. Successful enrolment will be confirmed in an e-mail. By clicking on the link in this e-mail, we can provide more information about ourselves in the Edit profile menu.

Welcome to Flip-IT! course in English!

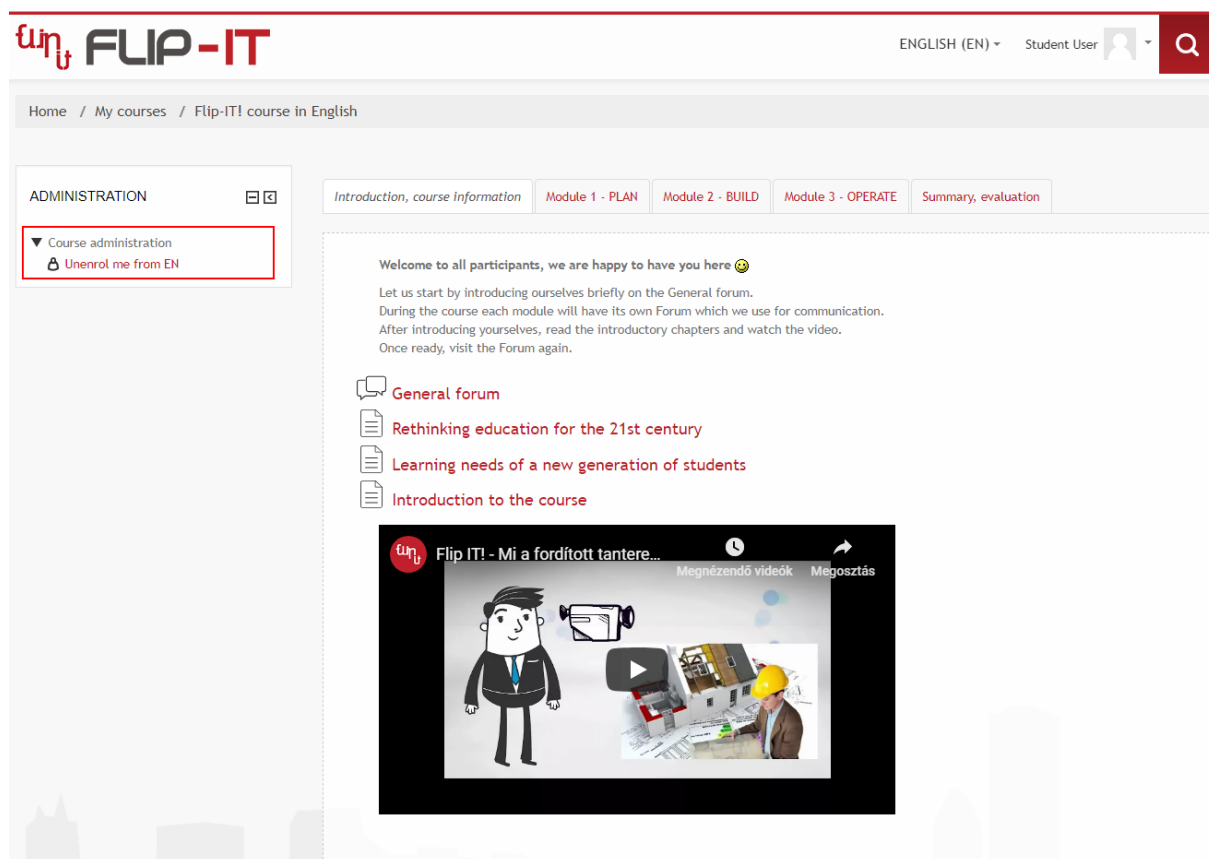If you have not done so already, you should edit your profile page so that we can learn more about you:

http://fcr.itstudy.hu/user/view.php?id=437&course=10

Home / Dashboard / Profile

User details

Edit profile

Email address

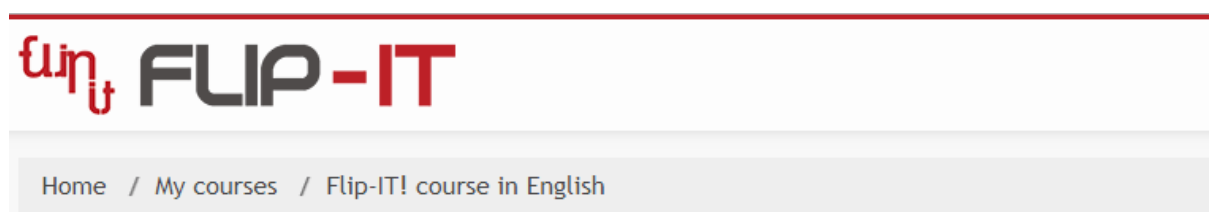**Course details**

Course profiles

Flip-IT! course in English

STRUCTURE OF THE COURSE – COURSE COMPONENTS

After entering the course, you will be navigated on the front page of the course, with several course components we will describe in detail.
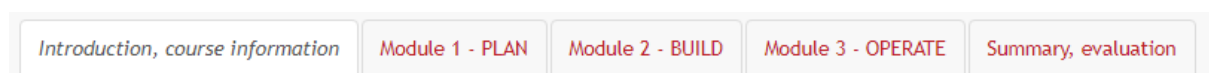

MAIN NAVIGATION BAR

In the upper part of the window you see the main navigation bar, which shows you in which area of the platform are you at present. By clicking one of the words of the bar, you will be navigated to the selected area, e.g. on the front page, if you click the word "Home".

This component of the platform helps you to find the way back, if you would feel lost.

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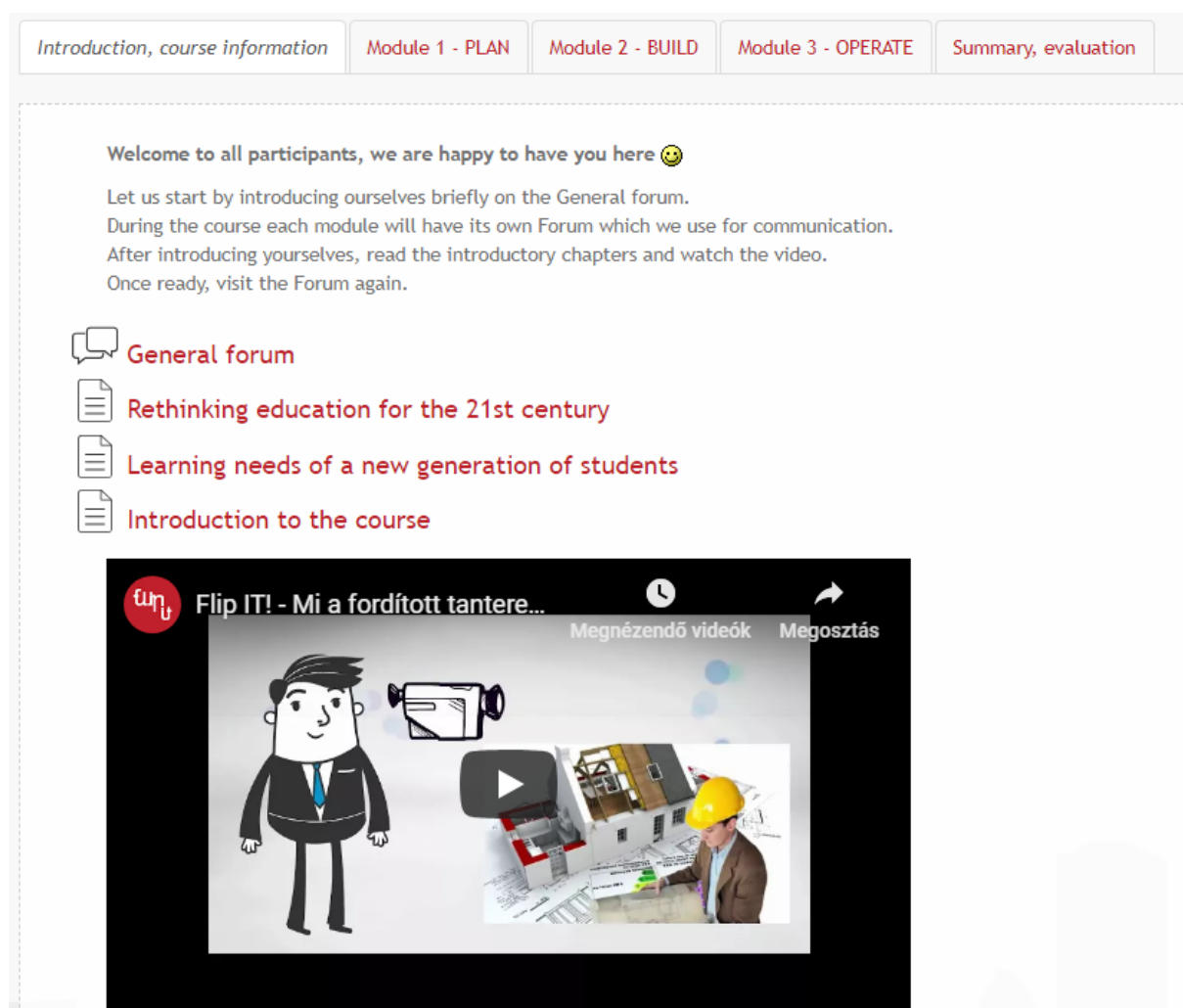
COURSE NAVIGATION BAR

In the middle of the window you will find the learning content, and other components of the course, like discussion forum, assignments, quizzes, etc., however, to access to this component, you have to select one of the modules, by clicking the navigation bar of the course:

Introduction, course information	Module 1 - PLAN	Module 2 - BUILD	Module 3 - OPERATE	Summary, evaluation

In the course navigation bar, you see the links beginning with "Introduction…" and followed by the titles of the modules, and finally with "Summary…".

STRUCTURE OF THE COURSE

As you see, the first button with the text of "Introduction…" is white, what shows, that you are at present in the introductory part of the course.

Introduction, course information	Module 1 - PLAN	Module 2 - BUILD	Module 3 - OPERATE	Summary, evaluation

Welcome to all participants, we are happy to have you here 😊

Let us start by introducing ourselves briefly on the General forum.
During the course each module will have its own Forum which we use for communication.
After introducing yourselves, read the introductory chapters and watch the video.
Once ready, visit the Forum again.

💬 General forum

📄 Rethinking education for the 21st century

📄 Learning needs of a new generation of students

📄 Introduction to the course

COMPONENTS OF THE MODULES

FORUM

The forum activity allows students and teachers to exchange ideas by posting comments as part of a 'thread'. Files such as images and media maybe included in forum posts. The teacher can choose to rate forum posts and it is also possible to give students permission to rate each other's posts.

Let's see a video on how to use the forum:

https://www.youtube.com/watch?time_continue=11&v=3M7G9aJVGY0

ENTER THE FORUM, READ THE POSTS

Before entering the forum some information is visible about the forum. On the left side the forum name is visible, which is clickable and forwards the user to the forum. The second column displays how many topics were posted in this forum. The Posts column shows the number of total posts in this forum. The last column displays the author of the latest post and when it was posted

By clicking the name of the forum, you will see the topics and after clicking a topic you will be able to read the posts, you can add a new post as well.

The forum topic is the place where the communication takes place. After entering a topic, the title will appear. Below it there is the date when it was published and the author. The text below the date is description about the topic. Underneath there are some links "forums", "tags" and "subscription". You can attach documents or any digital content to your posts.

ANSWERING A POST

If you want to answer a post of other participant, you have to click the Reply button below the description of the topic.

**Flip-IT! - Flipped Classroom in the European Vocational Education**
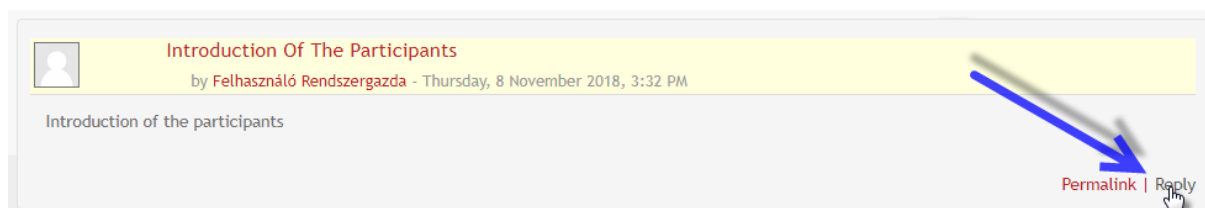
The forum posts are similar to the structure of the e-mail, but here it is obligatory to fill in the **Subject** and **Message**, while to attach a document is optional.

WRITING A MESSAGE BY USING THE EDITOR

When you start to write a post, a new window will open with series of icons to edit, format your text.

These are some basic text handling tools which might be already familiar from Word or any other text processing software. You can "cut", "copy", "paste", "paste as plain text" or "paste from word".
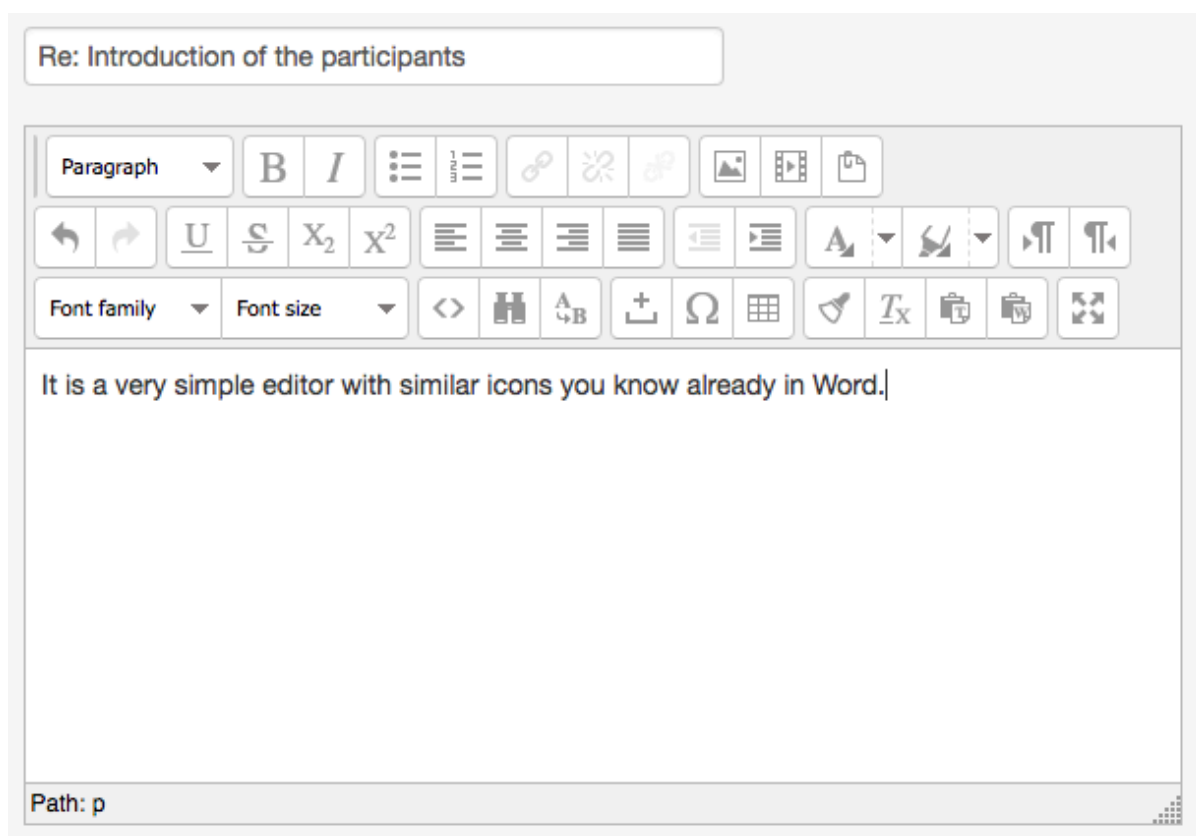
If you have already written your text in a Word document, you just have to paste it with this tool.

You might be familiar with the basic formatting icons, like below for giving special Heading 1, 2, 3 styles to the selected paragraph.
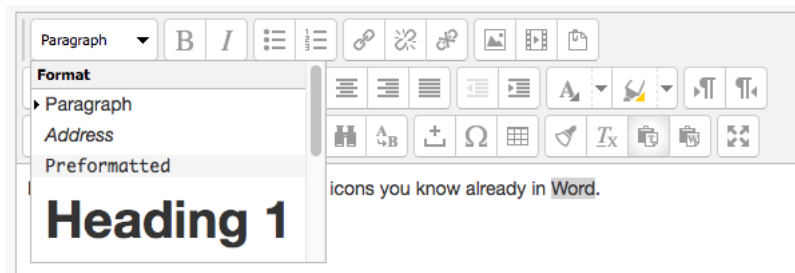
In the first row find the typical formatting icons for changing the style of the fonts to bold, italic, …, creating numbered or bulleted lists, inserting hyperlinks, pictures.

However, you have to be aware, that this text will be stored in so called HTML format, what is a special format for text publishing on the web. That is while there are several special tools among the icons, like below, which are not used in Word.

In you click the first at the left, the text will change to a very strange code – don't' worry about it, click again, and you will see again the text. If you move the mouse cursor below the icons, you can read the name of the icon.

You will not need all them for writing a simple forum message, but they are very useful for editing learning contents.

When you click the **POST TO FORUM** button below the message, then you will see at once your completed text message, but you have **15 minutes** to correct, to modify your text, then the system will send an e-mail automatically to all participants who are subscribed to this forum.

E-MAIL OF THE MESSAGE

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While will you get e-mail about the forum messages? This is settings in the e-learning system, what was chosen by our system administrator because we think that option useful. If this option is checked, you need not to visit the site to see whether there are new messages or not. You can read the messages in your e-mail. However, if the e-mails would bother you, you can unsubscribe from the forum in the left block, called ADMINISRATION.

ADDING NEW TOPIC TO THE FORUM

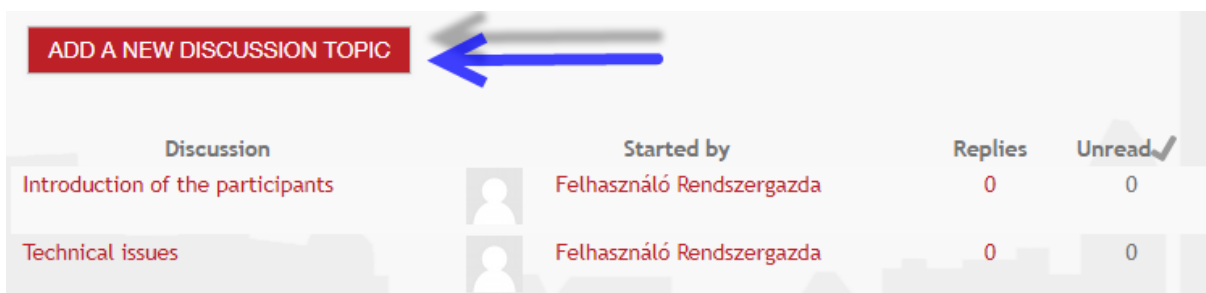You can start a new forum topic, if you want, by clicking the button at the top of the forum. However, please pay attention: do it only if there aren't similar topic opened before! Otherwise the discussion will be too fragmented, and it will be very difficult to follow the stream.


Discussion	Started by	Replies	Unread ✓
Introduction of the participants	Felhasználó Rendszergazda	0	0
Technical issues	Felhasználó Rendszergazda	0	0

STRUCTURE OF THE MODULES

After getting a little bit more familiar on the platform, you will navigate easily among the modules, and the different course components, like video store, the books, forums, etc.

You will see, that the structure of the modules might differ from each other, but the components are more or less the same in them.
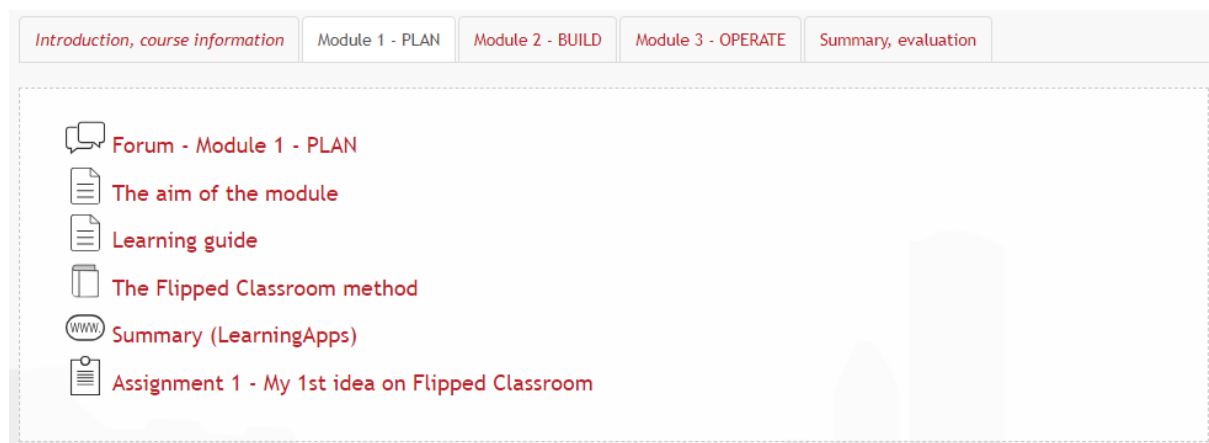
On the picture above, you see six course components (e.g. forum, text, book, a link to a website and an assignment. Before the name of the components a **small icon** shows what is the type of the objects is behind the name.

COURSE COMPONENTS, TYPES OF DIGITAL LEARNING ELEMENTS

E-BOOK

In the modules the most part of the learning materials is stored in **electronic book format**. This solution has advantages for the participants: they like it because all the reading materials are held in a single place in a printable format. Books can contain media files as well, pictures, videos, animations can be embedded into the textual.

In the course you find several books in each module: click Module 2 on the navigation bar, and inside the module click the title. You see a small book-icon at the left side of the title, what shows, that this course component is an electronic book.

NAVIGATION IN THE BOOK

The books have main chapters and sub chapters, and you can walk among the chapters by clicking the titles in the table of content.

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Home / My courses / Flip-IT! course in English / Module 1 - PLAN / The Flipped Classroom method
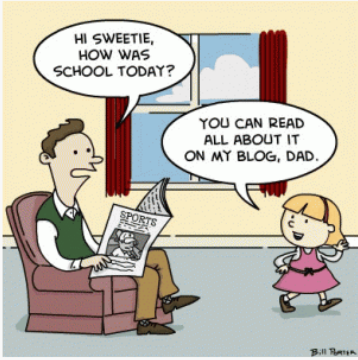
TABLE OF CONTENTS

ADMINISTRATION

▼ Book administration
  Print book
  Print this chapter
▶ Course administration
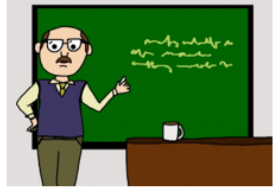
The Flipped Classroom method

◁ ▶

1. Introduction - How it all began...

HI SWEETIE, HOW WAS SCHOOL TODAY?

YOU CAN READ ALL ABOUT IT ON MY BLOG, DAD.

Students today are different from students of our times (assuming you are over 50!). The experiences of this **net generation** require changes to be made to our teaching methods.

Read more about the net generation...

Quite naturally, it often happens that some **students do not understand** topics explained by the teacher during a lesson.

You can move among the "book pages" by using the table of content at the left side, or by clicking one of the small rectangles at the right corner, if you want to go ahead or back page-by-page in the content.

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MEDIA ELEMENTS INTEGRATED INTO THE E-BOOKS

Embedded video in the book

The Flipped Classroom method

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6. Challenges you have to be aware of...

Despite the increasing popularity of the flipped classroom model, particularly at tertiary (Higher Education) level, a number of challenges have been identified.

One of these challenges, the notion that the educator may be relegated to a 'guide on the side', has been greeted with arguable criticism (Kirschner et al, 2006). While this criticism is not solely directed at the flipped classroom model (it began as a criticism of constructivist, student-centred learning) it has deterred some from adopting this approach in their own teaching and prompted proponents of student-centred models to highlight the importance of the educator in any of these approaches.

Organisational challenges have also been experienced from management and support staff who do not understand or have a desire for this cultural shift towards a more student-centred pedagogy. Some of this can be identified as a concern for student performance, particularly for student groups that comprise diverse learners. And students themselves may be slow to support a more active role in their learning, with a fear that it means adding to their workload.

Many point to **logistical issues** when they discuss the challenges of implementing the flipped model. These issues relate to classroom space, design and resources as obstacles to achieving a more active learning approach. In addition, technical issues in schools and in homes can be found to impede the provision of pre-training materials and resources in areas where there is inadequate connectivity or hardware. A related issue points to the possible need for educators to upskill in technology or the pedagogy and the time required to change a teaching strategy or the learning materials themselves.

Last but not least, while technology may be considered a deeply-embedded element within the flipped classroom approach, an important consideration is that **pedagogy should lead requirements**, rather than technology. To include technology in the flipped classroom without first **considering its pedagogical purpose** will not lead to effective teaching or learning.

Watch this video about *Overcoming Common Hurdles* for further practical recommendations from Jon Bergman, a pioneer of the FC movement:

◄ ►

ASSIGNMENT

The assignment provides a space into which participants can submit work for teachers to grade and give feedback on. This saves on paper and is more efficient than email. It can also be used to remind students of 'real-world' assignments they need to complete offline, such as art work, and thus not require any digital content.

Student submissions are together on one screen of your course. You can require them to submit one or several files and/or to type text essays. It is possible to have them submit work as a group and you can also choose as a teacher to grade their work 'blind' in other words not to see the identities of those who have submitted assignments. Assignments can have deadlines and cut off dates - which you can also extend if necessary.

An example from Module 2.

Assignment 2 - Digital content for my flipped lesson

The aim of this assignment is to prepare the digital learning material you share with your students prior to the classroom lesson.

1. PREPARE a video, animation or presentation on your own to the topic you selected.

Applications you can use are for example:

Animoto, Sway, Biteable, PowToon, Screencast-o-matic... these are presented in the course, but of course you can use a different one if you would like to.

OR: If you feel that making a video seems too difficult for you, you can alternatively look for available open educational resources matching your topic of the lesson.

Please share the link of the prepared/selected digital material with us, and summarize the pedagogical objectives backing up your choice.

This part of the assignment is worth a maximum of 15 points.

Evaluation criteria:

the shared link works	1 point
the length is appropriate to the age group	1 point
it is well readable, audible, visible	2 points
it is to the point, focused	2 points
it is motivating, raising interest	3 points
the conetnt is well structured pedagogically, the selection of the topic is explained and justified	6 points

Submission method:

Completing and uploading the attached Word template.

Length: 1 or 2 A4 size pages

Name of file: 2_FC_yourname.docx
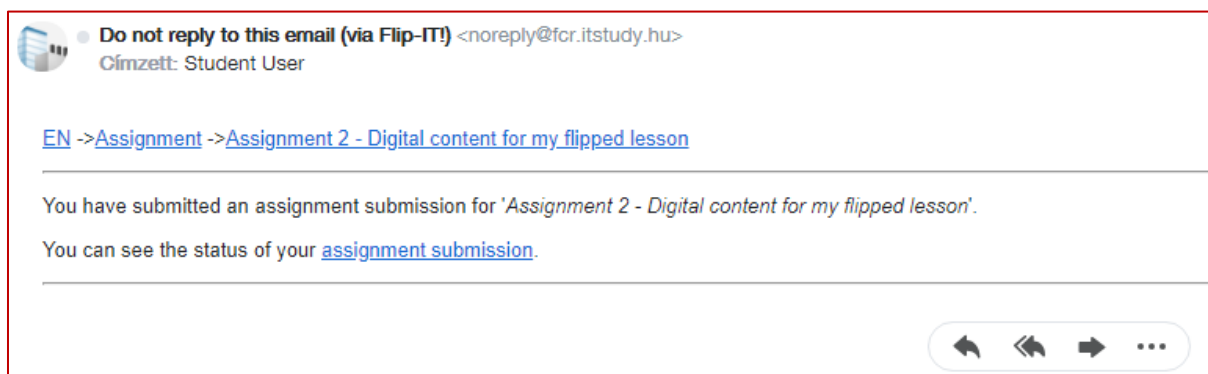
Deadline: ......

W Assignment 2 - Word template.docx

Submission status

Submission status	No attempt
Grading status	Not graded
Last modified	-

ADD SUBMISSION

The students can solve the assignments on different method, defined by the teacher. They can be asked to upload a document, or to answer the questions online by using the same editor what you use for forum messages.

The student will receive an email like this about the submission:

Do not reply to this email (via Flip-IT!) <noreply@fcr.itstudy.hu>
Címzett: Student User

EN ->Assignment ->Assignment 2 - Digital content for my flipped lesson

You have submitted an assignment submission for 'Assignment 2 - Digital content for my flipped lesson'.

You can see the status of your assignment submission.

When the participants submitted the assignments, the teachers can evaluate them one-by-one, and the student will receive an e-mail with the credits and the textual evaluation of the teacher.

In Moodle all activities can be scored. The teachers can set the maximum score when you define the activities. The tests' evaluation and scoring are done automatically; for other activities there is a need for the teacher or the tutor to do the assessment. Points awarded for each activity are shown in a table.

GUIDE FOR TEACHERS TO EVALUATE

Enter the Assignment you would like to evaluate. In a teacher role you will find the **Grading Summary**. Click on the *View all submissions* button to proceed.

It is worth to sort the records by Status so that you see those course participants on the top who already submitted their assignments for grading.

Open the file next to the name, read through and evaluate it according to the pre-defined and published criteria. By clicking on GRADE button, you can enter the grade, and you can add written feedback as well. We suggest doing that in each case.

The student is notified about the grading, if you tick the relevant box at the bottom. Save changes, and you are ready.

Student User
lajtos.gabor@yahoo.com

Submission

Submitted for grading
Not graded
Student can edit this submission

W Assignment 2.docx

Grade

Grade out of 30 ⑦   25

Current grade in gradebook

-

Feedback comments

| Paragraph | **B** | *I* |

you can write the feedback here...

Path: p

Feedback files

Maximum size for new files: Unlimited

▸ 📁 Files

Notify students ☑   SAVE CHANGES   SAVE AND SHOW NEXT   RESET

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The student will receive an email like this about the grading:

> **Gábor Lajtos (via Flip-IT!)** <noreply@fcr.itstudy.hu>
> Címzett: Student User
>
> EN ->Assignment ->Assignment 2 - Digital content for my flipped lesson
>
> Gábor Lajtos has posted some feedback on your assignment submission for '*Assignment 2 - Digital content for my flipped lesson*'
>
> You can see it appended to your assignment submission.
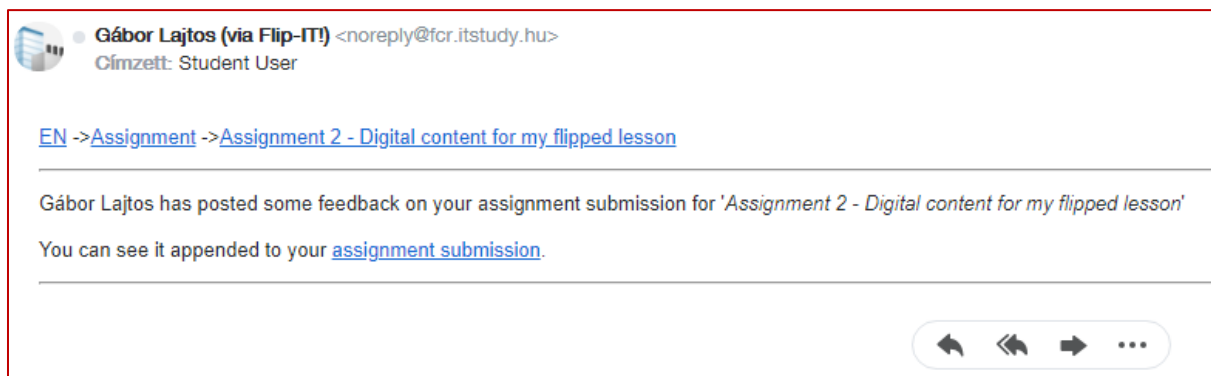
If the student enters the platform, he/she will see the feedback and grade:

Submission status

Submission status	Submitted for grading
Grading status	Graded
Last modified	Friday, 9 November 2018, 8:36 AM
File submissions	W Assignment 2.docx

EDIT SUBMISSION

You can still make changes to your submission

Feedback

Grade	25.00 / 30.00
Graded on	Friday, 9 November 2018, 9:04 AM
Graded by	Gábor Lajtos
Feedback comments	you can write the feedback here...

EXTENSION OF SUBMISSIONS

If an extension for submission is approved, we enter the assignment whose submission date we want to prolong for selected students. Next to the name we click on Edit, and from the drop-down menu we choose: *Grant extension*.

Assignment 2 - Digital content for my flipped lesson

We set the new deadline for submission: