

EUfolio project training activities

Although EUfolio pilot countries could follow a training and support schema according to their country's needs, there was a series of core training and support activities that all pilot countries went through before the pilot implementations. The workshops and activities for training and supporting trainers and teachers were both on-site and online and are described below.

1. Core pre-implementation activity: Train the Trainers 2-day workshop

As mentioned earlier, each pilot country chose two trainers who, along with the EUfolio partners participated in a "Train the Trainers" (TtT) two-day workshop, hosted in Austria, under Work Package 6 (WP6). This workshop was organized to ensure that EUfolio partners and trainers shared a common understanding of theoretical frameworks and terminology related to ePortfolio, eAssessment and 21st century skills and additionally, to familiarize themselves with the Mahara ePortfolio platform of the project, before implementing EUfolio project in their countries. Partners and trainers also shared and discussed their ideas for training the teachers in their country. Table 5 below describes the activities and learning outcomes of the two-day workshop:

	Activity	Learning Outcomes
Pre-w/shop activity	Upload existing example practices on ePortfolio via Google docs and discuss online and invite trainers to participate	i. To introduce ePortfolio practices / implementations to trainers ii. To prepare trainers for the 2-day training activities
DAY 1	1.a. Discussion on existing work on ePortfolios 1.b. Presentation/discussion of ePortfolios, eAssessment and 21 st century skills	1.a. To identify and discuss ePortfolios common features, affordances and issues 1.b. To develop a common understanding on ePortfolios and eAssessment terminology and their implementation 1.c. To discuss 21 st century skills - forums cards
	2.a. Go through learning activities of a Learning Design developed for students, on a given subject, using the Mahara platform	2.a. To go through specific learning activities for students, that integrate features of ePortfolio on a given subject (to be able to use Files, Groups, Forums, Pages and upload material in Mahara and go through peer- self- assessment activities) – see http://mahara.EUfolio.eu/group/view.php?id=9
	2.b. Discussion on 21 st century skills and ePortfolio approach through the learning activities they went through	2.b. To discuss 21 st century skills and other matters through their experience with the specific learning activities that trainers went through 2.d. To discuss a whole predesigned learning design (emphasis on 21 st century skills). Trainers to be introduced to the CPI's learning design approach.
	2.c. Presentation of the CPI whole learning design regarding that subject	

DAY 2	3.a. Provide feedback on Mahara project's environment	3.a. To use the project's Mahara environment and provide feedback
	3.b. Create Institutions and Users in Mahara	3.b. To learn how to administrate Mahara environment. (create Institutions, users etc)
	4. Discussion on 21 st century skills and their inclusion / assessment through ePortfolio learning design	4.a. To reflect and discuss on the 21 st century skills they used during the learning activities of the previous day 4.b. To share trainers' thoughts on training teachers regarding ePortfolio integration of 21 st century skills and Assessment for Learning activities
	5. a. Implementation ideas and material development I	5. a. Trainers to collaboratively create learning designs (implementation ideas) for the EUfolio project, for specific subjects of their practice/interest
	5.b. Trainers' learning design presentation	5.b. Trainers to present their learning designs and receive feedback from peers
	5. c. Implementation ideas and material development II	5.c. Trainers to suggest a plan for training participating teachers and supporting material that will be needed during implementation considering teachers' needs.
6. Reflecting on: - the 2day workshop - ePortfolio approach - ePortfolio platforms - learning activities And suggest improvements	6. a. To reflect on their own experience using the ePortfolio approach and platforms, on the 2-day workshop activity and the process of designing their own learning activities using the ePortfolio approach 6 b. To suggest ways of continuing their interaction after the workshop	

Table 1: Activities and Learning outcomes of the TtT workshop

During the two-day workshop in Austria, a Community of Practice for Trainers was developed (<http://mahara.EUfolio.eu/group/view.php?id=5>), in order to help trainers (and partners) who participated in the EUfolio project to communicate during and after the workshop. The EUfolio team developed training material collections of pages within Mahara and shared those collections with trainers through this community. In addition, trainers used the Forums of this community to share their concerns and ideas with other trainers.

1.1. Train the Teachers activities and support

Following the “Train the Trainers” two-day workshop, each pilot country prepared training activities in order to train participating teachers for the EUfolio project implementation. It was important for each teacher to receive training and support both in national and transnational levels. Even though each country followed a different training schema (presented in this section) for their teachers, according to their teachers’ needs, the content of the training was common; ePortfolio, eAssessment and 21st century skills. Additionally, pilot countries trained participating teachers on the ePortfolio platforms of the project, before implementing ePortfolios in their classroom. Figure 2 below illustrates the training and support that a teacher received for the EUfolio project implementation.

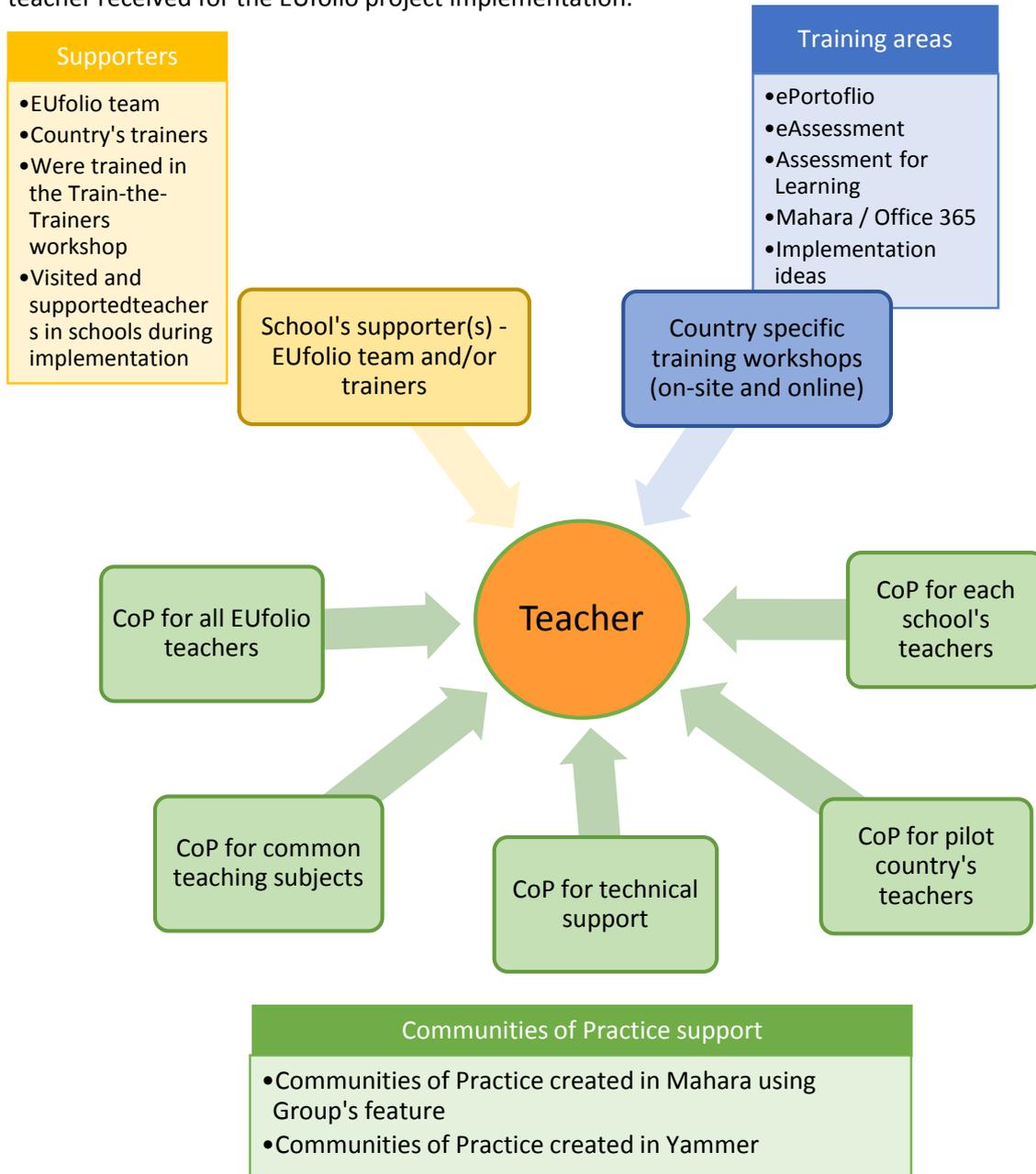


Figure 1: EUfolio teachers’ training and support

2. Pre-Implementation Training (Phases A and B) of all pilot countries

Table 6 below briefly illustrates the training activities that all pilot countries prepared for their participating teachers.

Country	Training Activity	Type	Duration
Cyprus	1. EUfolio project and theoretical framework workshop	On site central workshop	4 hours
	2. Mahara practical training workshop	On site central workshop	5 hours
	3. Mahara online self-study activities	Online distance learnign activities	8-10 hours
	4. Mahara administrator training workshop	On site central workshop	5 hours
	5. Designing educational scenarios with ePortfolio integration workshop	On site central workshop	4 hours
	6. Office 365 practical workshop	On site central workshop	5 hours
	7. EUfolio Phase B preparation	On site central workshop	5 hours
	8. Learning designs' development with ePortfolio and 'My Learning' integration (Optional: practical workshop on Mahara use for new teachers)	On site central workshop	4-5 hours
Ireland	1. Launch meeting – introduction to EUfolio	On site	
	2.a. ICT: platform training 2.b. Assessment: formative feedback 2.c. English task design: teachers as students	On site	2 days
	3.a. Check In Session (for additional support) 3.b. ICT: platform troubleshooting session 3.c. Assessment: valid tasks and valid assessment 3.d. English task design: planning potential activities and tasks 3.e. Evaluation of training	On site	3 days

Lithuania	1. Introduction to EUfolio project / advantages and disadvantages of ePortfolios	On site central workshop	8 hours
	2. 10 step-by-step video tutorial training activities: a. How to register to Mahara? b. How to create your profile on Mahara? c. How to find and invite friends? d. How to insert files from your computer? e. How to insert files from external sources? f. How to create and manage groups? g. How to create and set group forums? h. Journals and blogging on Mahara i. Aims and Objectives of EUfolio	The tutorials were sent to participating schools and the training activities were supervised by Centre of Information Technologies in Education (Lithuania)	Each training step had a duration of 4 hours
	3. Mahara practical tasks and overview of results	On site central workshop	8 hours
	4.a. Microsoft Office 365 ePortfolio workshop 4.b. ePortfolio problems in education 4.c. Office 365 registration and SharePoint online	On site central workshop	8 hours
	5.a. ePortfolio in the classrooms	On site central workshop	8 hours
	Slovenia	<u>1. Developmental ePortfolio of a teacher program</u> 1.a. Theoretical background 1.b. Mahara as ePortfolio platform	On site central workshop
1.c. Creating my own ePortfolio 1.d. ePortfolio in my classroom (planning)		Online activities	14 hours
1.e. Reflection on teachers' own learning during the seminar		On site central workshop	4 hours
<u>2. Assessment for learning program</u> 2.a. Theoretical background 2.b. How to use Assessment for learning rubrics? Assessment for learning rubrics in Mahara		On site central workshop	8 hours
<u>3. 21st century skills</u> 3.a. Theoretical background 3.b. Practice (examples of good practice, planning strategies,		On site central workshop	8 hours

	planning activities, 21st century skills and Assessment for learning)		
Spain	1. Online questionnaire/training activities with the following topics: a. How to analyze 21st century skills in 3 examples b. How to implement 21st century skills in classroom c. How to design a lesson/activity including 21st century skills d. eAssessment and Assessment for learning. How to design a rubric e. Examples of learning scenarios in different subjects f. What to assess, how to transfer 21st century skills from the curricula to the classroom, how to evaluate them and which tools to use	Online questionnaire sent to participating schools	30 hours
	2. EUfolio project and theoretical framework workshop	Workshop	4 hours
	3. Mahara practical training workshop	Workshop	2 hours
	4. Mahara online self-study activities	Workshop and Online	5 hours
	5. Mahara administrator training workshop	Workshop	3 hours
	6. Designing educational scenarios with ePortfolio integration workshop	Workshop	3 hours
	7. Implement online questionnaires in own language	Online	1 hour
	8. Support teachers during the implementations		4 hours
	9. Sharing Best Practices with other teachers' schools		1 hour
	10. Post implementation meeting for reflection and sharing of implementations		5 hours
	11. Creating approach and materials		6 hours

Table 2: Pilot countries training workshop schema

For more details regarding the content of the training activities please see each country's Training and Support Schema that can be found here: <http://eufolio-resources.eu/policy-makers/training-and-support/>