DigiTeaL

DigiTeal – Digital Teaching Literacy

IO1.A4 – COMPETENCE FRAMEWORK

Developed by:

Emphasys CENTRE

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INFORMATION ABOUT OUTPUT

Output:	lO1 – DigiTeal Framework
Activity:	lO1-A4 : Competence Framework

PROJECT INFORMATION

Project acronym:	DigiTeal
Project title:	Digital Teaching Literacy
Project number:	2020-1-UK01-KA226-SCH-094429
Sub-programme or KA:	KA2 Cooperation for Innovation and the Exchange of Good Practices
Sector:	School Sector

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Introduction

The pandemic of COVID-19 took the world by surprise, and citizens were forced into a global lockdown with almost no time to prepare, and with no precedent in recent years. Schools moved immediately to online teaching for the duration of the lockdown, and teachers have hardly had a chance to take a breath, let alone spend time retraining or developing key skills to help with the move to online teaching.

In this context, DigiTeaL project aims to:

- Identify training needs and gaps around teachers' online teaching capability in the partner countries.
- Create a practical, step-by-step resource that guides teachers through the technical elements of setting up safe online teaching, using identified best practices, and giving them confidence if they have mainly focused on face-to-face teaching in the past.
- Inform teachers about the non-technical classroom management issues associated with online teaching and provide solutions.
- Make teachers aware of an internationally recognized online assessment system that they can adapt for their students in any subject.

The DigiTeal framework is a conceptual mapping of benchmarks and indicators, identifying key skills, knowledge and attitudes to support educators/ teachers to transform their face-to-face activities in the online environment. The DigiTeal Framework is divided in two main areas (Technical Guidelines and Managing Learners), under which there are 5 topics. More information for each area can be found in the following sections.

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MODULE 1: Digital Teaching – Technical Guidelines

1. General Description of the Module

This module aims to guide educators/ teachers through the technical aspects of transferring teaching materials, activities and resources online and provide them with useful apps/ tools and good practices to put this into practice.

2. List of Topics:

Topic 1: Introduction to Online Teaching

Short description: Synchronous and Asynchronous, Preparation and Equipment Needed

Topic 2: Online Communication and Collaboration

Short description: This topic aims to explore further the issue of online communication and collaboration, by providing tips and available tools to enhance communication and collaboration between learners, parents and colleagues.

Topic 3: Digital Tools for Preparing Lesson Plans and Interactive Activities

Short description: Tools and tips to support teachers in the preparation of lesson plans and interactive activities.

Topic 4: Digital Tools for Assessments and Feedback

Short description: It aims to familiarise teachers with different digital/online tools for assessment and gathering feedback.

Topic 5: Online Safety

Short description: Tools and tips to ensure the online safety of the students during online learning.

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MODULE 1 – Digital Teaching – Technical Guidelines				
Topic 1: Introduction to Online Teaching	**Main Objectives:** To familiarize teachers with the main characteristics of online learning: technical requirements, synchronous / asynchronous teaching	**KNOWLEDGE** (*In the context of EQF, knowledge is described as theoretical and/or factual)* ***What will you learn?***	**SKILLS** *(In the context of EQF, skills are described as practical)* ***What skills you will gain?***	**ATTITUDE** *(In the context of the EQF, attitude is described as the ability of the learner to apply knowledge and skills autonomously and with responsibility)* ***What you will be able to do with this competence?***
		Differences between offline / online teaching; General characteristics of online teaching; Technical requirements and digital competencies.	To use properly the online environments; To use properly the online tools for teaching; To use properly blended teaching methods (online and offline).	To use technology in order to offer to students efficient online learning experiences; To use the technology in order to develop new ways of online and offline teaching.

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Topic 2: **Online Communication and Collaboration**	**Main Objectives:** - To use digital technologies to enhance communication with learners, parents and colleagues. - To use digital technologies to engage in collaboration with other educators and collaboratelly innovating pedagogic practices.	**KNOWLEDGE** (*In the context of EQF, knowledge is described as theoretical and/or factual)* ***What will you learn?***	**SKILLS** *(In the context of EQF, skills are described as practical)* ***What skills you will gain?***	**ATTITUDE** *(In the context of the EQF, attitude is described as the ability of the learner to apply knowledge and skills autonomously and with responsibility)* ***What you will be able to do with this competence?***
		-To be aware of the benefits and limitations of online communication and collaboration. -To be able to identify tools and ways to communicate online with learners, parents and colleagues. -To able to identify tools and ways to collaborate online with learners, parents and colleagues.	-To be able to implement and use appropriate tools to engage in online communication. -To be able to implement and use appropriate tools to engage in online collaboration.	-To show an interest in exploring new ways of communication and collaboration. -To be adaptive to changes, and keep an open mind. -To be creative on exploring and using various tools for online communication and collaboration.

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Topic 3: Digital Tools for Preparing Lesson Plans and Interactive Activities	**Main Objectives:** To familiarise teachers with different digital tools for lesson plans and interactive activities in order to maintain student engagement and motivation	**KNOWLEDGE** (*In the context of EQF, knowledge is described as theoretical and/or factual)* ***What will you learn?***	**SKILLS** *(In the context of EQF, skills are described as practical)* ***What skills you will gain?***	**ATTITUDE** *(In the context of the EQF, attitude is described as the ability of the learner to apply knowledge and skills autonomously and with responsibility)* ***What you will be able to do with this competence?***
		Knowledge on different digital tools for lesson plans Knowledge on different interactive activities	To be able to use appropriate digital tools for different subjects and students To be able to use appropriate interactive activities for different subjects and students	To be able to confidently, independently use digital tools for lesson plans and interactive activities in order to maintain student engagement and motivation

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Topic 4: Assessment and Feedback	**Main Objectives:** To femiliarise teachers with different digital/online tools for assessment and gathering feedback.	**KNOWLEDGE** (*In the context of EQF, knowledge is described as theoretical and/or factual)* ***What will you learn?***	**SKILLS** *(In the context of EQF, skills are described as practical)* ***What skills you will gain?***	**ATTITUDE** *(In the context of the EQF, attitude is described as the ability of the learner to apply knowledge and skills autonomously and with responsibility)* ***What you will be able to do with this competence?***
		• Knowledge on different digital tools for assessment • Knowledge on different digital tools that help gather feedback	• To be able to choose and use appropriate digital tools for assessment • To be able to choose and use apporopriate digital tools to gather feedback from students	• To be able to confidently, independently choose and use digital tools for assessment and for gathering feedback

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Topic 5: Online Safety	**Main Objectives:** To familiarise teachers with tools and tips in order to ensure the online safety of their students during online learning.	**KNOWLEDGE** (*In the context of EQF, knowledge is described as theoretical and/or factual)* ***What will you learn?***	**SKILLS** *(In the context of EQF, skills are described as practical)* ***What skills you will gain?***	**ATTITUDE** *(In the context of the EQF, attitude is described as the ability of the learner to apply knowledge and skills autonomously and with responsibility)* ***What you will be able to do with this competence?***
		Knowledge on what is online safety. Knowledge on different tools and tips to ensure online safety.	To be able to identify dangers during online teaching. To be able to use different tools for online safety and apply the relevant tips to their online teaching.	To be able to appropriately and confidently identify dangers during online teaching. To be able to confidently and independently use different tools for online safety and apply the relevant tips to their online teaching in order to protect their online students.

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MODULE 2: Digital Teaching – Managing Learners Online

1. General Description of the Module

This module aims to support educators/ teachers to manage their online learners effectively, in order to provide a safe and constructive online environment for teaching and learning.

2. List of Topics:

Topic 1: Risks and Benefits of Online Learning for Students

Short description: Advantages and disadvantages of online learning

Topic 2: Netiquette in Online Learning Environment

Short description: This topic aims to provide an introduction to the topic of Netiquette, and online behavior in an online learning environment.

Topic 3: Enhancing Students Engagement and Motivation during Online Learning (Tips and Techniques)

Short description: It aims to familiarise teachers with different digital tools that help improve learners' engagement and motivation

Topic 4: Managing Learners with Special Needs during Online Learning

Short description: Tips on how to better manage learners with special needs in order to create an inclusive online class

Topic 5: Privacy and Personal Data Issues during Online Learning

Short description: An introduction to possible risks regarding privacy and how to mitigate them during online learning.

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MODULE 2– Digital Teaching – Managing Learners Online				
Topic 1: Risks and Benefits of Online Learning for Students	**Main Objectives:** To synthesise the main advantages and disadvantages of online learning, in order to improve the learning outcomes.	**KNOWLEDGE** (*In the context of EQF, knowledge is described as theoretical and/or factual)* ***What will you learn?***	**SKILLS** *(In the context of EQF, skills are described as practical)* ***What skills you will gain?***	**ATTITUDE** *(In the context of the EQF, attitude is described as the ability of the learner to apply knowledge and skills autonomously and with responsibility)* ***What you will be able to do with this competence?***
		The advantages of online teaching and learning; The disadvantages of online teaching and learning; Strategies for minimising the disadvantages of online learning; The strategies for coping with risks of online learning.	Deepening the understanding of the contemporary teaching issues; Adapting teaching methods to the offline/online and blended environment; Coping with the risks associated with online teaching.	To offer to students valuable learning experiences; To use online teaching in order to enhance learning; To cope with the risks associated with online teaching.

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Topic 2: **Nettiquette in Online Learning Environment**	**Main Objectives:** To introduce educators to Nettiquette in Online Learning Environments and on how to put this into practice.	**KNOWLEDGE** (*In the context of EQF, knowledge is described as theoretical and/or factual)* ***What will you learn?***	**SKILLS** *(In the context of EQF, skills are described as practical)* ***What skills you will gain?***	**ATTITUDE** *(In the context of the EQF, attitude is described as the ability of the learner to apply knowledge and skills autonomously and with responsibility)* ***What you will be able to do with this competence?***
		-To be aware of the basic Netiquette rules. -To be aware of the benefits of using Netiquette during online interactions. -To be aware of the potential dangers of not following Netiquette rules.	-To be able to excercise Nettiqueete during online interactions. -To be able to evaluate and reflect on instances of good and bad nettiqueete. -To be able to share and explain nettiquette rules with your students.	-Ability to excersice critical thinking and reflection during online interactions. -Willingness to explore new trends and technological changes. -To be creative on exploring and using various ways to explain and use Nettiquette with your students.

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Topic 3: Enhancing Learners Engagement and Motivation	**Main Objectives:** To familiarise teachers with different digital tools that help improve learners engagement and motivation	**KNOWLEDGE** (*In the context of EQF, knowledge is described as theoretical and/or factual)* ***What will you learn?***	**SKILLS** *(In the context of EQF, skills are described as practical)* ***What skills you will gain?***	**ATTITUDE** *(In the context of the EQF, attitude is described as the ability of the learner to apply knowledge and skills autonomously and with responsibility)* ***What you will be able to do with this competence?***
		• Knowledge on different digital tools to enhance learners engagement and motivation	• To be able to choose and use appropriate digital tools that help to engage and motivate the learners	• To cope with low motivation of the learners • To enhance engagement and participation of the learners during online classes • to keep up the focus and interest of the learners • To be able to appropriately and

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				confidently use digital tools and methods that help motivate the learners

Topic 4: Managing Learners with Special Needs during Online Learning	**Main Objectives:** Giving tips and strategies to teachers while teaching students with SEN in SEN or mainstream schools to create an inclusive online class	**KNOWLEDGE** (*In the context of EQF, knowledge is described as theoretical and/or factual)* ***What will you learn?***	**SKILLS** *(In the context of EQF, skills are described as practical)* ***What skills you will gain?***	**ATTITUDE** *(In the context of the EQF, attitude is described as the ability of the learner to apply knowledge and skills autonomously and with responsibility)* ***What you will be able to do with this competence?***

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		Knowledge on maintaining the engagement and high motivation of students with SEN in SEN and mainstream schools Knowledge on differentiated instructions for students with SEN in SEN and mainstream schools Knowledge on giving feedback to students with SEN in SEN and mainstream schools	Adopting appropriate strategies and tips on online teaching in order to maintain engagement and high motivation of students with SEN Adopting differentiated instructions for students with SEN while teaching online Adopting strategies and tools on online teaching while giving feedback to students with SEN	To be able to appropriately and confidently use tip and strategies for students with SEN while delivering differentiated instructions and feedback, and to maintain their engagement and motivation

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Topic 5: Privacy and Personal Data Issues during Online Learning	**Main Objectives:** To familiarise teachers with possible risks regarding privacy in order to mitigate them during online teaching.	**KNOWLEDGE** (*In the context of EQF, knowledge is described as theoretical and/or factual)* ***What will you learn?***	**SKILLS** *(In the context of EQF, skills are described as practical)* ***What skills you will gain?***	**ATTITUDE** *(In the context of the EQF, attitude is described as the ability of the learner to apply knowledge and skills autonomously and with responsibility)* ***What you will be able to do with this competence?***
		Knowledge on what possible risks regarding students' privacy can arise from online teaching. Knowledge on tips on how to protect students' privacy during online teaching.	To be able to identify possible risks regarding students' privacy during online teaching. To be able to apply the relevant tips in order to protect the students' privacy during online teaching.	To be able to confidently identify possible risks regarding students' privacy during online teaching. To be able to succesfully overcome the students' privacy risks during online teaching.

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