

  <b>Avicenna Virtual Campus Network</b> <b>Réseau Campus Virtuel Avicenne</b>	<b>Training on Pedagogical Engineering for production of online courses</b>
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## 1. Objectives of the training session

The main objective of this training is the capacity building of the pedagogical team on the pedagogical engineering for production of online courses. Taking place over 4 days (20 hours, one Avicenna credit), it is based on:

- the technical assistance of teachers for the production of online courses in accordance with the UNESCO Avicenna pedagogical model
- The production of pedagogical sequences
- Tutoring and LMS platforms

The specific objectives are:

- Master the concepts and terminology of UNESCO's Avicenna pedagogical model and the production process of online courses. The learners must be able to:
  - Know the concepts of Avicenna virtual campus and Avicenna pedagogical model;
  - Master the different stages of the production of online courses;
  - Manage an Avicenna e-learning centre for production and training
  - Master the hybrid training / teaching
    - **Educational standards**
      - Multimedia productions
      - The evaluation method
      - Legal aspects with the specifications
      - The syllabus
    - **LMS learning platforms**
    - **The learner's charter.**
- Define roles and responsibilities in a Quality Assurance System for Hybrid Distance Education:
  - The different stages of an online course production process
  - The role and responsibilities of the Scientific Council
  - Actors of a distance education system;
- Master the managing of the online learning system from registration to graduation. At the end of this training, learners must be able to:
  - To design the specifications for the production of online courses
  - To produce quality online courses.

## 2. Educational Approach:

The training takes place in 4 days of 3 hours' maximum per day, depending on the availability of trainees and trainers, i.e. an average of 12 hours.

The methodology offers a practical focus through participatory and active learning to develop knowledge, know-how and interpersonal skills.

Practical cases will allow participants to familiarize themselves with the concepts studied, promoting understanding, assimilation and adaptation of techniques.

### **3. Some prerequisites for learners:**

Learners in this training must demonstrate:

- A very good command of basic skills on Word, Excel and Power Point;
- Very good knowledge of teaching

Their commitment, their availability and their attendance at training.

### **4. Learner assessment strategy:**

Appropriation of the various concepts studied will have to be evaluated. Each participant will be asked to implement the knowledge acquired at each stage directly on the online platform.

During this period, a survey can be made with the trainees as to the mastery of the subjects addressed.

### **5. The evaluations to be posted online:**

Planned assessments for learners are: a diagnostic assessment, formative assessments at the end of each sequence, and summative assessments at the end of each session. A final exam closes the training.

Online learners are evaluated directly (through a platform) using interactive quizzes, tutorials, specific exercises related to the module taught and homework assignments.

### **6. Interaction criteria**

There are three levels of interaction: learner-learner interaction, learner-trainer interaction, and learner interaction with educational resources.

These interactions will be performed synchronously directly online through a chat or forum embedded in the platform; an email provided for asynchronous interactions.

In addition, the platform offers the possibility of creating virtual classes under the supervision of a trainer trained in the animation of this type of environment

### **7. Training plan**

#### a) Introduction to pedagogical training

- Presentation of the syllabus
- Goal of the training
- Expected results and prerequisites

#### b) The UNESCO Avicenna Virtual Campus Network

- The virtual campus network
- The Avicenna Centre; Mission, organization and Equipment
- The Avicenna pedagogical model (Introduction)

#### c) The Avicenna pedagogical model

- The Avicenna pedagogical model
- Structure of a module
- The specifications of a module
- Hybrid teaching and Copyrights and intellectual proprieties

- d) The courses production process
  - Production process (Studio, validation, montage, evaluation and publication)
  - Production of presentation supports
  - Presentation of the e-learning portal
  
- e) Quality Assurance System
  - Avicenna Quality Assurance System
  - Scientific Council
  - Evaluation of the online courses
  
- f) Documents for production of an online Avicenna Module
  - Preparation of the structure of a 20h Avicenna module (Excel file)
  - Preparation of the specification book of the module
  - Structure of an Avicenna module (20H) (Upload Excel file)
  - Specifications of the Module (Upload Word file)
  - Criteria of evaluation and validation of the documents
  
- g) Production on an online sequence (PW)
  - Power-Point presentation with its 20 minutes scenario (Upload Power-Point file)
  - Preparation of the scenario
  - Recording of the video of the sequence
  - Criteria of validation and putting online

Conclusion

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## 8. Structure of the training module

Scenario and Structure of the Module							
N° Session	Main topics	Sub-topics	Nbr. of Sequences of 20 mns	Total of Sequences	Nbr. of Sessions	% in hours	Total in minutes
1	<b>S1: Introduction to pedagogical training</b>			1	1	0.33	20
		Access to virtual Classroom	0.5				
		General presentation	0.25				
		Preliminary Assessment	0.25				
2	<b>S2: Avicenna Virtual Campus Network of UNESCO</b>			6	1	2.00	120
		Avicenna network of UNESCO	3				
		Avicenna Centre and equipments	2				
		Avicenna Pedagogical Model (intr)	1				
3	<b>S3: The Avicenna pedagogical model</b>			10	1	3.33	200
		The Avicenna pedagogical model	1				
		Structure of a module	2				
		The specifications of a module	3				
		Hybrid teaching and Copyrights and intellectual proprieties	3				
		Assessment	1				
4	<b>S4 : The courses production process</b>			10	1	3.33	200
		Production process (Studio, validation, montage, evaluation and publication)	3				
		Production of presentation supports	3				
		Presentation of the e-learning portal	2				
		Assessment	2				
5	<b>S5 : Quality Assurance System</b>			9	1	3.00	180
		Avicenna Quality Assurance System	2				
		Scientific Council	3				
		Evaluation of the online courses	3				
		Assessment	1				
6	<b>S6 : Documents for production of an online Avicenna Module</b>			9	1	3.00	180
		Preparation of the structure of a 20h Avicenna module (Excel file)	2				
		Structure of an Avicenna module (20H) (Upload Excel file)	2				
		Specifications of the Module (Upload Word file)	2				
		Criteria of evaluation and validation of the documents	2				
		Tests and validation of the final documents	1				
7	<b>S7 : Production on an online sequence (PW)</b>			10	1	3.33	200
		Power-Point presentation with its 20 minutes scenario (Upload Power-Point file)	3				
		Preparation of the scenario	2				
		Recording of the video of the sequence	3				
		Criteria of validation and putting online	1				
		Tests and validation of the montage	1				
8	<b>S8: Final Session</b>			5	1	1.67	100
		Summary and references	1				
		Example of production	2				
		Final Assessment	2				
		<b>TOTAL</b>	<b>60</b>	<b>60</b>	<b>8</b>	<b>20.00</b>	<b>1200</b>