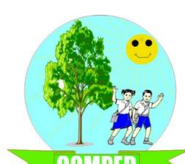




Sustainable solid WASTE management and Policies

# Course designer handbook

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Deliverable	4.3 Course designer handbook
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**SWAP**

Sustainable solid WASTE management and Policies



## Table of Contents

Versions .....	1
Table of Contents.....	3
Introduction.....	5
<b>PART 1 – THE PLATFORM.....</b>	<b>7</b>
1 PLATFORM REGISTRATION.....	7
2 USER MENU .....	12
3 MAIN MENU .....	13
4 CREATE A NEW COURSE/LEARNING OPPORTUNITY.....	15
4.1 Überblick (Overview tab).....	15
4.2 Metadaten (Metadata tab).....	16
4.3 Inhalte (Contents tab).....	16
4.4 Prüfen (Testing tab).....	17
5 MATERIALS .....	17
5.1 Create new material.....	17
5.2 Editing the Material.....	20
6 TEAMS.....	20
<b>PART 2 – COURSE DESIGN .....</b>	<b>25</b>
1 AN ADULT TARGET GROUP .....	25
2 PLANNING.....	26
3 DELIVERY.....	28
4 ASSESSMENT.....	29





## Introduction

This handbook consists of two parts.

All training courses and material developed in the framework of project SWAP must be available on the HOOU (Hamburg Open Online University) e-learning platform. So, **Part 1** of this quick guide will enable you to functionally use the platform as a teacher. Please note that the user interface is currently available only in German. At the same time, the area allocated to project SWAP presents all courses and training material in English. Even if this may cause some confusion at the beginning, we invite you to try and surf the platform upon your first access, to get familiar with it and with the main terms. A glossary, with translation of the most relevant German words, menu items, captions and info/warning messages is currently under translation into English, and will be added as a further chapter to this guide as soon as ready.

A second relevant remark regards the fact that the HOOU platform offers a number of functions that might be useful for the teachers and students of the Hamburg Technical University, but are not for the purposes of following SWAP courses. So, we are not describing them here: please refer to the online help of HOOU (in German) if you want to explore in further detail all the available features of the platform.

**Part 2** of the guide will provide you with suggestions about how to design and plan a course. It is no mandatory rule, just suggestions and recommendations coming from previous experience, especially in case this is the first time you develop and deliver a course supported by a OOLMS.



Please note that this handbook is intended for teachers and trainers. That implies that, before engaging in uploading a course or learning material, you take some time to get familiar with the platform.

You can find detailed information on how to surf HOOU pages in project deliverable 4.2 – Student handbook.

The present document does not duplicate that information. You are therefore strongly recommended to read and understand the Student handbook as an induction to the content of this document.



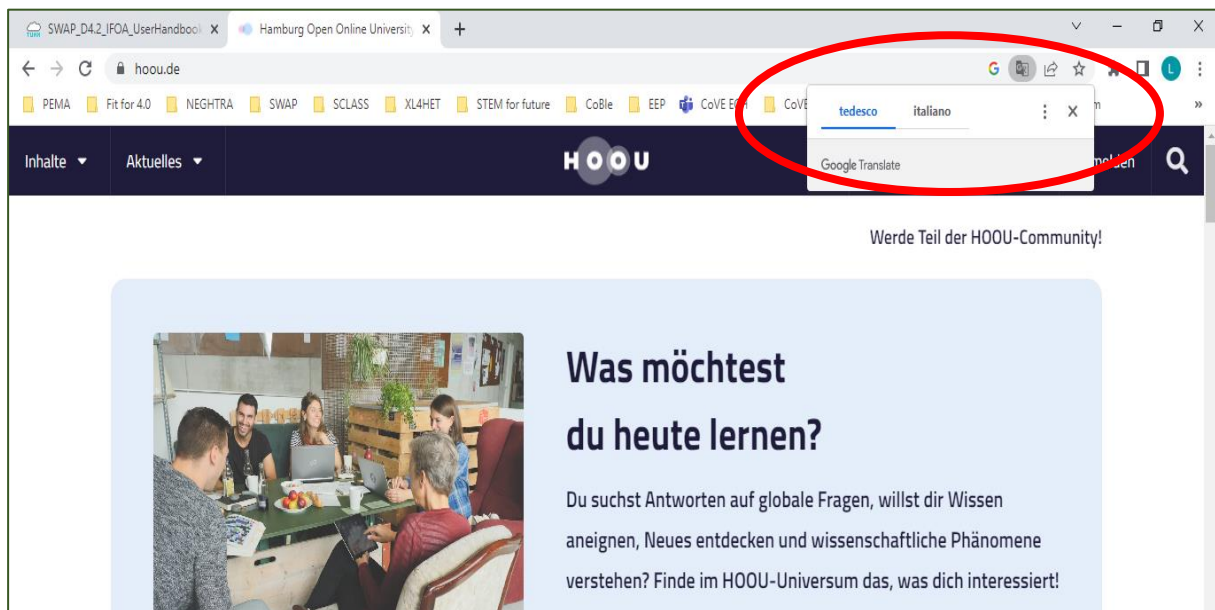


# PART 1 – THE PLATFORM

## 1 PLATFORM REGISTRATION

The first step to take, of course, is accessing the platform and register.

Log on to <https://www.hoou.de/>. Depending on your browser, you could get a message offering the automatic translation of the page into your default language.



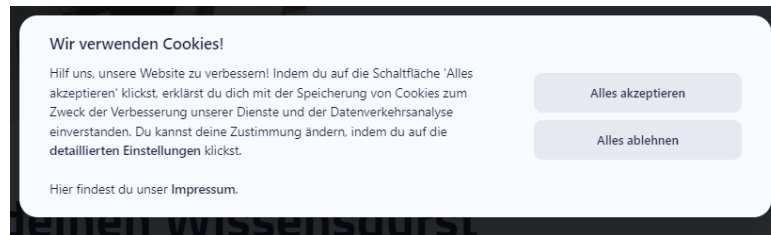
Here is an example for Italian:



In the following we will assume that you do **not** choose the automatic translation (otherwise, of course, you would possibly not need this guide!).



In any case, you will get the cookie window:



Click on "Alles akzeptieren" if you want to take all cookies, or on "Alles ablehnen", if you do not want to accept them.

You can now start the registration procedure.

Click on the "Anmelden" (register) button at the top right: a new window opens. Register by clicking on the last button at the bottom, "Registrieren" (go register).

In the new window, enter your e-mail address ("E-mail-Adresse").



We strongly recommend to enter an e-mail address that you use regularly, as you will receive an e-mail directly on the indicated e-mail address to conclude the registration phase.

Choose a new password "Neues Passwort".

Confirm your password by entering it a second time ("Passwort erneut eingeben").

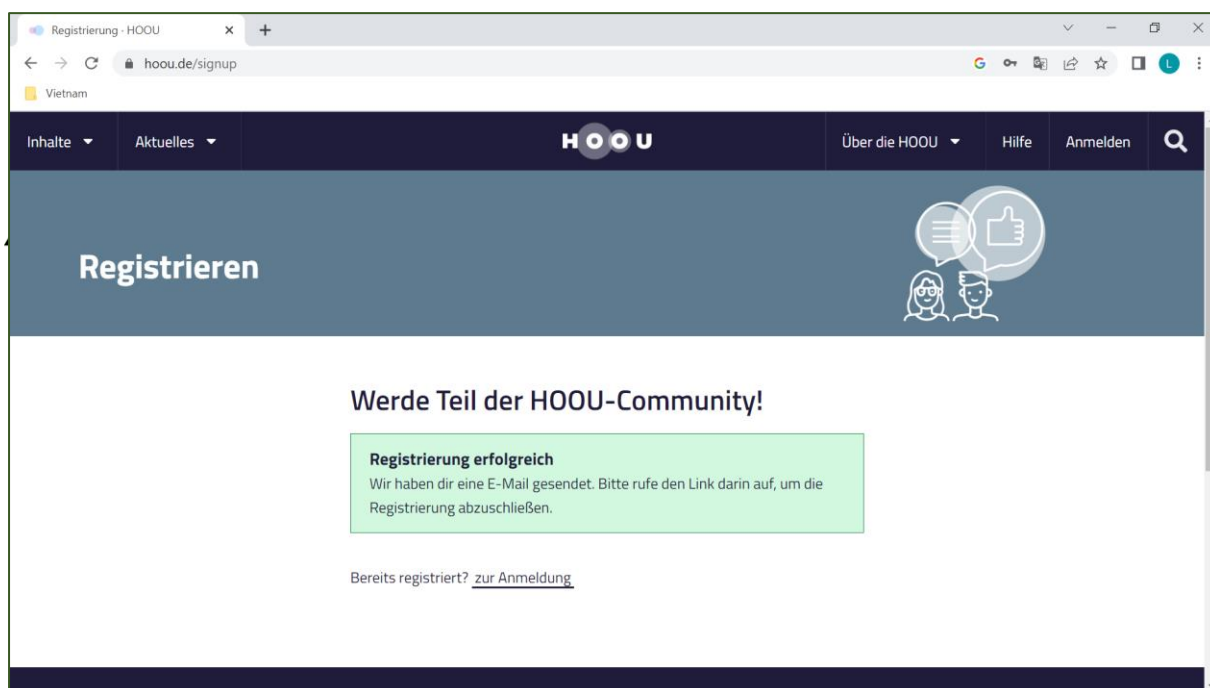
By ticking the box below, you accept the privacy policy and the use of your data.

You can now proceed by clicking 'Registrieren'.





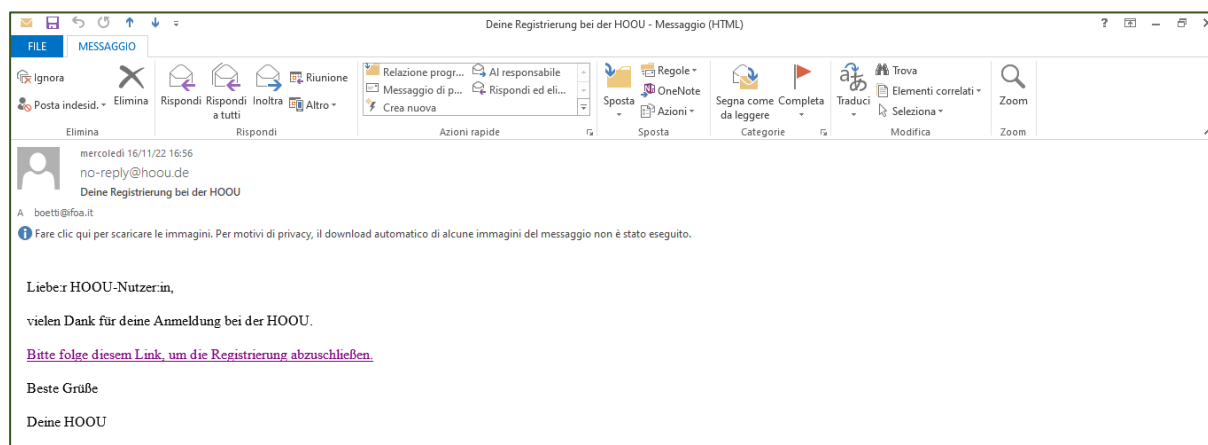
A window will appear, like this:



This is a message welcoming you to the platform and inviting you to check on the e-mail address indicated whether an e-mail for confirmation and completion of registration has arrived.

Please note that the mail arrives from [no-reply@hooou.de](mailto:no-reply@hooou.de): if you do not get the e-mail, check whether it has ended up in the junk mail.

So, open your e-mail and check. The e-mail reads like:



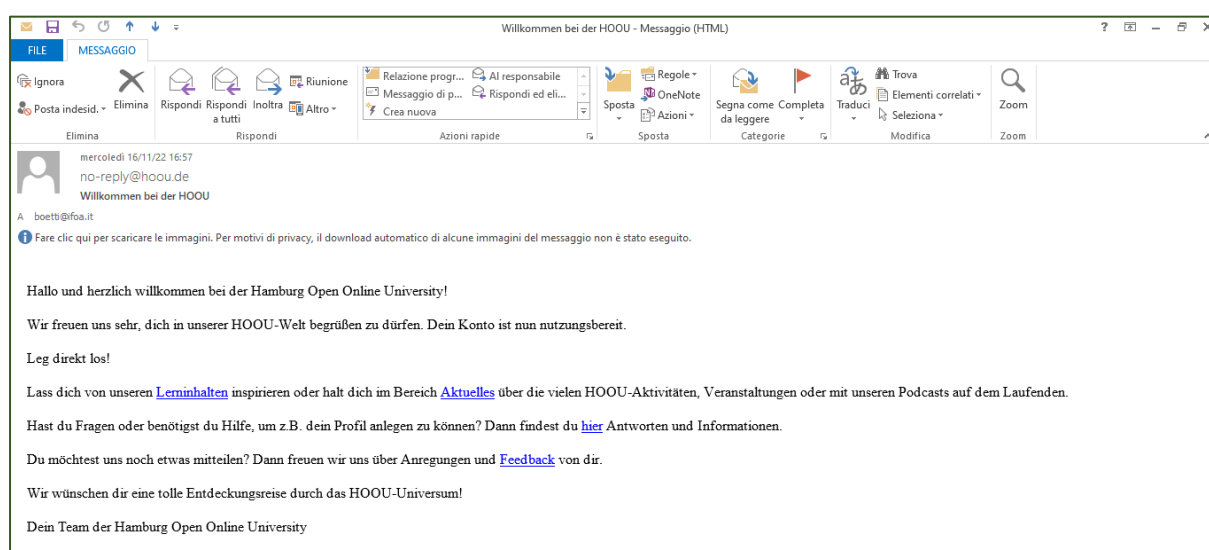


And the message says:

Dear HOOU User,  
Thank you for registering with HOOU.  
[Please follow this link to complete your registration.](#)  
Best wishes  
Your HOOU

Click on the link complete the registration.

At the same time, you will receive a second e-mail, welcoming you like this:

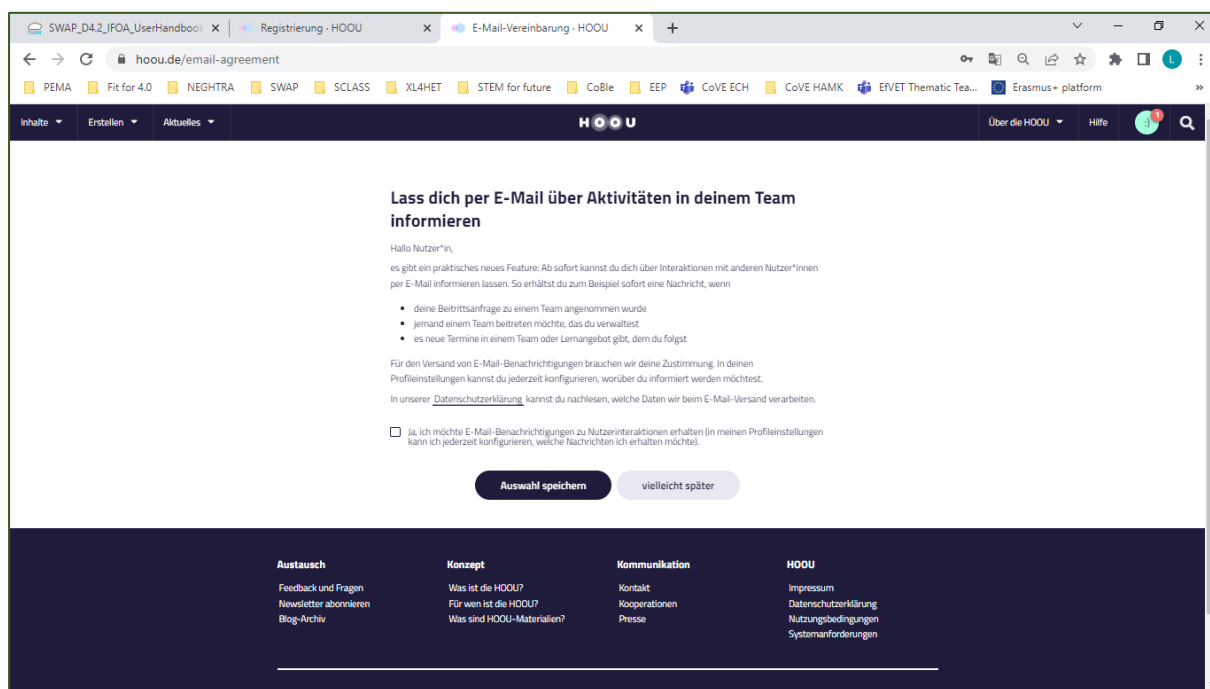


The message says:

*Hello and welcome to the Hamburg Open Online University!  
We are very happy to welcome you to our HOOU world. Your account is now ready to use.  
Get started straight away!  
Get inspired by our learning content or keep up to date with the many HOOU activities, events or podcasts in the News section.  
Do you have any questions or do you need help, e.g. to create your profile? Then you will find answers and information here.  
Would you like to tell us something else? Then we would be happy to receive your suggestions and feedback.  
We wish you a great journey of discovery through the HOOU universe!  
Your Hamburg Open Online University team*

The link will bring you back to the login page, where you should now key-in your e-mail address (E-mail-adresse) and password (Passwort) again, to fully access the platform.

Please note that further messages can appear on the screen after your first full access, regarding e.g. new features available on the platform. For example, you could get this window:



In this case, the message says:

***Get informed by email about activities in your team***

*Hello user,*

*There is a practical new feature: From now on, you can be informed about interactions with other users by e-mail. For example, you will immediately receive a message when your request to join a team has been accepted someone wants to join a team that you manage there are new events in a team or learning opportunity you follow.*

*We need your permission to send you email notifications. You can configure what you want to be notified about in your profile settings at any time.*

*In our privacy policy, you can read which data we process when sending e-mails.*

Unless you can read German, we suggest you to use online translators to understand if those messages are relevant to you or not.

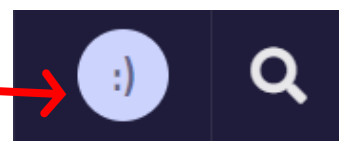
In any case, congratulations! You are now officially registered on the platform.

You can now login with your e-mail and password, and start using the HOOU environment.



## 2 USER MENU

Once you log in, you can access the user menu from the top right-hand corner, clicking on your “avatar”, that is, the icon right next to the magnifying glass. It is just the emoticon of a smiling face by default, but of course you can replace it with a photo of yours.



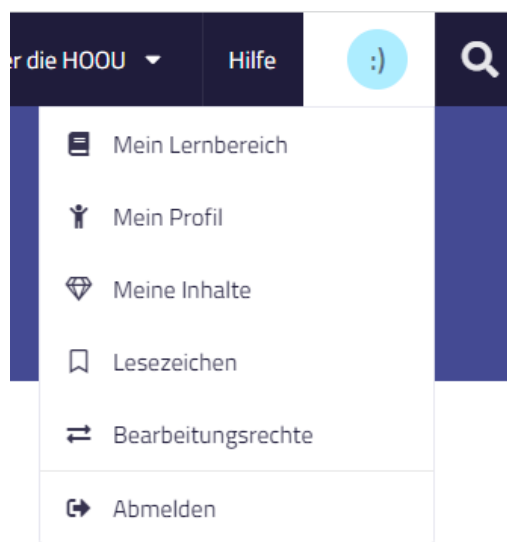
Clicking on it, you will open a drop-down menu with the following items:

### Mein Lernbereich (My study area)

In this section you can see the courses you are involved in, the possible study groups you belong to, possible bookmarks you saved to specific lessons and your interests and hobbies.

### Mein Profil (My profile)

Under “My Profile” you can manage your personal data and decide which information should be publicly visible. For example, here you can decide whether your avatar and name can be displayed in the teams and study groups in which you participate. In particular, in this section you can change your password. You can also access settings for being notified when something new/interesting happens.



### Mein Inhalte (My content)

You can see and search all the content you have created, or shared with you, or that you are in any case authorized to access, divided by learning opportunities, materials, teams and uploads.

### Lesezeichen (Bookmarks)

In each training offer, material or team you will find a 'save' button with which you can set a bookmark. You can view and reset bookmarks in the user menu. You can also bookmark specific terms in the user menu.

### Bearbeitungsrechte (Editing rights)

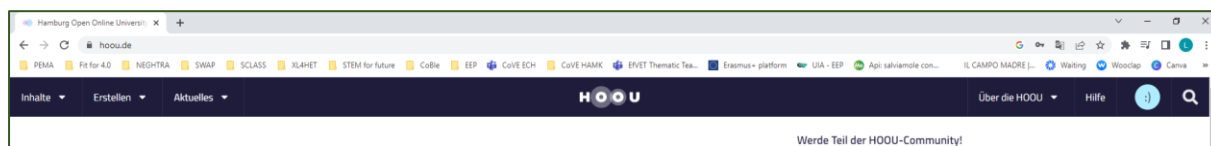
Here you can authorise other users to create learning opportunities and materials for you and edit your existing content. Just key in the e-mail address of those you want to authorize.

### Abmelden (Log out)

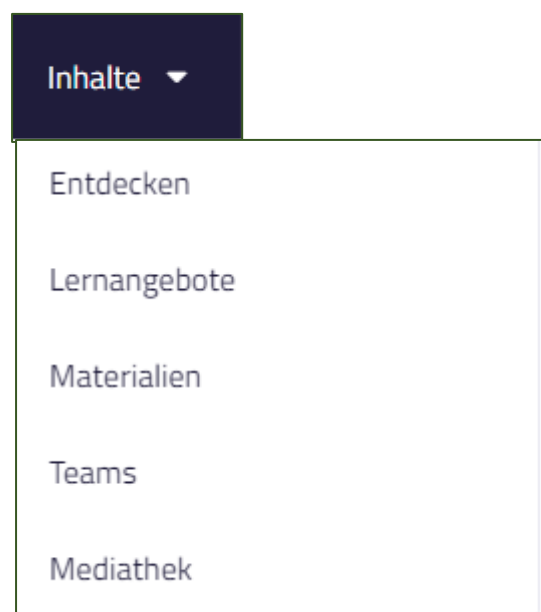
Click here to quit the HOOU platform.

### 3 MAIN MENU

The user menu is just one of the features you can access once you log into the HOOU platform. The top bar, in fact, will display like this:



Besides the user menu, there are 7 items you can access. From left to right they are:



#### Inhalte (Content)

This menu allows you to surf the platform content. By clicking on it, a drop-down menu appears, listing possible search actions:

**Entdecken (discover)**, that is, browsing everything available on the platform.

**Lernangebote (learning opportunities)**, restricting the search among the course (in the HOOU jargon called “learning opportunities”).

**Materialen (materials)**, restricting the search among learning resources.

**Teams**, allowing you to browse among the existing teams engaged on specific topics.

**Mediathek (media library)**, allowing you to browse all existing media on the platform, of any kind.

Whatever your choice, filters will help you refining your search.



#### Erstellen (Create)

This menu allows you to create the environment where new learning opportunities and material can be uploaded, and new teams can be set. By clicking on it, a drop-down menu appears, listing possible actions:

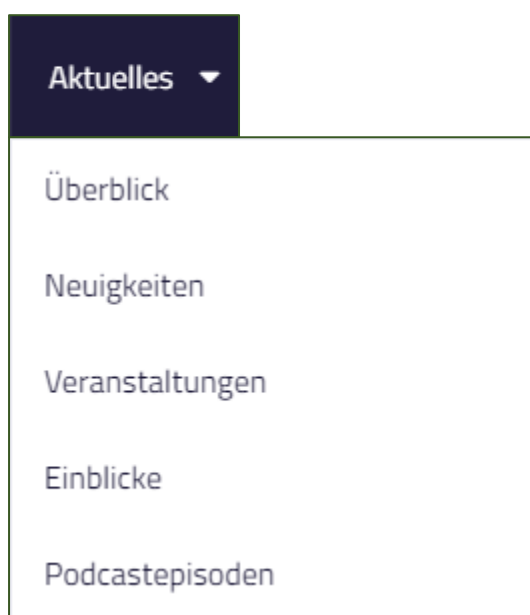
**Lernangebot erstellen (create learning opportunities)**, allowing you the creation of the “box” ready to welcome a new course. This is described in detail at chapter 4.

**Material erstellen (create material)**, allowing you the creation of the “box” ready to welcome new learning materialcourse. This is described in detail at chapter 5.



**Team erstellen (create a team)**, allowing you to create student teams. This function is not of immediate usage at the moment, and is therefore not further described in this handbook now.

**Datei(en) hochladen (upload file(s))**, allowing you to add new files of any type to the platform.



### Aktuelles (Up-to-date)

This section is an informative one, covering what happened most recently on the platform. By clicking on it, this drop-down menu appears:

**Überblick (overview)**, that is, browsing everything most recent on the platform.

**Neuigkeiten (News)**, browsing the news.

**Veranstaltungen (Events)**, browsing any events linked to existing training programmes.

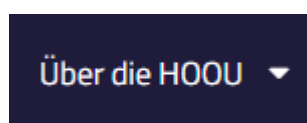
**Einblicke (Insights)**, browsing specific articles deepening knowledge or investigating specific topics.

**Podcastepisoden (Podcast episodes)**, browsing podcasts that are part of specific training courses, delivered as series episodes by teachers.

Whatever your choice, filters will help you refining your search.

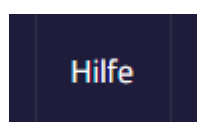


This icon brings you back to the home page of the HOOU website.



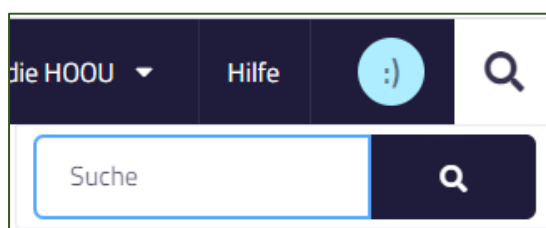
### Über die HOOU (about HOOU)

This item tells you more about the HOOU. As it is not directly related to the learning content, we do not go further into it.



### Hilfe (help)

This item opens the help page of the HOOU platform.

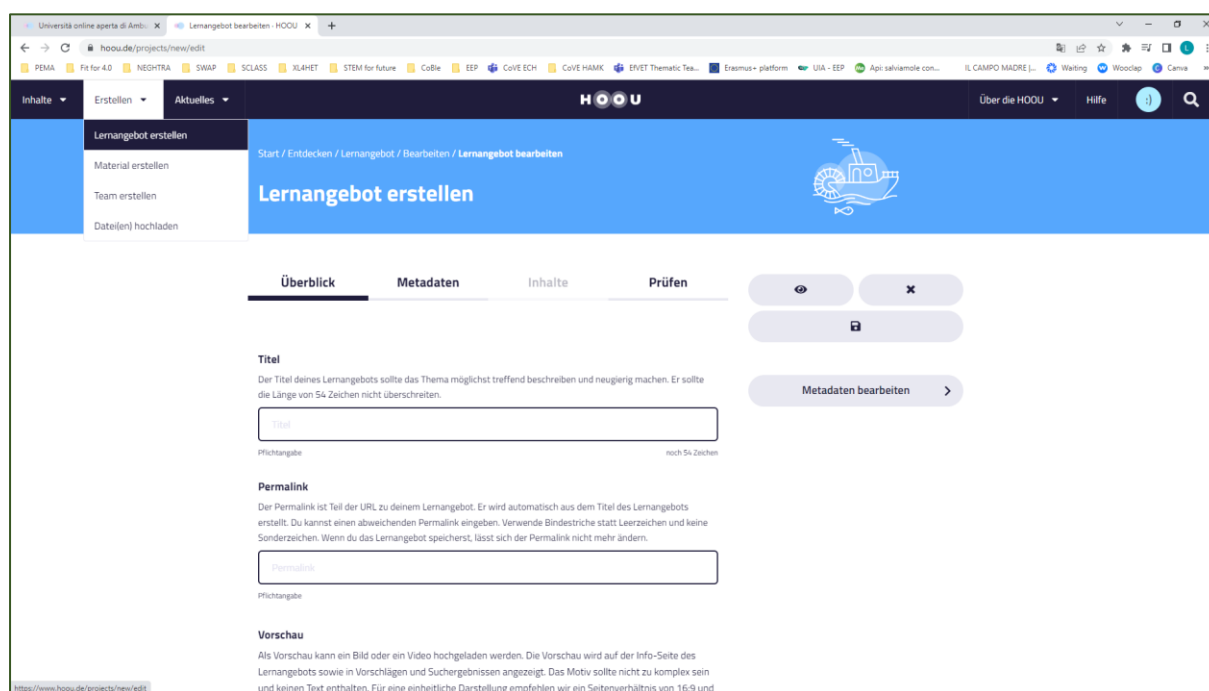


The magnifying glass opens the search (Suche) window. This is the tool to directly search the HOOU platform for any word or topic.



## 4 CREATE A NEW COURSE/LEARNING OPPORTUNITY

The HOOU platform allows teachers to create and populate new learning environments with content. As anticipated at the previous chapter, this can be done by clicking on 'Erstellen' in the main menu, and then 'Lernangebot erstellen' in the corresponding dropdown list.



The actual creation of the training offer covers four areas, listed in the corresponding tabs in the page that opens up: overview, content, metadata and testing. Let us have a more detailed view of them.

### 4.1 Überblick (Overview tab)

The 'cover page' of the training offer is created here. It is intended to provide an overview of the content and methodology of the learning opportunity (course). There is also space here for organisational information, such as planned face-to-face events or special technical requirements that participants should take into account.

After entering the **Title (Titel)** – a **Permanent Link (Permalink)** is automatically created from the title of the learning offer. The permalink is part of the URL to your learning offer. You can enter a different permalink. Use hyphens instead of spaces and do not use special characters. Once you save the learning offer, the permalink cannot be changed.

The **Preview image (Vorschau)** is displayed on the Learning Opportunity information page, as well as in the suggestions and search results. It can be a logo, or any other picture or image aimed at visually integrating the title of the learning opportunity, but contain no text, so that it can serve its purpose in different display sizes. In most displays, the image is cropped with 16:9 proportions. An image with 16:9 aspect ratio and a resolution of at least 1000x563 pixels is recommended. The preview can also be a video clip.





The subsequent fields allow you providing for further information on your course. Mandatory information is marked as such, all other information is optional. As soon as you have entered the title, you will be able to save it and continue working on it later.

Among the additional information you can input we highlight:

- a short course description
- pre-requisites to take the course, if any
- possible start and end dates of course delivery, if any
- a summary of the learning offer
- links to other related courses
- structure of the course and proposed learning methods
- intended learning outcomes
- technical requirements.

## 4.2 Metadaten (Metadata tab)

Metadata is all additional information, not directly linked to the learning process, but helpful to better describe and qualify a learning opportunity.

In this section, authors who have contributed to the training offer can be quoted, the learning opportunity can be associated to one or more subject areas, the language(s) used for the training material can be specified, as well as keywords, to ease searching the course among the many and many available on the HOOU platform.

If you activate learning groups for your learning opportunity, a standard learning group will be created in which all participants of your training offer will automatically be included. In addition, all participants of the training offer can create their own learning groups. In learning groups, participants can exchange ideas among themselves or with the authors of the training offer. We recommend leaving this function enabled.

You can activate or deactivate learning groups at a later stage. This setting applies to the standard learning group and to all other learning groups within a course. The content of existing learning groups is not deleted when they are deactivated, but are no longer accessible.

### LRMI Metadata

Here you can specify LRMI metadata. LRMI (Learning Resource Metadata Initiative) is an international standard for describing educational content. LRMI metadata are important for making content usable by others besides open educational resources (OER).

## 4.3 Inhalte (Contents tab)

Here you can create one or more pages in which learners are guided didactically through the training offer. The pages create a first level of structure. Each page can in turn be divided into sections separated by headings.

Page titles can be freely chosen. In the finished training offer, a table of contents appears in the right-hand menu column, resulting from the titles of all published pages.

The order of the pages can be changed at any time and individual pages can be created and published independently of each other. You can also work on other pages in a training offer that has already been published and publish them at a later date.





To edit individual pages, you use an editor that offers many options for formatting text and adding images or files.

#### 4.4 Prüfen (Testing tab)

As soon as you click in this area or select the 'Test' (prüfen) button, the course offer will be checked for completeness. All form fields required for publication and not filled-in yet will be highlighted in red. If all mandatory fields are filled in, the course offer can be published.

## 5 MATERIALS

Materials are the smallest unit of content on the HOOU platform. A material consists of at least one media element or link that has been assigned to a scientific context. This can be text, images, PDF files or other elements.

A material starts with a table of contents that provides a scientific classification of the content. The individual content elements are displayed one after the other.

Different to learning opportunities, materials are suitable for making available to other users a collection of content grouped around a topic. Learning opportunities serve to prepare a topic in a more didactic way. The content of existing materials can be supplemented.

At the bottom of the page you will find suggestions with similar materials.

In the right-hand column of the page you will find a navigation menu with which you can call up various functions related to the material.

At the top you will find three buttons that allow you to 'save' the material (save it as a bookmark), mark it as 'interesting' or share it (see Content Sharing ).

If you have editing rights to the material, you will also find author functions here. These allow you to edit material, publish it or create a new version of material that has already been published.

### 5.1 Create new material

The creation of a material starts with a tab containing all general information. Mandatory information is marked as such, all other information is optional.

You are required to enter a **Title (Titel)** and a **Summary (Zusammenfassung)** for your material. In the summary, you have several formatting options to make your text more readable and effective.

You should then assign your material to a scientific context, that is, one or more **areas of expertise (Fachgebiete)**, choosing among the provided list.

Next step is assigning your material an appropriate licensing type, that is, how you want to share and allow others to use and further process the material you have created.



Please remember that licensing is a serious and legally relevant issue. You should therefore carefully go through licensing methods and wisely choose the license you want to assign to your material. This implies –among the rest– also making sure that rights for all images, graphics, media clip you are using in your material are correctly defined and referenced.

Be aware that Intellectual Property Rights (IPR) are quite a sensitive issue, even more due to the nature and the scope of HOOU, where the first “O” stands for “Open”. Openness is a wonderful opportunity, but it must comply with the existing regulations. It is full responsibility of the Authors to ensure the respect of such rules. Any HOOU user who possibly detects violations to licensing regulations is entitled to report the breaches, and authors are liable according to the applicable laws. (see below, ‘VIOLATIONS’).

A full description of the available license types can be found in the **Help (Hilfe)** section. We recall it here, to stress again the importance of this issue.

<i>license</i>	<i>meaning</i>	<i>short description</i>
cc 0	no copyright	The work can be used and modified without copyright restrictions
CC BY	attribution	The work can be used and changed if the author is named
CC BY-SA	Attribution - Share Alike	The work can be used and modified if the author is named and the work is published under the same license as the original
CC BY-ND	Attribution - No Derivatives	The work can be used if the author is named and the work is not changed
CC BY-NC	Attribution - Non-Commercial	The work can be used and changed if the author is named and the work is not used commercially
CC BY-NC-SA	Attribution - Non-Commercial - Share Alike	The work can be used and modified if the author is named, the work is not used commercially and is published under the same license as the original
CC BY-NC-ND	Attribution - Non-Commercial - No Derivatives	The work can be used if the author is named, the work is not used commercially and remains unchanged
WITH		For software or source code. Permitted to use, modify, and redistribute provided copyright notice and MIT license are retained

Next step consists in defining the **Author(s) (Autor:innen)** of the material, and other possible reference.

**Tags** can also be added, to make your material easier to find, and you can specify the **language(s) (Sprachen)** of your content.

Once you have provide this general information, you can move to physically create your material, choosing among five options:



Datei hochladen

**Datei hochladen (Upload file):** this allows you upload a file already existing on your computer.

Text erstellen

**Text erstellen (create text):** this opens a window where you can text in directly and format the content you want to create.

Eigene Inhalte

**Eigene inhalte (own content):** this allows including your own content that you have previously created elsewhere on the platform. Be aware not to click on this unless you already do have some content to link, otherwise your screen will get dark, and you will be bound to close the window and access the HOOU again.

Mediathek

**Mediathek (Media library):** this allows you integrating existing content from the platform media library.

Externer Inhalt

**Externer Inhalt (External content):** this allows you to link to the URL of any external material.

When you link any kind of material (yours or external) you will of course be asked to provide all required information regarding a title, licence, authors, languages, etc.

You can also associate a thumbnail to your content, to better describe it, and add LRMI data. Fields for mandatory information are marked accordingly.

All along the creation process, you will have three icons always active, allowing you to:



preview



delete



save

Only content published within the material is visible to visitors of the HOOU platform. For a material to be visible to all users, it must be published in a next step. Before publication, you can save your information as many times as you like and edit it later. Once published, you can only edit a material by creating a new version.



## 5.2 Editing the Material

### EDITING OF UNPUBLISHED MATERIAL

As an author with basic or full editing rights, you may edit unpublished material. Only authors with full editing rights may also publish a material. Here you will find an overview of which actions are possible for which user group:

<i>Function</i>	<i>Project manager</i>	<i>Colleague</i>
Creating a material	Y	Y
Publishing	Y	N
Create a new version	Y	Y
Adding content	Y	Y

### EDITING AND VERSIONS

To edit material that has already been published, it is necessary to create a new version of that material. To do this, click on 'Create new version' in the creation functions. You can then edit all the material. You can add, edit and delete content (e.g. videos, images, etc.). Deleted content remains in the collection in the most recent version.

Once the new version of your material is published, that version will replace the previous one. All content items with a version in it are updated in the library. Please note that new versions of content items with versions are not automatically replaced in other materials or learning opportunities, even if you are the author of that material or learning opportunity. To do this, you need to import the versioned content item via the media catalogue.

You can view previous versions of a material in the "Metadata" section. The current version of the material is displayed here. Clicking on the version opens a list of versions.

Please note that you can only create versions of your own materials. You can create your own copy of third-party materials and edit them according to your own ideas.

Content on the platform can be shared. When a material is shared via the 'share' button, a short URL leading to the current version of the material is displayed. If a new version is created, it can be reached via a new short URL.

## 6 TEAMS

A team is a group in which you can exchange ideas with other HOOU users. You can create your own teams and join existing teams.

When you join an existing team, a membership request will be sent to a team administrator. As soon as your request is confirmed, you will receive an e-mail with the confirmation and you will be a team member.

Each team consists of an information area, articles and a chat with file archive. You can also create appointments and, if necessary, book a room for a video chat.



## TEAM MENU

In the menu column on the right-hand side of the team you will find different actions depending on the sub-page and role.

For example, you can create appointments and write articles here.

Team administrators can access member management from here and edit the team .

You can use the Mute team button to set whether you want to be informed of activities (e.g. new chat messages or articles) within the team.

With the Leave team button you terminate your membership in the respective team.

## INFORMATION AREA

The information area describes what motivated the creation of the team and how you or others can contribute to it. You can also see appointments, articles published on the team blog and a list of team members here.

## APPOINTMENTS AND VIDEO CHAT

When you create an appointment, you can book a room for a video chat. The open source Big Blue Button platform is used, which we make available to HOOU users on our servers. This room can then be entered directly via the appointment and allows meetings with up to 40 people.

When the appointment starts, the room must be opened by the creator before others can enter.

Please note that the video chat is only accessible to registered HOOU users and inform participants in good time that they can register with HOOU free of charge.

## NOTIFICATIONS

Certain events within the team will trigger a notification. This happens, for example, when new appointments are created or when HOOU users send in a membership request.

For this, two types of notifications can be triggered: e-mail notifications and platform notifications.

Platform notifications are displayed in 'My Learning Space'. A number above the profile picture in the navigation menu can indicate the number of new notifications.

You can configure the receipt of messages as follows:

- In the user menu, you can set whether you wish to receive notifications for certain types of events. Here you will find a list of the different types of events and can decide individually whether you wish to be informed by e-mail and/or platform notification or not.
- In the team side menu, you can deactivate the individual team audio without deactivating notifications for other teams.

## TEAM ITEM

In the team articles you have the opportunity to present your team to the public. Here you can, for instance, report on current projects, results or progress of your team. Published articles are visible to all HOOU users on your team overview page (including readers who have not joined your team).

Alternatively, articles within your team can be made visible to other members. Since all team members can write articles, internal articles can be used to exchange information with each other.



When you write an article, you can decide whether it should be visible only to you or to other team members and whether other team members can edit it. You can change the openness of your articles at any time.

Consequently, you will find three stripes on the article summary page:

- My Drafts: All articles you have created appear here, which only you can view and edit.
- Internal Articles All articles of all team members that have been activated for free reading or editing are displayed here. These articles can only be viewed by team members.
- Public articles: All team articles that have been published are displayed here. These are visible to all visitors of the team, including non-members.

Team administrators can view all articles and also publish them, but cannot edit them (unless they have been approved for editing).

## CHATTING

The chat is only visible to team members. Here you can communicate with other team members and exchange files. All files you share with other members are displayed both in the chat history and in the file archive.

Uploaded files can be deleted by team administrators and the person who uploaded the file. The maximum file size is 10 MB.

## ADMINISTRATION FUNCTIONS

As administrator, you have the following options for managing your team:

- Publish and deactivate the team  
Only when the team is published is your team visible to all users on the HOOU platform. If you want to hide the team again later, you can disable it.
- Edit team  
Here you can edit all team information.
- Member administration  
All team members are listed here. You can:
  - Appoint additional administrators: You can appoint other team members as team administrators. To do this, use the 'thumbs up' icon next to the team member's name.
  - Remove members from the list: to do this, click on the 'trash can' icon next to the team member's name.
  - Respond to membership requests: all administrators will receive an e-mail notification of new team membership requests. Users with open membership requests are displayed below the list of members. You can accept to participate in requests or reject them. Corresponding users will be notified by e-mail.
  - Create an appointment: To organise yourself in the team, you can create appointments. You can also book a virtual room for each appointment, where the appointment can take place via video chat.
  - Deleting a team: A deleted team cannot be recovered. Therefore, if you only want to remove it temporarily from the platform, you can simply deactivate the team.

## CREATING TEAMS

Any user registered on the HOOU platform can create a team.



When creating a team, there are three mandatory details:

- Title: the name of the team
- Description: a short description
- You can help with this: The thumbnail is displayed on the team's landing page as well as in the suggestions and search results. It should not contain any textual information so that it can serve its purpose in different display sizes. In most displays, the image is cropped with 16:9 proportions. An image with 16:9 aspect ratio and a resolution of at least 1000x563 pixels is recommended.

## CURRENT

In the **Current (Aktuelles)** section of the platform, HOOU members report news about various HOOU projects in blog format.

Search blog posts : On the HOOU blog, you can filter blog posts by category and/or use the text search.

## CONTENT SHARING

You will also find a 'share' button in each learning opportunity, material, team or blog article. This offers two options: firstly, you can copy the direct link to the content to share it, e.g. via social media. Secondly, you can generate an embed code that can be used to embed the content directly on another website.

## EVENTS

You can create events in every training offer and team you create, e.g. to organise lectures or meetings. The title, description and time are mandatory. Optionally, you can add an image of the location and appointment.

If you activate the 'Request acceptance' check box during appointment creation, participants can confirm the appointment and the number of acceptances is displayed. By default, the 'Visible' checkbox is activated, which means that the appointment is publicly visible immediately after saving.

By clicking on the download icon, a .ics file can be downloaded to import the appointment into other apps.

## REPORTING VIOLATIONS

### What is a violation?

Content that does not comply with our Terms of Service can be reported using the report violation button located under each learning opportunity, resource, team and next to each chat message.

A violation exists, for example, in the case of discriminatory, violent or unconstitutional content, invitations to illegal activities or copyright violations.

### How can i report a violation?

After clicking on the report button, a window opens in which you can enter the type of violation and a description. The report can be submitted anonymously if desired.

### What happens to the reported content?

Each report will be checked by HOOU immediately. If HOOU confirms the violation, the content will be blocked and thus no longer visible to users.





### What happens if the content I create is flagged?

If HOOU receives a report and decide to block the content, you, the creator, will immediately receive an email notification. You can still view and edit your content even if it is blocked. If you have corrected the violation or the reason for the report has been resolved, HOOU can unblock the content.





## PART 2 – COURSE DESIGN

### 1 AN ADULT TARGET GROUP

Participants in of SWAP courses can be University students at the Bachelor or master level, or other adults, employed, self-employed or unemployed, with different learning and personal background. In any case, they are very likely to be adults or young adults. This should always be reminded when designing a course, so we recall here below a few fundamentals about adult learning.

We recommend to consider 5 classical assumptions about adult learning<sup>1</sup>:

#### **Self-concept**

As a person matures, his/her self-concept moves from one of being a dependent personality toward one of being a self-directed human being.

#### **Experience**

As a person matures, he/she accumulates a growing reservoir of experience, that becomes an increasing resource for learning.

#### **Readiness to learn**

As a person matures, his/her readiness to learn becomes oriented increasingly to the developmental tasks of his/her social roles.

#### **Orientation to learning**

As a person matures, his/her time perspective changes from one of postponed application of knowledge to immediacy of application, and accordingly his/her orientation toward learning shifts from one of subject-centeredness to one of problem-centeredness.

#### **Motivation to learn**

As a person matures, his/her motivation to learn shifts from external to internal.

These assumptions go together with the 4 principles of andragogy (adult education)<sup>2</sup>:

#### **INVOLVEMENT**

Adults need to be involved in the planning and evaluation of their learning.

#### **PROBLEM-CENTERING**

Adult learning is problem-centered rather than content-oriented.

#### **EXPERIENCE**

Experience (including mistakes) provides the basis for the learning activities.

#### **RELEVANCE & IMPACT**

Adults are more interested in learning subjects that have immediate relevance and impact to their job or personal life.

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<sup>1</sup> Knowles, Malcolm; Holton, E. F., III; Swanson, R. A.

**The adult learner: The definitive classic in adult education and human resource development (6th ed.)**  
Burlington, MA: Elsevier, 2005. ISBN 9780750678377.

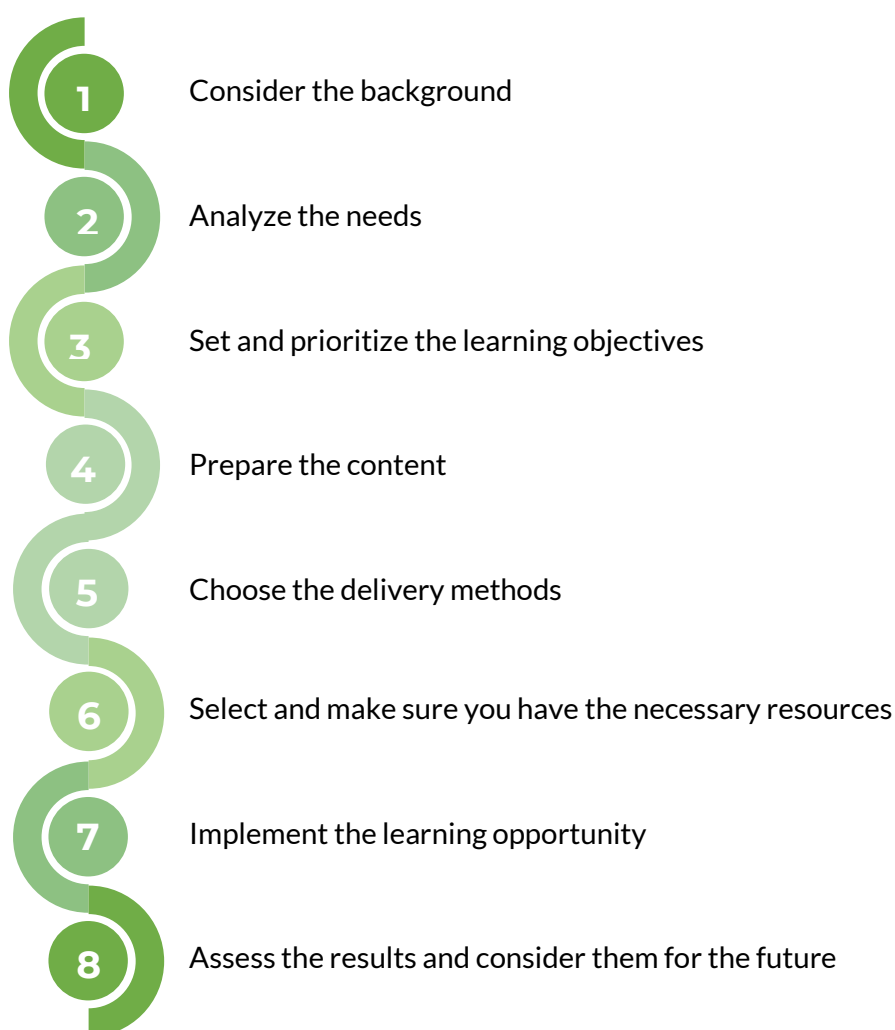
<sup>2</sup> Ibidem.



## 2 PLANNING

We recommend you to follow a logical pattern when designing a course, especially to be delivered with the support of a OOLMS. Please remember that a OOLMS is not a threat or, on the opposite, a panacea: it is just a tool.

So, we suggest you, for example, to adopt what we call a “circular sequence” in designing and delivering your courses, according to the following steps:



We say “circular sequence, because the above pattern can actually be imagined as a circle, to be repeated at any successive delivery of the same course, or of a similar one, as per the figure at the next page.



It is worthwhile underlining that this approach puts needs analysis and learning objectives in the spotlight, giving them preminence with regard to content and methods. In other words, objectives first, and then how to achieve them.

While applying the above model, some key elements should be kept in mind:

#### **Stakeholder involvement**

Depending on the context, organisations “other” than the University, like labour market representatives (business, associations, etc.), public institutions, etc., should be involved in the whole process, from inception and design, to delivery, assessment and communication.

#### **Balancing theory and practice**

Always include workshops, laboratories, contribution by labour market representatives, visits, as a core part of your learning programme. Consider inductive rather than deductive learning.

#### **Embed Work-Based learning**

Consider including individual internships in companies, plan for project works and/or problem-based work in small groups. Use the HOOU platform to favour communication about student teams.

#### **Assessment**

Structure and deliver assessment methods and opportunities based on observation of skills and behaviour, rather than knowledge. Prefer continuous assessment methods. Encourage self-assessment and peer evaluation. Always provide and discuss feedback, to ensure self-empowerment.



### Mind the teachers

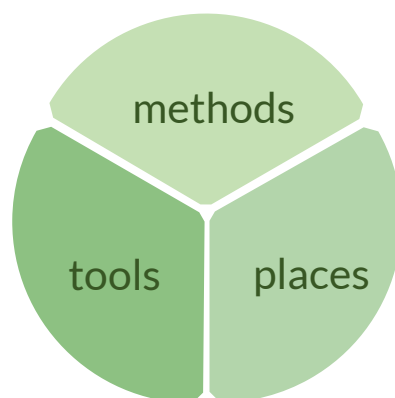
If you yourself are the teacher, than...take care of yourself and your role. If you coordinate a team of teachers, then consider the following:

- **Mindset:** when using digital tools and environments, like a OOLMS, a change in teacher mindset is foundation. New times, new learners, new technologies require abandoning/evolving traditional teaching approaches.
- **Andragogy:** teachers might be required to improve/ update their teaching skills. Being an expert in content is no longer sufficient.
- **IT skills:** digital learners require teachers to adopt advanced digital tools for learning delivery, management and assessment, to leverage effectiveness and efficiency.
- **Community/peers:** Teachers should be encouraged to join communities of practice, share, discuss, “project” rather than “protect” their knowledge. Of course, always respecting IPR rules!
- **Training/rewarding:** Continuous training for teachers should be carefully planned and ensured. Teachers should be encouraged and rewarded (not necessarily in financial terms) for their improvements.

## 3 DELIVERY

Thinking ahead of course delivery during the course design phase can be a wise practice. This will save you from possible issues at a later stage.

For simplicity's sake, you might consider delivery as made up by three elements/domains:



About **methods**, prefer «learning by doing», «hands-on», «problem-based» learning methods, like:

- internships
- project works
- company-proposed, -supported, -presented
- inter-disciplinar.

About **places**, pay attention to the spaces and the setting:

- prefer «variable» classroom and furniture geometries: one-to-one, one-to-many, many-to-many
- consider spaces alternative to the classroom: e.g. outdoor, informal, in-company, cyber-physical
- allow for unassisted work, discussion, workgroup
- but/and always carefully plan the assessments.



About **tools**, choose «clever» ones:

- explore and make use of physical and digital learning tools for cooperation, discussion, reporting
- whenever possible, arrange agreements with companies to exploit «true world» instruments and equipment.

## 4 ASSESSMENT

Always **link assessment to the learning objectives**:

- do it formally, write down the connection between assessment and objectives;
- make sure that assessment methods are effective and adequate: the technology, the students, the context change continuously: assessment methods cannot remain the same over years;
- consider methods that allow you assessing both hard and soft skills;
- present/discuss methods and criteria with learners before applying them: the HOOU platform allows you to share your assessment perspective and tools.

Explore other, maybe less common, or **new, strategies of assessment**, like:

- continuous observation;
- output production;
- solving company/labour market problems;
- simulation/role playing;
- peer review of results carried out by student teams.

Consider also **the relevance of feedback** to your students: assessment should not be a judgement, but a tool to improve:

- always provide for feedback;
- always communicate feedback;
- always make use of feedback for improvement;
- encourage self-assessment, reflection and meta-cognition;
- review your methods regularly.

Last but not least, **boost each player's contribution**, involving company trainers/staff and students in the assessment work.