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**Hyvinkaa, Finland from 14-18 March, 2016.**

**2nd Training Laboratory in Finland**

Operational plan: CREATIVE CLASSROOM

Creative Classroom in presence (Learning activities C4) – Hyvinkää (Finland)

Puolimatkankoulu (Finland)

**Day 1** 14.03.2016

The Erasmus+ group met at Puolimatkankoulu , Hyvinkää (Finland). In the morning - the school Principal Mr. Lasse Luostarinmaki and Finnish teachers Markku, Anita and Veera welcomed all partners from England, Poland ,Spain, Germany, Sweden and Italy.

After listening to some music, all Partners were taught some Finnish words like colours, numbers, fruit and greetings and other useful expressions just to break the ice.

At the beginning of the working day the Project Coordinator Prof.ssa Doriana Papile introduced the list of activities to be carried out during the training week. As attached to this report.

* Prepare an online satisfaction questionnaire for the project website visitors about the project issues and deliverables.
* Insert a counter and contacts and visits to the project website platform.
* Put on the MOOS webpage a space dedicated to observation, feedback and assessment and have all students fill this page in according to their experience.
* Check all lessons and see if they have final test after each lesson and grading.
* Prepare AN EVALUATION TEST OF THE COURSES, hand them out to students , collect feedback . These are needed to adjust courses if necessary.
* Work and produce a **Promo Video** ( A European one to disseminate in our countries) and put on the MOOS BLOG.
* Prepare a **MOOS News letter** for dissemination and an **Open Education Paper** (document) in High schools (Intellectual Output 4).
* Discuss the **Common Curriculum** final step before releasing official document.
* As all students will meet to make a learning Laboratory in presence on the subjects of the on-line subjects, we need to discuss and decide on the basic skills and on what type of exams students will sit as a final examination in order to obtain the certificate of reached competences in Spain.

All teachers checked and reported on the progress of each course and on what the team of his/her country had done in the course, which things they had improved and what problems or difficulties they had met.

The teachers discussed on grading the exercises and they concluded that students should gain at least 80% of the overall to pass the course. Before each activity there should be written if they have one chance ore two chances to try the exercise again. If the activity is simple the student will have only one opportunity while if it is more difficult the student will get two chances to give the correct answer.

Teachers also agreed that there should be a final test at the end of every course (5/6 lessons).

**Student must achieve 80% from each end of lesson test and 80% from the final courseTest.**

The Finnish Coordinator Markku presented his course and answered some of the teachers doubts. He explained how to put a text inside the question . All partners agreed on having a web conference with the web expert Stefano Gualdi on Thursday morning for some digital support and ICT problems .

The Italian Coordinator then presented a new course called: From Pizza to Ginger and later the one on the course of construction.

Next step was to upload the MOOS BLOG so all teachers had the opportunity to log onto the project's blog and see the special reserved area where they can upload - all important documents to share like reports, bulletins, certificates, photos, videos and attendance lists.

STUDENTS *All students will meet to make a learning Laboratory in presence on the subjects of the on-line subjects.*

*Students will use an online platform to provide their on-campus students with an improved learning experience. The aim is to increase student engagement, attendance and performance.*

All students were grouped up into international groups and were given instructions on tasks to carry out in the ICT Laboratory. All the different groups worked on the MOOS courses.They were monitored by Ict teacher and Anita , science teacher.

**Day 2**

In the morning all teachers prepared a set of open questions for students concerning the courses they had followed. The questions were created to ask and gather information about our MOOS Erasmus+ project, on the courses created on the e-learning platform and the students’ opinion about the issues connected with the MOOS Project. So an online satisfaction questionnaire on the project website about the project issues and deliverables was created and handed out to the students the following day. This satisfaction questionnaire may be left for all future visitors.

Students followed online courses in the ICT lab writing down some comments on the courses they were following.Two different surveys were handed out to them on the courses.10 courses on the MOOS platform were tested and evaluated buy the students which were grouped up into groups of three. Our Italian Maths and Physics teacher Giorgio Guidi has shown students how to download and use a QR Code so that all students can log faster onto the Moos Patform and carry out their surveys or courses.

In the afternoon visit to Fazer and to Helsinki.Students collected photos and interview during their visit.

**Day 3**

Work on the Promo video collecting ideas and material for the Erasmus Promo video.The storyboard was agreed on and written down by the Coordinator Doriana and two German Staff members Werner and Alice.Students were also told to make interviews and pictures on their experience in Helsinki and in Hivinka to add to the realization of the video.German Partners will give a great hand in producing the final outcome.

As concerning the evaluation questionnaire for the participating students. The teachers involved in the project have decided to add ten questions in the final test and each teacher will decide on specific questions according to their courses which are suitable for the different courses.

As regarding the common examination form for all courses: lesson 6 will be the final testing. (It was agreed that 80 % level is pass both on the examination and on every lesson).

Once finished the 10 courses all students carried out a survey and filled in an evaluation form .The results will be analysed in the following days .These are very important in order to make adjustments in our lessons before the MOOS courses are released in 2017.

**Day 4**

Prepare a **MOOS News letter** for dissemination and an **Open Education Paper** (document) in High schools (Intellectual Output 4). Only A general layout was produced .

The **Common Curriculum** was discussed and the final step before releasing official document was taken. It was agreed to send the formats with all courses by the 31st of March to the Coordinator . All the different parts of the Common Curriculum have been checked and confirmed once again.

Students in the laboratory were coordinated by the two Finnish teachers Anita and Veera. All students were divided into international groups and went through other ten courses which were tested followed by an evaluation questionnaire which was filled in with the feedbacks. During the second part of the day, Veera had all students write a caption under a photo which represented the best part of their experience in Finland .These pictures were then uploaded onto the MOOS BLOG.

Afternoon visit to Hameenlinna by bus and Hame Castle.

**Day 5**

A Web conference was held with the Italian Ict expert Stefano in Italy on some aspects and features to add to the MOOS platform. Stefano will see if it is possible to create a discussion forum for the teachers where they can discuss about technical questions about

platform and how to use new programs.

Markku asked how to introduce maths and chemical formulas in the courses. Mathjax.org

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Stefano was also asked to prepare a blog for students only and another for teachers only but (the teachers will be able to see both of them).

Stefano also taught teachers how to upload documents for our National Agencies in the reserved area of the MOOS Blog.

We all agreed to add a newsletter of two pages to the platform. (The intellectual output number 4. )

This newsletter should be ready for the Mobility in Spain so it was started in Finland by Polish and Spanish members. We will add some pictures from Poland and some from Burgos and Madrid.

Open education paper online was started and organized by Jenny and Emely (Sweden).

They will bring a finished version of the Open Education Paper to Poland as the German Staff will bring the final version of the Promo video and the Spanish and Polish will bring the final draft of the Newsletter. See dates below.

DEADLINES

The following deadlines were agreed on in Finland and must be respected:

* Dates for Poland were confirmed from 10-13th April.
* Spain from 3rd-7th May, 2016
* Deadline for presenting Common Curriculum Format 31st March, 2016
* Last date for uploading all finished courses 30th April, 2016
* Operational plan updated 30th April,2016
* News letter 10th April
* Promo video 10th April
* Open Education Paper ( intellectual output 4) 3rd May, 2016.

If you have any further suggestions we may discuss them in Poland.

The Coordinator

Doriana Papile