**(Code: 2014-1-IT02-KA201-003651\_1)**

**MOOS PROJECT-Assessment Laboratory- Collegio Blanca de Castilla BURGOS – Spain.**

 **from 3rd to 7th May, 2016**

**REPORT**

**Day1**

On 3rd May all delegates met at 8:00 and started the day with a short welcome in Collegio Blanca de Castilla ‘s School Auditorium.

After the warm welcome both students and teachers were divided into two separate groups and started to work according to the schedule of the daily agenda.

8:45

A round table was held among delegates who went through all the online courses stating the following on the progress of courses :

**Finland:**

Has both courses ready, all the lessons have been uploaded except for the Final test which is missing for the chemistry course.

**Sweden:**

The courses are finished. One video must be re-uploaded, but otherwise courses are ready.

**UK:**

UK is a bit behind in the schedule but they are hoping to be ready in couple of weeks.

**Germany**

Germany is a bit behind as well, but Germany assured they will finish courses within couple of weeks.

**Poland:**

Poland assured that the courses are ready and published and that Monika is in charge of content of the two courses and will have all completed in time.

**Italy:**

Italy is a bit behind as the courses are three ,however, all courses are finished except for the last videos that have not been uploaded yet.

**Spain:**

Spain is a bit behind in the schedule as well but hopefully the courses will be completed within couple of weeks.

We agreed that **ALL the courses must be ready by the end of May, that is 31st of May 2016.**

10:15

**The following questions and issues will be discussed and answered on Wed the 3rdof May 2016 :**

* Alice started to work on the newsletter. It was agreed in Poland that countries send pictures to Alice (2-3 pictures from the country and on the courses). Alice has worked on the layout of the Newsletter and open Education Paper while some other teachers were talking about the courses and the project in general.

Questions and plans raised on future dissemination tasks / before doing the dissemination:

**TEACHER’S GROUP**/CLASSROOM **within the platform**

1. Moos-platform/ EdX-platform: There should be a sort of a teacher’s area within the Moos where teachers can follow their students’ work ( as a sort of a classroom-area that many online platforms have at the moment). This is a thing that many teachers use already and it is very useful for the teachers to follow their students’ progress.

**CERTIFICATES:**

1. Europass mobility: will be provided by the national agencies. Each country must consult their own national agency in order to have the “Europass Mobility”-document for their students. This is only for those students who have been on the mobilities from November 2014 to May 2016.
2. Our own MOOS-certificate: UK is going to find out whether it’s possible to give a sort of a certificate on pdf.-form to the students who take a Moos-course online, and generate that document (and use our Moos/Erasmus-logos on it) for those who have attended Moos-courses. This would be our own Moos-course certificate for those students who have taken a moos-course/courses.
3. Teachers are all keen to know if the platform will exist in the future. Creating courses, dissemination and promoting campaign has been hard work for all the team. Mark Hawes school does have a surver which we might be able to use in the future so that the courses can be followed after the project is over that is in 2017. He will have to ask once back at school and will inform us.
4. Teachers should agree on time, how long one course is available for one student (what is the maximum amount of time to be used in course). Students should be told know how much time they have to complete the course – one week, one month or longer, but after the discussion ,we decided to leave it free.
5. **GRADING**

Each course is graded on the basis of: all 5 lessons and the final exam.

For example:

To pass a lesson: You pass the lesson, you have to have 70% of the questions correct.

Then the lesson is passed.

Otherwise it is failed.

Suggestion:

To have a grade of the whole course: A, B, C, F.

A: 80-100%

B: 70-80 %

C: 60-70%

F: less than 60%

The final grade consists

12% per lesson (5 X 12% = 60%)

40% per final exam

=100% of the grade

**Markuu’s file on grading will be attached to this file.**

After a short break teachers started to work on an online questionnaire. The aim of the questionnaire is to know: How students worked in Spain in general, how they felt about the tasks they were given, how he cooperation was and how they feel about European cooperation ,etc.

This questionnaire was finished and can be found on: [*tinyurl.com/MOOSSpainSurvey*](file:///C%3A%5CUsers%5CVeera%20Toivonen%5CAppData%5CRoaming%5CMicrosoft%5CWindows%5CNetwork%20Shortcuts%5Ctinyurl.com%5CMOOSSpainSurvey)*.*

Sweden worked on grid-assessment form and it was sent to Paz our Spanish coordinator.

 A group of teachers discussed about some technical questions and explored grading on the EdX-platform.

While some other teachers worked on the newsletter and Open education paper and decided that we should have at least couple of these newsletters published every 4 weeks or so.

Teachers decided that the paper will be translated into each language (this is done by the participating nations themselves) and then distributed to the stakeholders and other actors to advertise our project.

Alice from Germany will send the first issue of the online paper to everyone and then each nation can modify it according to their wishes and publicity needs. Below is the link for adding information for the online Education paper.

<https://drive.google.com/file/d/0ByaOV1OzprCbOV92X091SmZjMy1LZ2FHVXg2UDRnLXJtby1F/view?usp=sharing>

 For the newsletter: moos.projekt@gmail.com

**Day 2**

Gosha Piwoishe – Poland MichaTSiekiersla - Poland

Yuki Hazlewood – UK, Marc Hawes - UK

Veera Toivonen – Finland ; Markku Kajoniemi – Finland

Alice Schilde – Germany: Werner Rischke – Germany

DorianaPapile – Italy ; Nicoletta De Thomasis – Italy

Jenny Nordstrom – Sweden; Maria Leonardsson – Sweden

Paz Cuevas- Spain; Sonia– Spain; Rebekah – Spain

It was agreed to send a Newsletter out in mid-September. Teachers’ staff worked on the layout of page and content of the Newsletter. (Final version is here attached).

Soon after the break staff worked on the different articles to write down which will later be copied into the online Educational paper.It was agreed that :

*An Open education paper for CLIL methodology will be sent to everyone to have a look at before publishing.*

This document will be shared on google docs and by the end of August we will try to have the layout sorted.

Each partner can write articles on CLIL methodology – Links to articles, It was decided that
Spain will write about the assessment in Burgos, – Poland can write about other aspects, disseminating to other countries and Inform people on how the online courses are going.

All Articles will be written in English and then sent to Alice where she can put them in the format.

Information to consider in the educational paper:

-How the Moos Project started and its progress.

-How we are disseminating in our own countries.

-How students enjoy the courses.

-How they feel about the courses.

**By September 1st the Education paper must be finished.**

 It was agreed to Disseminate the project through the year 2017.

Update it now and then. Write an Education paper at least 1 every 3 months which will be then sent out to stakeholders, Newsletter and open Education paper should go together. We all need to creat a mailing list of stakeholders, agencies, local and national, etc. In the paper we could speak about our promo video, on how we made it. Our newsletter is information about the courses students may attend so we can send it out to schools while the paper does not have course information ,it is about the outputs.

The newsletter is a sort of presentation, a list of courses ,like in a book.

**Technical questions were discussed** and our ICT expert Stefano Gualdi was informed by mail.He will see if the following requests are possible:

1. How to click on one of the images and it directs you to the course on the website.
2. How The information at the bottom should be in our own language.
3. By clicking on ‘enrol now’ you should be able to Click on picture or fill in email address and it will send it to the server and then it sends information back to the student or you enrol into the course.

However all these requests may be possible if our platform and the Edx system will work. An important perspective of online courses to early leaving policies was considered referring to those students who abandon school.

We agreed on making some proposals or guidelines to help these students not leave and a survey was carried out by Veera and published on our moos platform.

Receiving a certificate could help them carry on with their education because they have something to add to their curriculum or give them credits after they have finished a course.

Alice: Who is the administrator of the MOOS website? We need the right to edit.( Stefano Gualdi must inform us on this aspect)

A document with guidelines was written with specific recommendations called ‘**Action for** **Sustainability .**’It can be found on google drive so that each of us can give his/her contribution from home.

To start the **Online Educational paper** each partner country has written about ten lines on the following topics or aspects and then send them in drive docs so that Mark Hawes will then gather them and prepare a general layout which will be later revised by Alice.

-Paz will write 10 lines on “the use of language the difficulties teachers had in preparing lessons in English “.

-Jenny has written 10 lines about ‘Technical knowledge’ – how it has been organised in every country.

-Miki will write on ‘timing’ – how you get your lesson in half an hour. How you create it to ensure it is half an hour. Why timing is important.

Markku will write on ‘Common difficulty and quality between courses’

Nicoletta will write about “ Students’ participation to courses ”.

*All the staff starts working on articles to be contributed to the paper.*

The email with content and all documents must be sent to: **moos.projekt@gmail.com**

**Day 3**

While some teachers finished work from the previous day Werner introduces the Europass Mobility Certificate . We then have noticed that not all countries have the same format.

The following steps may be useful to remember: First we all you need to apply through our national agency.

Find the Europass Login page.

After Registering for Europass we will receive an email with a password, and only then we can login.

We can apply for a certain number of Europasses depending on the number of students that have been on the mobility.

To apply for Europass mobility, we need to accept the conditions.

PLEASE LOOK FOR the number each national agency has given us for the grant and don’t forget to write the project number, too.

Once the document has been issued it is not valid unless it has the school stamp on it and the digital signature of the principle.

Each mobility is applied for separately –one for each student that has attended on each trip.

Werner: for ex. On the form, 29a – Activities or tasks performed

‘Doing field research in the city of Burgos, making interviews with people in the street

Recording videos and sound material

Processing and editing videos and preparing them for a presentation.’

Each country that hosted a ‘mobility’ will fill out the Europass form for the country and send it to everybody so every country has a copy and is able to use it for their Europass mobility application.

After everyone receives these they will translate it in their own mother tongue if required.

In the afternoon visit to Madrid.

**Day 4**

The following points were discussed and completed:

Revision on the work done the day before . Then a questionnaire was handed out to students who, in the meantime, have been busy carrying out tests on the MOOS platform.

**Questionnaires-** At the end of each course, via Google forms a questionnaire will be carried out to see students competences . this will be done on Friday.

**Grading and assessment**- as important aspect considered and discussed were the academic issues, correction and grades, grade boundaries and mark bands. The administrative tool needs to be looked at especially before the dissemination process. We should have teachers, administrator and students accounts. Part of the work was also on the importance of feedback.

**The platform** -other important issue was the functioning of the platform until 2017 after this date the schools’ servers must be used, probably for about 400 pounds/ per year. Mark will see what can be done to this.

**Newsletter**- Discussion on the information that should be put into the following newsletters, possibly to be carried out online. Werner comes up with the suggestion that the newsletters should contain the following points: a. What is MOOS and what is online courses in general?

 b. What are we doing, the project in general?

 c. Influence, what we have learned in the project?

Number of students that will be attending the courses-It was agreed that Dissemination must be in other schools, at least two schools per partner, and local and national stakeholders and institutions. Partners can connect to the idea of Erasmus+ project or/and studying online. Please send Stefano Gualdi approximately the number of students per country attending courses. Two courses per student as a minimum.

Presentation of survey for students in regards to activities in Spain- Marc goes through the form via google form and all agree on the questions .

Presentation of the grid for assessment for Friday- Jenny presents the grid which will be used for evaluating the tests and performances at the end of week. Staff agrees on assessment indicators for evaluation.

 Open educational paper- A general Revision on open educational paper which had been started in Finland is made and some new parts added to document by Jenny.

 **Dates:**  **31st of May** latest date to finish all courses and upload videos and tests.

 **10th of June** latest date to send Common Curriculum to Coordinator.

 Markuu logs in as a student and in studio; We look at what it looks like being a student on MOOS platform and in the studio the “overall grading range”, “assignment type” etc. and a general revision is made.

**Day 5**

 **Final assessment and presentation of the Erasmus Plus MOOS project.**

The Spanish partners have planned activities linked to the assessment of the finished courses, on what t students have learned and on how the different competences will be shown and tested. This was followed by a discussion on the knowledge and the competences students gained by following Moos Courses . Students have been tested on their knowledge and competences gained through the Moos Courses by doing at least three on the Moos platform; then each group of 5 mixed students ,with seven students in each group , has been assessed on their creative presentations which had to exemplify their learning through a performance , video, web page or documents ,etc. Teachers decided to set up a couple of questions that could steer the direction of their presentations.

All groups gave a presentation of at least three courses.

Group n. 2 has won the final presentation for content , creativity and clearness.

After testing and final presentations were over all the students were awarded with attendance certificates and gadgets .The Europass Mobility Certificate will be sent directly to the partner school .

Final party was held at the end of the day.

Doriana Papile

Transnational Coordinator