The hybrid course conducted in English
„Teaching classes using online teaching tools – methodology and planning,
good practice workshop"
The training is intended for the academic staff of the University of Silesia conducting classes with students

Operational Programme Knowledge Education Development, priority ax: III. Higher education for economy and development. Objective: 3.5 Comprehensive higher education programs; co-financing agreement number POWR.03.05.00-00-Z301/18-00

Course info

In the current digital era, where technology plays a crucial role in all aspects of our lives, it is of utmost importance for teachers to have the necessary competencies in utilizing digital tools in the process of teaching and learning. This training aims to familiarize academic staff with various digital tools that can be effective support in conducting educational activities. By acquiring new skills in utilizing these tools, we will collectively explore the possibilities that technology offers us to better engage and motivate our students. During this training, we will delve into topics related to selecting appropriate tools, their practical application in the teaching process, and discuss best practices and strategies that will enable you to effectively integrate digital tools into your daily teaching practice. This training will provide valuable knowledge and practical skills that will have a positive impact on the quality of teaching activities.

Course objectives

- Strengthening digital competencies in the teaching area on the intermediate level (technical aspect).
- Introduction of blended learning formula (theoretical aspect)
- Teaching by doing – developing own programs and courses in hybrid formula (practical aspect)

After finishing this course, the teacher will be able to:

- present ideas with the proper use of digital technology that support and enrich learning and teaching;
- use the possibilities of the internet, different applications in education;
- apply tools that can be used for creation, expression, dissemination, collaboration and evaluation of the classes.

Teaching methods

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Various teaching methods will be used during the training. They include: mini-lecture, presentation with practical examples, case studies (including a case study of a university related to current principles of remote teaching and accessibility), moderated discussion, exchange of experiences among participants, training of new skills through participation in practical exercises in digital competence training and instruction, feedback sessions, consultations, and creative work sessions.

Information about the teachers

Piotr Peszko: Founder of 2edu, a development agency specializing in designing development services supported by the latest technologies. He is the initiator and substantive manager of the first postgraduate studies in eLearning in Poland. He is a creator and designer of online training for the largest global brands in the field of development services (Medtronic, Motorola, ABB, KPMG, Accenture, Sabre). As a certified Instructional Designer, he has received industry awards for the training content he has created (STC Excellence Award for sales training, Silver Magellan Award for online training in the aviation industry).

He focuses on the effectiveness of training provided with the support of technology and social media, with an emphasis on the well-being of participants. He also creates podcasts (awarded the Podcaster of the Year 2018). As a speaker and trainer, he holds top positions in conference and workshop rankings.

Piotr Peszko is a graduate of the Faculty of Chemical Engineering at the Rzeszow University of Technology. He teaches online training design at the European Higher School in Krakow and gamification at the Warsaw University of Life Sciences. He is an entrepreneur and an active practitioner of online training. He loves sharing his knowledge, which is reflected in his activities on social media and in the Letnia Szkoła eLearningu podcast series.

Marcin Czyżuk: Instructional designer and expert in the field of e-learning and blended learning. Specializes in utilizing information technology in education. A trainer with extensive experience in conducting training on the use of technology in education. The Director of the Center for Modern Teaching Technologies at WSB Merito University in Toruń, responsible for implementing elements of the strategy related to the use of modern tools in the teaching process and the development of teaching competencies among academic teachers. Designer and developer of several dozen e-learning courses, coordinator of multiple projects related to the production of over 100 e-learning courses.

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Project „One University – Many Possibilities. The Integrated Programme"

Program components

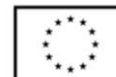| Hours	Agenda – Day 1
9.00 – 9.10	Pre-test
9.10 – 10.40	**How to implement technology in the teaching process** In this part, we will characterize the changes in the learning approaches due to the widespread access to technology; it will allow you to understand why the transformations of technology in the teaching process are essential. We will characterize effective ways to implement technology in the didactic process and propose how you can define your teacher's digital competencies. You will be able to start incorporating technology into the didactic process or develop your skills in this area. **Teaching methods:** mini lecture, discussion, exchange experience **Tools:** DIGCOMP EDU **After completing this part, you will be able to:** • explain the changes in learning approaches resulting from the spread of technology; • define your digital competencies • characterize forms of teaching with the aid of technology • prepare plan for your digital skills development
10.40 – 10.50	*Break*
10.50 – 14:00	**How to build learning outcomes and combine them with technology?** Teaching goals, especially the operational ones, are the starting point for designing the teaching process. In this module, we will focus on the learning objectives. We will explain how to create measurable and achievable learning goals and how to include digital tools in the process of achieving them. **Tools:** • Blooms Taxonomy **Teaching methods:** mini lecture, discussion, exchange experience, workshop, groupwork, case study **After completing this part, you will be able to:** • explain the theoretical foundations of creating learning outcomes; • indicate the appropriate activities allowing for the creation of measurable learning outcomes; • you will build learning outcomes including digital tools (technologies); • you will select tools that can be used to achieve specific learning outcomes;

Hours	Agenda – Day 2
9.00 – 12.20	**How to utilize MS 365 in didactic process** The use of new technologies in the teaching process depends on their availability and effectiveness. In this module we will focus on one of the most popular set of tools available within MS365. **Tools:** • MS Teams • MS Forms

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	• One Drive • MS Sway • One Note **Teaching methods:** mini lecture, discussion, instruction, workshop, groupwork, case study, problem solving, simulation **After completing this part, you will be able to:** • utilize MS Teams in online and hybrid classes • divide students into groups using the MS Teams application channels and rooms; • prepare survey using MS Forms • utilize One Drive Cloud in individual and groupwork • prepare simple teaching aid using MS Sway • utilize mobile phone as an additional webcam to conduct hybrid classes effectively • deal with most common technical problems with MS365
12.20 – 12.30	*Break*
12.30 – 14.00	**How to utilize alternative platforms in didactic process** MS 365 is not the only possible solution and set of tools available for teachers. Depending on the needs and circumstances there are several other tools that can be utilized as well as MS365 or in some cases can support teaching process better. **Tools:** • One Drive • Google Meet • Google Forms • Google Classroom **Teaching methods:** mini lecture, discussion, instruction, workshop, groupwork, case study, problem solving, simulation **After completing this part, you will be able to:** • utilize Google Meet in online and hybrid classes • prepare survey using Google Forms • utilize Google Drive in individual and groupwork • prepare asynchronous class using Google Classroom

Hours	Agenda – Day 3
9.00 – 10.40	**How to utilize Moodle platforms in didactic process?** Using learning platform is the key element of the effective didactic process. In this module we will focus on one of the most popular platform in the world used by many universities. **Tools:** • Moodle **Teaching methods:** mini lecture, discussion, exchange experience, instruction, case study **After completing this part, you will be able to:** • characterize different resources and activities available on Moodle • describe the rules of building Moodle course • prepare template for your own Moodle course on selected subject
10.40 – 10.50	*Break*

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10.50 – 12.20	**How to prepare good quiz?** Good practices in preparing and conducting knowledge tests is one of the most essential skill in teaching process. Int this module we will focus on the rules and strategies used in preparation of quiz questions and constructive feedback. **Teaching methods:** mini lecture, discussion, exchange experience **After completing this part, you will be able to:** • prepare quiz/test questions for different purposes eg. pre-test, exams, revision
12.20 – 12.30	*Break*
12.30 – 14.00	**How to conduct tests?** Having the best set of questions is not enough. Using digital tools for testing can make the process more efficient, automatic and fair. Depending on the attitude and situation digital tools can also enhance student's attention or support learning outcomes. **Tools:** • Moodle quizzes **Teaching methods:** mini lecture, discussion, exchange experience, instruction **After completing this part, you will be able to:** • conduct a digital exam using Moodle • import prepared questions to Moodle question bank • use imported questions in different courses

Hours	Agenda – Day 4
9.00 – 12.20	**Alternative tools for testing.** On the web there are several online quizzing tools that are available for free and can be used in didactic process. In this module we will introduce some of the most popular of them. **Tools:** • Quizizz • Kahoot • Ed Puzzle • MS Forms • Google Forms **Teaching methods:** mini lecture, discussion, exchange experience, instruction **After completing this part, you will be able to:** • conduct a digital exam using selected tool; • enable students to self-check their knowledge with a set deadline for this task; • choose the best tool for didactic needs
12.20 – 12.30	*Break*
12.30 – 14.00	**Universal tools for work with students online – interactive flipcharts/whiteboards** Interactive whiteboards offer dynamic and immersive learning experiences, promote collaborative learning environments, encourage student participation and provide flexibility in adapting teaching materials to suit students' need. This module we will make a short overview of the available tools in this area.

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	Tools: • Miro • Jamboard • Padlet • Whiteboard **Teaching methods:** discussion, exchange experience, instruction **After completing this part, you will be able to:** • use the digital equivalent of a flipchart • prepare exercise material for groups of students related to your subject in the selected app; • while in distant learning mode (online), divide students into practice groups using selected tool

Hours	Agenda – Day 5
9.00 – 10.40	**Universal tools for work with students – presentations and graphics** Good presentation and graphics enhance the teaching process by capturing attention, improving comprehension and retention, facilitating communication, creating emotional impact, aiding in data interpretation, and conveying professionalism and credibility. In this module we will explore the tools that can be used to prepare interactive presentations and graphics **Tools:** • Mentimeter • Canva **Teaching methods:** discussion, exchange experience, instruction **After completing this part, you will be able to:** • Prepare presentation that includes activities that gain attention and help to maintain Focus • Design you own infographics for the chosen topic
12.20 – 12.30	*Break*
12.30 – 13.40	**Summary - designing classes scenarios that blend using virtual online tools and stationary (on-site) training – applying course skills into practice.** **Teaching methods:** Workshop **After completing this part, you will be able to:** • Use designed module of your course in real life • Plan syllabus with the awareness of digital tools available
13.40 – 14.00	*Post-test* *Course survey*

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