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# AbERTA UNIVERSITY

**An University of the future and with a future**

## Fabuss Project

Online platform

António Eduardo Martins

5-10 February 2018 – Skopje



Guide for eLearning - Moodle de António Eduardo Martins é disponibilizado  
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## AbERTA UNIVERSITY

The AbERTA University | UAb | is the only Portuguese public university of elearning that, since its foundation in 1988, makes available, in any place of the world and in Portuguese language, a diversified pedagogical offer: college degree, masters, doctorates and Lifelong Learning courses in different areas of knowledge.

UAb is the university of the future and with a future that uses state-of-the-art technologies to promote education, training and knowledge.





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# FABUSS eLearning Platform

- Tutorials
- News
- Course guide and respective Forum
- Forum for Support and Feedback
- Forum for Class Debate
- Forum for Team Work
- Non Moderated Forum
- Videoconference tools
- Networking in the platform – National classrooms and European classroom





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# FABUSS – Pilot bLearning: proposed architecture



Virtual Training (Moodle Platform)

Joint Virtual Class (Professors & Tutors+ Portuguese Class + Greek Class + Macedonian Class + etc...)

Tutors & Professors' Pedagogical & Coordination Page

Portuguese Class of Trainees

Greek Class of Trainees

Macedonian Class of Trainees

Etc.... Class of Trainees

Face to Face in Class Training

Portuguese Professors Tutors & Mentors

Portuguese Face to Face Class of Trainees

Greek Professors Tutors & Mentors

Greek Face to Face Class of Trainees

Macedonian Prof. Tutors & Mentors

Macedonian Face to Face Class of Trainees

Etc.... Professors Tutors & Mentors

Etc.... Face to Face Class of Trainees





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Bulgarian Online Classroom

Cipriot Online Classroom

Greek Online Classroom

Italian Online Classroom

Macedonian Online Classroom

Portuguese Online Classroom

## NATIONAL ONLINE CLASSROOMS

**European (Transnational) Online Classroom**

**Coordination Online Classroom**





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# Interaction



**HOW** will the process operate? Topics for our discussion.

- Training materials adapted to online learning
- Learning methodology (team work; class debate forum) in each module and respective training materials





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# E-LEARNING AS A STRATEGY TOOL OF LONG DISTANCE TRAINING





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- E-Learning has been benefited from the capacities of the internet's new generation, developing a cooperative learning and offering a more profound retention of knowledge





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## Contextualization

- New learning contexts
- The interaction between trainers and trainees allied to new networked structures allows the construction of communities with specific characteristics and with the capacity to build knowledge
- Peak of communication and information technologies
- Changes in our social, cultural and economical routines





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## Contextualization

- Given potential to educational strategies
- New perception of the dimension of learning space and time
- Classroom, assuming new forms, making knowledge available to remote places where knowledge is of difficult access





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## Contextualization

- Reach “new trainees”
- Develop new training methodologies
- The virtual classroom promotes interaction among trainers and trainees
- The trainer continues to orient the trainees’ learning





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## Contextualization

- Orient them in the formation of learning communities
- Interaction with trainees isn't limited to personal contact, since there's a new relation motivated by new resources of information and communication





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## Contextualization

- New models of training are conceived
- Rather than transmitting “accumulated knowledge”, means are made available to construct knowledge through virtual communities





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## Perspectives of Online Education

- The methodology of long distance E-Learning allows the circulation of information in real time with access to all interested parties, in any time and place
- Allows different learning rhythms
- Asynchronous and synchronous communication
- Reflection and maturation of knowledge
- Helps promote the feeling of belonging and of being in a classroom





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## Perspectives of Online Education

- Some studies demonstrate difficulties
- A group dimension, use of online time, adaptation to asynchronous communication and the construction of a learning community
- The use of online time is one of the most important variables to ensure the success of online courses
- Adaptation to asynchronous communication and the complexity of messages





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## Perspectives of Online Education

- The trainer needs to learn how to work with a new model
- Critical, innovator, creative and knowledge
- Changing the role of the trainer
- Trainer must establish a friendly social environment, promoting human relations and valorizing the trainees contribution





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## Structure of an online classroom

	Online classroom	Function	Interaction
Individual Area	E-mail	Private message trainer/trainee, trainee/trainer	One for one
Collective Area	Place where the class occurs; debate	Public messages; debate; cooperative learning and self-learning	Many for many
Social Area	Forum Café	Informal interaction	Many for many
Technical Support Area	Frequent questions, programme, calendar, notes	General and specific information	One for many Many for many
Resource Area	Library	Research and self learning	Individual





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## Contextualization

- The changing of social structures allowed not only the appearance of new learning contexts, but also the appearance of new ways to construct knowledge
- Virtual classroom promotes interaction between trainers and trainees
- Revolution in educational paradigms





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## Contextualization

- Management of time by the trainer is a crucial point
- The methodology of E-Learning allows the flow of information with real time access to all parties interested, at any time or place, permits different learning rhythms





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## E-Learning as a modality of long distance training

- Different communication modalities made available in an online environment, synchronous and asynchronous
- The trainer is now conceiving and designing training activities such as: technological resources or pedagogical e-tools and e-content
- In the conventional educational method knowledge needs a traditional exposition strictly necessary to have the physical presence





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## Observations

- Innovation in formative processes, stimulates the creation of multimedia contents, allows the creation of learning communities and broadens the geographical coverage of education
- Web-based training still constitutes a challenge to trainees and trainers. The Web is no longer just a tool we use to seek out information





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## Observations

- Long distance training enables for millions of people all over the world to have access to a more elaborate knowledge and education with higher quality, suppressing the difficult access to centers because of distance, time, and other causes





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## Observations

- Internet offers continuous training of trainees, assimilation of changes and a rapid adaptation to new situations
- Continuous process of construction of knowledge in an integrated way, leading the trainee to interact and research





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## Observations

- Online training is based on a collective interaction, synchronous and asynchronous, in a virtual environment, in which it takes place a process of education of a virtual community of collaborative training, which in a globalized society assumes crucial importance, heading towards organizational and social sustainability





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## Training and New Technologies

- A new paradigm is emerging in training and the role of the trainer, faced with new technologies is changing radically
- Our current society is marked by profound changes characterized by a deep valorization of information. So, in the so-called Society of Information, knowledge acquisition processes assume an important role and demand





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## Training and New Technologies

- The educative system must train this individual and promote the construction of knowledge by the trainee and the development of new skills, namely the capacity to innovate, create the new role to prepare trainees to think, solve problems and respond rapidly to continuous changes





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## Training and New Technologies

- With New Information Technologies, promotes work in partnership with different institutions; connections with trainees and trainers at any time and place, favoring the development of work with exchange of information between universities and countries
- Where learning is centered in individual differences and the trainees capacity to become an independent user of information, capable of using several types of information sources and means of electronic communication





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## Profile of the Trainer

- It's necessary to stimulate research and to be open to the wealth of exploration, of discovery, for the trainers may also learn with the trainee during and in the end of the process, needs to incorporate in his methodology:
  - Knowledge of new technologies and the ways to apply them
  - Ability to allow the trainee to justify and discuss his case study
  - Stimulate research as a basis for constructing knowledge through the computer





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## Profile of the Trainer

- The trainer, in the new society, sees in a critical way his role as a partner, interlocutor and counsellor of the trainee
- The classroom becomes a learning environment, with the creation of collective work, working with the new resources that technology offers





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# ADVANTAGES AND DISADVANTAGES OF ONLINE TRAINING





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## The Advantages of eLearning training

- Flexibility – eLearning can be done in short chunks of time that can fit around your daily schedule. Unlike public scheduled and in-house training, you don't have to dedicate an entire day to the training that has been organized. Instead, you will have a set amount of learning, divided into modules, so you can work on those topics you want to focus on. Using eLearning, you can give trainees the freedom to learn at their own convenience, and at a place that is right for them, and can be trained in remote locations.





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## The Advantages of eLearning training

- Mobile – As eLearning can be done on laptops, tablets and phones – it is a very mobile method. Learning can be done on the train, on a plane or any other time that could normally be wasted. Whilst you used to be confined to the classroom, the whole world can now be your classroom.





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## The Advantages of eLearning training

- No Travel – As just mentioned, eLearning can be done wherever you have a device capable of doing so. Therefore again you can fit it in to your schedule, but also save money on the costs of travel. As mentioned before on the public scheduled blog, external courses can sometimes only be sourced in locations far away from company so have to pay the costs of travel as well potentially accommodation. eLearning takes these costs away completely.





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## The Advantages of eLearning training

- Tailored to you – eLearning courses aren't confined to be fixed to try and suit the needs of the majority. If trainee feel that already know a particular area well and don't need to spend an hour on it again, then trainee can skim over it and concentrate that time on something you feel you need to work more at. Everyone is able to learn at their own pace – a massive factor that only eLearning can provide for.





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## The Advantages of eLearning training

- Technological Possibilities – eLearning is fast becoming a more and more popular method and with it, so has the investment into how to improve it further. The computer based nature of training means new technology is being introduced all the time to help with the learning. Different apps are helping to further reinforce the learning whilst forums can be used to greatly increase the amount of interaction and engagement between learners. This is only going to improve as time goes on as well.





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## The Advantages of eLearning training

- Global – With very few restrictions trainees can be confident that all can receive the same content regardless of their location, and in many cases, their nationality. Therefore if you wish to provide the same training or have your staff understand and use common methodology, eLearning is a useful way of ensuring this happens with ease and reduced cost.





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## The Advantages of eLearning training

- Scalable – eLearning enables us to quickly create and communicate new policies, training, ideas, and concepts. Be it for entertainment or formal education, elearning is nimble (agile, quick)!





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## The Advantages of eLearning training

- Capacity and Consistency – Using eLearning allows trainers to achieve a great degree of coverage for their target audience, and it ensures that the message is communicated in a consistent fashion. This results in all trainees receiving the same training.





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## The Advantages of eLearning training

- High Learning Retention – Blended learning approaches result in a higher knowledge retention rate. It also helps that coursework can be refreshed and updated whenever needed.
- Reduction of the Carbon Footprint – By leveraging eLearning for online testing and quizzing, the need for printing out paper-based assessments is reduced, in fact it's practically eliminated altogether!





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## The Disadvantages of eLearning Training

- Lack of Control – Learners with low motivation tend to fall behind when using eLearning as there are no set times to be doing it and they are responsible for the organization themselves. A lack of routine or fixed schedule can mean eLearning becomes complicated with various deadlines often given to different people at different stages of their learning.





## The Disadvantages of eLearning Training

- Isolated – A lot of questions are a lot easily answered when face to face with someone when you can guarantee an instant answer. eLearning often doesn't allow that with trainers often having to answer numerous questions all of the time and only doing it within working hours – where a lot of learners may prefer to do their learning out of working hours. This feeling of isolation can often demotivate individuals as they feel they don't have the support and reassurance that the physical presence of a trainer provides.



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## The Disadvantages of eLearning Training

- Technology Issues – With heavy reliance on computers that eLearning brings, comes the potential risks that comes with it. Firstly, you need to ensure that all trainees have a device that is able to support the training modules. So all requirements need to be set out at the beginning. Poor internet connection and unavoidable general random faults also can interrupt learning and so need to be planned around.





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# TRAINER GUIDE





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## Trainer guide

In Moodle, a trainer has the responsibility for the materials in their own course. They often also manage enrolments and are able to change the layout of the course page. This guide introduces Moodle's features to those with the Trainer role.





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## Course set up

A course is a space on a Moodle site where trainers can add learning materials for their trainees. A trainer may have more than one course and a course may include more than one trainer and more than one group of trainees.





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**Navigation**

- Home
- My home
- Site pages
- My profile
- Current course
- FABUSS**
  - Participants
  - Reports
  - General
  - Topic 1
  - Topic 2
  - Topic 3
  - Topic 4
  - Topic 5
  - Topic 6
  - Topic 7
  - Topic 8
- My courses

**Settings**

- Course administration
  - Turn editing on
  - Edit settings
  - Completion tracking
  - Users
  - Filters
  - Grades
  - Backup
  - Restore
  - Import
  - Reset
  - Question bank
- LTI Provider

Home > FABUSS

## FABUSS - Family Business Successful Succession



Your progress ?

### Welcome!



- Course Guide
- News
- Forum for the Course Guide
- Forum for support and feedback





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## Course set up

A course can display its materials in a number of ways or 'formats' for example in weekly sections or (named) topic sections. You can show all the sections at once or just reveal one at a time.





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Site administration

- Activities
- Assignments
- Forums
- Resources

Search forums

Go

Advanced search ?

Latest news

Add a new topic...  
(No news has been posted yet)

Upcoming events

There are no upcoming events

Go to calendar...  
New event...

Recent activity

Activity since Thursday, 8 February 2018, 10:21 AM

Full report of recent activity...  
Nothing new since your last login

Topic 1

Module 1 – Family Business: Understanding Transnational Similarities and Differences



This module helps participants identify commonalities and differences in family business related issues. It is a common starting point for all participants to re-define themselves and position their family businesses on a global level.

We will focus on

1. positive and negative family business traits
2. main findings of global family business research projects
3. common family business management tools

This module is based on case studies.

Kick-off

- Team Pitch Forum
- Generating ideas
- 10 steps to generate
- Idea Generation Fo
- Idea Presentation





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## Course enrollment

Before a trainee can access your course, they must first be authenticated on the platform and that is the responsibility of the site administrator.





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## Course enrollment

There are several enrolment methods available to a trainer. What is available again depends on the site administrator. The admin might enroll trainees into course automatically, or the trainer might be able to enroll trainees from Course administration > Users > Enrolled users. This is the Manual enrolment method.





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**Navigation**

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  - Topic 2
  - Topic 3
  - Topic 4
  - Topic 5
  - Topic 6
  - Topic 7
  - Topic 8
- My courses

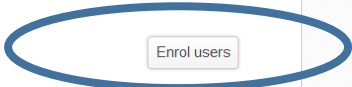
**Settings**

- Course administration
- Turn editing on
- Edit settings
- Completion tracking
- Users
  - Enrolled users**
  - Enrolment methods
  - Groups
  - Permissions
  - Other users

Home > FABUSS > Users > Enrolled users

### Enrolled users

Enrolment methods



First name / Surname / Email address	Last access	Roles	Groups	Enrolment methods
			Manual enrolments from Friday, 4 August 2017, 12:00 AM	⚙️ ✕
			Manual enrolments from Monday, 11 September 2017, 12:00 AM	⚙️ ✕
			Manual enrolments from Thursday, 16 November 2017, 12:00 AM	⚙️ ✕
			Manual enrolments from Friday, 4 August 2017, 12:00 AM	⚙️ ✕
			Manual enrolments from Friday, 4 August 2017, 12:00 AM	⚙️ ✕
			Manual enrolments from Thursday, 1 February 2018, 12:00 AM	⚙️ ✕
			Manual enrolments from Monday, 11 September 2017, 12:00 AM	⚙️ ✕
			Manual enrolments from Monday, 31 July 2017, 12:00 AM	⚙️ ✕





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## Tracking progress

If completion tracking has been enabled for the site and in Course administration > Edit settings, you can then set completion conditions in activity settings. A checkbox will appear next to the activity and a trainee may either be allowed to tick it manually, or a tick will display once criteria for that particular activity have been met.





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## Tracking progress

This feature can be combined with Course completion so that when certain activities have been completed the course itself is marked complete.





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## Adding activities or resources

A resource is an item that a trainer can use to support learning, such as a file or link. Moodle supports a range of resource types which trainers can add to their courses. In edit mode, a trainer can add resources via the 'Add an activity or resource' link. Resources appear as a single link with an icon in front of it that represents the type of resource.





✚ Topic 5

**Module 5 – Best Practices for Family Business Governance**

Next Generation Family Business leaders need to understand the mechanics of effective family business governance. The understanding of specific tools help participants tailor them to the size and nature of their own Family Business, ensuring longevity for the Family Business and achieving best possible Family–Business interaction.

Global best practices help understand the

1. role of the Board of Directors
2. role the Family Council
3. role of Family Protocol
4. usefulness of the strategic plan, including succession scorecard
5. role of transfer package
6. usefulness of financial support to business transfer
7. usefulness of post-succession plan
8. usefulness of the family business constitution
9. interaction of Family – Business – Ownership



[+ Add an activity or resource](#)

✚ Topic 6





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**Add an activity or resource**

- Chat
- Choice
- Database
- External Tool
- Forum
- Glossary
- Lesson
- Quiz
- SCORM package
- Survey
- Wiki
- Workshop

**RESOURCES**

- Book
- File
- Folder
- IMS content package
- Label
- Page
- URL

The file module enables a teacher to provide a file as a course resource. Where possible, the file will be displayed within the course interface; otherwise students will be prompted to download it. The file may include supporting files, for example an HTML page may have embedded images or Flash objects.

Note that students need to have the appropriate software on their computers in order to open the file.

A file may be used

- To share presentations given in class
- To include a mini website as a course resource
- To provide draft files of certain software programs (eg Photoshop .psd) so students can edit and submit them for assessment

[More help](#)

**Add** **Cancel**







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## **Adding activities or resources - Restricting access**

An activity can be set to display everything to everyone all the time, or it can be very restrictive, displaying certain items at certain times, to certain groups or based on performance in previous tasks.





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show type   
Display resource name   
Display resource description

**Common module settings** Show advanced

Visible   
ID number

**Restrict access**

Allow access from       Enable

Allow access until       Enable

Grade condition  must be at least  % and less than  %

User field

Activity completion condition

Before activity can be accessed

**Activity completion**

Completion tracking   
Require view  Student must view this activity to complete it  
Expect completed on     Enable





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# THANK YOU!

