

Methodology – filled form

1 Preparation of a New course

		Answer
a.	Course title:	Creation of Family Genealogy at home using eArchives – COURSE developed within ISEV project
b.	Target group:	<input type="checkbox"/> Seniors under 65 x Seniors aged 65 and 65+
c.	Time allocation: state the number of hours per semester:	<input type="checkbox"/> Less than 36 hours x 36 hours and more than 36 hours <input type="checkbox"/> Other frequency - state the number of hours per semester
d.	Lesson frequency during the semester:	<input type="checkbox"/> Frequency 2 hours per week <input type="checkbox"/> Frequency 3 hours per week x Other frequency – please state: one lesson (3 hours) a month in classroom, totally 5 lessons in classroom, cca 20 hours in virtual classroom within the semester, cca 50 hours doing individual and team work.
e.	Input requirements for a course participant (knowledge, skills, e.g. work with a PC and the Internet, or others).	x Work with a PC x Work on the Internet x Other knowledge, state: work in virtual classroom, communication through virtual classroom, work with digital archives <input type="checkbox"/> No requirements
f.	Content of the course – e.g. title of individual lessons:	<input type="checkbox"/> State the titles of individual lessons: 1. Methodology of the development of family genealogy 2. Archives in the Czech Republic, situation in digitalisation of the sources in different archives in the Czech Republic 3. Birth register as a base for genealogy, history of birth register, types, language, etc. 4. Preparation of the resources for concrete family - parish register 5. Individual and team work of seniors 6. Other resources (census document, land registry book) 7. Individual and team work of seniors 8. Intergeneration dialogue with youth (from family, school), oral history

		9. Individual and team work of seniors
g.	Study materials for the course State particular literature and other sources	<input checked="" type="checkbox"/> Recommended literature Teachers prepare study materials for seniors and upload them to the virtual classroom. Material consists of original texts, pictures, maps, powerpoint presentations, references to the digital archives in the Czech Republic, etc.
i.	Is the course in an eLearning form? How to access it? Address, login information:	<input type="checkbox"/> How do seniors access the eLearning course? Provide a URL address and login information: Course is supported by eLearning course in virtual classroom https://isev.osu.cz/course/view.php?id=34 . Access to the course for registered seniors. There is possibility to access as a host without login. This login is limited only on reading study materials. No activities are available.
j.	What is the share of direct and eLearning part (e.g. 36 hours of direct education and 36 hours in a virtual classroom):	<input checked="" type="checkbox"/> Share of eLearning part – state the number of hours: 20 <input checked="" type="checkbox"/> Share of direct education – state the number of hours: 15 50 hours individual and team work of seniors
k.	Do the seniors participate in course creation? How?	<input type="checkbox"/> Seniors do not participate in course creation. <input checked="" type="checkbox"/> Seniors participate in course creation as follows As a part of the course there will be concrete family genealogy created by seniors. They can be used as an example for other seniors how the Family Tree (Genealogy) can look like.
l.	Is it Necessary to train the seniors? If yes, state its focus?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes, how? Seniors that want to attend course have to be trained in ICT, using internet for learning, how to work with virtual classroom, how to communicate with teachers and schoolmates.
m.	Do students/youth participate in course creation? State how?	<input checked="" type="checkbox"/> Yes, students do. <input type="checkbox"/> Students do not. <input checked="" type="checkbox"/> Students provide technical support. <input type="checkbox"/> Students are lecturers. <input checked="" type="checkbox"/> Other possibilities of students'/youth engagement Students will attend as a member of intergeneration dialogue. As a part of the senior results there will be also their memory on the history of their family. Students will be partners of seniors in the process of recall their memory using specific methodology of oral history.
n.	Is it Necessary to train the students/youth? If yes, state its focus?	<input type="checkbox"/> No, they do not participate <input checked="" type="checkbox"/> Yes, how? Students have to be trained in oral history. For technical support students of

		ICT will be involved.
o.	How does the course meet the requirements on social inclusion? Underline those valid.	We try to situated course in the space without architectonic barriers. Information barrier is removed by developing eCourse with all needed information Course is not depending on the place, seniors can meet anywhere to work commonly, they also can work from their home. Seniors can communicate through virtual classroom and also through all SMART technology equipment.
p.	How does the course end? (for example in a theoretical exam, practical exam, test, presentation, semester work, or colloquium?)	The course ends in: <input type="checkbox"/> Practical examination <input type="checkbox"/> Test <input checked="" type="checkbox"/> Presentation <input checked="" type="checkbox"/> Semester work <input type="checkbox"/> Colloquium
q.	Do the seniors obtain a certificate after a successful course completion?	<input checked="" type="checkbox"/> Yes, they will obtain a certificate after a successful course completion. <input checked="" type="checkbox"/> They will obtain – state: credits written in the specific jotter to evidence what courses were pass. In this case we use two types of recognition. One is regular, as we normally use in U3A and one specific as a graduate from ISEV course <input type="checkbox"/> No

2 Staff, organisational/administrative, and technical provisions of the course

		Answer
a.	Who participates on the preparation of the course?	<input checked="" type="checkbox"/> Guarantor <input checked="" type="checkbox"/> Personnel <input checked="" type="checkbox"/> Technician <input checked="" type="checkbox"/> Administrator of eLearning courses <input checked="" type="checkbox"/> Other, state: teachers
b.	What are requirements on the lecturer? State.	Experts on the topic, pedagogical experience, ability to work within virtual classroom, ability to lead intergeneration dialogue, ability to join different group of people.
1.	Pedagogical requirements, requirements on lecturer's qualification and	Lecturer is university teacher, staff of archive. He is an expert in the topic.

	experience.	
2.	Does the lecturer need a special training? If yes, which?	Lecturer has to be trained in using virtual classroom. How to upload materials, how to prepare activities for seniors, how to check their results, examine, comment their assignments. Lecturer has to be trained in communication platform: how to create discussion board, how to motivate seniors, etc. Lecturer has to be trained in leading different group of people.
3.	Is the lecturer a creator of the eLearning course as well?	<input checked="" type="checkbox"/> Yes, eLearning course is partly prepared by lecturer, technicians and the coordinator of all U3A activities. <input type="checkbox"/> No
4.	If yes, state the requirements on course creators.	Knowledge of Moodle system in the role of teacher. Knowledge of methodology how to create eLearning course in Moodle. Knowledge of the ISEV Methodology.
5.	Can a senior be a lecturer?	<input checked="" type="checkbox"/> Yes, there will be a presentation of concrete genealogy prepared by seniors. It means that seniors are supposed to explain how the genealogy was created. They will lead lessons for schoolmates. <input type="checkbox"/> No
6.	Can a student be a lecturer?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, but students will be involved within intergeneration dialogue and students will be also in the role of IT assistant.
c.	Technical provisions of the course:	
1.	How are study materials distributed (for example, in a paper form for a lesson, by email electronically, in eCourse, etc.)	Study materials are distributed in eCourse on the moodle platform. Address is https://isev.osu.cz/course/view.php?id=34 . Some materials needed in presence lessons can be distributed in a paper form.
2.	How classrooms, laboratories are arranged?	Classroom has blackboard, data projector, notebook, access to Internet.
3.	What are the requirements for a classroom?	<input type="checkbox"/> Each senior needs access to a personal computer <input checked="" type="checkbox"/> Other, state: in some lessons seniors need an access to PC and Internet, some lessons are lead as frontal teaching.
4.	How is the eLearning platform arranged for the course?	eLearning course which supported the course is divided into 5 parts. Every part focuses on specific topic related to the presence lesson and seminars. Every part includes: presentation of the lecturer, material to the topic prepared by lecturer, references to electronic sources and other sources like books, etc., discussion board with different topics to the discussion, assignments for individual and team seniors' work. Individual and team work will be concentrate on:

		<ul style="list-style-type: none"> • creation own family genealogy • recalling memory • discussion with young people (family members, students, etc.) • collecting needed information and materials • using specific software for creation family tree • using digital registers
5.	Does the course need a position of an eLearning administrator?	Yes. It is necessary to prepare structure for course, create accounts for seniors, enrol seniors to the specific course, administrate course, update, archive, etc.
6.	What activities will s/he do regularly?	<ol style="list-style-type: none"> 1. Create empty courses 2. Create accounts for seniors and lecturers (ev. other roles) 3. Enrol seniors to specific courses 4. Help with development of the content of the course 5. Graphical amendment of the courses as well as whole platform 6. Archive of the courses 7. Adaptation of the courses for general public 8. Ad hoc queries of seniors and teachers.
7.	How is seniors' logging in the course arranged?	Every senior has account created by Administrator. This account is also part of her/his registration to the virtual U3A. Registered seniors obtain of user name and password.

3 Financial matters of the course

		Answer
a.	How is the course funded?	Course is funded by ISEV project. No tuition fee.
b.	What is the school fee?	
c.	What is the cost of the course (i.e. total expenses for preparation and implementation of the course)?	28.000,- CZK
d.	What is necessary to be paid in relation to preparation and implementation of the course? (For example, lecturer, personnel, printing of study materials, classroom rent, eLearning course)	20.000,- CZK for teacher 2.000,- CZK for Administrator and Technician 2.000,- CZK for Personnel 2.000,- CZK for Guarantor 2.000 CZK other (printing, office needs, travel costs of students, etc.)

administration, etc.)	Students are volunteers
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4 Acquisition, informing of the target group (seniors)

		Answer
a.	How is the course offered? By what means? Underline those valid.	<input type="checkbox"/> Media, letter to a senior organisation, mail to registered seniors, web pages of the organisation. <input type="checkbox"/> direct phone calls to Senior social centres <input checked="" type="checkbox"/> Other – state: We address seniors from target group of ISEV project. We have created target group in the beginning of the project to prepare seniors for specific work.
b.	Do you organise specialised events? Underline those valid.	<input checked="" type="checkbox"/> Seminars, open-door days. It will be during Erasmus Days. <input type="checkbox"/> Other – state: <input type="checkbox"/> No
c.	The course is offered to registered seniors	<input checked="" type="checkbox"/> Yes. <input type="checkbox"/> No
d.	The course is offered to a wide public	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
e.	Do seniors participate in the acquisition?	<input checked="" type="checkbox"/> Yes, target group was created together with seniors, they address their relatives, friends, etc. <input type="checkbox"/> No
f.	Do students/youth participate in the acquisition?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
g.	Are there any risks?	<input checked="" type="checkbox"/> Yes – state: maybe the demands can be higher the acceptable number of participants. In this case we must do some restrictions. <input type="checkbox"/> No

5 Course implementation

		Answer
a.	Activities related with the start of the course:	Addressing potential lecturers, negotiation with the lecturers, choosing one lecturer – in this course the only one lecturer will be Addressing students, choosing students

		<p>Preparation of the contracts for lecturer and other needed documents (time sheets, etc.)</p> <p>Preparing structure and the content of the course including study materials, assignments for seniors and discussion board</p> <p>Preparing eCourse in the platform, uploaded all needed materials and activities</p> <p>Preparing schedule of the course</p> <p>Creation of eApplication form on web site of the university</p> <p>Rolling registered seniors to the eCourse</p> <p>Communication with seniors in the eCourse about starting the course</p> <p>Arranging classroom for presence lessons, some lessons need PC equipment</p> <p>Preparation of attendance lists</p> <p>Preparation of specific materials needed in the course</p>
b.	Activities regularly done during the course:	<p>Leading the presence lessons</p> <p>Leading the eLearning activities in virtual classroom</p> <p>Leading individual and team work of seniors</p> <p>Leading intergeneration dialogue</p> <p>Commenting assignments</p> <p>Communication with seniors, lecturer and other involved people</p> <p>Dealing with specific seniors' need</p> <p>Updating eCourse based on specific demands of the lecturers and seniors mainly with connection to the final presentation of seniors. Presentations will be part of final eCourse.</p>
c.	Activities related with the end of the course:	<p>Checking results of the seniors in the course</p> <p>Organizing presentation of the final Family Genealogy</p> <p>Checking all attendance lists</p> <p>Completing time sheets</p> <p>Financial matters</p>
d.	How is seniors' progress checked?	<p>Lecturer will check individual as well as team work of seniors. Checking will be done continuously and results will be commented continuously as well. The grades will be set after final presentation. After that final works will be uploaded to the eCourse and this way they will be part the eCourse. Seniors will be in a role of course creators and lecturers as well because they will lead a lesson.</p>
e.	Are seniors engaged in the course implementation? How?	<p>Yes. Seniors are involved in the course this way:</p> <ul style="list-style-type: none"> • Help in collection target group • Active approach in the creation of the content of the course. Their work will be part of the content of the course • They will be lecturers as well because they will lead lesson presenting how to create

		family tree.
f.	Are the youth engaged in the course implementation? How?	Yes. Students (youth) are involved in the course this way: <ul style="list-style-type: none"> • Intergeneration dialogue • IT assistant
g.	What are the risks of social exclusion during course implementation?	<ol style="list-style-type: none"> 1. When the health of the senior gets worse and he/she cannot attend lessons 2. When movement of the senior gets worse and our not very barrier-free environment does not allow senior to attend lessons 3. When senior does not have enough knowledge and skills to work in virtual classroom 4. When senior does not have access to PC and Internet
h.	How SMART technologies are used in the course?	Seniors have their PC/notebook/smart phone/ iPhone/tablet with connection to Internet at home or they can use our classrooms for self-study. Virtual classroom is regularly updated to support seniors by relevant and current information and instruction of the lecturer. Presence lessons are support by audio-visual techniques.

6 Course evaluation

		Answer
a.	How will the course be evaluated?	<input checked="" type="checkbox"/> Questionnaire for seniors. <input type="checkbox"/> Questionnaire for lecturers. <input type="checkbox"/> Other – state:
b.	How will the questionnaire be processed, how will it influence further progress of the course?	The questions in the questionnaire focus on: content of the course, attractiveness of the course, professional and pedagogical ability of the lecturer, quality of the virtual classroom, quality of the communication within the course, organisational things. All these answers are evaluated and the result influences our attitude to the development and realisation of the other courses.