Online Teaching Fundamentals Course

Booklet

Edited by: Marcin Jóźwiak & Magdalena Stabla

August 2024

Table of Contents

Introduction

This booklet offers all the essential details about the Online Teaching Fundamentals Course (OTFC) – Edition 1. It is a comprehensive guide to help participants navigate the Course effectively.

The booklet is divided into four parts, each serving a distinct purpose:

1. Introduction – an overview of the booklet's basic elements, including its structure, content, completion criteria.
2. General Information – details about the Online Teaching Fundamentals Course, including its aims, the team behind its development, and other essential elements.
3. Modules – a brief description of each module, teaching staff and learning objectives.
4. Technical Guidelines – useful information regarding the used tools and technologies, as well as navigation through online teaching systems (BigBlueButton and LMS ILIAS).

DEEP Publications
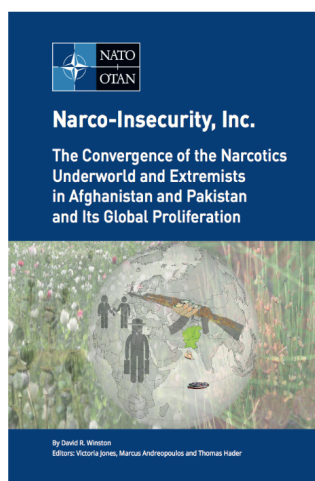
Narco-Insecurity, Inc.

The Convergence of the Narcotics Underworld and Extremists in Afghanistan and Pakistan and Its Global Proliferation

Author: David R. Winston

Editors: Victoria Jones, Marcus Andreopoulos and Thomas Hader
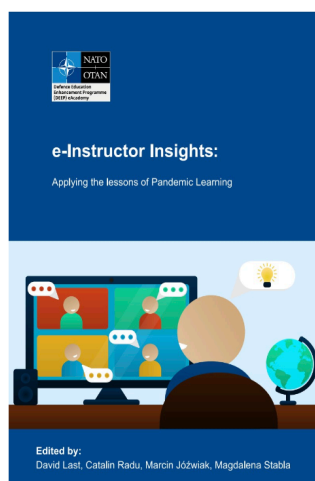
e-Instructor Insights

Applying the lessons of Pandemic Learning

Edited by:

David Last, Catalin Radu, Marcin Jóźwiak, Magdalena Stabla

e-Instructor Certification Programme Booklet

Authors: Marcin Jóźwiak, Magdalena Stabla

Read the rest of DEEP Publications at:
https://deepportal.hq.nato.int/eacademy/deep-publications-2/

e-Instructor Certification Programme (e-ICP) heritage

There is no doubt that distance learning has evolved from a "nice-to-have" to an essential component of modern education. The urgency for specialized academic faculty and e-learning professionals became apparent as most educational institutions were required to adapt to remote teaching. The rapid shift to distance education left many institutions by surprise and didn't give appropriate time to provide training to the relevant staff.

In amidts of the global pandemic, the NATO DEEP served as a catalyst for many educational events, ICT training and conferences. One of the biggest outcomes of the discussions of 2020 and 2021 is the NATO DEEP Strategy for Distance Learning Support. The e-Instructor Certification Programme was based on the requested and discussed ideas, capabilities and issues raised mainly by the ADL Technology and Faculty Development groups.

The e-Instructor Certification Programme proved to be a success. It effectively addressed the urgent need for skilled e-learning professionals and equipped educators with the tools and expertise required for effective online instruction.

Over four years, six editions of the Programme have been completed, with 132 alumni from 25 NATO Allied and Partner Countries. The Programme concluded with the launch of a new, updated version: **the Online Teaching Fundamentals Course.**

Online Teaching Fundamentals Course – General Information

As the Online Teaching Fundamentals Course (OTFC) is a direct successor of the e-Instructor Certification Programme, they both share the general aims that relate to the NATO DEEP Strategy for Distance Learning Support published in 2021.

The general aims of the Online Teaching Fundamentals Course are:

1) To prepare civilian and the military faculty in Professional Military Education (PME) institutions to become fully operational in an e-learning environment.
2) Provide practical knowledge on how to design, plan and conduct remote classes and courses.

The Course presents a curated learning journey that provides a holistic overview of the knowledge and skills required for effective teaching delivery. It is planned as a blended learning activity with activities and resources available through the Learning Management System (LMS) and synchronous meetings on Saturdays.

As preparing curriculum / educational events is never a complete cycle, the Course Team is focused on gaining as much feedback from students and will review the ideas to enhance the Course.

Summary information:

Discipline: Education, Training, Exercises and Evaluation (ETE)

Area: NATO Education and Individual Training (IT)

Delivery method: Blended learning

Training audience: NATO, PFP, MD, ICI and partners across the globe. Focus on the NATO Defence Education Enhancement Programme (DEEP) partner countries.

Depth of knowledge: Level 300 - Advanced

Online Teaching Fundamentals Course – The Administrative Team

In order to deal with organizational and administrative work, the internal team within NATO DEEP eAcademy was set up to guarantee continuity of weekly activities taking place in the OTFC. Here are the people, their roles and responsibilities:

- Marcin Jóźwiak – Course Director – responsible for the Course on the strategic level, its aims and objectives. Also, agreements with relevant NATO & Partners institutions
- Magdalena Stabla - Course Manager – responsible for the weekly activities of the Course, academic curriculum and participant affairs.
- Artur Starosz – Course ICT Administrator – responsible for ICT systems used during our Programme: BigBlueButton and ILIAS.
- Assoc. Prof. Piotr Gawliczek, PhD – Course Mentor – provides academic support, and assists with understanding and applying the curriculum.
- Paul Thurkettle – Course Mentor –provides academic support and assists with understanding and applying the curriculum.

Completion Criteria

There are two possible paths to complete this Course.

Path 1 – Certificate of Completion

In order to receive the certificate of completion the students must:

- Successfully pass the Final Test for every Module and all tasks mentioned by Tutors as Certified.
- Actively participate in at least 80% of the scheduled meetings.
- Complete the Individual Project.

Path 2 – Certificate of Attendance

In order to receive the certificate of attendance the students must:

- Actively participate in at least 80% of the scheduled meetings.

Jean d'Andurain Prize

In 2018 NATO lost one of its most faithful and dedicated servants. Jean d'Andurain (LtCol. Ret., French Army) passed away quietly following a stroke he had suffered during a NATO mission over a year earlier. Inspired by his direct work environment, he was intensely dedicated to bringing defence education to life in and outside NATO. Jean is one of the founding fathers of NATO's Defence Education Enhancement Programme (DEEP) together with the PfP Consortium. In his honor one of the students will receive the prize for gathering the highest amount of points in:

Discussion of the Month

Participants are encouraged to be actively engaged in the Discussion of the Month. This forum will offer an opportunity to share insights, debate ideas, and learn from peers on various Online Learning topics. Points will be awarded based on the quality and frequency of contributions, with an emphasis on thoughtful, constructive, and original input.

Article Submission

In addition to participating in discussions, participants will have possbility to write an article on a Online Learning theme. This article should reflect deep understanding, critical thinking, and innovative perspectives on the topic. Points will be given by tutors for the clarity, depth, and relevance of the article, as well as the students.

The Jean d'Andurain Prize will be awarded to the participant who earns the highest total points from both the discussion and article activities.

Jean d'Andurain
1955-2018

Modules

The subjects of the Online Teaching Fundamentals course are tailored to accommodate learners at all levels, whether they are new to online education or have prior experience. The curriculum is structured to start with foundational topics that introduce the core concepts of online teaching. These initial subjects provide a broad overview and essential understanding, which are later expanded.

Modules:

- Module 01: Course Orientation.
- Module 02: Introduction to Online Teaching.
- Module 03: Methodology of Online Teaching.
- Module 04: Introduction to Learning Management Systems (LMS).
- Module 05: Active Learning Techniques.
- Module 06: Synchronous Teaching: Planning and Development.
- Module 07: Evaluation and Assessment in Online Teaching.
- Module 08: Multimedia in Online Teaching (Videocast, Podcast).
- Module 09: Emerging Technologies in Online Teaching.
- Module 10: Professional Development and Lifelong Learning.

Course Calendar

Edition 1 will feature 18 synchronous sessions. There is one standard day for meetings: Saturday. Each session will start at 09:00 CET, and end around 12:30 CET.

Please keep in mind your timezone differences!

Roadmap
Online Teaching Fundamentals Course

Module 1	28.10.2024	Module 5	16.11.2024 / 23.11.2024	Module 9	08.02.2025 / 15.02.2025
Module 2	05.10.2024 / 12.10.2024	Module 6	07.12.2024 / 14.12.2024	Module 10	22.02.2025
Module 3	19.10.2024 / 26.10.2024	Module 7	11.01.2025 / 18.01.2025		
Module 4	02.11.2024 / 09.11.2024	Module 8	25.01.2025 / 01.02.2025		

Module 1: Course orientation

Description

You will gain an understanding of the course structure, objectives, and expectations. This session will guide you through the syllabus, introduce you to the resources available, and provide an overview of navigating the course effectively.

Tutors

- Magdalena STABLA – Senior Instructional Designer at the NATO DEEP eAcademy.
- Marcin JÓŹWIAK – Deputy Director for Academic Affairs at the NATO DEEP eAcademy. Experienced in developing

Learning Objectives

After completing this module, you'll be able to:

- Effectively navigate through Course space to find materials, submit assignments and participate in discussions;
- Use appriopriate communication channels with tutors, students, and course support within the Course environment;
- Assess your readiness for online teaching by reflecting on your current skills and identifying for further development;
- Recognize Course expectations and requirements, including participation guidelines, assignment deadlines, and grading criteria.
- Introduce yourself to fellow students, participate in group discussions, and form connections to enhance learning experience.

Module 2: Introduction to online teaching

Description

This module explores the fundamentals of online teaching, including its benefits and challenges. You will learn about the differences between online and traditional teaching, the skills required for effective online instruction, basic terminology and best practices for engaging students in a virtual environment.

Tutors

- Magdalena STABLA – Senior Instructional Designer at the NATO DEEP eAcademy.
- Vanessa VORTEIL – Social Media Specialist at the NATO DEEP eAcademy.

Learning Objectives

After completing this module, you'll be able to:

- Identify the key principles of online teaching and how they contrast with traditional classroom methods;
- Assess the distinct benefits and challenges associated with teaching in an online environment;
- Highlight the essential skills for successful online instruction, such as communication, time management, and technical expertise;
- Become acquainted with commonly used terminology in online education;
- Learn strategies and best practices for engaging and motivating students in a virtual learning environment.

Module 3: Methodology of online teaching.

Description

This module will cover basic instructional strategies, how to design online lessons, and ways to make learning engaging for students. You will also look at examples of successful online courses to understand what works best.

Tutors

- Iryna LYSYCHKINA – Ph.D., NATO DEEP eAcademy Senior Instructional, Designer Chair of the Department of Philology, Translation and Strategic Communications at the National Academy of the National Guard of Ukraine.
- Aura CODREANU – an associate professor, working with the Regional Department of Defense Resources Management Studies (DRESMARA) of Brasov, Romania.

Learning Objectives

After completing this module, you'll be able to:

- Adapt traditional face-to-face instructional methods, activities, and tools for use in a distance learning environment;
- Evaluate key theories, concepts, and models relevant to adult learning in an e-learning setting;
- Utilize the ADDIE model to address a particular e-learning scenario;
- Employ Problem-Based Learning as a strategy to resolve issues within a lesson, course, or learner experience.

Module 4: Introduction to Learning Management Systems (LMS)

Description

This module outlines the basic functionalities of Learning Management Systems (LMS). You will learn how to use them in practice, compare the most used ones and be able to set up your working area.

Tutors

- Vitalijs SLENDIS – NATO DEEP TUNISIA Coordinator. His research and educational activities are focused on educational and training processes in the Armed Forces and Advanced Distributed Learning.
- Giorgi KOKHREIDZE – an e-learning specialist who has been involved in NATO DEEP ADL activities since 2014. His area of expertise is the development of Distance courses and the administration of ADL platforms.

Learning Objectives

After completing this module, you'll be able to:

- Navigate and utilize essential tools within the ILIAS program;
- Create course structures tailored to your specific needs;
- Add key study elements such as folders, courses, tests, and surveys.
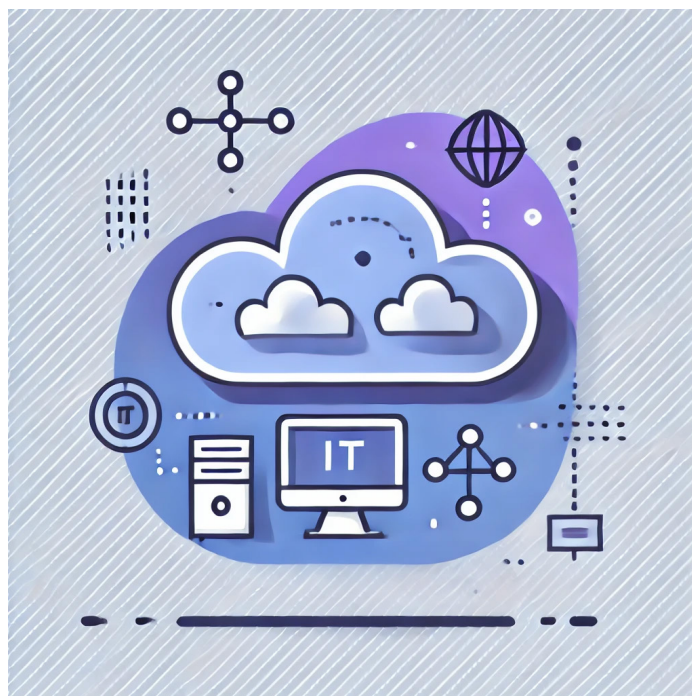
Module 5: Active Learning Techniques

Description

This module will cover strategies such as collaborative projects, discussion forums, peer reviews, and other types of activities. You will learn how to design activities that encourage critical thinking and active involvement for the best outcomes.

Tutors

- Anna CHABUKIANI – experienced trainer, expert in the field of ADL capacity building.
- Tanja GEISS – M.A. NATO DEEP eAcademy Senior Instructional Designer, renowned ADL Expert with an over 15-year long experience in ADL development.

Learning Objectives

After completing this module, you'll be able to:

- Identify key strategies for active learning, including collaborative projects, discussion forums, and peer reviews;
- Create activities that promote critical thinking and active involvement among students.
- Implement techniques that encourage student collaboration and interaction in an online environment;
- Design activities that challenge students to think critically and apply their knowledge;
- Assess the effectiveness of active learning techniques in achieving desired educational outcomes.

Module 6: Synchronous teaching: planning and development

Description

This module covers the technical aspects of setting up live classes, as well as instructional strategies for maintaining student interest and participation. You will explore tools and platforms that support synchronous teaching and best practices for managing real-time interactions.

Tutors

- Danuta PIETRASZKIEWICZ – NATO DEEP eAcademy Deputy Director, an expert in distance education in the Polish Armed Forces and she was a member of an expert team focused on creating of the concept of distance education in the Ministry of National Defence in Poland.
- Justyna KOWALCZYS – an ESP and e-learning specialist involved in NATO DEEP ADL activities since 2019.

Learning Objectives

After completing this module, you'll be able to:

- Determine when synchronous teaching is most appropriate;
- Choose a suitable videoconferencing tool;
- Demonstrate how to effectively use synchronous teaching methods and related tools;
- Recognize the advantages of synchronous teaching and address potential challenges;
- Identify practical applications of synchronous teaching;
- Integrate synchronous teaching principles into your project.
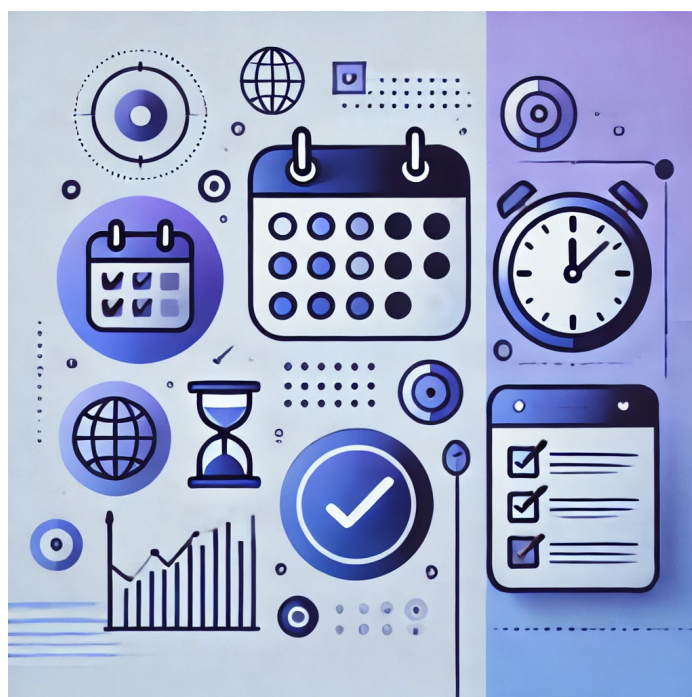
Module 7: Evaluation and assessment in online teaching

Description

This module discusses various assessment methods, including formative and summative assessments, quizzes, assignments, and projects. You will learn how to design fair and effective assessments that measure student learning outcomes and provide meaningful feedback

Tutors

- Gigi ROMAN – ADL Coordinator responsible for NATO School's online courses and online content management, including new product design and strategic relationships for the organization learning management system, authoring tools and collaboration solutions
- Alin BODESCU – He has extensive experience in multinational training and education, working with the EU, NATO, Partnership for Peace, and national bodies.

Learning Objectives

After completing this module, you'll be able to:

- Identify various assessment methods used in online teaching, including formative and summative assessments;
- Design a satisfaction survey as a part of course evaluation;
- Understand the Kirkpatricks' Model of Evaluation;
- Ensure assessments are equitable and reflective of the learning objectives.
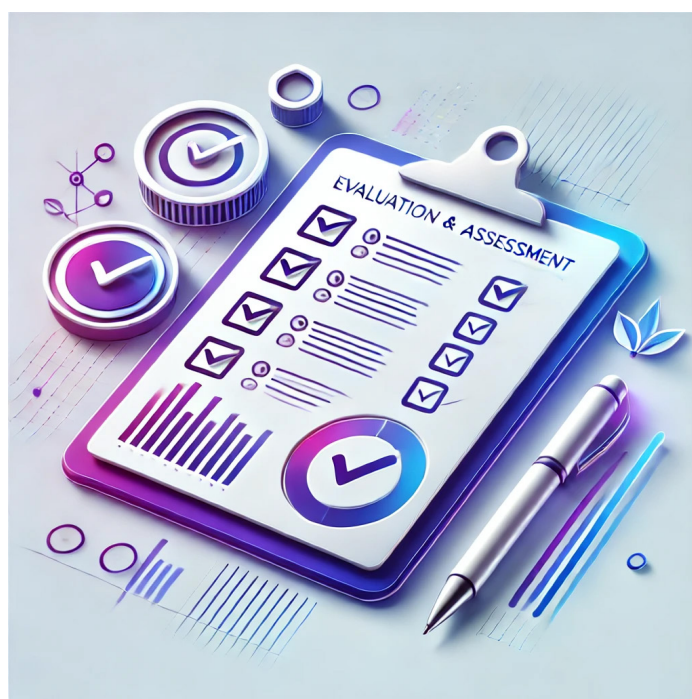
Module 8: Multimedia in online teaching (videocast, podcast)

Description

This module covers the integration of videos, audio, animations, and interactive content. You will learn about the tools and techniques for producing and incorporating multimedia into your online courses to enhance understanding and retention.

Tutors

- Urszula DOLIWA – an expert and a former vice-chair of the organisation involved in promoting community media sector in Europe – Community Media Forum Europe, a member of the Polish Communication Association.
- Szymon ZYLINSKI – is an assistant professor at the Institute of journalism and Social Communication, University of Warmia and Mazury in Olsztyn, Poland.

Learning Objectives

After completing this module, you'll be able to:

- Identify the benefits of integrating multimedia elements (podcast, videocast) in online teaching;
- Discover and evaluate tools and software for creating and editing multimedia content, including videocasts and podcasts;
- Learn techniques for producing high-quality videos and audio recordings to support online learning.

Module 9: Emerging technologies in online teaching

Description

This module introduces emerging technologies such as virtual reality (VR), augmented reality (AR), artificial intelligence (AI), and gamification. You will explore how these technologies can be applied to create innovative online learning experiences.

Tutors

- Karol JĘDRASIAK – expert in the field of computer vision, computer graphics, artificial intelligence tools, computer systems development, database and sensory systems.
- Iwona CHONCIA – MA, trainer, instructional designer, expert in the field of teaching methodology.
- Agnieszka WOLSKA – MA in English Philology, Head of the Electric Examination Center at the WSB University (Poland).

Learning Objectives

After completing this module, you'll be able to:

- Identify key emerging technologies such as virtual reality (VR), augmented reality (AR), artificial intelligence (AI), and gamification in the context of online teaching;
- Discover how these emerging technologies can be applied to enhance online learning experiences;
- Assess the potential impact of VR, AR, AI, and gamification on student engagement, motivation, and learning outcomes;
- Understand the basics of how these emerging technologies work.

Module 10: Professional development and lifelong learning

Description

This module discusses strategies for staying current with educational trends and enhancing teaching skills. You will learn about the resources available for ongoing professional development, focusing on the opportunities given by NATO.

Tutor

- Cezar VASILESCU – expert in the field of defense and information resources management, hardware/software reliability modeling, project management and e-learning.

Learning Objectives

After completing this module, you'll be able to:

- recognize the significance of continuous professional development in the field of online teaching;
- identify strategies for keeping up-to-date with the latest trends and methodologies in online teaching;
- access a variety of resources for professional development, with a focus on those provided by NATO.

Disclaimer: All the images have been AI generated.

Technical Guidelines and Requirements

To ensure a seamless and effective learning experience in the Online Teaching Fundamentals Course, reliable hardware is essential. Recommended guidelines include:

- A stable internet connection.
- Functioning headphones with a microphone (headset).
- A working webcam.

BigBlueButton

What's BBB?

BigBlueButton is virtual classroom software that has been designed around the real-world needs of teachers, students, and schools. We have been using this tool for several years now as the NATO Defence Education Enhancement Programme (DEEP) eAcademy. It provides us with a safe environment that we can freely customise and an intuitive system to host online classes.

There is no need to install anything, the tool works in the browser. ***Disclaimer: we recommend using the Chrome browser for the best quality.***
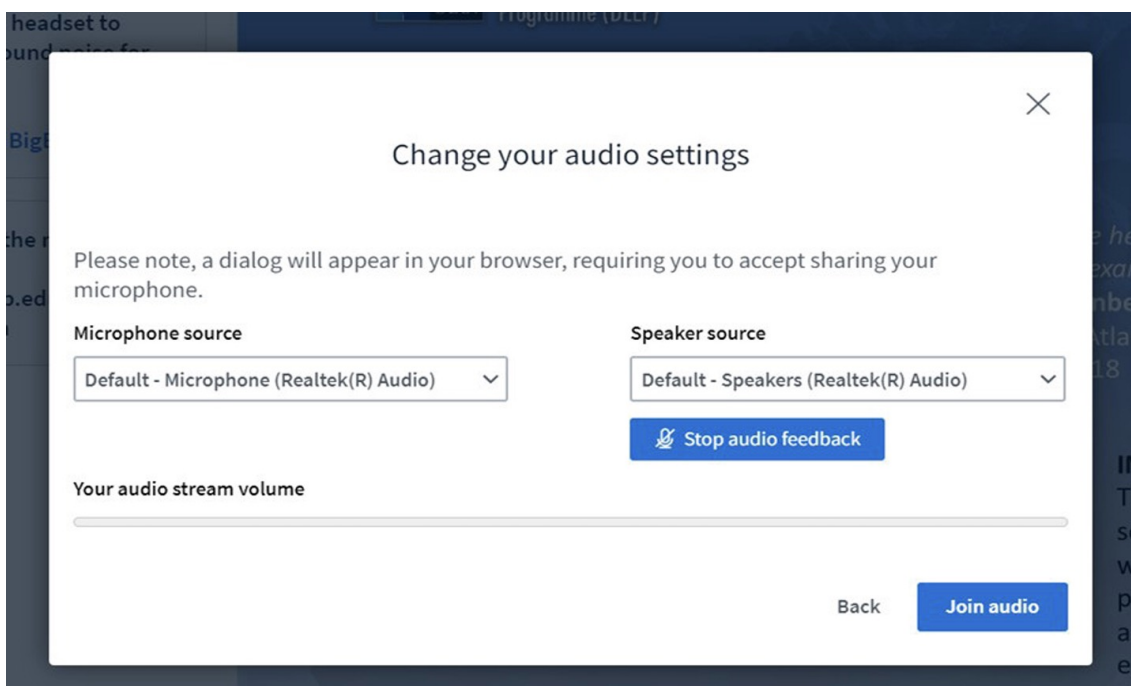
Navigating the BigBlueButton

The link to the Plenary Room is always available through LMS ILIAS:
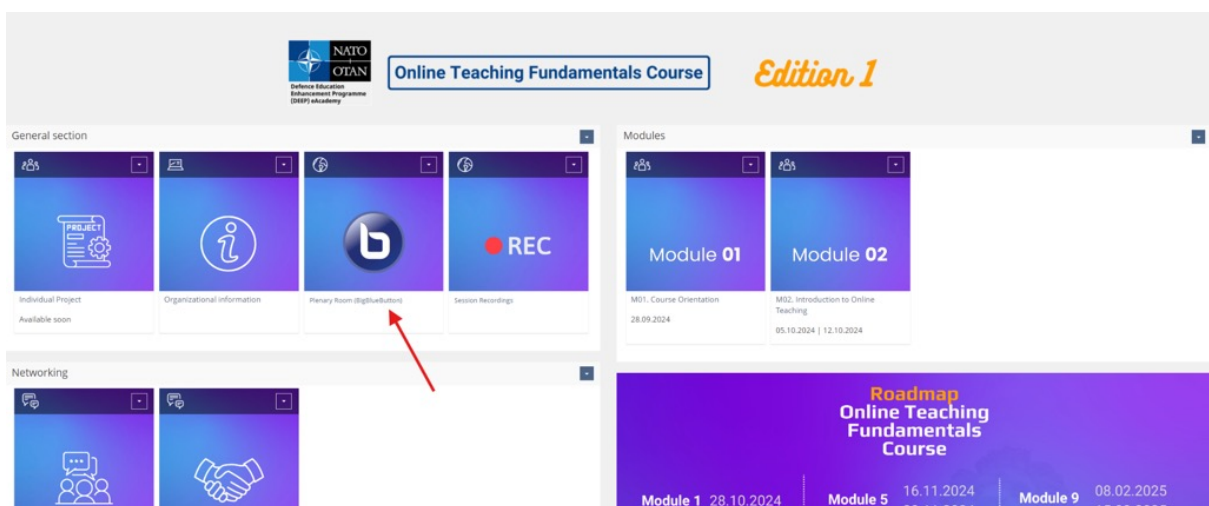
Please note that the link will stay the same, you will use the same link each week. After you click on the link, you will be presented with the following choice:
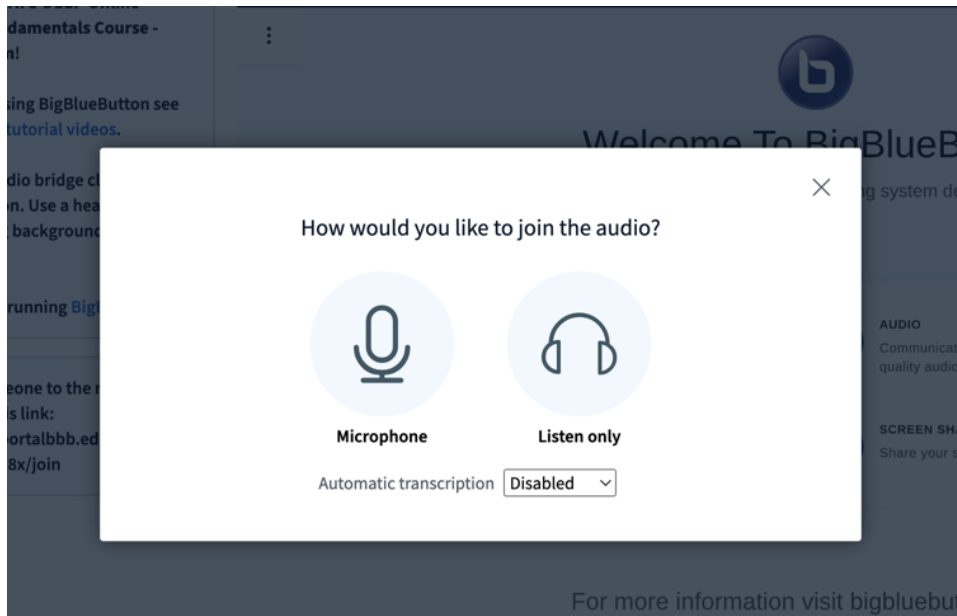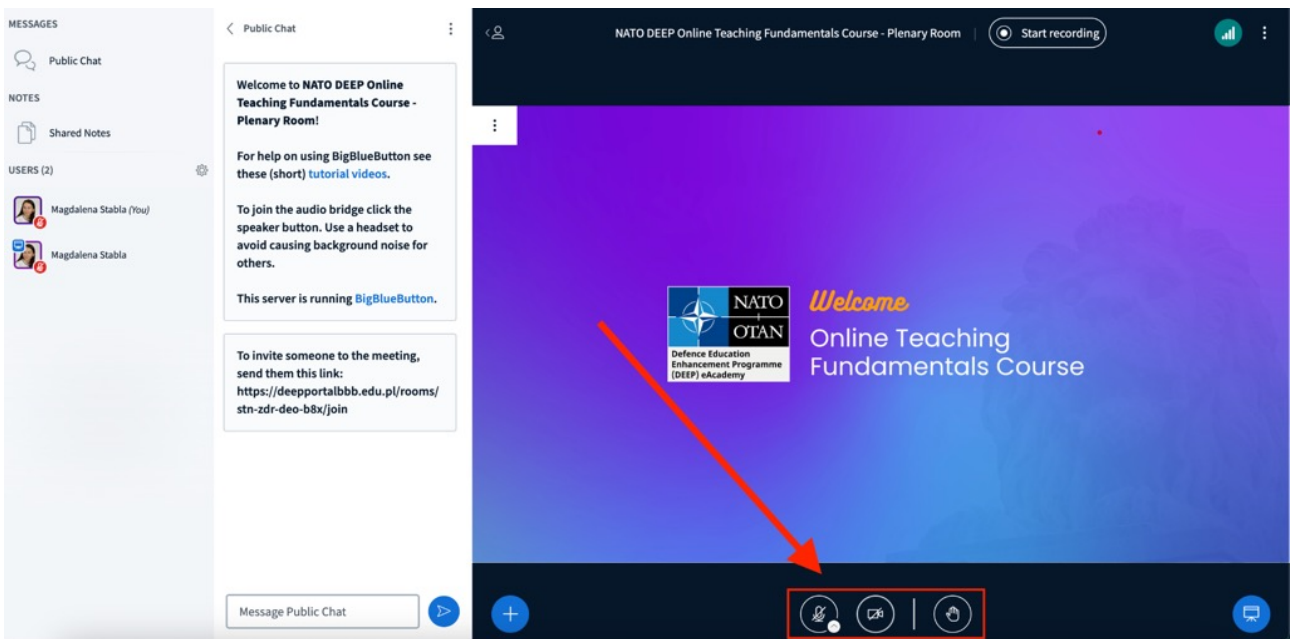

As we feature highly interactive sessions, please always join with a microphone. Next, You will have the option to check if your audio works:
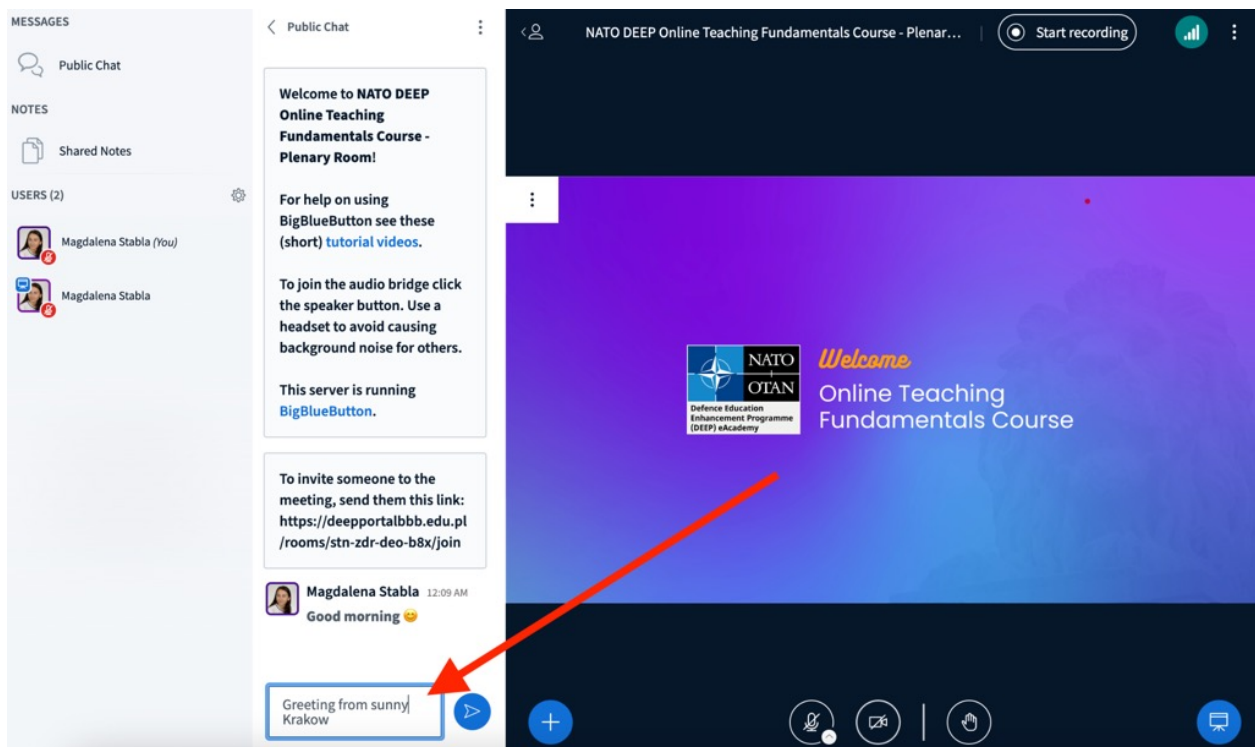
Once in the room, this is going to be your standard view of BigBlueButton:
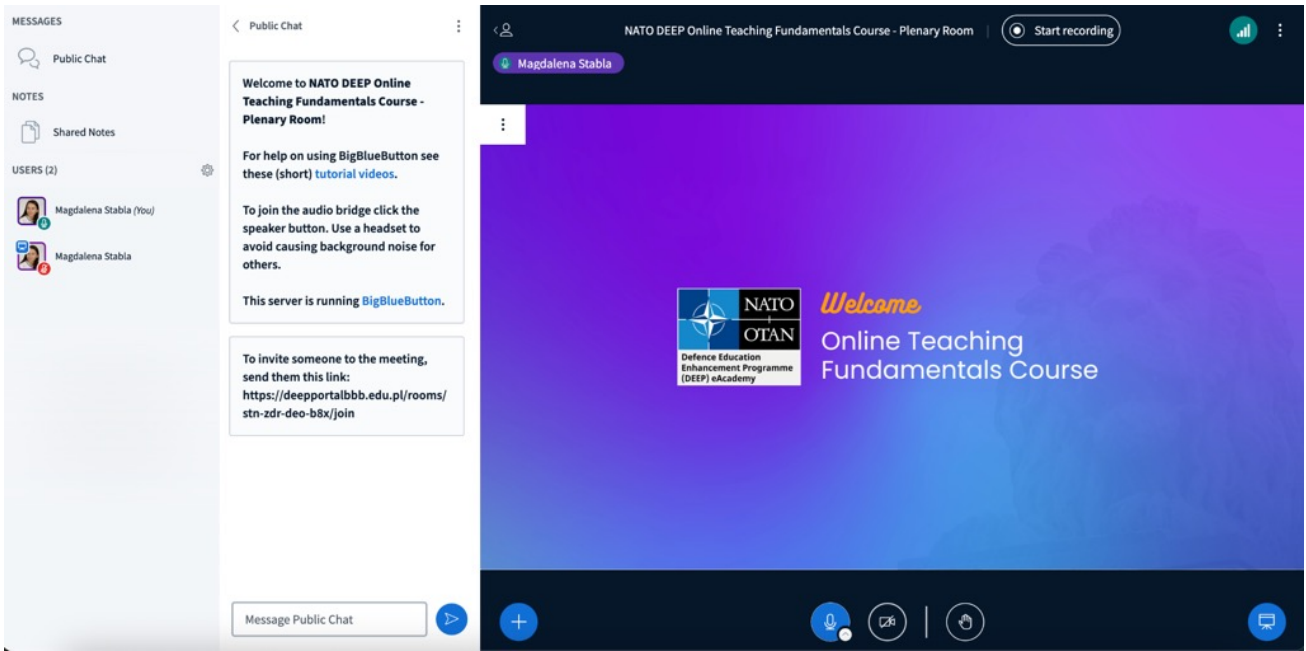
On the bottom, you can see the controls for the microphone, webcam and raising your hand option (use it if you want to ask a question or speak up).

Using the Public Chat feature is a great way to connect with other meeting participants. You will find it also at the bottom of the screen:

To end the meeting, simply close the tab in the browser.

Link for the synchronous meetings: https://deepportalbbb.edu.pl/rooms/stn-zdr-deo-b8x/join

LMS ILIAS

What's LMS ILIAS?

ILIAS is a web-based, open-source learning management system (LMS) that facilitates content management, including SCORM 2004 compliance, and provides tools for collaboration, communication, evaluation, and assessment.

Navigating LMS ILIAS

The credentials to access the NATO DEEP ADL Portal will be sent to You a minimum of a week before the Course starts.

This is the default view of the program space:
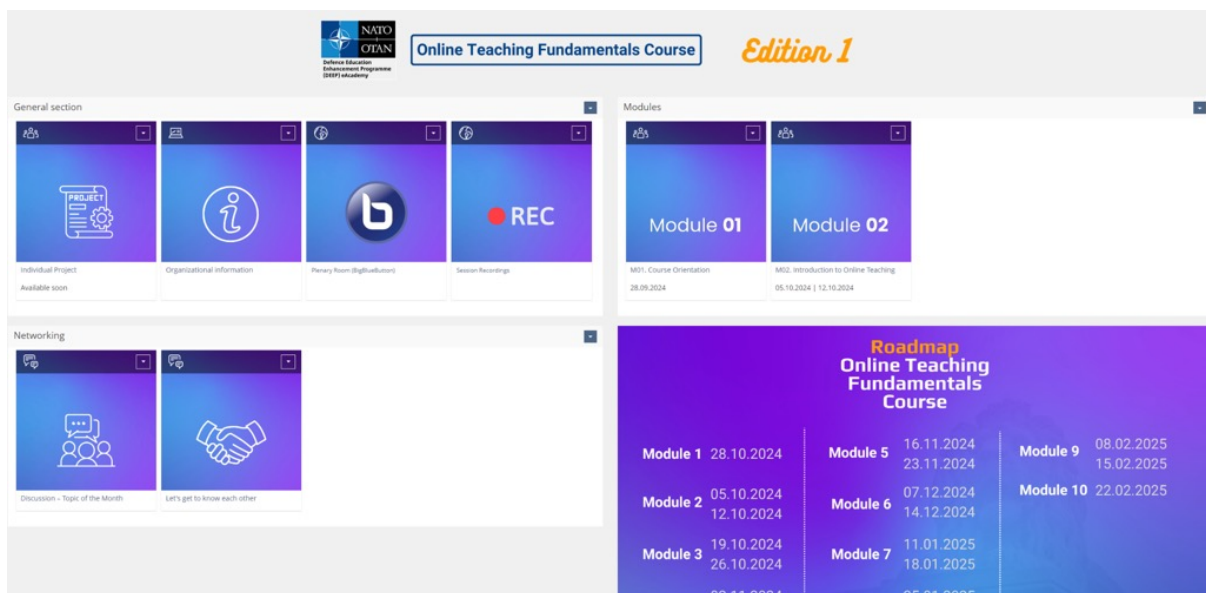
- General Section - contains essential information, documents, and Course-specific surveys.
- Modules - hosts individual Module containers where you can find resources and tasks.
- Networking - place for all of us to connect outside of meeting hours.

The Modules will be made available gradually. At first, you will only be able to access Module 01.

Each Module is built similarly, first, you will see Learning Objectives and Completion criteria and below that, more information and tasks.
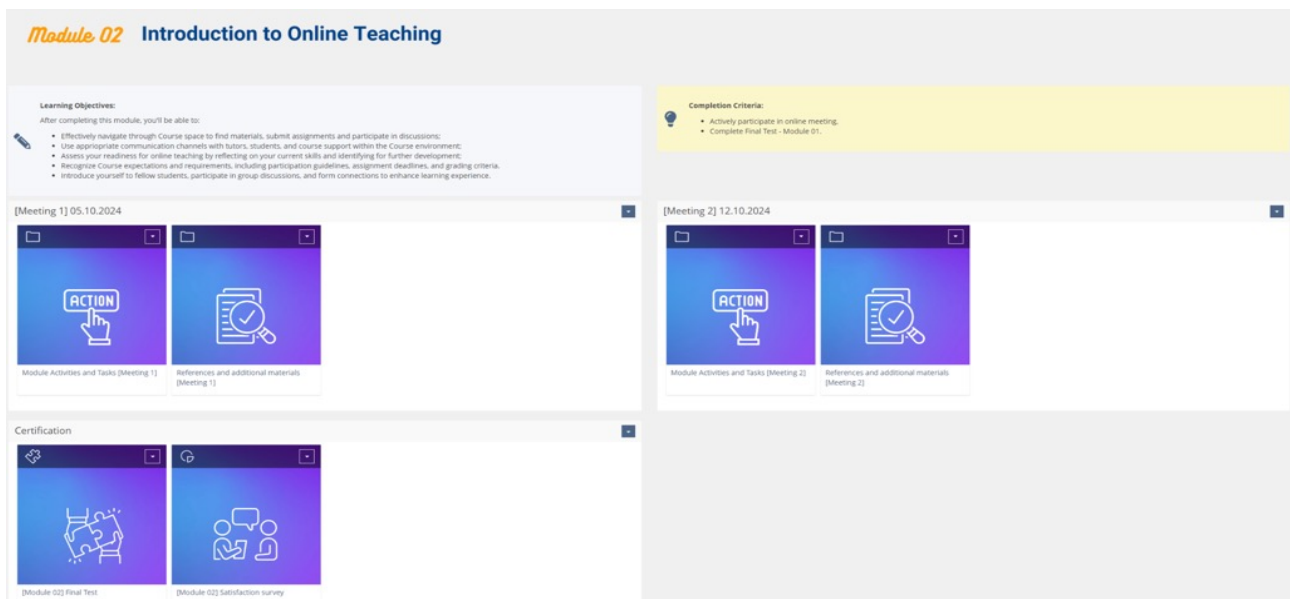
The Modules will feature the following types of content:

- Readings and additional materials (presentations, links etc),
- Module tasks (all required readings, activities, forums etc.),
- Final Test - obligatory in every Module,
- Anonymous satisfaction survey.

Please keep in mind that if you ever feel lost, you can directly contact the instructors by e-mail.

Communication and Support

To ensure effective engagement during the Course, clear communication and reliable support channels are available. For any questions, please reach out to Marcin Jóźwiak (marcin@deepeacademy.com) or Magdalena Stabla (magdalena@deepeacademy.com). Detailed information from the Tutors will be provided before each Module.

Additionally, you will receive a calendar invitation ahead of each synchronous meeting.