FACE-2-FACE WikiEducator and OER Training Workshop

APPLICATION PROCESS FOR INSTITUTIONS
- **Expression of interest**

The process starts with an interest expressed by educators in an institution or on their own. An institution must agree to **host** the workshop. When an institution agrees to host the workshop a simple official letter should be sent to the organiser stating among other things, expected dates, number of participants the lab can host, availability of internet service and most essentially, the **willingness of the institution to allow the computer lab to be used within this period for the training.**

- **Venue Requirements**

~ A serene learning environment
~ Easily accessible to intended participants
~ A computer lab to seat **at least** 15 participants. The lab arrangement should provide for the possibility of using boards, flips or screens (if necessary).
~ Basic computer hardware specifications
~ Apart from basic OS and a browser, no particular software required
~ Internet access

- **Participant Requirements**

The minimum class size for every training will be 15 educators with 20 being the maximum. This allows for better utilisation of resources, time and provides a good platform for adequate and more diverse interactions.

Participants should be educators, potential educators, students or people who have an interest in OERs and are interested in contributing to the development of Open Resources.

- **Application Process for Participants**

As much as possible, the organisers will aim at removing all possible costs for participation in these training programmes. There will be no registration or participation fee charged. Registration will be open online with learning contracts signed by all participants. This will enable organisers assist participants in the development of their OER contents.

Participants costs may include transportation to and from venue, accommodation, and feeding where applicable.

Expectations of Participants: After this free training, participants are expected to develop and contribute at least one learning content within a year for use by the wider education community.

TYPICAL Lesson Plan (can be customised to suit participants schedule)

DAY 1		
TIME	**LESSONS/ACTIVITY**	**FACILITATOR(S)**
8:00 – 8:30	Introductions and Learning Contracts	
8:30 – 9:00	Opening remarks and technical support information	
9:00 – 9:30	Introduction to Web 2.0 Technologies • What are open source technologies • What is a Wiki • Introduction to WikiEducator, Moodle, etc.	
9:30 – 10:00	Creating a WikiEducator Account • Setting up your personal WE webpage • Features and Customisations	
10:00 – 11:30	Introduction to WikiMedia Editing • WikiMedia and "Sisters" • Editing Basics • Basic Text Formatting	
11:30 – 13:00	Recap and Self Assessment Exercises	
13:00 – 14:00	Lunch Break	
14:00 – 15:00	Lab Work: Participants will work on their own contents	
15:30	Close Down: *End of Day 1*	
DAY 2		
TIME	**LESSONS/ACTIVITY**	**FACILITATOR(S)**
8:00 – 8:30	Lab Work: Participants will work on their own contents	
8:30 – 9:00	Review of DAY 1 Lessons and Activities • Flashlight	
9:00 – 9:45	Wiki Linkages • Creating New Pages • Creating Page links • Assessing *what-links-where*?	
9:45 – 10:30	Handling Images and Media	
10:30 – 11:00	Collaborative Editing • Collaborative content authoring • Reverting • Diff and History tools Understanding recent changes	
11:00 – 12:00	Collaborative Interactions • Discussions boards • Email interactions	

TIME	LESSONS/ACTIVITY	FACILITATOR(S)
	• Talk pages	
12:00 – 13:00	Recap and Self Assessment Exercises	
13:00 – 14:00	Lunch Break	
14:00 – 15:00	Lab Work: Participants will work on collaborative content development (each other's contents)	
15:30	Close Down: *End of Day 2*	
DAY 3		
TIME	**LESSONS/ACTIVITY**	**FACILITATOR(S)**
8:00 – 8:30	Lab Work: Participants will work on their own contents	
8:30 – 9:00	Review of DAY 2 Lessons and Activities • Flashlight	
9:00 – 9:45	WikiEducator Pedagogical Templates	
9:45 – 10:30	Thinking About Structures	
10:30 – 11:00	What is Free Content • Moderated discussions	
11:00 – 11:30	Way Forward/Declaration	
11:30 – 12:00	Closing Ceremony	

Contact:

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