



Co-funded by
the European Union

Wroclaw University of Economics and Business - Poland

University of West Attica - Greece

University of Pannonia - Hungary

Pilot Implementation Plan

January 2022 – November 2022

With ref. to your ERASMUS project and documentation received, your goals are as follows:

Goals:

- 1. Support universities and academic teachers in providing distance learning by means of developing solutions that will permanently improve the quality of blended and digital teaching and learning.*
- 2. Use digital assessment tools to support assessment of students' competencies, the presentation of knowledge and reliable evaluation of skills acquired by students.*
- 3. Support the skills of academic teachers in using modern teaching and learning technology.*

Itslearning implementation plan and assumptions

This itslearning LMS implementation plan is written with utilising a blended-learning approach to learning. Participants will receive training material and activities to be completed prior to video conference meetings. Participants independently and at their own schedule work through training content, and the live video conferences are interactive with the ability to ask questions and share experience. Dates are recommended and should be confirmed as soon as possible to avoid delay.

This plan is designed without technical integrations to a student information system (SIS) or authentication via single sign-on for students/staff. It assumes that users will be manually imported into itslearning via a CSV file / itslearning interface, and that users will authenticate within itslearning itself rather than the university's own single sign-on solution. Changes to student enrolment will be managed manually within the itslearning administration interface.

The plan does not include integration or training in the use of third-party systems such as Panopto, Kaltura, Zoom – however training could easily be offered as additional services if desired.

Each of the universities has signed a separate agreement with itslearning which means that 3 individual itslearning sites (learning environments) will be set up as per the contract start date which is 1st January. From this date each of the system administrators will receive login details and can access the itslearning site. Teachers will have access to itslearning from the start of the project in January and students can access from 1st of September 2021.

Roles and tasks in the Pilot:

Executive Sponsor (*management / key stakeholder*)

- Communicate internally about the role, plan and intention of the pilot.

- Set the pedagogical vision and strategy of the organisation and communicate that to the project group.
- Participate in establishment, ongoing status and conclusion of pilot.

System Administrator / ICT Support

- Works with itslearning to configure the site, privacy settings, security levels and password controls, and discuss roles and access within the organisation.
- Receives release notes from itslearning and distributes them internally.
- 1st line support from teachers and students – typically dealing with login issues, students not yet enrolled in their course and other access issues. Raises tickets with itslearning 2nd line support via.
- Uploads student and teacher user information to provision accounts, send passwords, create course groups, etc.

Communications

- Provide information about the project, timeline and groups involved within the university.
- Share success stories with the wider university community.

Teaching Staff

- Build courses and study modules inside itslearning. Upload files, create links to study material, share information and create tasks such as assignments and tests.
- Engage with students in the virtual learning world by sharing information, communicating, providing feedback and using digital teaching tools.
- Experiment with tools such as peer assessment, formative testing, discussion forums, group messaging and annotations / feedback.

Students

- Access the itslearning LMS via their mobile and laptop/computer/tablet.
- Participate in online courses and using digital tools.
- Actively engage with peers and work in the digital learning environment.

	Executive Sponsor	System Administrator	Teaching Staff	Communications / University Coordinator
Wroclaw University of Economics and Business	Dorota Kwiatkowska-Ciotucha	-Marek Wasowicz -Zeneta Jaworska	To be confirmed	To be confirmed
University of West Attica	To be confirmed	-Kalantonis Petros -Papagrigoriou Aristeidis	To be confirmed	To be confirmed
University of Pannonia	To be confirmed	-Gabor Kohlrusz -Tünde VAJDA	To be confirmed	To be confirmed



1. Planning Phase

Date/Milestone	Task/Action	Responsible
16/11/21 @ 1300 - 1400	Kick off Meeting: Planning meeting, discussing pedagogical needs and goals, finalising key dates in this plan, introduction to itslearning and discussion of core tools to be used during the pilot, communication plans and Pilot assessment criteria.	Philip Duffield and Lise Myrdal Project group participates
15/12/2021 @ 1300 - 1400	Final planning before training Review and adjust training plan, discuss progress and status to date, answer outstanding questions.	Philip Duffield and Executive Sponsor

Sivunvaihto

2. Build and Implement Phase – System administration and Support

Date/Milestone	Task/Action	Responsible
06/01/2021 - Offline	Prepare one site for each university Create the initial teacher accounts, send information and make initial configuration of the site.	Philip Duffield
15/02/22 @ 1000 – 1200	Support and Administration – Workshop 1: Configure Security and Privacy settings, create site hierarchy, configure Profiles aligned with organisational policies, discuss and plan for import of users/groups, discuss how students will login (password distribution) introduction to itslearning support processes. Configure Microsoft or Google integrations.	Philip Duffield System Administration participate
01/03/22 @ 1000 – 1200	Support and Administration Workshop 2: Uploading users into itslearning in a way that meets the needs of the organisation	Philip Duffield System Administration participate

	(aligned to privacy/policy settings), troubleshooting common access issues, review of any configuration questions or discussions.	
15/03/2022 @ 1000 – 1200	Support and Administration Workshop 3: Preparing for Semester Start and go-live. Copying courses and sharing content using the template functionality.	Philip Duffield System Administration participate

Sivunvaihto

3. Roll out and Training Phase

31/01/2022 - 28/02/22	EduKo Pedagogical courses available to all teachers Teachers work through five modules at their own pace to experience digital teaching and learning and the itslearning LMS from the perspective of a student.	EduKo Teaching staff complete course at their own pace
08/03/2022 3 hours, 10:00 – 13:00	Pedagogical workshop 1 Poland Pedagogical basis and ideas for e-learning: hybrid-learning, problem-based learning, phenomenon-based learning and flipped classroom Defining and explicating the learning goals, course structure and scope.	Tuija Arola Suvi Aaltonen (EduKo) Teaching staff participate
10/03/2022 3 hours, 10:00 – 13:00	Pedagogical workshop 1 Hungary Pedagogical basis and ideas for e-learning: hybrid-learning, problem-based learning, phenomenon-based learning and flipped classroom Defining and explicating the learning goals, course structure and scope.	Tuija Arola Suvi Aaltonen (EduKo) Teaching staff participate

17/03/2022 3 hours, 10:00 – 13:00	<p>Pedagogical workshop 1 Greece</p> <p>Pedagogical basis and ideas for e-learning: hybrid-learning, problem-based learning, phenomenon-based learning and flipped classroom</p> <p>Defining and explicating the learning goals, course structure and scope.</p>	<p>Tuija Arola Suvi Aaltonen (EduKo)</p> <p>Teaching staff participate</p>
09/03/2022 - 10/03/2022 17/03/2022 independent work	<p>Intermediate task</p> <p>Teachers will choose the theme of their own individual itslearning course that they will design with the support of itslearning and EduKo</p> <p>Teachers will identify the key learning objectives of the course they are going to design.</p>	<p>Tuija Arola Suvi Aaltonen (EduKo)</p> <p>Teaching staff participate</p>
15/03/2022 @ 1400 – 1530 + 1 hour offline independent work	<p>Course Design and Building – Workshop 1:</p> <p>Introduction to itslearning Plans tool, populating content and activities into your course, structuring your course to scaffold learning. Scaffolding students through your learning journey.</p>	<p>Philip Duffield (itslearning)</p> <p>Teaching staff participate</p>
22/03/22 @ 1400 - 1530 + 1 hour offline independent work	<p>Course Design and Building – Workshop 2:</p> <p>More advanced usage of activities and course design within itslearning. Assessment configuration, providing feedback on activities, introduction to Assignment and Test.</p>	<p>Philip Duffield</p> <p>Teaching staff participate</p>
29/03/22 @ 1400 – 1530	<p>Course Design and Building – Workshop 3:</p> <p>Course groups, advanced usage of course plans, creating collaboration opportunities, utilising Office 365 functionality, etc.</p>	<p>Philip Duffield</p> <p>Teaching staff participate</p>
05/04/2022 2 hours 10:00 – 12:00	<p>Pedagogical Workshop 2 Poland</p> <p>Ideas and evaluation of the chosen pedagogical tools and their versatility and appropriateness.</p>	<p>Tuija Arola Suvi Aaltonen (EduKo)</p> <p>Teaching staff participate</p>

	<p>Didactic tools to motivate the students: various types of tasks and activities.</p> <p>Use of learning analytics.</p>	
<p>07/04/2022 2 hours 10:00 – 12:00</p>	<p>Pedagogical Workshop 2 Hungary Ideas and evaluation of the chosen pedagogical tools and their versatility and appropriateness.</p> <p>Didactic tools to motivate the students: various types of tasks and activities.</p> <p>Use of learning analytics.</p>	<p>Tuija Arola Suvi Aaltonen (EduKo)</p> <p>Teaching staff participate</p>
<p>12/04/2022 2 hours 10:00 – 12:00</p>	<p>Pedagogical Workshop 2 Greece Ideas and evaluation of the chosen pedagogical tools and their versatility and appropriateness.</p> <p>Didactic tools to motivate the students: various types of tasks and activities.</p> <p>Use of learning analytics.</p>	<p>Tuija Arola Suvi Aaltonen (EduKo)</p> <p>Teaching staff participate</p>
<p>20/04/2022 @ 1400 - 1500</p>	<p>Course Design and Building - Progress Meeting: Check progress made over past weeks with creating Plans and content. Any barriers? Q&A.</p>	<p>Philip Duffield</p> <p>Teaching staff participate</p>
<p>01/06/2022 - 15/06/2022</p>	<p>Pedagogical Review and evaluation Done online using a platform created as an itslearning module: questionnaires, opinion polls, open comments</p>	<p>Tuija Arola Suvi Aaltonen</p> <p>Teaching staff participate according to their own timetable</p>

4. Go-Live and Adoption Phase

Date/Milestone	Task/Action	Responsible
14/06/22 @ 1000 – 1100	Final preparations for semester start. Outstanding questions and discussion points, last minute support, ensure users are correctly provisioned.	itslearning Project group participate
16/06/22 @ 1000 – 1100	Final Upload of Students and accounts into itslearning	itslearning System Administration participate
16/08/22 @ 1300-1330	Premium Support and drop-in consulting – Session 1 Outstanding questions and answers, ad-hoc help and guidance, troubleshooting, premium support.	Itslearning EduKo Open session
30/08/22 @ 1300-1330	Premium Support and drop-in consulting – Session 2 Outstanding questions and answers, ad-hoc help and guidance, troubleshooting, premium support.	Itslearning EduKo Open session
13/09/22 @ 1300-1330	Premium Support and drop-in consulting – Session 3 Outstanding questions and answers, ad-hoc help and guidance, troubleshooting, premium support.	Itslearning EduKo Open session
27/09/22 @ 1300-1330	Premium Support and drop-in consulting – Session 4 Outstanding questions and answers, ad-hoc help and guidance, troubleshooting, premium support.	Itslearning EduKo Open session
11/10/2022 2 hours, 10:00 – 12:00	Pedagogical Workshop Poland Discussions and further ideas based on the piloting with students. Support for further development and individual needs of the teachers.	EduKo Tuija Arola Suvi Aaltonen
13/10/2022 2 hours, 10:00 – 12:00	Pedagogical Workshop Hungary Discussions and further ideas based on the piloting with students. Support for further development and individual needs of the teachers.	EduKo Tuija Arola Suvi Aaltonen

<p>18/10/2022 2 hours, 10:00 – 12:00</p>	<p>Pedagogical Workshop Poland Discussions and further ideas based on the piloting with students. Support for further development and individual needs of the teachers.</p>	<p>EduKo Tuija Arola Suvi Aaltonen</p>
<p>15/11/22 @ 1400-1500</p>	<p>Review and Evaluation of Pilot Student and teacher feedback has been gathered and distributed prior to meeting. Discuss feedback and review any immediate actions/remediations. Discuss and agree next steps and roll-out options / needs.</p>	<p>Itslearning EduKo Project group</p>