

Agenda for the Brussels workshop March 15th – 19th 2010

N.B. Remember to keep your boarding passes / original travel documents.

Meeting place:

(Use door phone / bell to call / or phone 0045 4079 7720)

POOLS-T Brussels headquarters
Apartment 5.1 (5th floor)
270 Avenue Louise

Please bring:

- Laptops for software experiments and evaluation and also extension cord for multiple sockets. (I plan to set up the usual WIFI system)

Main issues for the workshop are:

- Follow up on the recommendations from the Interim report
- Follow up on decisions made at last two workshops and project period
- Development status evaluation
- Dissemination and exploitation. Results and new plans
- Quality control and monitoring

Structure

The workshop / project meeting has been divided into two separate parts starting with a pre-meeting workshop (March 15th and 16th) with participation of the software development partners, i.e. Caoimhín and Kent supported by Gordon and Soeren. The main workshop with participation from all teams (excepting EfVET) is from March 17th to 18th

N.B. The schedules are only indicative as the agenda should be flexible and other items may be included. Where possible we may also break into groups e.g. for work with the Wordlink, CLIL manual, and TextBlender

March 15th

ICT setup, network, beamer etc. (Kent Andersen)

Initial talks on the software development between Caoimhín and Kent

March 16th

- 09.00 Development workshop
- 13.00 Lunch
- 14.00 Software debate and programming continued
- 16.00 Compilation of suggestions for the final version. Programming and testing
- 18.00 Arrival of the other teams
- 20.00 Walk to Le Brassins, 36 rue Keyenveld for a typical Belgium dinner.
 - * Dinner and networking. Please e-mail Kent Andersen ka@ots.dk if you cannot take part in the dinner (reservation is needed, it is a very popular restaurant)

March 17th

- 09.00 Welcome by Kent Andersen in POOLS-T Brussels headquarters
- 09.10 Walkthrough of the workshop agenda items
- 09.45 Follow up on the recommendations from the IR (Interim report)
- 10.30 Decision regarding the IR recommendations
- 11.30 * Break
- 11.45 Walkthrough of achievements and the decisions made during previous meetings (Appendix A, B, and C) do we have any shortcomings?
- 12.30 * Lunch
- 13.30 Progress report by the two teams involved in the CLIL manual / guide (Athena and Horizon)
- 15.00 Walkthrough and debate on the Wordlink tool and the Multidict dictionary system (Caoimhín O Donnaile)
- 15.15 * a short refreshment break
- 15.30 Wordlink debate continued
- 18.00 End of Day 1
- 19.15 * **Dinner** Assembly outside POOLS-T Brussels headquarters, a short walk to restaurant:-) Suggested place is Le Pavillon in Rue Defacqs 64

March 18th

- 09.00 Meeting in POOLS-T Brussels headquarters
- 09.00 Presentation and demonstration of the DIY videos and the translation tasks (for the subtitles)
- 10.00 Presentation and demonstration of the near final TextBlender
- 11.00 * Break
- 11.45 Work on the CLIL manual / guide
- 12.30 * Lunch / snacks / sandwiches
- 13.30 Presentation of dissemination (national and international) that has been carried out and compilation of a list of planned dissemination events or methods that will take place in the partner countries to ensure a cross country dissemination and impact on target groups. (Elizabeth, Germana, Gordon, Ellen, and Kent)
- 14.45 * a short refreshment break
- 15.00 Each team prepares a schedule and as list of milestones to be met by that team until the final project meeting. A first version should be prepared before we meet to save time.
- 16.00 Summary of the Project plan, responsibilities, and schedule. We stick to the original work plan dates!
- 17.00 Meeting evaluation and quality control of achievements
- 19.15 * **Dinner** Assembly outside POOLS-T Brussels headquarters, a walk to restaurant:-
) Suggested place is Strofilia Rue du Marché aux Porcs 13
(<http://www2.resto.be/strofilia/default.cfm?restoid=5268&source=home&langue=uk>)

March 19th

Departure, but some teams may choose to work on CLIL manual etc.

* Please note that meals, drinks etc. due to the EU regulations set out in the financial handbook have to be paid by each participant / national team (the cost is of course covered by the per diem).

Appendix A

Quality Criteria as decided in March 09

Success criteria for assessing the users' feedback and the pilot results.

Our first goal is to have a large amount of feedback from the students, with focus on finding and solving problems with the program.

100 student users participating from all involved countries
– Minimum level of success

200 student users participating from all involved countries
– Target level of success

300+ student users participating from all involved countries
– Great level of success

Our second goal is to get user feedback from teachers using the program to produce materials for their classes.

18 teachers participating from all involved countries
– Minimum level of success

30 teachers participating from all involved countries
– Target level of success

50 teachers participating from all involved countries
– Great level of success

Our third goal is to establish how teachers rate the user-friendliness of the programme.

How many online materials have actually been created?

50 examples of materials from all the students and teachers participating
– Minimum level of success

100 examples of materials from all the students and teachers participating
– Target level of success

150 examples of materials from all the students and teachers participating
– Great level of success

The user friendliness will be measured by a questionnaire where the students will be asked to rate the user friendliness of the program on a scale of 1-5 with 1 being the worst and 5 being the best. There will also be a box for the participant to write in comments.

The minimum success criterion would be a user friendliness score of 3.

Criteria to assess the relevance of the tools (wordlink and TextBlender)

Version A for teachers:

Score each question on a scale from 1 to 5 (where 5 indicates the highest agreement)

Usability: Is it easy to use?

Adaptability: is the tool adaptable to new circumstances (a new online dictionary) to what extent can the teacher take control of the tool?

Does it enhance the IT based learning platform?

Does it help to improve learning strategies?

Does it add value to your everyday teaching, in order to overtake the goals of the curriculum?

Does it enhance the learner autonomy in text reading exercises?

Is the tool helpful to learn vocabulary?

Version B for students:

Score each question on a scale from 1 to 5 (where 5 indicates the highest agreement)

Usability: Is it easy to use?

to what extent can you take control of the tool?

Does it help you understand the text?

Can you read texts faster?

Is the tool helpful to learn vocabulary?

Appendix B

Decisions made during the POOLS-T Workshop in Bruxelles 24th-26th of March 2009

- Start a search for tables of lemmatization for languages.
- To make a mirror site for the word link website.
- Start looking for monolingual dictionaries, Danish – Danish, etc.
- The workshop in September is moved forward one day from the 29th of September to the 28th of September.
- Caoimhín will mail a feedback form to be used with Wordlink and all teams will have their students test the Wordlink and fill in the forms.

- Improve wordlink to make popups for the dictionary entries instead of opening another webpage
- The Swiss members have agreed to write an article about the project.
- The next newsletter will be ready in the next few weeks.
- The Dutch team will translate the tools manual from Dutch into English and mail it to the other teams for translation into their languages (SUPSI will translate the manual into German and Italian).
- Hans, Ricardo, Frans and Ellen are to do a compilation of a draft version of the CLIL-guide, with help from Elisabeth and Evangelos and peer reviewed by all of us.
- Each partner prepare a webpage using the textblender, to use as example for materials created using the program.
- Each partner will investigate which dictionaries the students usually use / prefer. The results to be sent to Caoimhín.
- Frans suggested about a search for partnership application projects to get more funding. For bringing students to our workshops

Appendix C

Decisions made during the POOLS-T Workshop in Bruxelles September 29th to October 1st 2009

- Pools-T logo replaces the pools logo in all outcomes. A.s.a.p.
- Each team to prepare a lesson demonstrating exemplary CLIL using TextBlender and WordLink. To be sent to Ellen no later than January 15th
- Blank line under each photo inserted in a TextBlender produced web file. A.s.a.p.
- Saveas option to be included in the TextBlender. A.s.a.p.
- TextBlender to have a summary page: A.s.a.p. (and no later than mid-November)
- DIY video prototype of the TextBlender: To be ready by mid-November
- Links to monolingual dictionaries to be sent to Caoimhín: October 2009
- Next meeting to be in Brussels March 16th to 19th
- All partners to monitor blog: On a weekly basis (minimum) or use RSS feeds
- All partners to blog comments and suggestions to entries
- Decision on the TextBlender: The users' ability to change of colours and fonts in the program should be in one of the next upgrades. November 09
- Kent to investigate a possible tracking option in the TextBlender
- Update the pools-t schedule document (online from the archive) with above decisions
- TextBlender to be in all languages
- A meeting with language teachers from all colleges in Southern Denmark
- We should try to compete to win The European Label 2010!
- Instead of "Insert image" we would like to have "Insert media" since it will soon become possible to insert videos also (videos that do not launch

- automatically/autoplay).
- The blog should be repaired or replaced by new blog (it does not work properly in IE8 at the moment)
 - A new step at the end with a summary of the user's choices/selections will be added. Having to select an audio player twice will be eliminated in the next version.
 - We want to consider a possible tracing system.
 - The install a dictionary options should be more user friendly and e.g. immediately tell a user that a dictionary link has been created.
 - Torben's idea: only two buttons instead of ten saying "Choose image" and "input text".
 - New examples of assignments in TextBlender and WordLink for the CLIL: Germana and Valentina will cover civil engineering and health care, Ellen is thinking of an assignment in marketing or a product presentation (they will contact the Greek partner about their subjects for the assignments), Gordon: ICT and music, and Kent: Electricians.