



Erasmus+



**WIFI Academy for Facility Management**  
CO-FUNDED BY THE EUROPEAN UNION

Agenda  
**TRAIN THE TRAINER**  
Workshop

**18.04.2016 – 22.04.2016**

**Platform-training:**

Hristo Yanchev

**Didactic trainer:**

Ruth Langer, MA

Sofia 1421

Tsarnook 8

Lozenetz



## 2-day platform training

### **18.04.2016, Day 1 – Platform training**

9:00 -17:00 h;

Coffee break 10:30 – 11:00 h

Lunch break 12:00-13:00 h

Coffee break 14:30 – 15:00 h

#### **9:00 – 10:30**

Brief review of the system – interface and operations

#### **11:00 – 12:00**

Editing – side blocks (creation, positioning and configuration)

#### **13:00 – 14:30**

E-learning platform resources:

- URL
- Label
- Page
- File

#### **15:00 – 15:30**

Communication resources (creation and configuration)

- Forum
- Chat

#### **15:30 – 17:00**

Statistics at the e-learning platform

- Logs – user activity

### **19.04.2016, Day 2 – Platform training**

9:00 -17:00 h;

Coffee break 10:30 – 11:00 h

Lunch break 12:00-13:00 h

Coffee break 14:30 – 15:00 h

**9:00 – 10:30**

Configuration of the “Lesson” resource

**11:00 – 12:00**

Virtual Classroom (creation and configuration)

**13:00 – 14:30**

“Test” resource at the e-learning platform

- Question types
- Settings and configuration
- Evaluation

**15:00 – 17:00**

“Assessment” resources at the e-learning platform

- Types
- Settings and configuration
- Evaluation

## **3-day didactic training**

### **Day 3 – didactic training**

9:00 -16:30 h; coffee break in the morning and in the evening, Lunch 60 Minutes

**Repetition**

- o Basic modules
- o New methods

**Virtual classroom**

- o Practical part I
- o Reflection
- o Does and don'ts

## Day 4 - didactic training

9:00 -17:30 h; coffee break in the morning and in the evening,  
Lunch 60 Minutes

### Virtual classroom

- o Preparation for practical Part II
- o Practical part II
- o Feedback and reflection

## Day 5 - didactic training

9:00 -16.00 h; coffee break in the morning

### Synchronous and asynchronous virtual (online) phases

- o Possibilities for interaction
- o communication

### Targets:

The participants will

...gain confidence with the technical aspects and functionalities of the platform

...exercise how to create and configure materials and communication resources –  
Forum and Chat

...learn how to use the statistics at the e-learning platform

... gain confidence in working with the virtual classroom

... master the does and don'ts in the work with the virtual (online) phases

... learn how to bring their students into interaction