Work plan for organizing and monitoring the development and production process of the ELM

Schools
Gymnasium 227

Name of the ELM
Electronic Alphabet of St Petersburg & Helsinki

Pedagogical model for the use of the ELM (e-resource)

Pedagogical approach	
	Electronic educational materials are planned to use in academic and extracurricular activities subject, educational work, development of special projects, organization of independent work of students. ELM can be used as information for educational work, task on which students should think creative assignments for students, reflection, control and self-control, creation of their own products on the project. The basis of teaching process with the use of EEM is laid two approaches-cultural studies approach and activity approach. • How do you know? • What do you like the best? Why? Explain. • Choose an interesting object and make a story, using the material that you know. If your knowledge is not enough, look for this material with the use of hyperlink, you can also ask your teacher for the help. • At home you must perform an unusual home task: -find and add the object of our city, which is not submitted in our "ABC" on this letter but, from you point of view, is very important. Prepare short

	information of this subject, using different materials and knowledge of your parents. • Creative task for you: visit this object, photograph this object, then you and those who were with you describe your opinions, make you own opinions, write it on a paper or on a computer, adding your picks. We can say that you'll receive your own view of our city. On the proposed facility students can be asked to make the task, formulate the targets for Russian and Foreign languages lessons, Math, Nature and so on. Execution of tasks can be carried out in the following organizational forms: frontal, group and individual forms of learning; for lesson or home task, after classes work. Students & teachers act in different roles: -developers and creators of new project. -performers -experts -generators of new ideas.
Person(s) in charge	Vladimir Sedov, Elena Letucheva, Hellya Sedova
Risk analyze	• The developer's team was changed, and also changed the vision of our ELM • Trying to negotiate with our finish partners about providing the learning materials

Design Template for E-learning Material (ELM)

Structure and navigation	
Structure of the ELM	The ELM based on the PowerPoint 2010 presentation and includes the information about main attractions of Saint-Petersburg an Helsinki (history of different attractions and memorials, historical events connected with it). The navigation is in form of alphabet. Each letter is a reference to page with information about attractions which name begins from this letter. Also ELM includes the quiz for students and blank pages which can be filled with different original information by the students.
Person(s) in charge	Maria Ivanova, Serge Chechin
Resources	It will take about 2 months to design the information and navigation structure. We need to reconcile the structure of each block of ELM with our finish partners.
Risk analyze	• Some teachers have not enough technical knowledge. To solve this problem we can provide group and individual consultations for such teachers. • Sometimes it's difficult to find appropriate software for developing some elements of our ELM.
Updating and developing	Different teachers of primary and secondary school developing their own materials connected with our native city, so the capacity of the work will increase.

Design Template for E-learning Material (ELM)

	Also we discussed different suggestions and ideas about expanding the scope of our project.

Content production	
Content units	• We create the script of our ELM which includes different elements, structures and multimedia technologies, such as animation, video, sound, text and graphics. • Also we design the content of each page (selecting photos and video, developing annotations, etc.).
Person(s) in charge	Galina Krasulina, Maria Ivanova
Resources	It will take a lot of time for content production, up to the beginning of 2012. All the primary school techers will take part in development additional materials.
Risk analyze	There are some problems with coordinating teacher's work because each teacher have it's own vision of the project.
Updating and developing	Capacity of the work expanding and requires the expansion of the team and also, additional time.

Technological solutions	
Technologies	- Services: Moodle, prezi.com, Microsoft Office, Adobe Photoshop, Pinnacle Studio. - Media elements: photo collages, audio and video, animation
Person(s) in charge	Serge Chechin, Galina Krasulina, Irina Gallyamova
Resources	Additional expences will be needed in case of purchasing additional software and hardware.
Risk analyze	There are some problems with technical knowledges of our teachers, which are solving during the work with project.
Updating, user support, user management	Technical support will be in form of group and individual consultations.

Design Template for E-learning Material (ELM)

Evaluation of the educational results: Student learning assessment	
Evaluation	Evaluation of the pedagogical results includes: • Evaluation and self-evaluation of the activity products, provided by students and teachers • Evaluation of our partners, parents and experts. Success of the results of our project will be monitored with different diagnostic methods, presentations of the intermediate results, portfolios of the team members.
Person(s) in charge	Natalya Zadorina, Andrey Frolov, Elena Letucheva, Julia Skibinskaya
Resources	Additional expences are connected with surveys, testings, making different polls and processing of it's results.
Risk analyze	Some risks are: • Developing the methods of the results evaluating • Unavailability of some teachers to active work with the project
Timetable	

Processes and timetable	
Process of technological developing	• Team members are making the decisions about using technologies • Serge Chechin will provide technical support • The platform will be available for the content up to December 2011
Content product process	• Primary school teachers will write texts, choose illustrations and links • Students and parents will take part in selection of the material The results will be provided to our finish partners in Russian language.
Collaboration and evaluation	• Intermediate evaluation of the material performed by exchanging of these materials between the team members • Discussion of the intermediate results during the meetings with the teachers of the partner schools • Making the correctives in the materials • Testing the materials block by block
Skills and competencies	Teachers are require an additional training. We perform the group and individual consultations and looking for the ways if the technical issues.

TIMETABLE - document phases, check-points and deadlines for different production topics. Also, estimate working hours needed per month.

Pedagogical approach	September	October	November	December
Vladimir Sedov	Definition of the main approaches of the work	Making the content of the ELM. Definition of the main features of the used approaches.	Coordination of the chosen approaches with the team members	Уточнение: заданий, выполняемых с помощью ЭУМ, основных форм организации работы с ЭУМ Elaboration of the main forms of organization of the work with ELM
Structure and navigation	**September**	**October**	**November**	**December**
Galina Krasulina Serge Chechin	Definition of the content blocks and information structure of the ELM	Development the structure and navigation of the ELM	Development the navigation structure	Complete the work with interface of the ELM
Content production	**September**	**October**	**November**	**December**
Galina Krasulina Mariya Ivanova	Development the materials for presentation on the seminar in Helsinki	Developing the content of the ELM	Gathering the learning material	Сбор и переработка учебного материала Gathering and processing the lerning material

Design Template for E-learning Material (ELM)

Technical solutions	**September**	**October**	**November**	**December**
Serge Chechin	Choosing the required software	Developing the special elements of the ELM	Processing the audio and video materials	Arrangement of the material
Assesment	**September**	**October**	**November**	**December**
Vladimir Sedov Irina Gallyamova	Sorting and evaluation of the available material	Definition of the evaluation criteria	Intermediate evaluation of the ELM by selected criteria	Comparison of self-evaluations of teachers and project managers.