

BORD OIDEACHAIS AGUS OILIÚNA CHIARRAÍ  
KERRY EDUCATION AND TRAINING BOARD



Technology Enhanced  
Teaching & Learning  
**STAFF GUIDELINES**

2021-2022



BORD OIDEACHAIS  
AGUS OILIÚNA CHIARRAÍ

KERRY EDUCATION  
AND TRAINING BOARD

Digital inclusion is needed to ensure that Ireland's households, businesses and public sector are prepared for a just transition towards the 'Fourth Industrial Revolution', as ICT changes the shape of enterprise, employment and living conditions.

**(Digital Inclusion in Ireland: Connectivity, Devices & Skills, 2021 NESC Report)**

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*Acknowledgement: This document was prepared by the Kerry ETB FET TEL Working Group with assistance from Maggie O'Sullivan Graham, ALO and Paula Tiller, Teacher, Kenmare.*

# Definitions

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## Digital Literacy

Digital literacy is the capacity to read, understand and critically appreciate various forms of communication including spoken language, printed text, broadcast media and digital media. It is also described as: "... a lifelong learning process of capacity building for using digital technology, communications tools and/or networks in creating, accessing, analysing, managing, integrating, evaluating and communicating information in order to function in a knowledge-based economy and society"<sup>1</sup>

## Digital Competence

Digital Competence is the ability to use digital tools safely and effectively for communicating, collaborating and learning. Digital tools include devices, web browsers, apps, social media and other technology. Digital competence is a universal and basic skill that all citizens require for working, living and learning in a knowledge-based society.

## Technology Enhanced Learning (TEL)

Technology Enhanced Learning (TEL) is defined as integrating digital tools and technologies and using digital pedagogies to enhance learning and teaching. These can include physical tools like interactive whiteboards and mobile devices, or online tools.

## Distance Learning Courses

Distance Learning Courses are delivered 100% online. There are no on-site face-to-face learning sessions.

## Blended Learning

*Blended Learning Programmes need to be designed, delivered and assessed with reference to Topic Specific QQI Statutory Quality Assurance Guidelines for Providers of Blended Learning Programmes. Kerry ETB would need to be approved for the quality assurance of blended learning before submitting blended learning programmes for validation. [Click Here](#) to view QQI Guidelines. [Click Here](#).*

Blended learning is a combination of face-to-face tuition and online delivery through a virtual learning environment like Teams or Moodle. Learning resources are specifically designed for use in blended mode and various technology tools are used for delivery and assessment. Learner and staff support is provided through discussion forums and dedicated online resources. Assessments, formative and summative, are submitted, marked and returned to learners with feedback through electronic or other media.

## Universal Design for Learning (UDL)

Universal Design for Learning (UDL): This is an approach to teaching and learning that offers flexibility in the ways Learners access material and show what they know.

The goal of UDL is to use a variety of teaching methods and assessment tasks to remove any barriers to learning. It's about building in flexibility that can be adjusted for every person's strengths and needs.

## FET CPD SharePoint Site and Calendar

Use your [firstname.lastname@staff.kerryetb.ie](mailto:firstname.lastname@staff.kerryetb.ie) account to log in. You can view our FET CPD Calendar and the FET CPD SharePoint Site.

# New TEL CPD Resources 2021/22

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## Wriggle Connect

Staff are asked to use their login for this excellent online learning platform that Kerry ETB has procured for this academic year. To access Wriggle Connect go to <https://teacher.wriggleconnect.ie> and log in with your Kerry ETB staff account. If you do not have access contact your Line Manager. For more information see page 15.

## Help Your Learners Sign Into Teams

[Click Here](#) to play the How to Sign in Kerry College Team Learner Video for your learners. You can pause it as you go to take them through the process step-by-step. This is also included in the TEL Guidelines for Learners.

[Click Here](#) to see Downloading and Signing into MS Teams Account. This is a PowerPoint presentation for Learners explaining how to sign into Teams. This is also included in the TEL Guidelines for Learners.

## Padlet

Kerry ETB has 200 Padlet Licences for FET Practitioners. Padlet is a digital tool that can help teachers and students in class and beyond by offering a single place for a notice board. That's at its most basic.

This digital notice board is able to feature images, links, videos, and documents, all collated on a 'wall' that can be made public or private. To gain access talk to your Line Manager. [www.padlet.com](http://www.padlet.com)

<sup>1</sup>consultation-paper-alind-strategy.pdf (solas.ie)

# Introduction

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Digital skills have become a core competency and a key transferable skill for everyday living, for learning and for the labour market. Learning to use technology safely and effectively is a cornerstone of the teaching and learning experience at Kerry ETB<sup>2</sup>. Part of our role as educators is to improve the digital skills of our Learners<sup>3</sup> and to equip them for the jobs of the future so that they can take their place in an increasingly online world. 42% of Irish adults describe themselves as having below average digital skills. This leaves almost half of our adult population at a disadvantage in their personal lives and their careers.

*“The uncomfortable truth is that Ireland's new digital society is not a fair society where everyone has the opportunity to thrive. This is a problem we must all own if we are to build a more inclusive society for a better Ireland and more sustainable future.”*

**Mark Browne, Director**  
National Institute for Digital Learning

During the pandemic we depended on technology as we were not able to meet our Learners in person. Digital tools helped us connect with Learners, colleagues and partners, to provide a quality service in challenging conditions. Kerry ETB Learning Practitioners<sup>4</sup> embraced technology and worked hard to develop their skills in this area, leading Learners in rising to the challenge and producing fantastic work.

Many educators demonstrated how technology could enrich Learners' educational experiences over the last year. How can we make the most of these tools in the coming year now that we are returning to classrooms?

The teaching and learning experience that was fully offline for so long, and then fully online for much of last year, will now be held jointly between the online and offline space. The goal this year is to harness all the positive aspects of online learning tools and the richness of the classroom experience. Each FET class group will have an online space for communication, collaboration, teaching, learning and assessment, acting as a universal safe repository, accessible from anywhere, at any time.

<sup>2</sup> Kerry Education and Training Board will be abbreviated to the ETB throughout these guidelines

<sup>3</sup> The term Learner is used to describe all students, trainees and adult education participants.

<sup>4</sup> The term Learning Practitioner, or simply Practitioner, is used throughout these guidelines and refers to all those in teaching or training roles in FET including Teachers, Instructors, Tutors, Adult Educators etc.

# Where are you on this ladder?

Over time, everyone will be climbing  
but only you can say where you are right now.

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## Higher Steps

I am a confident user of technology in my teaching work. I would like to know more about generating content, the flipped classroom approach and other approaches from international best practice to work smarter.

## Next Steps

I have good IT skills and was able to teach online with some confidence. However, I would like to know how to work smartly to get the best out of the technology, e.g. making videos, making self-correcting online worksheets and generating re-usable digital content to save me time.

## First Steps

- I have done some online teaching but would welcome more time going over the basics, like setting up a team, communicating with learners and sharing files.
- I am new to online teaching and need help to get started.

# The Strategy Context

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***Kerry Education and Training Board's Further Education ICT Strategy 2019/2022 prioritises two key areas:***

- **Teaching and Learning**

The integration of digital tools into Teaching and Learning to develop Learners' digital skills, support collaboration and maximise teaching and learning opportunities.

- **Continuous Professional Development (CPD) for Staff**

Plan, develop and provide an ICT based CPD programme for staff, providing opportunities to harness the potential of new and emerging digital technologies.

***The Kerry ETB Statement of Strategy 2018-2022<sup>5</sup> also has TEL at the heart of many of its goals:***

- **Goal 2.5: Quality Teaching and Learning**

Integrate new and emerging technologies to enhance the quality of teaching and learning.

- **Goal 3.5: Innovative Education and Training Responses**

Promote the use of flexible learning opportunities including online, blended, semesterised and evening programme provision.

- **Goal 4.5: Access and Progression**

Implement strategies and commit resources to ensure that core literacies (literacy, numeracy, critical thinking, digital and computer literacy and employability skills) are embedded within all our programmes and courses.

As an organisation we have chosen Office 365 as our platform and MS Teams as our online learning space. Staff were given training in these tools in summer and autumn 2020 and took on this huge learning curve with admirable gusto. Huge numbers of staff were inducted into MS Office tools, all in one go. From now on, the approach will be differentiated. Training will be provided in graded stages, so that everyone can access what they need at their level, to build their skills at a steady but comfortable pace, as digital skills are now a cornerstone of our work.

It is really important to ensure your practices and the platforms you use are safe. Our advice is to take small incremental steps to develop your online activity and to ensure that you comply with these guidelines:

- Data Protection Policy on Kerry ETB SharePoint [Click Here](#)
- IT Device Acceptable Use Declaration (AUD) on the Kerry ETB TEL Training and Resources for FET Team (staff account) [Click Here](#)
- Other relevant policies

<sup>5</sup>Kerry ETB Statement of Strategy 2018 - 2022

## TEL Requirements for all FET Class Groups from September 2021

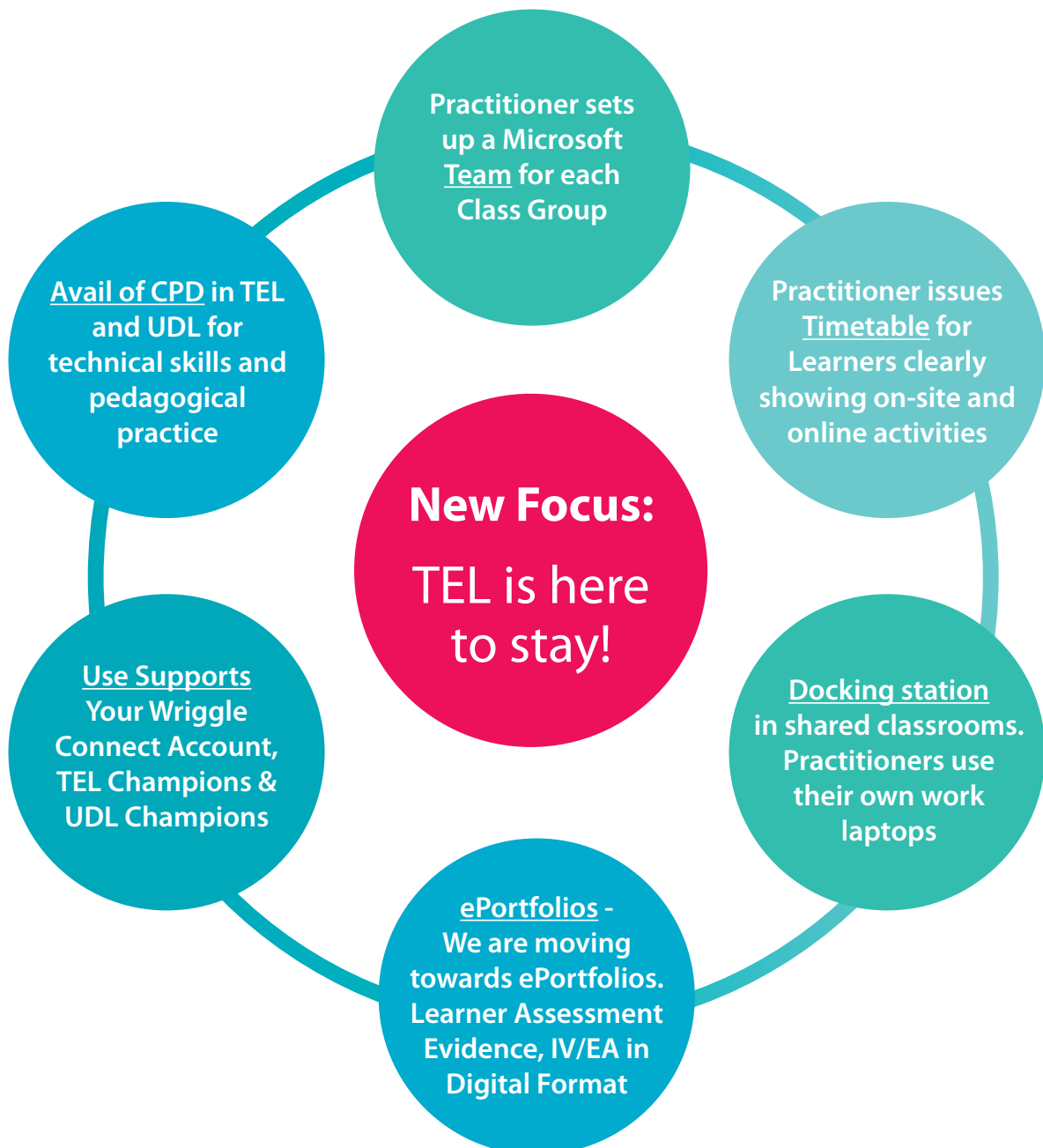
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- All FET Learners will have Kerry College Learner accounts on Office 365.
- All FET class groups will be expected to have a Team, in MS Teams, where Learners can contact you and the other Learners in the class. They can also use Teams to access their course plan and all course resources like handouts, briefs and marking schemes. All Learner assignments are to be assigned and submitted via Teams. This will make the life of the Learner and the Learning Practitioner much easier, putting everything in one place.
- Class teams in MS Teams will be your basic digital setup, the jumping off point at the start of the course. You will be supported to use it. From this starting point, the Team can be used in an infinite number of ways, as best suits you, your colleagues (if working together on a major award) and your Learners during the year, to best meet their learning needs. If you need training or support to set this up and use it confidently, talk to your line manager and/or a TEL Champion without delay.
- From 2021 Kerry College Campuses / Centres will move towards ePortfolios. This provides an opportunity for the assessment process to be carried out in digital formats - Internal Verification (IV), External Authentication (EA) and Appeals. Your Line Manager and your local Quality Assurance management team will advise on the process for your campus /centre.
- All shared classrooms are to have a docking station and practitioners will bring in their Kerry ETB laptop to use in class.
- Each group will have a clear timetable indicating on-site and online classes.
- Staff are encouraged to attend TEL and UDL (Universal Design for Learning) CPD. You will find these on our FET CPD Calendar on SharePoint [Click Here](#), using your staff account. This CPD will support the ongoing evolution of our FET practice and help you enormously with this aspect of your work.



## New Focus from 2021/22

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# Office 365 Resources for Staff

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Kerry ETB has chosen Microsoft Office 365 as a platform for all our work. These are our recommended resources. They are safe and secure. We offer training and support to enable safe and effective usage. You can access them for free using your staff email address at [www.office.com](http://www.office.com) using Google Chrome or the MS Edge browser. You can use them online in the browser or download the apps to your work laptop or desktop. The downloaded version of each programme has lots of extra features, so this is worth doing.

Office 365 Education includes software you have probably been using for years - Word, PowerPoint and Excel - with some additions:

- Outlook (for email)
- OneDrive (for storage)
- SharePoint (for corporate policies, QA policies and procedures and FET CPD SharePoint site/Calendar)
- Forms (for making interactive online forms and creating quizzes)
- Stream (for making videos)
- MS Teams (for collaboration with Learners and colleagues as well as teaching live classes and the submission of assessments)
- OneNote / Notebook (an online workspace inside every Team to share documents and more)
- Sway (a new presentation and storytelling app)

These are all useful for productivity, collaboration, teaching and learning, submission of assignments. They all work together.

When you are comfortable with the basics, take the next steps and learn how to use some more apps for your work. Use Wriggle Connect for online training and keep an eye on our FET CPD calendar which you will find on our FET CPD SharePoint Site [Click Here](#). You must be logged into your Staff account to access the FET CPD Calendar on SharePoint.

All Kerry ETB Learners can use Office 365 to download the suite of Microsoft Office software and licence for their own personal use. This means that when a Learner finishes their course, they will still be able to use those software packages on their personal devices until such time as those licences run out.

## Office 365

- Access your work from anywhere, whenever you want, with any internet connected device, ensuring the continuity of teaching, learning and assessment.
- Keep your work safe and secure in compliance with GDPR and data protection obligations.
- Use accessibility tools (like dictation and immersive reader) to support teaching and learning for people with a range of abilities and preferences.
- Partner with Learners to develop independent study skills.
- Support Learners to work together.

## MS Teams

- Meeting space for video based live meetings and classes, which can be recorded for later viewing.
- Chat, where you can speak to one member or the whole group.
- Files area, where resources can be shared and then edited.
- Assignment area, where Learners can post drafts and then completed assignments for feedback and grading. This is a private space, visible only to the Learner and you.
- Each Practitioner will set up a Team for their class group. This will help your Learners to be clear and organised, with just one location for interacting with tutors and other Learners.
- Notebook (OneNote) is a space within each Team for collaboration and sharing posts. It is really useful for sharing class materials and assignment tasks with Learners, but a steeper learning curve than everything else on Teams, so don't rush to use this until you are confident with the other aspects of the software.

Click on these links for more information:

*Access Your Wriggle Connect Log In to learn more about MsTeams*

*Microsoft Educator Centre Introduction to Microsoft Teams*

*Microsoft Microsoft Teams Printable Quick Start Guide for Educators*

## OneDrive

This is an online storage solution, where your work and your Learners' work can be stored safely and accessed from any online device at any time. This is a form of Cloud storage. You can access and download One Drive from [www.office.com](http://www.office.com) using your Kerry ETB email address.

One Drive is built into Teams, so any files you share in your group Team are stored safely in OneDrive. You can set and share permissions as appropriate. People can work together on a document, live or one at a time, giving feedback and input where needed.

Click on these links for more information:

*Access Your Wriggle Connect Log In*



# First Steps - For those New to Technology Enhanced Teaching and Learning

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- Build on your existing TEL practice. You probably already use technology in a lot of ways in your teaching and learning (e.g. interactive white board, using smartphones in class for research).
- When planning your course delivery, look at the learning outcomes and start there, as you always would. This year you will have an online learning space to support your classroom work. Decide where the online learning space can help with the teaching, learning and generation of evidence for assessment. Think about how making and using digital resources could help your Learners to access their course material (for example by using videos, having text read to them, or translated for them by the Immersive Reader feature), to work together on it (for example by co-creating a document), or to demonstrate their learning (for example by commenting on a document).
- Use the platforms and software chosen by Kerry ETB (Office 365, MS Teams) - these are safe and supported and you will have access to ongoing training. Here is a link to the Kerry ETB Digital Platform Usage Memo (01/2020) from our Director of FET<sup>6</sup>. [Click Here](#)
- Talk to your line manager, your programme/staff team and a TEL Champion. We have them across the county and they are there to act as a peer support, to answer questions, give demonstrations and a helping hand with all aspects of digital teaching and learning.
- Don't rush to use a type of technology that is new to you, until you are sure you can use it safely and confidently. Get some training, watch some online videos and try it out in private before using it with Learners. This year we have a contract with Wriggle Connect, a fantastic online learning platform, where you can access free TEL training in bitesize highly targeted videos.
- Communicate regularly with your Learners via their Team. This can be a group communication, or a one-to-one private message. The Learners will take their lead from you and will only feel safe to communicate in the Team if you take the lead. A sense of belonging and a sense of community are vital to us all, so please do your best to build a safe place to interact in your group's Team, as it will go some way towards offsetting the loss of some aspects of social interaction that our class groups once enjoyed that may not currently be on offer. Checking in with Learners regularly is really important.
- **Don't forget that Teams is very useful in a classroom setting too, allowing Learners to read handouts on their own screen, for example, as well as the whiteboard. Comments and chat can be a useful tool for you to check understanding and engagement.**

*"You don't understand anything until you learn it more than one way."*

**Marvin Minsky**

<sup>6</sup>This Memo can be found in the TEL Training & Resources for FET Team on your Staff Account. Memos and Procedures Channel. Go to the Files Tab at the top.

# Universal Design for Learning

Universal Design for Learning (UDL) is a framework that supports educators in the design and development of flexible curriculum that gives ALL students equal opportunities to learn. UDL is an ongoing, dynamic process where Learners are given multiple ways to access information and show what they know for assessment.

In a nutshell UDL means that we provide multiple ways to engage with course materials and ways to express the learning achieved.

This means that both the Practitioner and the Learner can use a variety of means such as text, video, audio, etc. in class and in the generation of evidence for assessment, building in flexibility that can be adjusted for everyone's preferences, strengths and needs. You will be given guidance on the formats to use for audio and video evidence for assessment, to ensure consistency.

Technology can help hugely with UDL - all technology is viewed as assistive technology and all Learners are encouraged to use technology in a way that supports their own needs. For example, Microsoft Office 365 has an Immersive Reader inbuilt across a range of its products including the Microsoft Edge browser, Word, OneNote and Teams (including the Teams mobile app) which gives Learners options on how they consume text-based information. We are all getting used to listening to podcasts and audiobooks on our phones while we drive or take a walk. Now your Learners could listen back to class materials in this way too.

## EQUALITY VERSUS EQUITY



In the first image, it is assumed that everyone will benefit from the same supports. They are being treated equally.



In the second image, individuals are given different supports to make it possible for them to have equal access to the game. They are being treated equitably.



In the third image, all three can see the game without any supports or accommodations because the cause of the inequity was addressed. The systemic barrier has been removed.

Did you know that this Immersive Reader software allows the font and background of any text to be customised (great for people with dyslexia or a visual impairment), allows it to be read aloud (great for weak readers or people who are time poor) or even translated to another language (great for our international students)?

By creating and storing our learning resources digitally we are giving our Learners access to these supports, making for a more equitable learning experience for ALL our Learners.

UDL supports Learners through the assessment process by offering multiple means of action and expression, offering Learners a choice in how they learn, and how they demonstrate their understanding. Your role as Learning Practitioner is to support the Learner in making this choice and making it work within Kerry ETB QA guidelines. The goal of UDL is to help our Learners to become experts in their own ability to learn, identifying their own strengths and preferences, making learning an active process where they are equal partners.

With UDL, educators transition their role to facilitator, showing Learners that they have options and choices to take control of their own learning and remove any barriers that they might experience. An expert Learner is described as purposeful and motivated, resourceful and knowledgeable, strategic and goal oriented - learn more [here](#).

Several initiatives are currently underway to support UDL in FET. In June 2021, Minister Simon Harris launched the SOLAS UDL for FET Practitioners: Guidance for Implementing Universal Design for Learning in Irish Further Education and Training.

*This Autumn, AHEAD and UCD Access & Lifelong Learning will again jointly deliver the Digital Badge for Universal Design in Teaching and Learning in a fully online format. This course is free and open to all Kerry ETB FET staff and will provide participants with an introduction to UDL. Teaching and learning staff, as well as QA staff, are strongly encouraged to participate.*

Kerry ETB FET educators have a strong background in creative and inclusive practices. UDL is a lens through which we can focus on these practices and build on them in an intentional way. Kerry ETB is launching its own UDL Champions project in collaboration with a researcher from Trinity College Dublin. A Community of Practice will be formed as part of this project. This group will co-create solutions to support the implementation of UDL across Kerry ETB.. UDL Champions in this project will attend two hours training every week of term time for two years.

[Click Here to see AHEAD UDL for FET Resource Hub](#)

[Click Here to see ETBI Digital Library UDL Resources](#)

**Immersive Reader**

**TOOLS TO READ IN THE WAY THAT SUITS YOU**

**1 Read Aloud**

- Press play and **listen** to the text.
- Learners can adjust the reading speed and select from a range of natural male or female voices.
- Each word is **highlighted** as it is read aloud.

**2 Text Preferences**

- Allows learners to adjust the **text size** and spacing of words and letters.
- Background colour** can be changed to improve contrast.
- Background images and distractions are always removed.

**3 Grammar tools**

- Divide words into **syllables**.
- Highlight **nouns, verbs, adjectives** or **adverbs** in different colours.

**4 Reading Prefer-**

- Line focus** enables readers to highlight one, three or five lines of text to focus on.
- Picture** dictionary displays a picture of any word clicked on.
- Translate** words, or the entire text, into over 60 languages (over 40 of them)

**Microsoft**

and more

1 minute video ->

[Click Here to see Immersive Reader Graphic](#)



# CPD - Learn What you Need, When you Need it.

Kerry ETB has put a range of CPD options and supports in place for you.

## TEL Training and Resources Team

A dedicated resource for FET staff has been set up on Kerry ETB's Office 365 Staff Platform called TEL Training and Resources for FET. This Team has a huge bank of resources for everything to do with Technology in Education. Take a look and feel free to ask questions, it's a great space for that too. When you look for this Team using your @staff account, it looks like this ...



## Full Year Calendar of CPD Courses

Our FET CPD Calendar on SharePoint (using your @staff account) is available here.

## Wriggle Connect

Wriggle Connect is an Online Training Platform with over 500 bitesize (2-5 minute long) videos to upskill on blended learning and the flipped classroom. Kerry ETB have bought licences for this fantastic resource to support you in your work, so please use it! It's really easy to search for the answer you need, as the videos are all short and to the point. Talk to your Line manager or TEL Champion to get access. Access Your Wriggle Connect Log In by going to [teacher.wriggleconnect.ie](http://teacher.wriggleconnect.ie)



## Learn from your Colleagues' Best Practice

We have compiled a collection of case studies and exemplars of online work done by Kerry ETB FET Learning Practitioners across the FET landscape. Click here to see our FET Staff CPD Resource Hub (a Team on your Staff Account). You will find practice Case Studies and shared tools from colleagues, demonstrating how they used technology to make things work for them and their Learners.

- How to Sign into Teams Resources you can download and show your Learners
- Learner Digital Skills Assessment Tool
- Case Studies on how Staff have applied TEL CPD to their practice
- TEL CPD Festival 2021 Training Videos
- Link to Wriggle Connect



FET Staff CPD Resource Hub

*Thanks to Paula Tiller, Mick Ryan, Tara O'Halloran, Ciara Fields and Elaine O'Connor for sharing their resources, as well as all our TEL Champions and many other colleagues.*

## TEL Champions

These are your peers, FET Practitioners like you, who have strong digital skills and have experience of applying them in a FET context. Find out who they are at your next staff meeting and draw on their support to streamline what you are doing and use technology efficiently and effectively.

They can help you to:

- create digital content, which is yours then to use with future groups
- use OneDrive cloud storage for Learner work for assessment
- run effective online classes
- try a flipped classroom approach
- access online CPD and so much more!

# The Flipped Classroom

The flipped classroom is an instructional approach that has long been in existence but is gaining momentum as more educators are becoming comfortable with technological advances. In this blended learning model, Learners are asked to do pre-work before their classroom time, which introduces new concepts or content and lets the Learner engage with it at their own pace. Then live instruction time is spent engaging with what has been learned, applying it, reflecting on it and checking for understanding. Active learning and engagement with the material that normally would have occurred as homework after class is 'flipped', to now be an in-class activity. See the infographic below for details of how this engages our higher-level thinking skills, as detailed in Bloom's taxonomy.

In the professional setting, 'flipped meetings' employ the same methods: providing pre-work via email or other modality that imparts greater context can reduce meeting length and add depth to live instruction or team discussion.

## What does it look like?

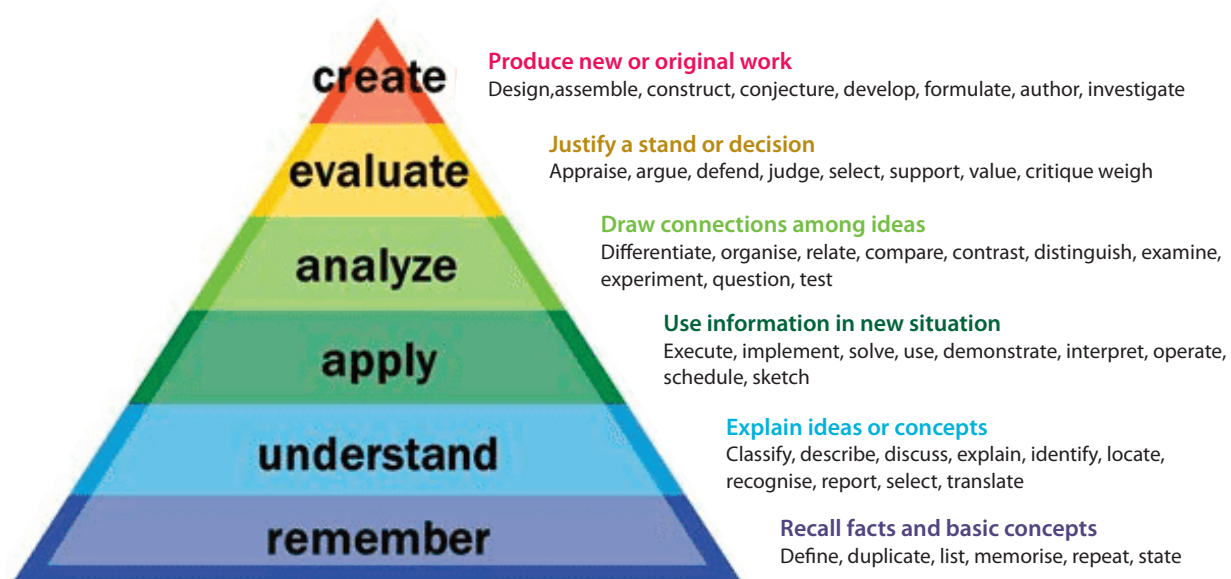
### Examples of Pre-Work and Live Instruction Activities

#### Pre-Work

- Assigned reading
- PowerPoint slides to review +/- audio narration
- Educational video prepared by the instructor
- Educational video from a reputable source
- Recording of previous lecture
- Computer-based learning module
- Podcast episode

#### In-Class

- Team-based learning activity
- Discussion of cases
- Skills demonstration with opportunities practice
- Simulation or other experimental learning activity
- Working through a problem set with opportunities for Q&A
- Using polling software to determine learning understanding

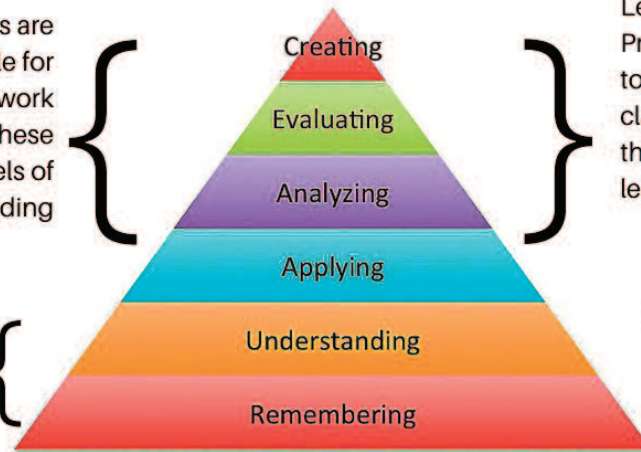




## Traditional Model

Learners are responsible for homework drawing on these levels of understanding

Practitioners introduce new material to learners in class time



## Flipped Model

Learners and Practitioners work together during class time on these levels of learning.

New material is introduced to students outside of class as their pre-work

*This work is a derivative of "New Blooms Pyramid " by Andrea Fernandez is licensed under CC BY 2.0*

BLOOM'S TAXONOMY DIGITAL PLANNING VERBS					
REMEMBERING	UNDERSTANDING	APPLYING	ANALYZING	EVALUATING	CREATING
Copying Defining Finding Locating Quoting Listening Googling Repeating Retrieving Outlining Highlighting Memorizing Networking Searching Identifying Selecting Tabulating Duplicating Matching Bookmarking Bullet-pointing	Annotating Tweeting Associating Tagging Summarizing Relating Categorizing Paraphrasing Predicting Comparing Contrasting Commenting Journaling Interpreting Grouping Inferring Estimating Extending Gathering Exemplifying Expressing	Acting out Articulate Reenact Loading Choosing Determining Displaying Judging Executing Examining Implementing Sketching Experimenting Hacking Interviewing Painting Preparing Playing Integrating Presenting Charting	Calculating Categorizing Breaking Down Correlating Deconstructing Linking Mashing Mind-Mapping Organizing Appraising Advertising Dividing Deducing Distinguishing Illustrating Questioning Structuring Integrating Attributing Estimating Explaining	Arguing Validating Testing Scoring Assessing Criticizing Commenting Debating Defending Detecting Experimenting Grading Hypothesizing Measuring Moderating Posting Predicting Rating Reflecting Reviewing Editorializing	Blogging Building Animating Adapting Collaborating Composing Directing Devising Podcasting Wiki Building Writing Filming Programming Simulating Role Playing Solving Mixing Facilitating Managing Negotiating Leading



## Wellbeing and TEL

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Wellbeing is at the heart of Further Education and Training in Kerry ETB. Both in our centres and online we seek to create a positive environment where Learners can engage safely and securely with us, with each other and with the process.

*Did you know that the Kerry ETB Learner Handbook contains a lot of information and resources to support Learner wellbeing, both online and face to face? You can access it here, please share it with your Learners during induction.*

Feeling connected as a group can underpin and support learning and wellbeing in more ways than we can quantify. Our intention is to use digital tools to further build the sense of connection already present in our classrooms. Checking in with your Learners and having fun working together can help to create the right conditions for Learners to engage fully. Taking time to reflect on what has worked well and opportunities for growth will help Learners to develop their self-awareness and independence for learning and beyond.

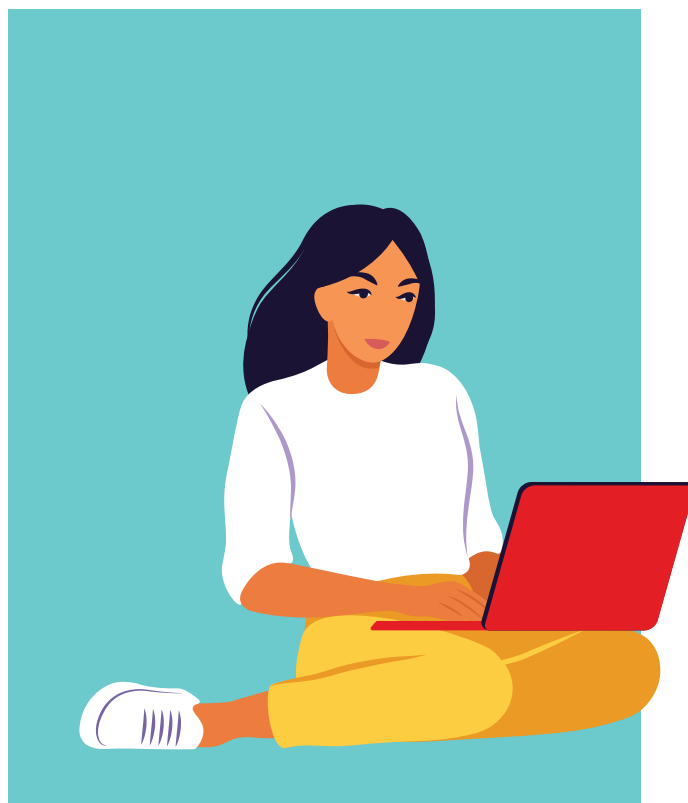
### How might this look?

Be social, connect with Learners in the classroom, via feedback or Team interaction. Ask Learners for feedback on your class, your classwork, or their online experience. You could use a really quick online check-in at the end of each class using an app like Reflect (part of Teams, see here for more information), or a poll (generated in MS Forms, see here for a really easy way to do this in Teams chat). If a Learner reports there that they struggled with something, or something is not working well for them, that gives you the opportunity to contact them privately to follow it up.

## Access, Equity and Inclusion

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Moving to a blend of online and offline teaching and learning is new to many of us and will be new to many of our Learners too. Some may find this more challenging than others, so all Practitioners will be incorporating a new layer of induction at the start of courses, to make sure everyone has the skills they need and know where to get the tools that will work best for them.



# TEL Induction

Induction is a time investment at the start of your course that will pay rich dividends as time progresses. It strengthens social bonds in the group, and helps Learners feel secure, knowing what is expected of them, the resources and tools available to them and how best to use them.

You may think of some Learners as digital natives, but Learners may not have experienced a TEL approach before or used an online space for learning. Take time at the start to show them how it's going to work and why we are taking this approach. Help them to feel comfortable using their Team to store and organise their work, to collaborate and communicate with you and each other.

Your induction process will contain elements from each of the following six sections.

## ***I. TEL Housekeeping***

- Ensure everyone has access to their Kerry College account.
- Discuss devices and internet access, so that Learners can be supplied with devices where needed.
- Ensure everyone has access to MS Teams, OneDrive and Office 365.
- Some Learners may not have a private space at home for work outside the classroom. Help them to find a solution, e.g., facilitated to use a Kerry ETB space at a time that suits them if this is possible within public health guidelines, or a local Community Broadband Connection Point.

## ***II. Setting the Scene - How is TEL going to look in your group and in your classroom?***

You decide. As detailed above, each FET group is to have a Team. The Course Plan and Assessment Plan are to be shared there at the start, and then all course documentation like briefs, handouts etc. At induction, your Learners are to be shown how to access this Team and how to use it to communicate with each other and with you. But from there, it's up to you how you use it.

We want you to lead your Learners in taking advantage of the digital space and using it to support learning outside the classroom, which is of course most of their week, even if they are on a fulltime programme. Flexible, independent learning is the skill we want to build here, a life skill that will support them on their course and beyond. This is part of Kerry ETB's learner centred ethos, equipping our Learners with the skills for the modern world.

From 2021 Kerry College Campuses / Centres are moving towards ePortfolios. At a basic level this means evidence of Learner work for assessment is to be submitted via Teams and then stored on OneDrive on Office 365. Your local Quality Assurance Management team at your campus/centre will advise you on the process. Training will be offered during the year to ensure you have the TEL skills necessary in this area.

## ***III. Skills Development - What skills might your Learners need to get the best from a TEL environment? What can you do to build their confidence?***

IT skills are the obvious skills Learners will need. Talk to your Learners about their current skill level and where they think they might need extra support. There is a great online self-assessment tool at [www.digitalsteppingstones.ie](http://www.digitalsteppingstones.ie) where Learners can identify any skills gaps in their digital skills. We run IT classes at all our FET centres if your Learners want to brush up these skills outside your class.

You may want to survey your Learners using Microsoft Forms to find out what device they use, internet access quality or other questions. From MS Forms the answers will automatically fill into a spreadsheet for you to keep for future reference.

Click on this link to Your Digital Skills Learner Assessment Tool. You can duplicate this and use / edit it for your own use. Thanks and credit to Paula Tiller for developing and sharing this resource.

Learners may need explicit skills training for some tasks. For example, you may share video content that is relevant to your topic. Learning from a video is an active process, involving note taking and other strategies that might be useful like turning on subtitles, pausing or rewinding for key points. Be mindful of the learning techniques needed for the tasks you set. Use demonstrations and examples to make sure everyone is ready and able to engage.

Learners may need to be encouraged to share in the Team and be guided on how to do so appropriately. Lead by example. Some may be more comfortable just using chat at the start, when they see that it's easy to use. Encourage them to speak at live online classes to build their confidence. Use breakout rooms in your live online sessions, so Learners get a chance to speak in small groups.

In a live online class, encourage everyone to have their camera on, at least for the start of the class and at the end for questions. This helps to build the sense of community in the group that we know is so important. Learners should be reminded of this at induction stage, how important it is to get to know each other somewhat and build trust, so that they can work together effectively. The use of breakout rooms in Teams is a great way to help people build their confidence with this aspect. Always encourage camera use in breakout rooms. FET teaching staff have always done great work building Learner confidence, and this new context is just an extension of that role.

Group work in a classroom setting is affected by social distancing rules at this time. But group work in a digital setting can be very powerful. Decide how you want group work online to happen. If you need training on this, as before, contact your line manager and/or local TEL Champion. It could be as simple as putting a document into your class Team and asking Learners to comment on it, or it could be a more complex piece of work where Learners co-edit or co-create a piece of text, a video or a presentation. The sky is the limit. But the benefits of learning together and from each other are all there.

#### ***IV. Group Ground Rules - A Useful Tool for Setting the Tone***

- Clarify what is expected of everyone and what they can expect of you - in terms of engagement, participation and other aspects of your plan.
- Set rules for what does and does not belong in the classroom and group Team.
- Discuss options for technology use in live online classes if you are doing these. Decide together if you want cameras on when Learners join the meeting and/or microphones. Decide how Learners let the group know that they want to speak (raising digital hand/physical hand if using the camera).
- Discuss privacy concerns and any other concerns the Learners may have.
- Discuss how you want Learners to submit work on Teams and how you will give them feedback on it. Show Learners how to submit work digitally from the start in their group Team. Some people prefer to write their work by hand, that's fine for class work - just scan it and save it to the Team for you to see. (Bear in mind that work for QQI assessment is best typed). Teach your Learners to use scanning tools such as OfficeLens. It will be an advantage for them in everyday life as well as learning.
- Show Learners the course plan and relevant deadlines in your group Team.
- Teach your Learners the etiquette of online classes (see Appendix 1).
- Revisit the group rules regularly as the weeks go by, especially while you are all new to the TEL model and whenever a new Learner joins. You might want to adjust your initial guidelines as people get more confident or want to use the technology in new ways.
- Here is a useful resource: Teaching online is different: Critical perspectives from the literature.

## V. Feedback - A Vital Opportunity to Support your Learners

In a synchronous (live class) teaching environment, whether you are teaching in a classroom or online, you deliver feedback immediately whenever required. However, while the face-to-face environment allows for visual cues when delivering feedback, these are not always possible, or may take quite different forms, in the online environment. When teaching online you have to seek out opportunities for feedback, to make up for the loss of the face-to-face cues. The chat function within MS Teams, for example, is useful for quickly checking for understanding, or you can easily create a poll using MS Forms to get a snapshot of Learners' views.

When Learners submit work digitally, giving timely and personalised feedback is vital, so they feel part of a two-way conversation. Learner work is to be assigned and submitted via Teams from now on. The Assignments space in Teams allows Learners to submit drafts to you for feedback and then a final version, just like they would do on paper.

Research from Trinity College Dublin on distance learning during the pandemic, Teaching and Learning during FET College / Centre Closures, Irish second level Teacher Perspectives showed that regular feedback on Learner work was a vital interaction that made the difference for Learners and supported high levels of engagement.

## VI. Other Useful Resources

There are a number of other Kerry ETB resources that are useful for induction. You will find them on the SharePoint, Quality Assurance section.

- Learner Handbook
- Assessor Handbook



# Assessment of Learner Work

Over the last year, a huge amount of Learner work was assessed in digital format. Many of our centres went through Internal Verification and External Authentication fully online and this is our roadmap for the future as it worked so well. **From 2021 Kerry College Campuses / Centres will move towards a system where learner work will be submitted digitally, with some exceptions for artefacts associated with practical subjects such as engineering, construction, art, etc.**

[Click here to see a case study on the ePortfolio pilot for IV/EA in 2021.](#)

## FIRST STEPS - For those new to Digital Assessment of Learner Work

Start by using online activities for formative assessment, to check Learner engagement and understanding. This could be a Form your Learners fill in (made with MS Forms, use Wriggle Connect to find out how, or a quiz (made with software like Padlet, which you will have access to this year). This sort of online formative assessment can be very quick to use and can even be self-marking, saving you time.

The Assignments function of MS Teams is very useful as you can set an assignment for each Learner in your group and they can then submit drafts and a final version, all within the same space in their Team.





## TEL and Young FET Learners

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There are specific additional requirements when teaching online if Learners are under the age of eighteen. In particular, Learning Practitioners need to ensure that they have communicated with parents/guardians and that they are fully satisfied that their child's use of online platforms is safe.

It is essential that parents/guardian have provided written consent for the use of online platforms before use. Both Learners and parents/guardians need to be fully informed that the photographing or recording of staff or other Learners for the purposes of publication elsewhere is strictly prohibited and in breach of those individuals' basic human right to privacy. Parents/guardians also need to be fully informed in relation to communication with their child by support or other nonteaching staff.





# The Future Looks Bright for FET

Simon Harris, Minister for Further and Higher Education, Research, Innovation and Science, in the National FET Strategy 2020-24, described the role of Further Education and Training as 'broad and multifaceted', with an impressive and diverse range of provision. "From community outreach programmes, family learning, integration and inclusion initiatives, to traineeships and apprenticeships, FET can put you on a pathway to anywhere you want to go in education, in work and in life". Read the strategy in full [here](#).

He went on to identify three core pillars of **building skills, fostering inclusion, and facilitating pathways**. In Kerry ETB we feel that the appropriate use of technology is the way advance these three areas most effectively.

That's why we have invested in

- laptops for Learners and Learning Practitioners
- interactive whiteboards for all our campuses and centres
- rollout of Microsoft Office 365 to all staff and Learners across the county
- additional software licences for products like Padlet that have proved their worth in the classroom
- annual license for Wriggle Connect, Ireland's leading dedicated training and support site for professionals in education.
- Year-round calendar of CPD sessions for staff to meet training needs ([click here](#))

You can use these devices and platforms to do your work, and you can draw on the training on offer to develop your skills, at your own pace, from your own starting position.

We have trained a network of TEL Champions, so that you also have help close at hand, for that quick question or bit of feedback that can make something work better at the coalface. They are FET teaching staff, like you, and you can draw on their training and experience to make this new approach run smoothly for you and your Learners. Find out who your local TEL Champions are.



These investments are a marker of the organisation's commitment to the contribution of technology to those three key areas - **building skills, fostering inclusion, and facilitating pathways to success for our Learners**.

We know that you, our Learning Practitioners, have a core commitment to the Learners and their progression. We know that change takes time, and that the adjustment to a TEL approach has been a steep learning curve for most of us.

But now, as we move forward, we want you, the Learning Practitioners of Kerry ETB, to bring together the best of both worlds, online and offline, to complement our existing rich practice. Please draw on the supports that have been put in place. Please talk to your line manager about any concerns you have, as we are all in this together and are here to support each other. If the supports provided are not enough, let us know and we will do better.

Wishing you every success with the year ahead.

# APPENDIX One

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## Kerry ETB Online Etiquette Guidelines for Learners September 2021

1. At the start of the year, or the start of the term, each group writes their Group Rules, laying out how they are going to work well together. Part of this will involve whether you need to have your camera / microphone on or off when joining your group and during live online classes. This will vary from group to group, so please be aware.
2. Be ready to have your video on. Dress as if you were going to class in person. Ensure that your background is blurred using the video settings in Teams.
3. Be careful with your tone when communicating online. It is more difficult to read expressions and body language online or via text so be careful about cracking jokes as they may not always be understood in the same way by everyone. Simple emojis can be useful. Be kind in your communications - you never know how someone else's day is really going. Using ALL CAPS is seen as shouting, so use carefully.
4. Check your facts. It's too easy to share online information that can later prove unreliable. Use credible sources, fact check your information and include the details of your source when sharing information to your class group.
5. It can be hard to ensure everyone is heard in a live online class or meeting. Discuss with your group what to do when you want to speak - you could raise your digital hand, or your physical one if your camera is on, to let people know you are waiting to speak. This prevents people talking over each other.
6. Be as polite as you would be in person, both in live online classes and written documents. Be punctual and attentive in your classes. Only comment in a way you would be happy to do face to face. Respect everyone's opinion.
7. Aim to use proper grammar, spelling and punctuation to ensure that your contributions are easy for everyone to read and understand - no txtspk!
8. Make clear and brief points - it's easy for a discussion (verbal or written) to go off topic, so everyone has to be responsible for keeping to the point.
9. Respect people's privacy - don't take personal topics into a class group online space. These are classrooms, to be used for teaching and learning only. For the same reason, use the chat box only for class work, it's easy to distract others even accidentally.
10. If possible, you should be in a quiet room on your own during live classes. This helps to protect the privacy of others in your home during live classes. Switch off your camera when needed to avoid other members of your household appearing in the background during your classes.
11. Follow instructions carefully when submitting your work for feedback and then assessment. This is a new process for many people, so take extra care.



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**KERRY EDUCATION  
AND TRAINING BOARD**

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