

Semmelweis University's distant learning training guide

A new training course is launched for educators on the proper use of the new educational platform.

Course leader: Borbála Kozma

Course format: online course, login with SeKA ID

Address of the course: <http://bit.ly/SEtavoktatas>

The aim of the course is to enable academic staff independently use the platform from 23rd March 2020 and perform the following:

1. Login the university's e-learning system, set up their own profile and handle courses with confidence
2. Upload contents and study materials in various static formats
3. Set up a Zoom meeting to hold lectures or consultations, which help target group acquire the study material
4. Create self-check tests
5. Lead a forum and ask for feedback
6. Understand training organizational modules, especially the scheduler, calendar and catalogue functions
7. Communicate with the audience via the Moodle system.

The course will present how to give scores to different course items in order to keep track of the progress in the curriculum.

The training is made up of 4 parts and will require approximately 5 hours to complete:

1. Participation in the online briefing related to distance learning at a chosen time (10-15 minutes)
2. Elaboration of the study materials (3*45 minutes)
3. Participation in an afternoon online consultation at a chosen time (45 minutes)
4. Completing an individual task (30 minutes)

There are 20 time zones allocated for the information class and consultation on distant learning. You can sign up here::

- Information class: every day at 7 am, 8 am, 9 am, 10 am (registration: <https://itc.semmelweis.hu/moodle/mod/scheduler/view.php?id=38437>)
- Consultation: every day at 2 pm, 3 pm, 5 pm, 6pm (registrtion: <https://itc.semmelweis.hu/moodle/mod/scheduler/view.php?id=38439>)

Internet connection, microphone and webcam are needed for the consultations (the laptop's webcam and microphone are sufficient)

Budapest, 13th March 2020

Dr. Levente Kiss