



PEGASO
Università Telematica

ERASMUS+ KA2 Strategic Partnership

St.A.R.T.UP.toEU - Storytelling Ancient Roman Traces Up to Europe

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Intellectual Output O2: A LEARNING PLATFORM

**Guidelines for designing
didactic materials**
- Lecturer's Handbook -



Erasmus+

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1. Introduction

Each course must indicate the general objective (maximum 6 lines) and the name of the lecturer and must be divided into three video-lessons.

Video-lessons are a communicative format in which multiple languages are used for content comprehension. Such format is a recorded video where the lecturer comments on the slide show, providing keywords and examples, synchronised by the technicians with the voice transcript.

For each video lesson there is available a written text (booklet) detailed with notes, tables, images, charts and 10 multiple-choice questions having four potential answers of which only one is correct and the remaining three are distractors. The questions will be used by students for self-assessment.

Each video lesson must be:

- **10 minutes long;**
- **monothematic and significant**, with a specific topics addressed;

For each video-lesson, the lecturer must provide:

- the specific **OBJECTIVES** to be achieved (maximum 6 lines) entered in the template provided by the University;
- **POWER POINT SLIDES (no less than 10)** containing keywords, images, charts and anything else needed to understand the contents, set within the power point template provided by the University, in compliance with the font and font size requirements in the template;
- a **SELF-ASSESSMENT TEST of 10 multiple-choice questions**, each of them with four potential answers, of which only one is correct and the remaining 3 are distractors, set within the excel template provided by the University;
- a **BOOKLET of at least 5 pages** with all information necessary for a productive and fruitful acquisition of the contents covered during the specific lesson (see point 2.2).

2. Didactic materials

This section shows all the working stages leading to the design and development of didactic materials as necessary for one video lesson.

2.1 *Lesson's objectives*

Each video lesson must include a file of the objectives that provide students with the topics and the structure of the lesson that he/she is about to attend and study. **The objectives must be maximum 6 lines.**

Each video lesson must include maximum 5 keywords. Keywords, objectives and the title of the paragraph must be entered in the template provided by the University.

The title of the paragraph can be very similar to the lesson title and must be filled in because it is required in the structure of the test file (see point 2.4).

2.2 *Booklet*

Each lesson must be complemented by a booklet/handbook that provides all information necessary for the correct and fruitful acquisition of the contents covered during the lesson. The booklet must be composed of at least 5 pages, in word format, with the following formatting:

Body of the text:

- Font size: 12
- Font type: Times New Roman
- Line-spacing: 1,5
- Margins: top 3 cm, bottom 3 cm, right side 3 cm, left side 3 cm
- Footnotes: font size 10

In a post-editing phase, the booklet will be completed with Erasmus logo, partner's logo, header and index. The latter will always be available and downloadable starting from for any part of the lesson referred to.

2.3 *Lesson slide show*

The video lesson must be completed with a Power point slide show (compulsory), set within the layout provided by the University.

The contents of the slides must show in a schematic and synthetical way the concepts expressed verbally during the video-lesson.

The slides will be used during the recording and the lecturer may interact with such. For this reason, it will not be possible to edit the slides after the recording.

The same slides will be projected on the screen of the final lesson, synchronised with the lecturer’s explanation, this procedure is left to the Pegaso Technical Support Office. In this way, the lecturer will decide, while designing the slides, exactly what to show to the students who will follow the lesson.

The lecturer is asked to pay the utmost attention to the graphic design of the slides. Slides featuring images and graphically appealing contents are preferred. Slides that are too full of text and excessively static should be avoided.

2.4 Self-assessment test

Each video lesson must include a **self-assessment test** consisting of 10 multiple-choice questions.

The self-assessment test provides ten multiple-choice questions, each of them with four potential answers, of which only one is correct and the remaining 3 are distractors.

Test questions are not meant to be formulated in question and/or negative form, but ONLY in affirmative form.

“None of the above” and “all the previous” forms cannot be used as answer options.

The correct answer must vary, it is not possible to send tests in which the correct answer is always the same (for example: always the first, always the second, etc.)

In the test file, the lecturer is required to indicate for each question: the correct answer, the title of the relevant video lesson and the level of difficulty, on a scale of score from 1 to 5

Question No.	Text of question	Text of answer 1	Text of answer 2	Text of answer 3	Text of answer 4	No. of the correct answer	Video lesson Title	Title of the paragraph	Level of difficulty (1 to 5)
1	<i>The Question always ends with "." and begins with a capital letter</i>	Answer – always begins with a capital letter and does not provide punctuation at the end of the sentence (do not insert . ; : etc)	Answer – always begins with a capital letter and does not provide punctuation at the end of the sentence (do not insert . ; : etc)	Answer – always begins with a capital letter and does not provide punctuation at the end of the sentence (do not insert . ; : etc)	Answer – always begins with a capital letter and does not provide punctuation at the end of the sentence (do not insert . ; : etc)	Contains the No. of the correct answer (1, 2, 3 or 4)	Video lesson Title (in full)	Title of the paragraph (in full)	Decided by the teacher on a scale of 1 to 5
2									
3									
4									
5									
6									
7									
8									
9									
10									

3. Recording options

Università Pegaso provides lecturers with several recording options. More specifically, the lecturer may opt for:

- Upper torso recording, whilst seated;
- Recording whilst standing with the aid of chromakey;
- Recording whilst standing with the aid of an IWB - Interactive Multimedia Whiteboard.

3.1. *Upper torso recording*

In case of upper torso recording, whilst seated, the lecturer sits behind a desk, framed half-length by the camera, and is provided with a touch screen computer on which the slides developed by him/her will be projected.

The lecturer may interact with the screen simply by touching it and manage the slides with mouse and keyboard.

The pointer may be chosen by the lecturers and used to touch the screen. One may use a pen pointer or a highlighter, of different colors, depending on individual needs. All that the lecturer may produce on the screen during the recording phase is used during the editing phase.

This recording mode is preferred for recordings on theoretical knowledge. (see figure 1).



Figure 1: upper torso recording with a touch screen

3.2. *Recording whilst standing*

In the case of recording whilst standing, the lecturer is framed by a camera, his/her slides are projected on a monitor and he/she has a remote control that allows him/her to manage the slides. The recordings are made with a chromakey background that allows lecturers to project any multimedia contents behind them. The lecturers may see in real time how the final result will be after the post-

production phase and, in this way, may be aware at all times on how to arrange his/her position in relation to the content projected behind him/her. This recording mode is preferred for dynamic and innovative lessons (see figure 2).

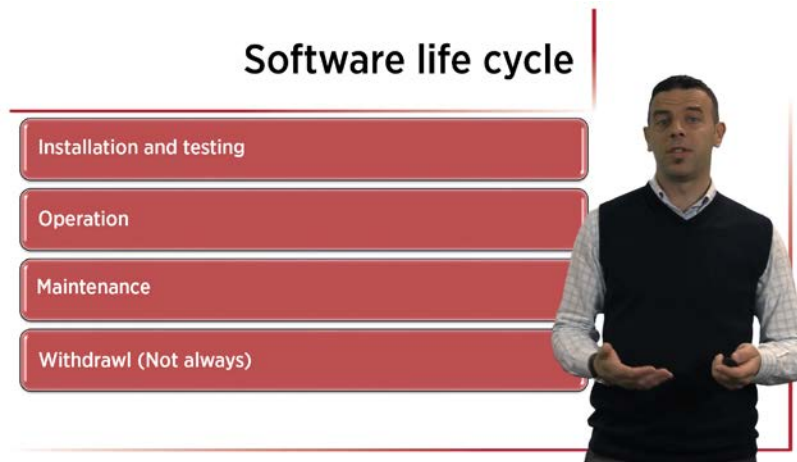


Figure 2: Recording whilst standing with the aid of chromakey

3.3. **Recording whilst standing with the aid of an IWB**

Finally, in the case of recordings whilst standing with the aim of an Interactive Multimedia Whiteboard, the lecturer is framed by a camera and has an IWB at his/her disposal which may be used to carry out any type of processing (see Figure 3). In addition to the IWB, the lecturer has a computer on which the slides he/she produces are projected. This type of lesson is recommended for technical courses that require exercises or conducting of tests.



Figure 3: Recording whilst standing with the aid of an IWB

4. Recording procedure

Before accessing the recording room, it is essential to provide the didactic materials to be checked in the first phase. The University has an office that deals with the technical control of the didactic materials developed by the lecturer.

Only after having received approval from the University, the lecturer is entitled to proceed further and make an appointment for the recording of one or more lessons, in one of the rooms available.

The office is not responsible for the control of the didactic contents or for any typing errors.

The office is not required to make corrections or changes: all the necessary information for any adjustments is provided to the lecturer.

Listed hereunder are all the phases to comply with, outlined step by step, in order to proceed with the recording:

1. Send to the email address controllo.qualita@unipegaso.it the didactic materials of the course to be recorded; for each video lesson you have to attach: lesson **objectives**, lesson **slides**, self-assessment **tests** and **booklet**, set up according to the templates provided by the University, careful to **provide separate files for each video lesson**. In the subject of the email you must write "Erasmus project St.A.R.T.UP.toEU.-*title of the course*" and send it for information also to isabella.colamarco@unipegaso.it.
2. Wait for the feedback of the quality control department.
3. Proceed further with the amendments of the didactic materials as required by the office, in case of discrepancies with the standard criteria.
4. Request an appointment to the following email address: salaregistrazione@unipegaso.it - only after the official approval by the Quality Control office on the didactic materials, that all is in compliance with the standard criteria. In the subject of the email you must write "Erasmus project St.A.R.T.UP.toEU.-*title of the course*" and send it for information also to isabella.colamarco@unipegaso.it.

When requesting an appointment, it is better to indicate several dates and times, in order to have a better chance of finding availability.

On average, the time spent to record a course, including pauses, any mistakes and repetitions, may vary from 45 to 50 minutes.

The recordings will be held at the head office in Naples, Centro Direzionale, F2 Building.

Additional useful information.

1. Once the course is recorded, it is no longer possible to make changes to the slides.
2. Recording cannot be carried out without having set up the complete package of didactic material. It is therefore useless to ask for appointments without having first sent the materials: these requests will be systematically refused.