

TOGETHER OLD & YOUNG



**USER
GUIDE**

**Massive
Open
Online
Course**

**An
Intergenerational
Approach**

Acknowledgements

These guidelines were written by Vicky Maratou, instructional designer, and Ioannis Kalemis, platform developer of the Together Old and Young online course, from Hellenic Open University, DAISSy Research Group.

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For more information about TOY-PLUS project, please visit:

www.toyproject.net/project/toy-plus/

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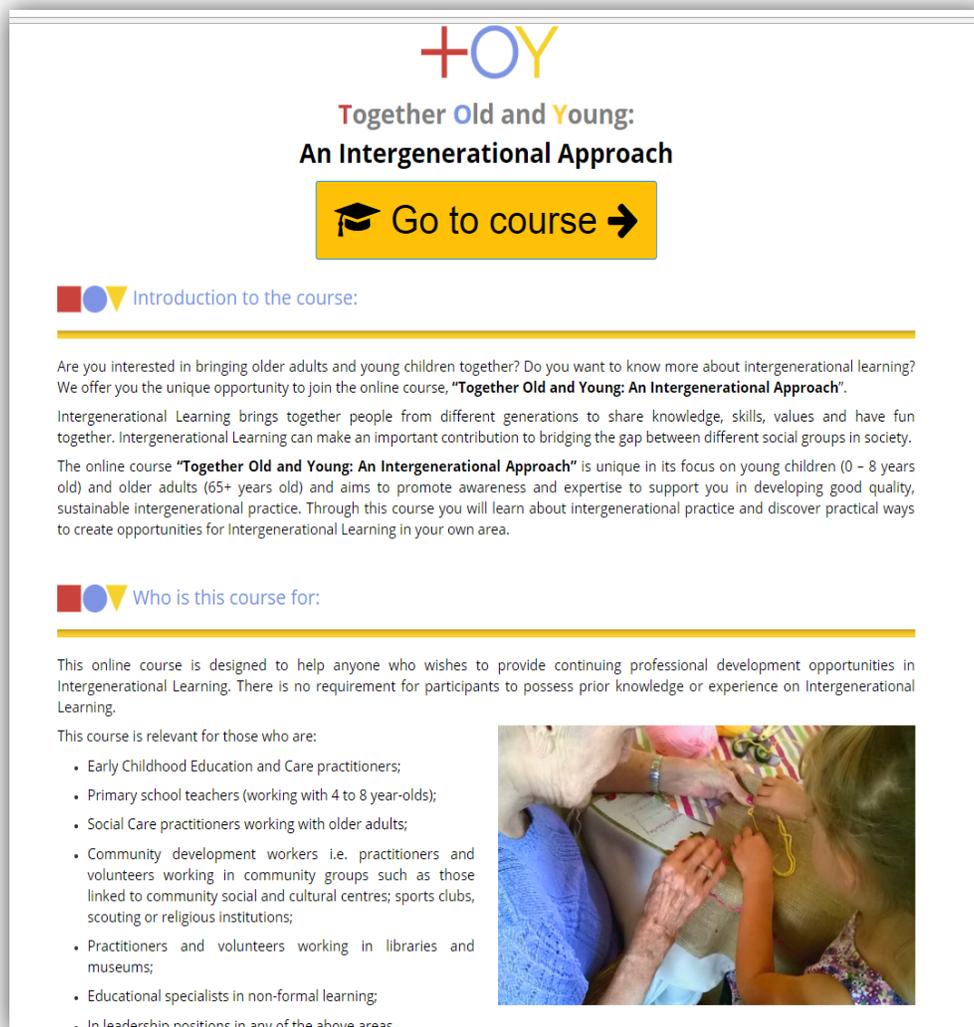
1. Introduction

This User Guide aims to be a handy manual for all learners, providing a brief navigation through the TOY online course environment and describing the steps that the learner needs to follow in order to successfully log into the course platform. Furthermore, the learner will get familiar with the course structure, interactivity and basic functionalities of the platform.

2. How to start

In order to start the TOY online course, the learner needs to first follow the link to the course platform: <https://mooc.cti.gr/toyplus.html>

Then the Introductory Page of the course appears, as shown in Figure 1. This page is scrollable and includes all necessary information about the course, its objectives and structure. Here the learner can watch a short navigation video about the course environment and access the course.



TOY

**Together Old and Young:
An Intergenerational Approach**

Go to course →

Introduction to the course:

Are you interested in bringing older adults and young children together? Do you want to know more about intergenerational learning? We offer you the unique opportunity to join the online course, **"Together Old and Young: An Intergenerational Approach"**.

Intergenerational Learning brings together people from different generations to share knowledge, skills, values and have fun together. Intergenerational Learning can make an important contribution to bridging the gap between different social groups in society.

The online course **"Together Old and Young: An Intergenerational Approach"** is unique in its focus on young children (0 - 8 years old) and older adults (65+ years old) and aims to promote awareness and expertise to support you in developing good quality, sustainable intergenerational practice. Through this course you will learn about intergenerational practice and discover practical ways to create opportunities for Intergenerational Learning in your own area.

Who is this course for:

This online course is designed to help anyone who wishes to provide continuing professional development opportunities in Intergenerational Learning. There is no requirement for participants to possess prior knowledge or experience on Intergenerational Learning.

This course is relevant for those who are:

- Early Childhood Education and Care practitioners;
- Primary school teachers (working with 4 to 8 year-olds);
- Social Care practitioners working with older adults;
- Community development workers i.e. practitioners and volunteers working in community groups such as those linked to community social and cultural centres; sports clubs, scouting or religious institutions;
- Practitioners and volunteers working in libraries and museums;
- Educational specialists in non-formal learning;
- In leadership positions in any of the above areas.



Figure 1: The Introductory Page of the course

2.1. Structure of a Module

The TOY course is divided in four weekly Modules, each of which is structured as shown in Figure 2.

Each Module consists of three Units, one summary infographic and one assessment activity.

Each Unit contains various learning materials, such as videos, readings, reflection activities, forums, etc.

The learner must go through all learning materials in all three Units in order to have access to the assessment quiz of the Module. The Module is successfully completed if the learner answers correctly in at least 80% of the quiz questions.

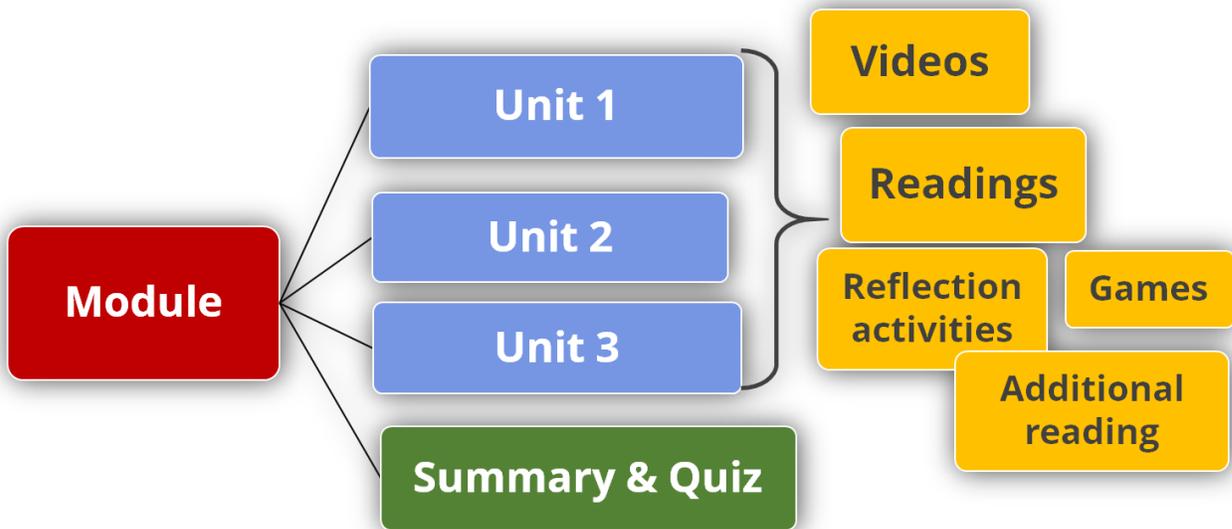
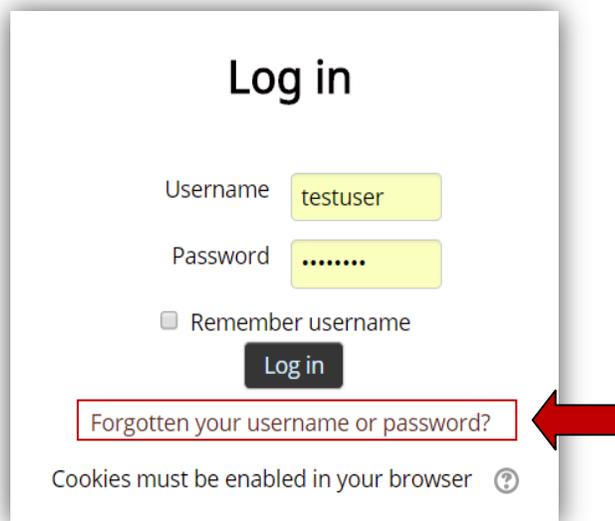


Figure 2: Structure of a Module

2.2. Login to the course

Before this stage, the learner must have already been registered to the course and received login credentials from the course administrator.

In order to login the learner has to click either the interactive title of the TOY course or the **"Go to course" button** on the Introductory Page (Figure 1). Then they have to enter their credentials (Username and Password) in the web form, as shown in Figure 3.



Log in

Username

Password

Remember username

[Forgotten your username or password?](#)

Cookies must be enabled in your browser 

Figure 3: Login screen of the course

If the learner needs a new temporary password, or has to change their username, then they should click the link **"Forgotten your username or password?"** in order to receive automated email with instructions.

2.3. The Course Overview page

Once logged in, the learner sees the Main Page of the course, or else, the **Course Overview** (Figure 4). This page includes:

- The "**Course Announcements**" which is a General forum for tutors to post announcements related to the course. Learners are allowed only to view these posts and **cannot unsubscribe** from this forum.
- A **link to download** the full course syllabus.
- Four interactive **numbered buttons**, each of which opens the description of the corresponding Module. By default the description of Module 1 is open.

The screenshot shows the course overview page for 'Together Old and Young: An Intergenerational Approach'. The page features a navigation menu on the left with options for Home, Dashboard, Site pages, and My courses. A disclaimer section mentions funding by the Erasmus+ Programme of the European Union. The main content area includes a header with the course title and a large image of hands holding a colorful object. Below the image, there is a 'Course Announcements' section with a red box around it. A red arrow points to a link that says 'You can download the full course syllabus here'. At the bottom, there are four numbered buttons (1, 2, 3, 4) with a red box around them, and button 1 is highlighted.

Figure 4: Course Overview page

The description of each Module consists of a short introductory video, the learning objectives and the structure of the Module with all included Units and learning materials, as shown in Figures 5 & 6 respectively. The learner has to scroll down in order to see all contents of this page.

Week 1: Module 1

 **Young and Old learning together**

Introduction to Module 1



[Download the transcript](#)

Learning objectives Module 1:

- Familiarise with the **course structure** and the **interactive course environment**.
- Understand the **concept** of **intergenerational learning**.
- Understand **how children and older adults learn**.
- Be able to outline the **benefits** of bringing different generations together.

Figure 5: Module description page

The title of a Unit is interactive and when clicked, the Unit page opens. The Unit page is detailed in Chapter 3.

The title of a Forum Activity is also interactive and opens the page of the corresponding Forum discussion.



Unit 1: Introduction to the course

In this Unit you will find out about how the course is organised, how to use all features of the course environment, including how you can contact and discuss issues with your fellow learners and the course tutor.

[Forum activity: Let's introduce ourselves](#)

Learning Material:

- 1.1 Introduction to Unit 1 - *video (0:22)*
- 1.2 Introduction to the online course 'Together Old and Young: An Intergenerational Approach' - *video (1:52)*
- 1.3 Navigate in the course environment - *video (4:31)*
- 1.4 Meet your instructors - Vicki Titterington & Lynne Bennett - *video (2:00)*
- 1.5 Meet your instructors - Anne Fitzpatrick & Carmel Gallagher - *video (1:52)*
- 1.6 Meet your instructors - Margaret Kernan & Giulia Cortellesi - *video (1:43)*
- 1.7 Let's introduce ourselves - *reflection*

Unit 2: Introduction to intergenerational learning

This Unit will provide the definitions of intergenerational learning, the types and the contexts in which they take place: formal, non-formal and informal. The aims and benefits of intergenerational learning will also be outlined.

[Forum activity: Is it or isn't it?](#)

Learning Material:

- 2.1 Introduction to Unit 2 - *video (1:13)*
- 2.2 Introduction to intergenerational learning - *video (3:11)*
- 2.3 Intergenerational learning defined - *reflection*
- 2.4 Intergenerational learning defined - *video (1:41)*

Figure 6: Units of a Module

At the bottom of the Module description page, there is Unit 4 which leads to the summary infographic and also a link to the assessment quiz (Figure 7).

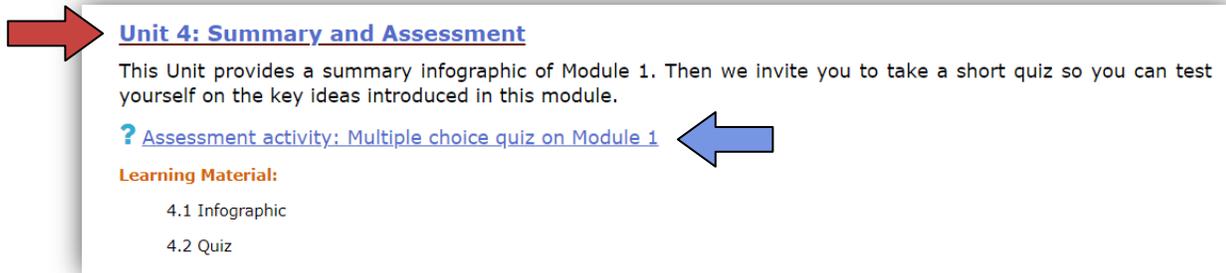


Figure 7: Unit 4 - Infographic & Quiz

3. The Unit page

A Unit page is shown in Figure 8. It consists of several parts and presents one learning material at a time. It starts with the short introductory video of the Unit and the key concepts. It also includes:

- The main **navigation menu** on the left. This menu offers interactive links to all learning materials of the Unit, allowing the learner to navigate directly to a particular material.
- The **navigation buttons** "Next" and "Previous", which facilitate navigation to the next or previous learning material. It is **important** to use the navigation buttons in order to successively go through the learning materials and thus learner's progress is recorded.
- If the learning material is a video, the transcript is embedded in an area under the video. By clicking the "**Download the transcript**" **button** the transcript can be saved as a pdf file in learner's computer.
- The green **progress bar** indicates the percentage of completion of the Unit. The learner has to go through all learning materials of a Unit in order to complete the Unit and proceed to the next one. In this case the progress bar indicator is 100% (Figure 10).

- At any stage of the course the learner can return to the Course Overview page, simply by clicking the **"Return to Course Overview"** button.

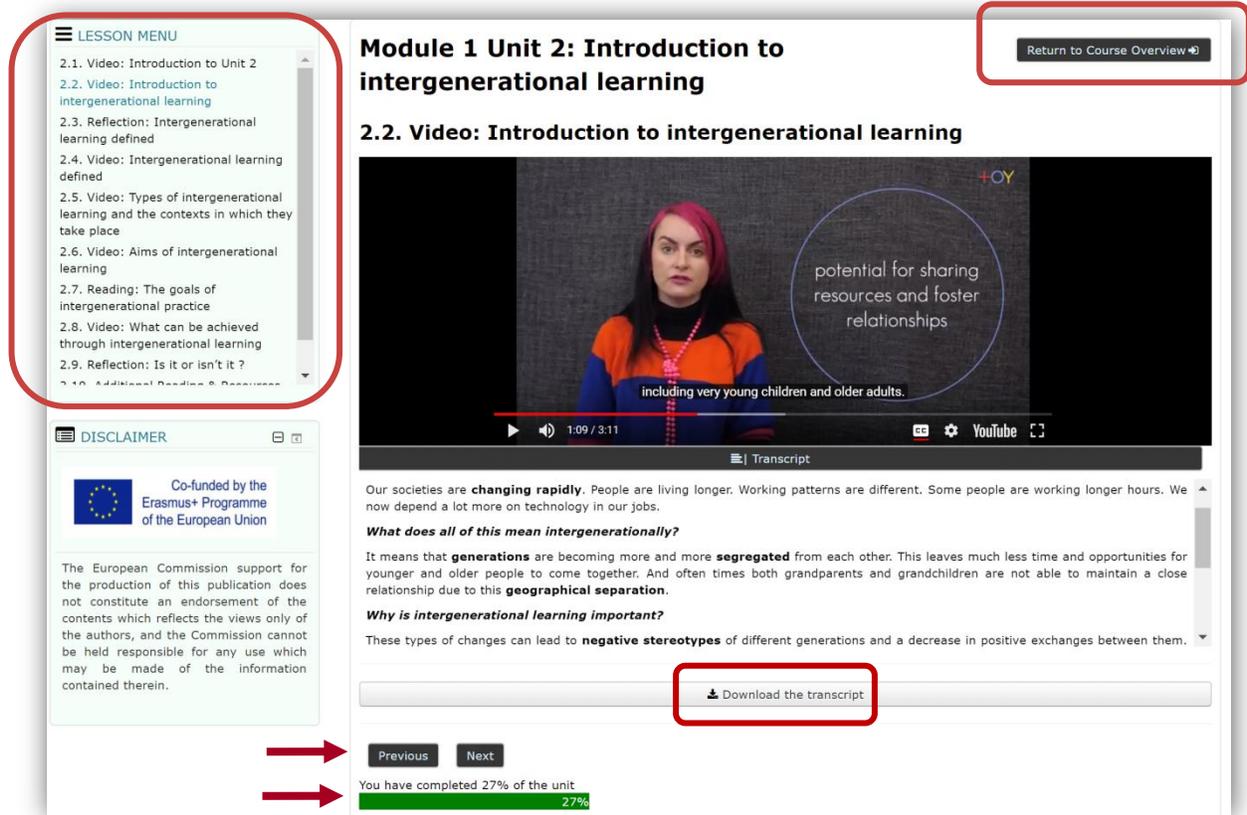


Figure 8: A Unit page

If the learner leaves a Unit uncompleted and re-enters, the platform offers them the option to resume from the page that they had stopped (Figure 9).

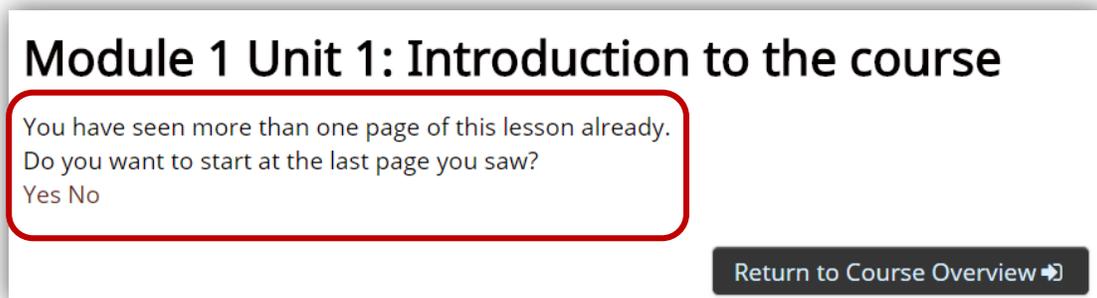


Figure 9: Resuming an uncompleted Unit

Reaching the end of each Unit, the learner must click the **button "End of Unit"** (Figure 10) to proceed.

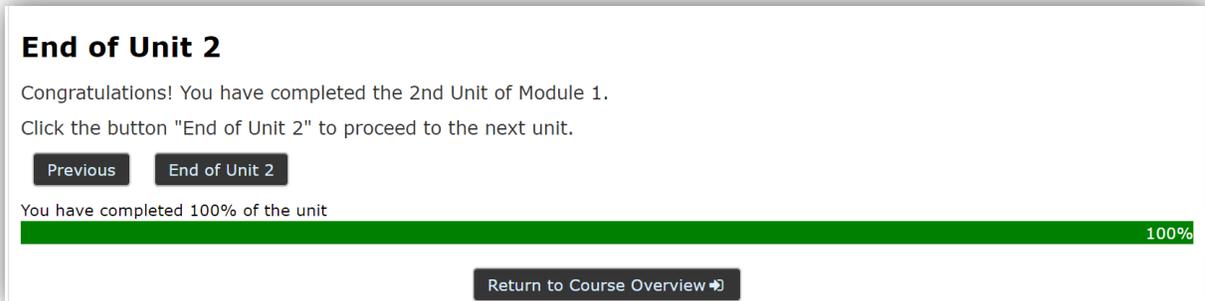


Figure 10: End of Unit

After ending a Unit, there are buttons that offer the following options, as shown in Figure 11:

- i) "Review the lesson", that is review the whole Unit
- ii) Go to the next Unit
- iii) Return to the page with the Course Overview



Figure 11: Options after ending a Unit

4. Forum activities

The Forum activities are discussions in which tutors add discussion topics and learners can reply. Learners can **optionally subscribe** to a Forum if they wish to receive notifications of new forum posts through email (Figure 12).

At all times learners can unsubscribe from a Forum if they do not want to get notified. Exception to this rule is the **"Course Announcements"** forum.

Forum activities open in a new tab of the browser.

The screenshot shows a forum interface with a sidebar on the left containing 'ADMINISTRATION' and 'DISCLAIMER' sections. The main content area is titled 'Forum Activity: Is it or isn't it?'. Below the title, there is introductory text and two scenarios. A table below lists discussion topics. A red circle highlights the 'Subscribe to this forum' link in the sidebar, and a red arrow points to the first row of the discussion table.

Discussion	Started by	Replies	Last post
Is Scenario 2 'intergenerational' or not?	Vicky Maratou	0	Vicky Maratou Thu, 11 Jan 2018, 1:38 AM
Is Scenario 1 'intergenerational' or not?	Vicky Maratou	0	Vicky Maratou Thu, 11 Jan 2018, 1:38 AM

Figure 12: A Forum activity

4.1. How to reply in a Forum discussion

By clicking the title of a discussion (Figure 12) the discussion page opens (Figure 13). To reply to a discussion topic, the learner must click the **"Reply"**.

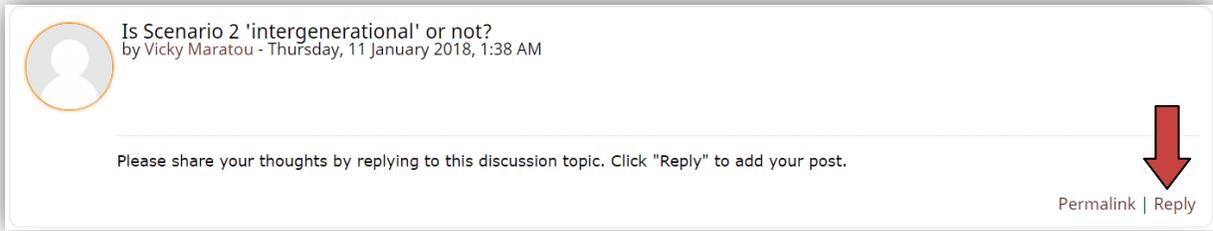


Figure 13: Reply to a Forum discussion

The learner can write and edit their post. Attachment of files like documents, images, short videos is also an option. Then by clicking the **"Post to forum" button**, at the bottom of this page, the message is posted (Figure 14).

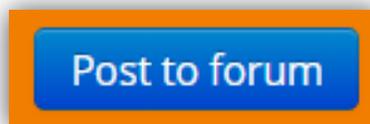
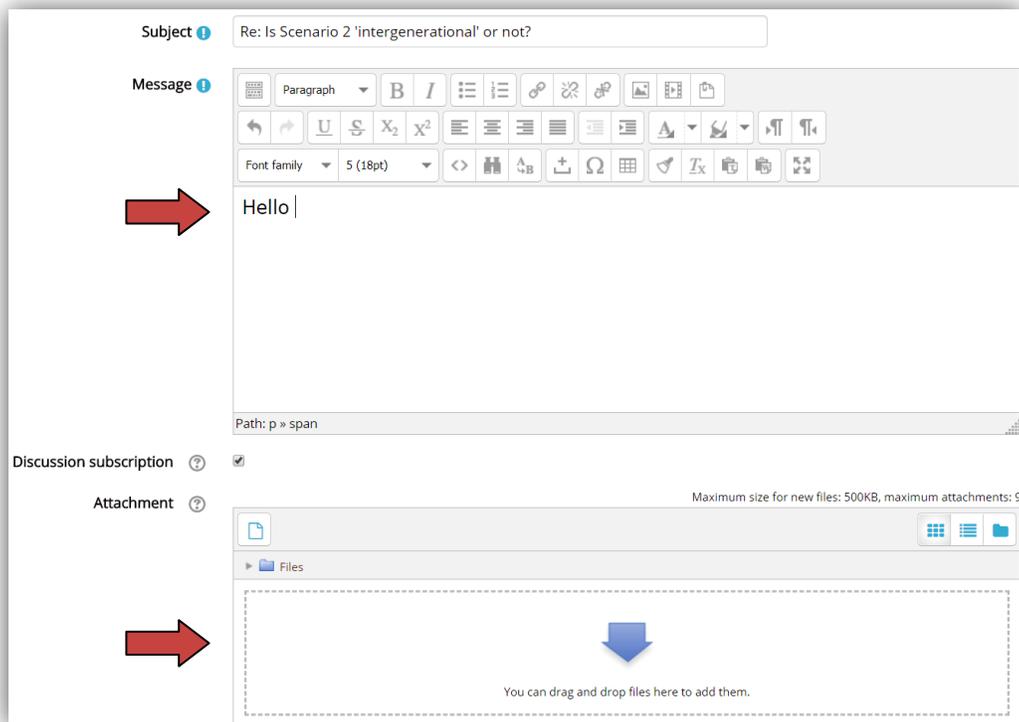


Figure 14: Post a message in the Forum

4.2. How to control notifications from Forums

All learners and tutors, that have subscribed in a Forum, receive a notification every time someone is posting a new message. In order to receive a daily digest of all posts rather than a notification for every single one, follow the steps described below:

1. Click on the top right corner of the screen, where your name (and picture) appear. A menu will drop down (Figure 15);
2. Place the mouse over the "**Preferences**";
3. Then choose "**User**";

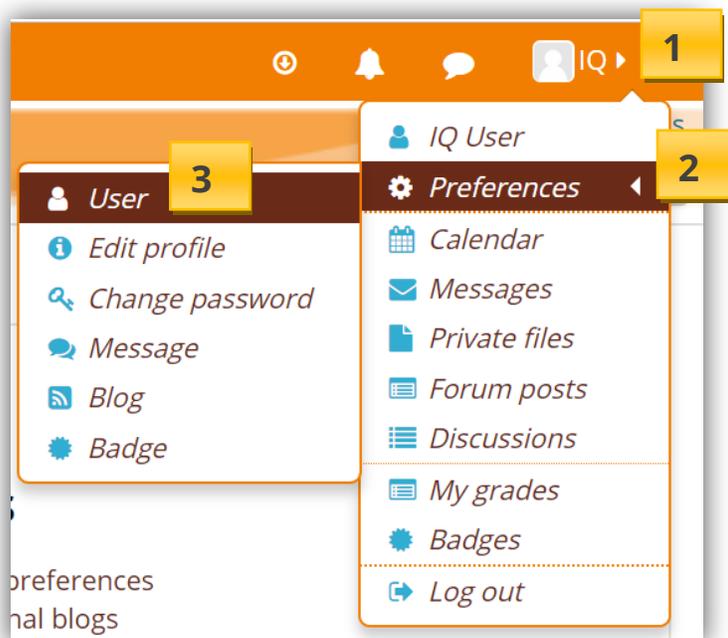


Figure 15: Control post notifications

4. All preferences option will appear on your screen (Figure 16);
5. Click on "**Forum preferences**" in the column User account;

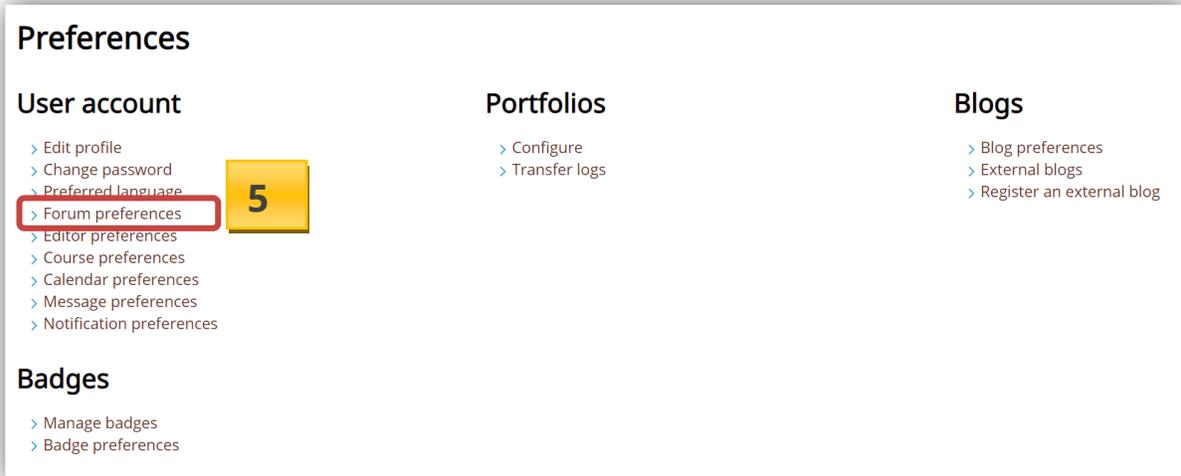


Figure 16: User preferences page

6. The Forum preferences page will appear (Figure 17);

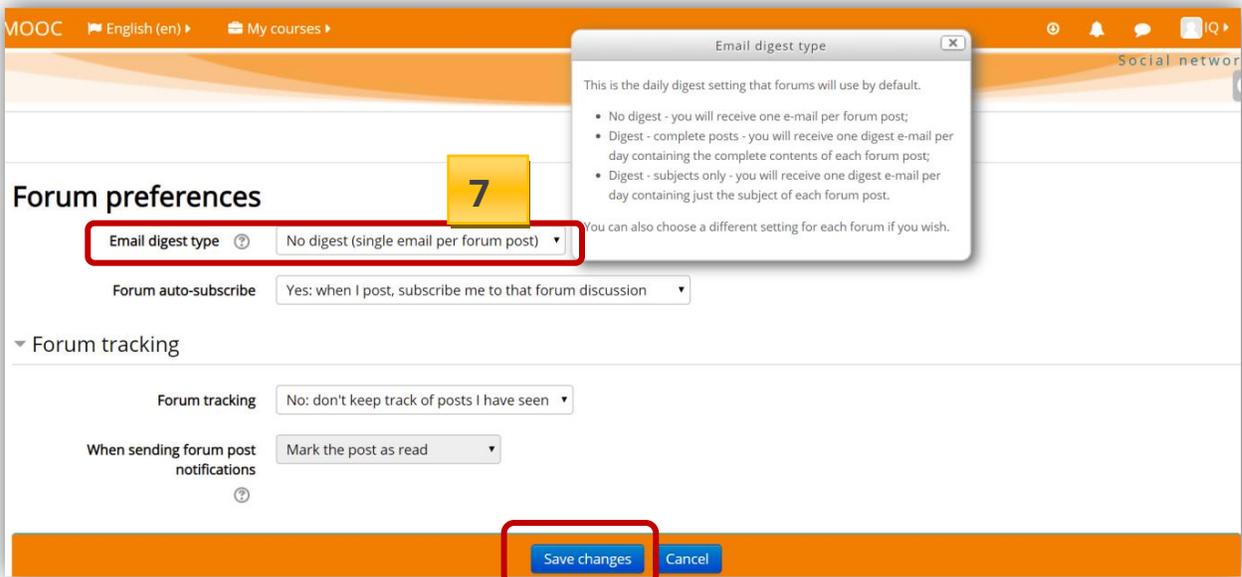


Figure 17: Forum preferences page

7. Select from the **"Email digest type"** drop down menu, the kind of digest you want to receive and then **"Save changes"**.

4.3. How to see own Forum posts

In order for learners to get a quick view of all their Forum posts in the course, they should follow the steps described below:

1. Click on the top right corner of the screen, where your name (and picture) appear. A menu will drop down (Figure 18);
2. Choose **"Forum posts"**;
3. See all your posts in a new page.

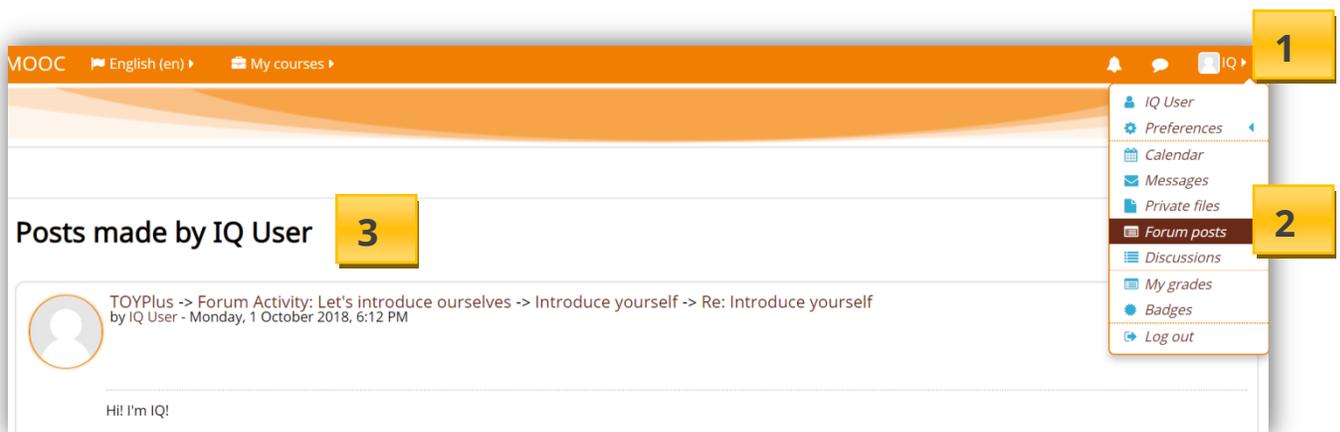


Figure 18: View own posts

5. Private communication

Tutors and learners can send and receive private messages via the course platform. Messages can be received via email if the recipient is offline.

Messages can be started by clicking **"New Message"**, in the Message menu shown in Figure 19. Then the learner has to search for the recipient user by name, write the message and click **"Send"** (Figure 20).

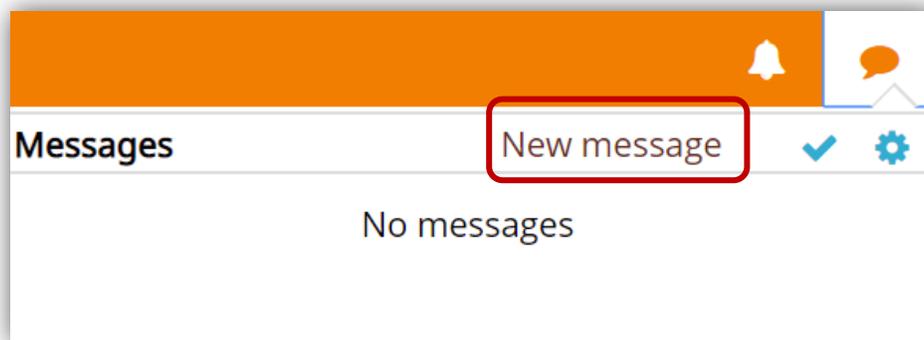


Figure 19: Start a new message

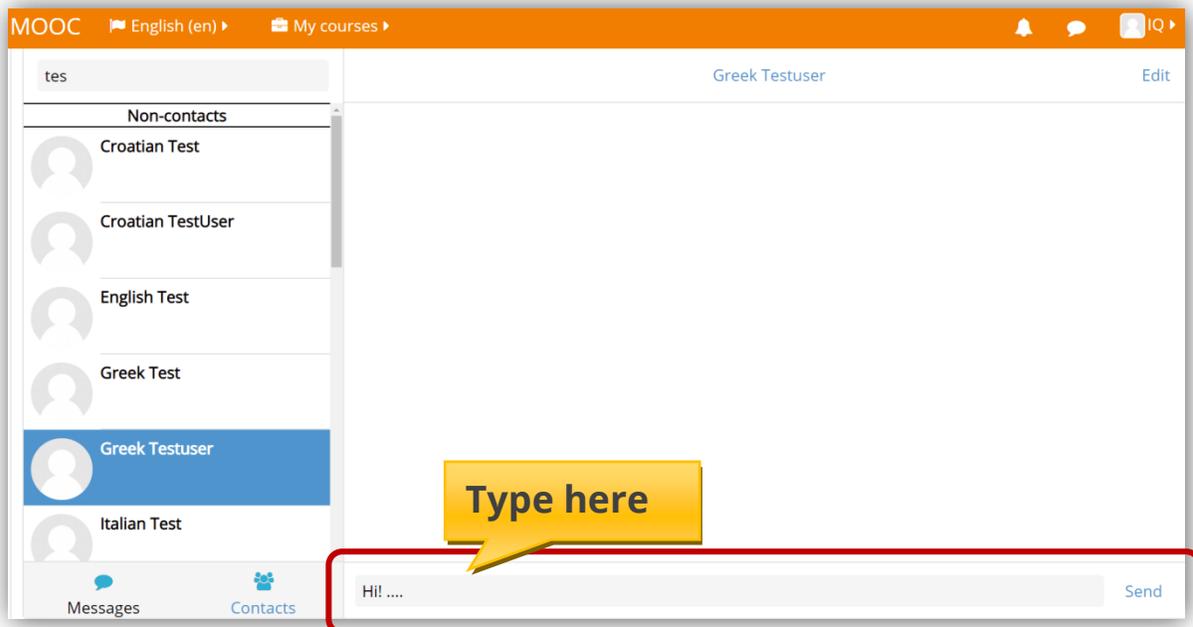


Figure 20: Send a message

A faster way to message the course tutors is to return to the "**Course Overview**" page, find the **Communication block** on the left side (Figure 21) and click the name of a tutor. The messaging interface, shown in Figure 20, opens.

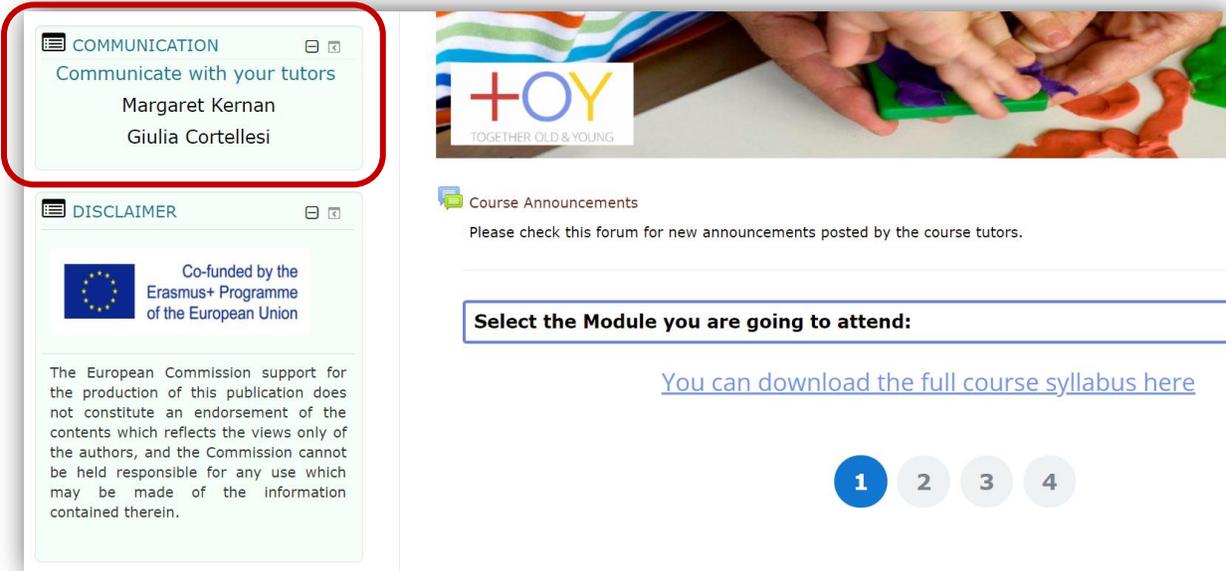


Figure 21: Communication block

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