CURRICULUM
Guidance skills for practice guidance tutors

1. **Curriculum group**
(according to ISCED-F 2013 classification of curriculum groups):
    0031 - Personal development

2. **Total volume of training** (in academic hours): 40

        Independent work.

3. **Basis of curriculum construction**
    Based on to the European Digital Competence Framework 2.0 - reference model DigiComp

4. **Target group**
Adult educators and vocational teachers

5. **Conditions for starting training**
  Computer skills at the level of the average user.

6. **Aim of training**
Main goal of the training is to ensure that participants have extended knowledge of main Cyber Security risks, organizing and managing Webinars, and using different Communication and Sharing tools for teaching purposes.

After successful completion of the course, trainers and educators will know how to use different digital learning tools and they will be able to choose the best digital tool solutions for their individual needs and find the best fit for their topic specific needs.

7. **Learning outcomes**
    At the end of the training, the participant:
      ● is familiar with the principles of data privacy, digital security and copyright and is able to apply them in his / her work;

- knows the principles of conducting a webinar and is able to use one of the most common webinar environments (*Facebook Live, Google Meet, Zoom*);
- knows different web-based presentation creation environments (*Google Slides, Sway, Zeetings, Prezi*) and is able to create an interactive presentation;
- can use environments to create learning video tutorials (*Biteable, Screencast-o-Matic*);
- is able to use web solutions for sharing study materials and working together (*Google Drive, OneDrive, DropBox*);
- is able to use various means (tools) of collaboration and participant's involvement in the training process *(Padlet, Trello, Mentimeter, Kahoot, Facebook, Microsoft Teams)*.

8. Contents of training

Name of topic	Study hours	Short description of contents	Learning outcomes
1. Cyber Security and digitalization			
1.1 Data protection	2 ah	1.1.1. Data privacy principles, confidentiality	Advantages and disadvantages (risks) of information technologies and the internet. Understand what is personal data, what data could be published. Understand that systems on the internet could track and assemble information about users' devices, activities, location (location history), could record searching history, and provide ads according to the user's behaviour preferences. Know about threats associated with personal data disclosure.
	1 ah	1.1.2. Creating passwords and digital authentication	Recognise the need to change passwords regularly, understand why it is important to choose an appropriate password and other mechanisms of authentication and the importance of changing it regularly, understand that passwords/ authentication details should not be shared and that tokens and passwords need to be safeguarded. Understand the role and ways of digital authentication.
1.2 Security risks	1ah	1.2.1. Malware, viruses, 1.2.2. Frauds	Know about cybercrimes, understand what is financial frauds, how illegal activity could be performed in the workplace, know about viruses, malware, types, how viruses could get into devices.
	1ah	1.2.3. Hacking	Know about hackers, understand hacking risks (possibility to hack user computer, system, network) and reasons. Know about avatars and possible risks.

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	1ah	1.2.4. Social engineering, Phishing	Be aware about social engineering and it's methods for discovering information. Know about discovering information in unauthorised ways (phone calls, pretenders, phishing, spyware). Understand that social engineering could be used in the company, educational institution. Know about unauthorised access to the computers and other devices without user's approval; know about lottery scams. Understand about remote access to the systems, and who is allowed to use them. Do not disclose this information to third parties.
1.3. Copyrights	1 ah	1.3.1 Copyrights	Copyrights refers to the legal right of the owner of intellectual property that provides exclusive publication, distribution and usage rights for the author. Download files securely, check copyrights
2. Webinars and other communication tools			
2.1 Webinars	2ah	2.1.1. Facebook live	Learn how to go live on Facebook to broadcast your keynote presentation, discussion or to hold a Q&A session to reach larger numbers of viewers. Creating events for your webinars, scheduling livestreams, moderating comments. Connecting your video conferencing softwares (e.g. Zoom) to Facebook live.
	1,5 ah	2.1.2. Google Meet	How to start the online meeting/webinar.. How to create an invitation to an online meeting/webinar with a date, time, topic. How to Invite participants to an online meeting/webinar, cancel the invitation, set access rights. How to share a desktop, presentation or whiteboard during the meeting.
	2 ah	2.1.3. Zoom	Zoom is a web-based video conferencing tool to bring teams together. It allows users to meet online with a local, desktop client and a mobile app – with or without video. Users can record sessions, collaborate and share screens. Creating account; most important functions; invite participants; screen sharing; using breakout rooms; recording meeting
2.2 Communication	0,5ah	2.2.1. Facebook	How to use Facebook to connect with your audience, market your lectures and livestreams. Creating closed groups and events for your classes.

	2 ah	2.2.2. Microsoft Teams	How to join or leave the online meeting/webinar. How to create an invitation to an online meeting/webinar with a date, time, topic. How to invite participants to an online meeting/webinar, cancel the invitation, set access rights. How to share a desktop or file (presentation) during the meeting.
2.3 Involvement and activating tools	2 ah	2.3.1. Mentimeter	Knows how to create a presentation; Knows the basic principles: 1) how to choose slide type, write a question, add images; 2) share the presentation (slide(s)) with participants; 3) how to collect answers from participants and how to show the question results to participants.
	2 ah	2.3.2. Kahoot	Kahoot is a game-based learning tool used as technology to create quizzes or surveys. Kahoot can be used by teachers in the real or virtual classroom to help educate students, to review knowledge or as a break to create a fun and social learning experience. Creating account; create a kahoot, types of questions; game settings; instructions for students; get feedback
3. Files and document sharing tools			
3.1 Online tools for creating learning content	2 ah	3.1.1. Google Slides	How to create presentations with Google Slides. Using Google Slides main features - themes, slide layouts, adding images, editing text. Sharing your presentations for co-creation and real time group works.
	3 ah	3.1.2. Microsoft Sway	Know how to create and edit online Sway presentations, add text, images, videos, create image galleries and embed content from other sites, share the presentation with the audience.
	4 ah	3.1.3. Zeetings	Knows how to create and edit online presentations and involve students by sending them questions. Knows: - how to add content: powerpoint slides, pdf files, images, videos; - create polls, surveys etc; - embed content from other sites; - how to share the presentation with students; - how to show the results.
	4 ah	3.1.4. Biteable	Knows: - how to create animations by using different templates; - add subtitles and music;

			- how to share the animation/presentation
	1,5 ah	3.1.5. Screencast-o-matic	Can create screen recordings Can save and share them.
	2 ah	3.1.6. Prezi	Prezi is a web-based presentation tool that, unlike other presentation software, makes use of one large canvas that allows panning and zooming to various parts. Creating account; create a new prezi; change style; insert and format text; insert and format shapes; insert additional prezi elements; set up animation paths; present with prezi
3.2 Sharing files	2 ah	3.2.1. Google Drive	How to set up your Google Drive account and create and edit different documents. Using Google Drive to back up your documents. Sharing your documents with different users and different restrictions levels. Collaborating in real time with colleagues and students.
	2 ah	3.2.2. One Drive	Know how to create and edit documents, presentations or spreadsheets online. Know how to share documents on the internet to authorised persons, how that several users can work with the same document at the same time when the document is published on the clouds. Know about risks to lose sensitive information by sharing documents - sharing settings, sharing to particular people, allow or don't allow to edit the document.
	1 ah	3.2.3. DropBox	Dropbox is a cloud storage where all your content comes together. It lets you save and share files and sync them to your devices so you can access them from anywhere. Creating account; desktop experience; dropbox mobile and web; sharing files; version history; dropbox paper.
3.3. Collaboration	1,5 ah	3.3.1.Padlet	Knows-How to create an online post-it board and share it for collaboration. How to integrate a padlet-board into the studying process. How to download results from online-board.
	2 ah	3.3.2. Trello	Trello is a web-based list-making tool that organizes your projects into boards. The tool can be used to get an overview of work done and work to be done. It uses boards, lists and cards for project management and collaboration with a team. Creating account; create a new board; edit maps; formatting with markdown; add card elements; the menu of trello; teamwork

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9. **Study methods**
Study videos, independent work, practical tasks.

10. **Training environment**
Teaching takes place in the online learning environment Moodle.

11. **Independent work**

All material is acquired independently in the online learning environment MOODLE (EST, DE) / MPS (LV) / THINKIFIC.COM (ENG)

12. **List of study materials**

Study videos and textual material with drawings in the learning environment MOODLE (EST, DE) / MPS (LV) / THINKIFIC.COM (ENG)

13. **Requirements for finishing studies, including assessment methods and assessment criteria**
The prerequisite for finishing the training is completing at least 80% of the curriculum and completing the practical assignments.

Assessment methods	Assessment criteria
Test on digital security	The criteria for passing the test is getting 80% of the answers correct. (create questions in Kahoot…)
Practical tasks in different web application	Practical tasks individually or in groups: - the learner has conducted a 15-minute webinar; - the learner has created an interactive presentation in at least one online environment; - the learner has created the learning material using the online environments Biteable and Screencast-o-matic; - the learner has participated in group work using at least one collaborative application; - the learner has added and shared learning materials in the online environment; - the learner has created a Mentimeter and Kahoot survey or game; - the learner has participated in a group conversation using web-based communication tools.

14. **Document issued after completing the course**
The learner who has acquired the study outcomes and passed assessment will be given a certificate.

15. **Description of supervisor's qualification assuring competence, or study or work experience**
A trainer with high digital competence and experience in adult education and supervision.