

# UNFOLD Deliverable D6.2. Half yearly report 2

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Thematic Priority: Technology Enhanced Learning

## **UNFOLD D 6.2 Half yearly report 2**

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Project manager name: Josep Blat

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Revision v.1

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## 1. Deliverable Identification Sheet

<b>Project ref. no.</b>	<b>FP6/2002/IST/1/507835</b>
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<b>EC Project Officer</b>	Marco Marsella
<b>Abstract</b>	Halfyearly management report, covering the work carried out during the period of July - December 2004
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<b>Circulated to partners</b>	27 <sup>th</sup> February 2005
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## 2. Summary

This report relates to the period July to December 2005, the first six months of phase two of the project. In this period the focus of project work was along two main lines, on facilitation of the UNFOLD Communities of Practice, and on Conferences Symposia and Studies, with supporting activities carried out in Evaluation and Management.

The reporting period commenced with the launch of the UNFOLD Communities of Practice website at [www.unfold-project.net](http://www.unfold-project.net). Online access to the information resources gathered and created by the project was provided, and support was made available for the online activities of the Communities of Practice (CoPs). The Launch was marked with an event in which Bill Olivier presented a discussion paper on “The State of Learning Design”, and led an online discussion. The response to the site was positive, with membership gradually building over the reporting period. By the end of August membership had risen to over 150.

In September the first CoP face to face meeting was held in Barcelona. This attracted an attendance of 36 participants from a total of 24 institutions. The meeting lasted three days, and consisted of invited presentations from leading members of the UNFOLD CoPs, and extensive discussions. A transcript of the discussions was made and distributed to provide the basis for further discussion.

The project built the Communities of Practice of Systems Developers, Learning Designers, and Teachers and Learning Providers. Information and news about Learning Design was regularly posted on the UNFOLD CoP web, , an experimental approach to facilitation was tried, and a number of new resources were provided. Two online events were organised, and a meeting was held of the Systems Developers CoP in Heerlen. Three events were attended to raise awareness of the project among the user group, with a particular emphasis on other European projects

By the end of the reporting period the membership of the CoPs had risen to 308, from 150 following the first CoP meeting held in September.

In this period work commenced on work-package 5 Conferences, Symposia and Studies. The project participated in 16 events, six of which were organised by UNFOLD, alone or in collaboration with other organisations. The most significant events were the UNFOLD strands in the eLIG / EADTU Conference, the Workshop at the EUCEN Autumn Conference in Kaunas, and the UNFOLD contribution to Online Educa Berlin, and the presentation to AltC 2004. The project also presented a paper at the SPEDECE Conference on Reusable Learning Objects in Alcalá.

It had originally been planned to hold a face to face CoP meeting at Online Educa in December, but this was not considered feasible for reasons explained later in this report. Consequently the CoP meeting was adjourned for the next available date after the Christmas break, February 16th – 18th.

Evaluation work continued according to the project evaluation plan, and worked towards the first evaluation report, due at the end of this reporting period.

Project management continued at a regular pace. Two face to face working meetings were held between pairs of partners, and an online meeting was conducted for all partners.

At the end of the reporting period the project was in a solid position, with a growing user base, and a strong programme of events of various types. The consortium is convinced that interest in project activities will grow still further in the coming year.

In summary, phase two of project activity tot off to a solid start with the launch of activities of the Communities of Practice, establishing the foundations for productive work in the second year of the project.

### **3. Key Indicators of project progress**

#### ***3.1 Overall assessment of the main milestones achieved, or results delivered***

##### **3.1.1 Launch of UNFOLD Communities of Practice**

The UNFOLD Communities of Practice were launched to coincide with the publication of the UNFOLD site at [www.unfold-project.net](http://www.unfold-project.net). This is reported in detail in project deliverable D5, submitted on 11<sup>th</sup> September 2004.

The UNFOLD site provides access to extensive resources on Learning Design and issues related to eLearning Standards. These are classified in order to make them more easily navigable by users. The site also provides online support for the interactions of the Communities of Practice, with upload areas and forums for each of the three Communities. The response to the site was positive, with membership gradually building over the reporting period. By the end of August membership had risen to over 150.

The Launch was marked with an online event in which Bill Olivier presented a discussion paper on “The State of Learning Design”, and led an online discussion involving 37 participants in a panel format. The resulting transcript was broken down into threads and posted on the UNFOLD site as a basis for further discussion.

##### **3.1.2 Facilitation of UNFOLD Communities of Practice**

In September the first CoP face to face meeting was held in Barcelona. The meeting lasted three days, and consisted of invited presentations from leading members of the UNFOLD CoPs, and extensive discussions. The agenda was kept flexible in order to make the most of the opportunity for members to get to know more about each others work, and the final version is provided as an annex to this report. The meeting was attended by 36 participants from a total of 24 institutions, which was an excellent result for a first meeting, particularly when one considers that this was at the height of the conference season, and that the August break had made it difficult to promote the event. The discussions were also highly productive, and a transcript of the discussions was made and distributed to provide the basis for further discussion.

During the reporting period the Communities of Practice grew from a total membership of 150 following the first CoP meeting to 308 at the end of the period. The project has provided a means whereby the actors working in the field of IMS Learning Design can be aware of each other, and can build on each others efforts. It has also provided the means whereby they can exchange valuable information about implementation techniques and approaches. The UNFOLD resource base continues to grow and to provide an ever richer resource for those interested in the field.

##### **3.1.3 Conferences Symposia and Studies**

Work-package 5 (Conferences Symposia and Studies) was commenced and a number of events held. The policy was adopted of making use of existing events which would attract a strong attendance and adding an UNFOLD strand or workshop. The events included two of international importance, the eLIG / EADTU conference in Heerlen, Netherlands, and the Online Educa Berlin 2004 conference. In both of these events the UNFOLD project organised workshops and threads under its own name. In addition a workshop was held at the EUCEN conference in Lithuania.

### **3.1.4 Evaluation**

Systematic evaluation allowing assessment of the UNFOLD progress, both as a project, and in terms of success on impact on adoption, was carried out, with several actions taking place according to the Evaluation Plan. The main conclusions, and orientations for further and stronger evaluation are described later.

## ***3.2 Problems encountered and decisions taken***

### **3.2.1 Rationalisation of the UNFOLD Communities of Practice online support**

The online support provided for the communities of practice provided at the launch consisted of two servers. The first, a Plone server, provided the document repository and support for the interactions of the *Systems Developers* and *Teachers and Learning Providers CoPs*. The second, created using PHP Nuke, provided support for the *Learning Designers CoP*. A third server, using Moodle, was used to provide *learning nodes*, short courses which provide an opportunity to learn about Learning Design. More details of these sites are available in the D5 deliverable.

It was decided that this structure was too complex, and following feedback from users and site administrators it was decided to simplify the structure by eliminating the PHP Nuke server, and moving all CoP activities onto the Plone server. Work started on this migration, which was scheduled to be completed in the next quarter.

### **3.2.2. Programme of CoP events**

The project is scheduled to hold face to face 6 CoP events in total, with the second planned for December 2004. It had been provisionally proposed to combine this event with the Online Educa Berlin 2004 conference, which is also held in December. As more detailed plans were made, however, it became clear that this was problematic, in part because attendance at Online Educa is expensive, and in part because the project had the opportunity to organise a number of other valuable events in association with the conference: a pre-conference workshop and two panel sessions in the main conference. It was decided that adding a full three day CoP meeting to this schedule would be too much for both project personnel and potential participants, and so the second face to face CoP event was put back till after the Christmas break.

### ***Conclusive statement on correspondence between planned project progress (as detailed in the Project Programme) and actual accomplishments.***

The project is on course, with the attainment on schedule of two key project milestones: the launch of the Communities of Practice and the first Communities of Practice face to face meeting.

All deliverables are up to date, with the exception of the first half yearly report, which is a compilation of the already submitted quarterly reports.

As described below, the face to face CoP meeting originally planned for Online Educa has been adjourned until February 16-18 in Valkenburg.

Project management continued at a regular pace. Two face to face working meetings were held between pairs of partners, and an online meeting was conducted for all partners.

At the end of the reporting period the project was in a solid position, with a growing user base, and a strong programme of events of various types. The consortium is convinced that interest in project activities will grow still further in the coming year.



## 4. Work progress overview by work-packages

### *Work-package 2, Awareness raising*

This work-package has been completed

### *Work-package 3, CoP establishment*

This work-package has been completed

### *Work-package 4 CoP Facilitation*

#### **Specific objectives for the reporting period**

- to reach out to the UNFOLD user group and interest them in the Communities of Practice
- to build commitment to the Communities of Practice from the participants
- to organise and successfully complete the first face to face Communities of Practice meetings.
- to organise activities and events to facilitate interactions for the UNFOLD membership
- to provide appropriate resources, documentation and online support through the project website

#### **Achievements**

As a result of the awareness raising activities carried out in Phase One, the UNFOLD Communities of Practice were successfully launched.

#### **Online events**

The launch of the Communities of Practice was marked by an online event on 16<sup>th</sup> July. For this event Bill Olivier prepared a discussion paper on “The State of Learning Design”, and led an online discussion involving 37 participants in a panel format. The discussion took place in an online environment customised for the purpose, enabling the discussion to be moderated by one of the project facilitators. The resulting transcript was broken down into threads and posted on the UNFOLD site as a basis for further discussion. The interest in this event led to a decision to carry out more in future, and a rhythm of one online event per month was established. Two more online discussions were held in this period, generating considerable interest.

- 17th November. First steps in creating a Unit of Learning
- 16dec Discussion of Online Educa

The UNFOLD discussion forum used for these events is designed using Free software, and it features two windows, one for a panel discussion and one for a public discussion. A moderator presents comments and questions from the public window to the panel. This has proved to be a valuable way of handling the potential confusion of a multi person online chat. More details of these events are available in the deliverable D7.1, UNFOLD Outcomes.

#### **Face to face CoP meetings**

The first UNFOLD face to face Communities of Practice meeting was held in Barcelona on September 8<sup>th</sup>, 9<sup>th</sup> and 10<sup>th</sup>, and the agenda is available in an annex to this report. As the agenda shows, the days were structured to provide both time to focus on the key issues for each Community, and also to ensure a cascade of information between the three Communities. Many participants chose to participate on all three days, taking a more passive role in those sessions where they had less expertise. For each of the three Communities an expert provided a focus presentation to provide a context for the discussions, and a number of invited presentations were made. At the event itself attendees were also encouraged to make presentations of their ongoing work, and a number of them took the opportunity to do this. The event attracted an attendance of 36 participants from a total of 24 institutions. A transcript of the discussions was made and distributed to provide the basis for further discussion.

A face to face meeting of the Systems Developers CoP was held in Heerlen on 20<sup>th</sup> October. This was a focused meeting to work on collaboration between the Reload Learning Design Editor and the CopperCore Learning Design Player Engine. This technical coordination is the first step in ensuring interoperability of these two key Open Source implementations coupling them as a tool for the communities to use in understanding and applying LD. It also laid the groundwork for the successful workshop held using these tools at Online Educa, and they will form the core of the first set of usable Learning Design tools.

It had originally been planned to hold a face to face CoP meeting at Online Educa in December, but this was not considered feasible. The project presence at Berlin was already extensive, with a pre-conference workshop and two strands in the main conference. This meant that it would not have been possible to hold the CoP meeting at the same time without detracting from one event or the other, and requiring too great a commitment of time from participants. It has been concluded that the idea of combining CoP events with high profile events such as Online Educa is not practicable. Consequently the CoP meeting was adjourned for the next available date after the Christmas break, February 16<sup>th</sup> – 18<sup>th</sup>. By the end of this quarter the agenda for this event had been published and the registration procedure set in motion.

The Moodle was used to provide Learning Nodes for activities with members. One important aspect of this work was development of commented Units of Learning for use with these activities, which had been requested at the Barcelona CoP meeting. Another request from the Barcelona CoP meeting was for the creation of a group for PhD students. This was carried out, and web structure was created on the project server to support the groups interactions. A coordinator was proposed from outside the project, and the CoP was ready to launch at the end of this reporting period.

### **Building the UNFOLD membership**

By the first face to face meeting the total membership reached a total of 150, which grew to 308 by the end of the reporting period.

Project staff continued to publicise project activities, through bulk mailing to the UNFOLD members list, the EUCEN members lists, and other mailing lists. Extensive one-to-one eMail contacts were also maintained with members and prospective members.

The project also attended a number of events where in addition to making presentations they also distributed leaflets promoting UNFOLD. These included the CEN / ISSS meeting in Sheffield; ICALT in Joensuu, Finland; Alt C in Exeter, UK; and ICL 2004 in Villach, Austria. The project workshop in the EUCEN event in Kaunas (Lithuania) November 4-6 was promoted. A new project handout was prepared. In addition to updating the content, there was a need to provide more sophisticated design, in particular to present the project to the industrial user group. This was distributed at the PROLEARN Thematic Workshop, IST Information Day, eLIG / EADTU event and at Online Educa Berlin.

A particular effort was made to forge links with France, which is seen as being the most significant of the countries where UNFOLD has a relatively low level of activity. This effort was led by project partner Bolton Institute, whose project worker is a bilingual French speaker.

The active programme of project events described in work-package 5 has helped to raise interest in the project. Three of these were specifically intended to reach potential members.:

- IST Information Day, Luxembourg, 29/11/2004.
- COPRAS Meeting, Brussels, 14/10/2004..
- PROLEARN Thematic workshop on technology enhanced learning for learning organisations Hannover, 4-5/11/2004..

The project was also represented at the TELCERT meeting in Koblenz, through project partners Bolton Institute and OUNL who are both partners in TELCERT.

### **UNFOLD web provision**

The UNFOLD web site was the chief means whereby the project reached the Communities of Practice (CoPs). News items were posted regularly on the front page to provide an easy way for members to keep up to date with the specification and with project activities. The resource base was extended, with items of general interest and with more detailed documents for the individual CoPs. The upcoming UNFOLD events were published in a panel on the front page, and linked to explanatory pages. Documents were added to the UNFOLD site as they became available, primarily by the facilitators, but also by some members. Topics for discussion were posted in the online forums, and the responses monitored. Following the project meeting in Barcelona work was started on the migration of the Learning Designers Community of Practice to the main UNFOLD site.

The structure of web support provided by the project was rationalised following the project meeting in September, as follows. Online support provided for the communities of practice provided at the launch consisted of two servers. The first, a Plone server, provided the document repository and support for the interactions of the Systems Developers and Teachers and Learning Providers CoPs. The second, created using PHP Nuke, provided support for the Learning Designers CoP. A third server, using Moodle, was used to provide learning nodes, short courses which provide an opportunity to learn about Learning Design. More details of these sites are available in the D5 deliverable.

It was decided that this structure was too complex, and following feedback from users and site administrators it was decided to simplify the structure by eliminating the PHP Nuke server, and moving all CoP activities onto the Plone server.

It has been observed that there is a high level of interest and use of the UNFOLD resource base, and also high level of interest and participation in face-to-face meetings, online events, workshops and other events. However the level of interactions in the project forum remained comparatively low. At the end of this quarter partner OUNL conducted an experiment to see if this could be improved. A high value resource (5 new exemplar Units of Learning) was made available on the LN4LD Moodle site which provides learning activities for the project. Access to these was made conditional on postings being made by users, with the idea that this would encourage participation.

## ***Work-package 5 Conferences, symposia and studies***

### **Specific objectives for the reporting period**

- To organise UNFOLD events for user groups.
- To draw out and report on the outcomes of UNFOLD activities.

### **Achievements**

#### **Events organised by UNFOLD for the project user group**

This work-package started at the beginning of the fourth quarter, and a strong programme of events has been carried out since then. The project participated in 8 events (in addition to the 4 events mentioned in work-package 4). These are detailed in the table *Participation in workshops and/or conferences, publications etc.* in this report.

Six of the events were organised by UNFOLD, alone or in collaboration with other organisations:

#### **Workshops**

- eLIG / EADTU pre-conference workshop. This conference was of particular importance to UNFOLD as it offered an opportunity to have direct contact with the leading players in the industrial user group, who are members of the eLearning Industry Group (eLIG). The workshop was organised jointly with the Dutch project Surf Six, and it provided an introduction to Learning Design.
- Workshop at the EUCEN Autumn Conference in Kaunas. This event maintained the projects contact with the extensive EUCEN user group. It was held as two half day sessions, and provided an introduction to Learning Design concepts and practice.
- Online Educa Pre-conference workshop. This workshop was the first to use the coupled Reload Editor and the CopperCore Learning Design Engine, as organised by the UNFOLD System Developers CoP. It proved a very successful format.

#### **Conference sessions**

- **UNFOLD eLIG / EADTU conference sub-session.** This was chaired by Colin Tattersall of partner OUNL. The other participants were Fabrizio Cardinali, David Rose of the Open Group, and Bill Olivier, of partner Bolton Institute.
- **UNFOLD / SIGOSSEE seminar.** This event was organised jointly by SIGOSSEE and UNFOLD. SIGOSSEE is a project promoting the use of Open Source Software in Education. The UNFOLD project contributed it's expertise on eLearning standards to contribute to the organisation, and to run a panel session. The speakers were Dai Griffiths (partner FUPF), Fred de Vries (partner OUNL) Stuart Yeates (OSSWATCH project UK).
- **Online Educa Conference Panel Sessions.**

##### **Panel: Large-Scale Standardisation Experiences (chaired by Rob Koper)**

Presentation and discussion session led by organisations introducing standardised e-learning

- \* Dr. Michelle Selinger, Cisco Systems, EMEA Standardisation and personalisation in the Cisco Networking Academy Program
- \* Bernhard Zech, cogito, Germany
- \* Prof. Oleg Liber, CETIS, Bolton Institute & Wilbert Kraan, CETIS, University of Wales, Bangor, UK The Role of eLearning Standards and Specifications in Technology Development in UK Higher and Further Education
- \* Malte Dreyer, University of Applied Sciences, Lübeck, Germany An Integrated eLearning Process - Towards Standards

##### **Panel: Standardisation**

This discussion session bringing together experts in the field of standardization to discuss barriers to the wide-spread take-up of standardised e-learning. The speakers were

- \* Dexter Fletcher, ADL, USA
- \* Dr. Colin Tattersall, UNFOLD Project / Open University, The Netherlands

- \* Erik Duval, K.U. Leuven, Belgium Prof.
- \* Prof Oleg Liber, CETIS, Bolton Institute, UK

The project also presented a paper at the SPEDECE Conference on Reusable Learning Objects in Alcalá, and participated in a seminar on Open Source Software in Education in Futurelab, UK.

### **Drawing out and reporting on the outcomes of UNFOLD activities**

A request which emerged from the Barcelona CoP meeting was for the project to facilitate development of a number of commented example Units of Learning, to make it easier for beginners to learn how to work with the specification. In this period work was commenced on developing these resources, which were provided as courses on the project's Moodle server. This growing body of resources will be a valuable project outcome for Learning Designers.

In the Teachers and Learning Designers CoP a substantial report was produced describing the main issues discussed over the preceding months, and opening up new areas for discussion. This is submitted as a public report together with D 7.1.

The systems developers CoP worked towards the production of a CD of installers for the first generation of Learning Design authoring tools and player engines. It is planned to release this at the next CoP meeting.

The forthcoming release of the first Learning Design tools, scheduled for early 2005, will open up the potential for new activities and for possible participation of members in action research in the coming year.

## **Work-package 6 Evaluation**

### **Specific objectives for the reporting period**

- Finalise the UNFOLD evaluation plan.
- Carry out the first evaluation actions in the project according to the UNFOLD evaluation plan, principally to:
  - assess the support which UNFOLD offers to the Communities of Practice
  - analyse the usability of the UNFOLD web site
  - analyse the levels of activity on the UNFOLD project servers, along with the degree to which people are participating in online interactions

Analysis of this first stage of evaluation will provide the baseline for the coming period of evaluation.

### **Achievements**

The evaluation plan was finalised and delivered early in this reporting period. This analyses the evaluation requirements of the project, defining three levels of evaluation. Evaluation techniques are identified, and a set of evaluation scenarios is established. The work to be carried out is planned and scheduled, and the contributions of all actors identified.

As set out in the evaluation plan, evaluation work in this period focused on the first UNFOLD Communities of Practice face to face meeting, where three actions were carried out.

Three instruments were developed

- a wide ranging general questionnaire on the value of UNFOLD, and also gathering information about participants.
- a questionnaire focusing in particular on the online event with Bill Olivier on 16<sup>th</sup> July
- a questionnaire gathering feedback on the CoP face to face meeting.

Draft instruments were developed, circulated among the evaluation workgroup, revised and finally administered at the face to face CoP meeting.

A focus group session was also held at the CoP meeting, where participants were invited to discuss the role of the UNFOLD project, and the way in which it could best serve its members.

An initial analysis of log files was carried out to evaluate the levels of online activity in the forums, with a particular focus on the Learning Designers CoP. It was concluded that levels of participation in the online forums were disappointing, and this result was reflected in the other two CoPs as well. This is a particularly interesting result, as it is clear from the success of UNFOLD events that interest in our activities is high.

Proposals for action were made, including the provision of additional *learning nodes* which would provide ready made activities for participants to join in. It was also proposed that an UNFOLD Learning Design Directory should be prepared which would provide a stimulus to social interaction.

A questionnaire was developed for the forthcoming UNFOLD Workshop at the EUCEN Conference in Kaunas, Lithuania.

The results of these evaluations pointed out some of the main opportunities and challenges of the UNFOLD project, as described in the UNFOLD Evaluation deliverable.

The evaluation actions, which have proceeded according to the plan, have been:

- actions related to three key UNFOLD events: Barcelona, Online EDUCA and EUCEN conference
- usability inspection of the UNFOLD web site

- log file analysis of the use of UNFOLD servers

The first three evaluations aimed to assess the support which UNFOLD offers to the Communities of Practice. The main results indicate that:

- considering the early stage of the project, there were a high number of participants with a very wide geographical coverage
- UNFOLD opens up new opportunities to use IMS-LD and can help people to be more effective in their work
- the user participation through the web is mainly passive, though all attendees found UNFOLD very useful, while the participation in online events is significant, and very active
- a relatively few number of those attendees have used IMS-LD with learners

The usability inspection of the UNFOLD web site aimed to analyse the usability of the UNFOLD web site. The results, which were gathered heuristically (without testing the web site with users) and analysing part of the results of the questionnaires at the previously UNFOLD events, indicate that:

- the web site is quite clear, easy to navigate and consistent
- the forums are invisible for those users who are not UNFOLD members, and it can lead to a lack of participation

The log file analysis of the use of UNFOLD servers aimed to assess the level of activity and the degree to which people are participating in the online interactions. Even though the most important results have been mentioned in previous sections of this document, this evaluation revealed that:

- the user participation through the web is mainly passive
- UNFOLD servers appear to be quite well organised
- 

### ***Work-package 7: Sustainability***

This work package had not yet commenced in the reporting period

## 5. Progress by Work-package/Task/Percentage of achievement

Month	% achieved	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
WP 1 Management	50%	X	X	X	X	X	X	X	X	X	X	X	X												
WP 2 Awareness raising	100%	X	X	X	X	X	X																		
WP 3 Establishing communities	100%	X	X	X	X	X	X																		
WP 4 Facilitating communities	33%							X	X	X	X	X	X												
WP 5 Conferences studies and symposia	20%										X	X	X												
WP 6 Evaluation	42%				X	X	X	X	X	X	X	X	X												
WP 7 Sustainability	0%																								

### Legend

			= Workpackage not active
			= Workpackage active, not completed
X	X	X	= Workpackage active, completed



## **6. Issues requiring intervention of Project Officer**

None

## **7. Project Management**

At the start of this reporting period partner Open University of the Netherlands (OUNL) took up a full role in the project, as set out in the workplan, following relatively low level participation in the first six month period. A project worker, Daniel Burgos was appointed at OUNL, and started work.

In this period the project remained on course, and work proceeded satisfactorily on all work-packages. Project management focused on coordinating the effective launch of the Communities of Practice and the first Face to Face UNFOLD Communities of Practice meeting. Frequent eMail contacts were maintained together with intensive use of the AIM instant messenger for day to day project discussions.

A project meeting and board meeting were held in F-UPF with the attendance of all partners on 6<sup>th</sup> September and the minutes are available in the annex to this report. Two face to face working meetings were held between the Coordinator and other individual partners. The first of these was a planning meeting in Heerlen, with the attendance of partners FUPF and OUNL. The meeting reviewed project progress, and proposed actions. The minutes are appended to this report. The second bilateral meeting was a working meeting between FUPF and Bolton Institute, in which project deliverables were discussed and drafted. No minutes were taken.

Finally there was an online meeting with representation of all partners on the 17<sup>th</sup> December. This used the UNFOLD chat server, and the minutes are appended to this report.

During this period the following deliverables were submitted:

- D3, Evaluation Plan, submitted on 2nd August
- D5, Establishment of Communities of Practice, submitted on 15<sup>th</sup> August
- PR2 Progress Report 2, submitted on 11<sup>th</sup> September
- D5, Establishment of CoPs, submitted on 11<sup>th</sup> September
- Progress report 3, months 7 – 9, submitted 29<sup>th</sup> December

### ***Contractual issues (e.g. change in partner status or project teams)***

None

### ***Financial and Administrative deviations***

None

### ***Relevant developments outside the project***

None

***Deviations if any and corrective action***

None

***Co-operation within the consortium, including project meetings***

<b>Participants</b>	<b>Event</b>	<b>Place</b>	<b>Date</b>
F-UPF, OUNL, Bolton Institute, EUCEN	Project meeting	Barcelona	06/09/2004
F-UPF, OUNL, Bolton Institute, EUCEN	Project Board meeting	Barcelona	06/09/2004
F-UPF, OUNL	Working meeting	Heerlen	13/11/2004
F-UPF, Bolton Institute	Working meeting	Oxford	02/12/2004
F-UPF, OUNL, Bolton Institute, EUCEN	Project meeting	Online	17/12/2004

Event	Place	UNFOLD participation	URL	date
<b>UNFOLD workshops</b>				
eLIG / EADTU	Heerlen, Netherlands	Pre-conference workshop on Learning Design (in collaboration with Surf Six)	<a href="http://www.surf.nl/bijeenkomsten/index2.php?oid=126">http://www.surf.nl/bijeenkomsten/index2.php?oid=126</a>	21/10/2004
UNFOLD Workshop EUCEN Conference	Kaunas, Lithuania	Organisation of a one day workshop: Understanding New Frameworks Of Learning Design	<a href="http://www.eucen.ktu.lt/?p=open_workshops">http://www.eucen.ktu.lt/?p=open_workshops</a>	5-6/11/2004
Online Educa Pre-conference workshop	Berlin, Germany	IMS Learning Design Workshop, in collaboration with Surf Six	<a href="http://www.online-educa.com/">http://www.online-educa.com/</a>	01/12/2004
<b>UNFOLD Conference sessions</b>				
eLIG / EADTU	Heerlen, Netherlands	sub-session: UNFOLD interoperability and pedagogy	<a href="http://www.eadtu.nl/conference-2004/">http://www.eadtu.nl/conference-2004/</a>	22/10/04
UNFOLD / JOIN / SIGOSSEE seminar	Barcelona, Spain	Joint organisation scheduling and presentations of seminar:	<a href="http://www.tecn.upf.es/gti/sigoss ee/">http://www.tecn.upf.es/gti/sigoss ee/</a>	02/11/2004
Online Educa Conference Panel Sessions	Berlin, Germany	- Large-Scale Standardisation Experiences (chaired by Rob Koper) - Standardisation	<a href="http://www.online-educa.com/">http://www.online-educa.com/</a>	02/12/2004
<b>UNFOLD participation in other events</b>				
AltC 2004	Exeter, UK	UNFOLD Paper		06/09/2004
CEN/ISSS	Sheffield, UK	Presentation of UNFOLD	<a href="http://www.cenorm.be/cenorm/businessdomains/businessdomains/iss/activity/wslt.asp">http://www.cenorm.be/cenorm/businessdomains/businessdomains/iss/activity/wslt.asp</a>	05/07/2004
CETIS ePedagogy meeting,	Aston University, UK	Presentation of UNFOLD	<a href="http://www.cetis.ac.uk">www.cetis.ac.uk</a>	
ICALT 2004	Joensuu, Finland	Distribution of leaflets	<a href="http://csdl.computer.org/comp/proceedings/icalt/2004/2181/00/2181toc.htm">http://csdl.computer.org/comp/proceedings/icalt/2004/2181/00/2181toc.htm</a>	30/08/2004 – 01/09/2004
ICL 2004	Villach, Austria	Presentation of UNFOLD	<a href="http://www.icl-conference.org/">www.icl-conference.org/</a>	29/09/2004

COPRAS Meeting	Brussels	Working with members of user group to establish goals for standardisation.	COPRAS site: <a href="http://www.w3.org/2004/copras/">http://www.w3.org/2004/copras/</a>	14/10/2004
PROLEARN Thematic workshop on technology enhanced learning for learning organisations	Hannover, Germany	Presentation of the UNFOLD project, and coordination with the industry group in PROLEARN	<a href="http://www.l3s.de/prolearn_tws2004/programme.html">http://www.l3s.de/prolearn_tws2004/programme.html</a>	4-5/11/2004
IST Information Day	Luxembourg	Coordination with potential proposers to support IMS Learning Design.	<a href="ftp://ftp.cordis.lu/pub/ist/docs/tellearn/agenda_infoday2004.pdf">ftp://ftp.cordis.lu/pub/ist/docs/tellearn/agenda_infoday2004.pdf</a>	29/11/2004
Seminar on Open Source Software in Education at FUTURELAB	Bristol, UK	Presentation of Open Source implementations of IMS Learning Design	Futurelab site: <a href="http://www.nestafuturelab.org/">http://www.nestafuturelab.org/</a>	01/12/2004
SPEDECE	Alcalá, ES	Delivery of paper on UNFOLD	<a href="http://spdece.uah.es/actas.html">http://spdece.uah.es/actas.html</a>	21-22/10/2004

## 8. Effort breakdown

<b>Project Acronym and No.</b>	UNFOLD FP6/2002/IST/1/507835		
<b>6 month period No</b>	1		
<b>Period Dates</b>	01/04/04	to	30/06/04

Effort for the reporting period of 6 months  
(Person months)

Contractor	WP 01	WP 02	WP 03	WP 04	WP 05	WP 06	WP 07	Total
FUPF	0.2	0.0	0.8	3.7	4.1	1.9	0.0	10.8
OUNL	0.0	1.1	1.0	2.1	1.2	0.3	0.2	5.8
Bolton Institute	0.0	0.6	0.5	2.4	2.0	0.5	0.0	6.0
EUCEN	0.0	0.2	0.0	0.0	1.3	0.0	0.0	1.5
<b>Total</b>	<b>0.2</b>	<b>2.0</b>	<b>2.3</b>	<b>8.2</b>	<b>8.5</b>	<b>2.7</b>	<b>0.2</b>	<b>24.1</b>

Cumulative Effort for the Project  
(Person months)

Contractor	WP 01	WP 02	WP 03	WP 04	WP 05	WP 06	WP 07	Total
FUPF	1.0	1.9	4.9	3.7	4.1	2.6	0.0	18.3
OUNL	0.0	1.8	1.2	2.1	1.2	0.3	0.2	6.8
Bolton Institute	0.0	1.1	2.5	2.4	2.0	0.5	0.0	8.5
EUCEN	0.0	3.2	0.0	0.0	1.8	0.0	0.0	5.0
<b>Total</b>	<b>1.0</b>	<b>8.1</b>	<b>8.6</b>	<b>8.2</b>	<b>9.1</b>	<b>3.4</b>	<b>0.2</b>	<b>38.5</b>

## 9. Travel list

Partner	Reason for travel	Date	Person	Destination
Bolton Institute	Presentation to CETIS ePedagogy meeting		Chris Kew	Aston University, UK
Bolton Institute	Presentation to CEN/ISSS meeting	05/07/2004	Chris Kew	Sheffield, UK
Bolton Institute	Presentation to CEN/ISSS meeting	05/07/2004	Bill Olivier	Sheffield, UK
Bolton Institute	Project meeting and CoP meeting	06/09/2004 – 10/09/2004	Bill Olivier	Barcelona, Spain
Bolton Institute	Project meeting and CoP meeting	06/09/2004 – 10/09/2004	Chris Kew	Barcelona, Spain
Bolton Institute	Alt C Conference	14/09/2004 – 16/09/2004	Bill Olivier	Exeter, UK
Bolton Institute	Presentation to Alt C Conference	14/09/2004 – 16/09/2004	Chris Kew	Exeter, UK
Bolton Institute	Systems developers CoP meeting	19/10/2004-20/10/2004	Chris Kew	Heerlen
Bolton Institute	Systems developers CoP meeting	19/10/2004-20/10/2004	Bill Olivier	Heerlen
Bolton Institute	ELIG/EADTU	20/10/2004 – 24/10/2004	Bill Olivier	Heerlen
Bolton Institute	ELIG/EADTU	21/10/2004 – 22/10/2004	Chris Kew	Heerlen
Bolton Institute	Workshop at EUCEN conference	03/11/2004 – 07/11/2004	Chris Kew	Kaunas
EUCEN	Project meeting and CoP meeting	06-09-2004 to 10-09-2004	Ana Dias	Barcelona
FUPF	Presentation to ICL 2004	29/09/2004	Rocio Garcia	Villach, Austria
FUPF	SPDECE Conference	19/10/2004 – 23/10/2004	Dai Griffiths	
FUPF	Prolearn Workshop	03/11/2004 06/11/2004	Dai Griffiths	Hannover
FUPF	Working meeting, OUNL	12/11/2004 – 13/11/2004	Dai Griffiths	Heerlen
FUPF	COPRAS meeting,	14/11/2004	Dai Griffiths	Brussels

FUPF	IST Information Day	29/11/2004	Dai Griffiths	Luxembourg
OUNL	Project meeting and CoP meeting	06/09/2004 - 10/09/2004	Rob Koper	Barcelona, Spain
OUNL	Project meeting and CoP meeting	06/09/2004 - 10/09/2004	Colin Tattersall	Barcelona, Spain
OUNL	Project meeting and CoP meeting	06/09/2004 - 10/09/2004	Daniel Burgos	Barcelona, Spain
OUNL	Online Educa 2005	30/11/2004 – 03/12/2004	Colin Tattersall	Berlin
OUNL	Online Educa 2005	30/11/2004 – 03/12/2004	Daniel Burgos	Berlin
OUNL	Online Educa 2005	30/11/2004 – 03/12/2004	Rob Koper	Berlin

## 10. Annexes

### **10.1 UNFOLD Board meeting, 7th September**

#### **Agenda**

Review of project deliverables

- Review and formal approval of deliverables
- Update on pending deliverables
- Review of infrastructure policy
- Main issues of on-going and pending work.
- Any other business

#### **Attendees**

Josep Blat (Project Manager)

Dai Griffiths (Project Coordinator)

Rob Koper (OUNL Board Member)

Bill Olivier (Bolton Institute, in representation of Oleg Liber)

Ana Dias (EUCEN Board Member)

#### **Resolutions**

The meeting opened at 13.00, and the following resolutions were made:

1. The board reviewed the deliverables which had been submitted. The following deliverables have already been submitted to the Commission, and were approved.
  - D2 Awareness Raising Resources
  - D3 Evaluation Plan
  - PR2 Progress Report 2
2. It was decided that quality control should be reinforced. The schedule of peer reviews requested at the previous board meeting has not been established. The project coordinator will ensure that all deliverables (including those already submitted) have been reviewed by at least one partner before the end of the year.
3. For the next tranche of deliverables, due in month 12, a development process will be set in place and announced. Members of the board will then be able to make space to work on the documents. The Project Coordinator will manage this process.
4. A revision of the technical infrastructure was proposed.  
The PLONE system will be used to support CoP work  
The Moodle system will be used to provide the nodes of the activity network  
This will be implemented and reviewed at the next board meeting.
5. It was decided to explore the creation of a directory of IMS LD people. This will provide information on who is doing what, and help to support a social network.
6. The next board meeting will be held to coincide with the next face to face CoP meeting.

The meeting closed at 14.00



## ***10.2 UNFOLD Project Meeting, 7th September 2004***

### ***UPF Barcelona***

#### **Present**

Josep Blat (FUPF)  
 Dai Griffiths (FUPF)  
 Nidia Berbegal (FUPF)  
 Sergio Sayago (FUPF)  
 Victor Pascual (FUPF)  
 Francis Casado (FUPF)  
 Rob Koper (OUNL)  
 Colin Tattersall (OUNL)  
 Daniel Burgos (OUNL)  
 Bill Olivier (Bolton Institute)  
 Chris Kew (Bolton Institute)  
 Lisa Corley (Bolton Institute)  
 Carme Royo (EUCEN)  
 Ana Dias (EUCEN)

#### **Agenda for UNFOLD Project Meeting**

Welcome and overview of project progress (FUPF)

1. Review of UNFOLD Web presence and CoP telematic support (WP3, BOLTON)
2. Planning for facilitation & maximising participation (WP4, OUNL)
3. Planning for CoP activity outcomes (WP5, FUPF)
4. Evaluation: Presentation and discussion of Evaluation Plan (WP6, FUPF)
5. Review of events schedule and awareness needs (EUCEN)
6. Peer reviews (FUPF)
7. Planning of on-going and pending work (FUPF-all).
8. Any other business

The meeting opened at 10.00 and closed at 17.30.

Each of the items on the agenda was addressed by the partner indicated.

The key proposals for each item are reported here, together with the actions resolved.

#### **1. Review of UNFOLD Web presence and CoP telematic support**

It was proposed to

1. Maintain the two level structure of Learning Network and Activity Node, and extend this description to the other two Communities of Practice.
2. Create more activity nodes, including some for Systems Developers and Teachers and Learning Providers.
3. Simplify the structure by getting rid of PHP Nuke. A single Plone installation is now to be used for all CoP forums, while a single Moodle is to be used for Activity Nodes (although multiple Moodle servers would also be an option). Establish CopperCore server too, once that is available. Create a new architecture diagram.
4. Set up a top level forum, where the discussions are about general LD issues. Then we can take the discussion down to the lower level CoPs as necessary.

#### ***Action to be taken:***

- ***UPF and Bolton*** to set up top level forum and CoP structure for Learning Designers. Write a new description of the UNFOLD site and activities.
- ***OUNL*** create a simple new architecture diagram, building on the diagrams in the LN4LD documentation.
- ***OUNL*** to simplify Learning Designers structure and investigate if a single sign on to Plone and Moodle will be possible.

- **TIMINGS:** *Plone structures created, but not published by end of September. OUNL please report on the time required for changes to PhP / Moodle.*

*All partners to identify new activity nodes which should be developed, particularly in Systems Developers and Teachers and Learning Providers.*

## **2. Planning for facilitation & maximising participation**

The following initiatives were proposed, and actions resolved.

### **Write work plan for each CoP**

#### **Actions:**

Coordinators of each CoP to make concise documents

### **Examples of Learning Design UoLs**

A small number of excellent exemplary UoLs, with worked examples revealing the process and the choices. Link them to Reload, and show them in CopperCore

#### **Actions:**

*OUNL lead the identification and creation of exemplary UoLs, to be ready in December*

*All partners: discuss the identification of the exemplary UoLs in the CoPs*

### **Create a basic course on learning design**

#### **Actions:**

**OUNL inform other partners if there any course templates on Moodle that could be used to build this activity node.**

All partners **Participate in a working group to develop the introductory course**

### **Online events.**

It was observed that:

The use of a discussion document is good practice.

The transcript organised by topic is also important.

Late afternoon on Wednesday is a good time.

#### **Actions:**

1. *All partners to prepare a list of possible live events which they suggest, either with their own resources or from invited guests.*
2. *Nominate a coordinator for live events.*
3. *Have an online discussion every two weeks or monthly.*
4. *Experiment with a new window for comments and questions, perhaps with the option of a vote on questions.*
5. *Explore voice over internet conferences.*

### **Learning Design Directory**

It was proposed to create a Learning Design Directory and post this on the Plone server.

This will include

People who are:

- Interested in IMS LD
- Working on tools
- Developing UoLs
- Working with learners using IMS LD
- Published

Details

- Names
- eMail addresses
- Workplace

Additional information

- IMS LD related needs, aspirations and problems.

**Action:** *EUCEN to gather directory information and coordinate with UPF to post on server.*

#### **Participation by partners**

We should model the behaviour that we want to encourage.

Action: All project staff to ensure that they (and their colleagues) register in all CoPs and participate, in particular the proposed new top level conference.

## **4. Evaluation**

The Evaluation Plan was accepted as a framework. The evaluation workgroup was formed: Sergio Sayago (UPF), Daniel Burgos (OUNL), Chris Kew (Bolton) and Ana Dias (EUCEN)

**Actions:**

**UPF** to coordinate implementation of evaluation plan

### **5.1 Review of events schedule and awareness needs**

#### **Coverage**

We need to make more effective contact with the industrial sector.

#### **Reaching the key decision makers**

It was noted that talking to the right level in commercial players is very hard, and that a bottom up approach is not effective. The Networks of Excellence offer a good way to contact industrial partners. In particular Prolearn have a competency centre with a transfer to SMEs.

Action:

*Dai Griffiths to contact Kaleidoscope over date of their event.*

*Prolearn will be attended*

#### **Paper materials**

The materials produced so far have insufficient production values for industry. For ELIG we will design a new handout directed at industry and print on glossy paper.

Action:

#### **UPF to prepare a first draft**

#### **Pre-release software CD**

Commercial players are not interested in developing for LD until they see that it is effective. It is proposed to prepare an **information pack** with a CD which publicises LD to industry.

Actions:

*Bolton to coordinate the preparation of the CD package, building on RELOAD experience. Target Berlin to get a nice CD ready, with some content and some tools. Liase with three CoPs facilitators to reach that objective.*

#### **Web visibility**

It was noted that metadata should be added to the Web sites to make them more visible to web searches.

Action: UPF to carry out.

## **5.2 Review of events schedule**

### **Online Educa 2004**

UNFOLD will attend Online Educa with a PreProgramme workshop, and a presence at the conference.

**Action:** *OUNL are organising these activities*

**Prolearn**

**Action:** *Dai Griffiths to contact Prolearn to see if we can presentation, November 4 and 5. Hannover, Germany. Identify partner to attend the meeting.*

**Planning for 2005 events**

**Action:** *All partners requested to look for appropriate events where UNFOLD could be presented or have a presence, and send suggestions to Dai Griffiths*

**Action:** *Dai Griffiths to explore Canada collaborations, particularly Gilbert Paquette and Griff Richards.*

**IST 2004**

**Action:** *Dai Griffiths Contact PO about a stand at the IST event*

**Heerlen event**

**Action:** *All partners to circulate membership of projects about Heerlen event*

**Developers CoP meeting**

Action:

Chris Kew to work on the agenda and the attendees etc.

**January CoP**

A two day CoP event will be held in January. Berlin in December is ruled out as there is already too much going on in Berlin, and it is an expensive destination. The January event will focus specifically on tools, and demonstrations of CopperCore, Reload, and any others which may be available. This could be linked with the Alfabet project, and so Madrid is a possible location.

**6 Peer Reviews**

It was agreed that we should peer review all project deliverables. both new and those already submitted.

Already submitted

- Quarterly management reports 1&2 (EUCEN)
- The project dissemination website (EUCEN)
- Awareness resources (Bolton Institute)
- Evaluation plan (Bolton Institute)
- CoP Establishment (OUNL)

Pending

- Awareness raising results (EUCEN)
- Progress report 1, months 1-6, (OUNL)

**10.3 Agenda of UNFOLD Communities of Practice event**Barcelona 8<sup>th</sup> 9<sup>th</sup> 10<sup>th</sup> September 2004**Wednesday 8th September**

<b>Morning Wednesday 8<sup>th</sup> September</b>	
<b>Learning Designers CoP</b>	
9.00	Welcome and introduction to the UNFOLD CoPs
9.30	- Focus presentation by Rob Koper and Discussion
10.15	- Establishment of agenda of issues to work on in the Community of Practice
10.45	Break
11.00	Input session: How to create a learning design Colin Tattersall and the OUNL team will run a session on formalising learning design.
12.30	Reflection on Learning Designers collaboration with Systems Developers and planning of actions. Summing up by CoP Facilitator (Colin Tattersall) and focus presenter (Rob Koper) <i>Outcome: Document outlining issues to be addressed and actions to be taken up to December 2004</i>
13.00	LUNCH
<b>Afternoon Wednesday 8<sup>th</sup> September</b>	
<b>Learning Designers / Systems developers</b>	
15.00	- Input session: The authoring architecture (Bill Olivier) - Update on tools and interfaces for authoring, including a presentation from the RELOAD team, and feedback from designers to developers.
16.15	Break
16.30	- Identification of how Learning Designers and Systems Developers can collaborate in moving forward LD implementations, in terms of a) how Learning Designers can help Systems Developers (e.g. trials and testing, feedback on user needs) and the best processes for achieving this. b) how Systems Developers can help learning designers (e.g. making systems available) and the best processes for achieving this.
17.30	Summary by CoP facilitators and discussion <i>Outcome: Document outlining collaborations up to December 2004</i>
18.00	Close

**Thursday 9<sup>th</sup> September**

<b>Morning Thursday 9<sup>th</sup> September</b>	
<b>Systems Developers Community of Practice</b>	
9.00	Focus presentation by Bill Olivier. Discussion
9.45	Establishment of agenda of issues to work on in the CoP to take us up to the Berlin meeting.
10.15	Break
10.30	Input session from the UNFOLD team: Issues for developers <ul style="list-style-type: none"> <li>- Adding services to Learning Design</li> <li>- Integrating IMS LD with QTI 2, Content Packaging and Simple Sequencing.</li> </ul>
12.30	Discussion of how systems developers can effectively collaborate with Teachers and Learning Providers. Summing up by CoP Facilitator (Chris Kew) and focus presenter (Bill Olivier) Outcomes: <ul style="list-style-type: none"> <li>- Document outlining issues to be addressed and actions to be taken up to December 2004</li> <li>- Document outlining collaborations up to December 2004</li> </ul>
13.00	Lunch
<b>Afternoon Thursday 9<sup>th</sup> September</b>	
<b>Plenary Session</b>	
14.30	Update on the UNFOLD project. Dai Griffiths and Josep Blat Discussion of UNFOLD progress and direction
15.00	Presentations <ul style="list-style-type: none"> <li>- Patrick McAndrew, OU UK: Recent work with patterns and LD</li> <li>- Juan Quemada: Introduction to the ProLearn Project</li> <li>- Update on the book: LEARNING DESIGN: modelling and implementing network-based education &amp; training”, Eds Colin Tattersall and Rob Koper, shortly to be published by Springer Verlag.</li> </ul>
16.15	Evaluation of UNFOLD activities
16.30	- Valkenburg Group members meeting. - Networking opportunity for non-Valkenburg Group members
18.30	Close

**Friday 10<sup>th</sup> September**

<b>Morning Friday 10<sup>th</sup> September</b>	
Systems Developers / Teachers and Learning Providers	
9.00	Input sessions: - The run time architecture (Bill Olivier) - What is involved in setting up a learning design system in your institution (OUNL)
10.30	- Identification of how Teachers and Learning Providers and Systems Developers can collaborate in moving forward LD implementations, in terms of a) how Teachers and Learning Providers can help Systems Developers (e.g. trials and testing, feedback on user needs) and the best processes for achieving this. b) how Systems Developers can help learning designers (e.g. making systems available)
11.30	Input session: Running a Unit of Learning in CopperCore (OUNL). A high level description of what to expect when players become available
12.30	Summary by CoP facilitators <i>Outcome: document outlining collaborations up to December 2004</i>
13.00	Lunch
<b>Afternoon Friday 10<sup>th</sup> September</b>	
Teachers and Learning Providers Community of Practice	
15.00	Focus presentation by Griff Richards and discussion
15.45	Establishment of agenda of issues to work on in the Community of Practice
16.30	Dominique Verpoorten, University of Liège – LabSET. The Eight Learning Events Model (8LEM) Carmen Padrón
17.00	Reflection on Teachers and Learning Providers collaboration with systems developers and planning of actions. Summing up by CoP Facilitator (Dai Griffiths) and focus presenter (Griff Richards) <i>Outcome: Document outlining issues to be addressed and actions to be taken up to December 2004</i>
18.00	Close

UNFOLD meeting UPF-OUNL  
Heerlen, NL, Wednesday, 13<sup>th</sup>

## 10.4 Minutes report

Attendants: Dai Griffiths (UPF), Colin Tattersall and Daniel Burgos (OUNL)

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### 1. Events

- January/February UNFOLD meeting (place, date, goals, funds, agenda, planning...)
  - a. France is possible for relationships, Heerlen also for Dutch developers presence. We have to discuss with Bill, Ana and both of us about the best place and date. Perhaps, System Developers meeting on Wed, 20<sup>th</sup>, is a good place. Dai will send an email explaining the arguments and the general situation
  - b. Must be decided soon, to start its management as soon as possible
- Oct, 20th, System Developers meeting (handout, agenda, goals, attendees...)
  - a. General review. All is ready
- Online chats (list, day and hour, way of running...)
  - a. The first Wednesday's of every month, at 16h, it's the first tentative date
  - b. Colin could be the first star, for Nov, 3rd , but we need soon and schedule with names, topics, documents to be read and dates
  - c. Need to talk to Chris (organizer and moderator)(Daniel will write to him)

### 2. Plone website

- Migration of Learning Designers into UNFOLD's Plone
  - a. By Oct, 18<sup>th</sup> (Daniel)



- Plone users to Moodle
  - a. If we can get a single logon or a single LDAP database, yes. If not, wait until we had
- To change Plone registration (3 CoP's, groups...)
  - a. Dai will do it before Oct, 18th
- To add link to Moodle in all the CoP's
  - a. Dai will do it before Oct, 18th
- Possible redesign of UNFOLD'S Plone? (on level, Favicon, Add to favourite, Add images and graphs)
  - a. Let's start with the new structure of Plone (without Nuke) and think of it later

### **3. Communication**

- Promoting plan
  - a. To write after the effective migration, Oct, 24<sup>th</sup> (Dai and Daniel)
- Handout
  - a. First version, for Alcalá and EADTU/ELIG events (UPF designs, OUNL helps)
  - b. Second version and translations into several languages (which ones?) for OEB 2004 (UPF and OUNL, together)

### **4. Learning experience**

- IMS LD examples and IMS LD Units of Learning
  - a. OUNL will have some for Nov, 15th and for January's meeting,

levels A, B and C. (Colin coordinates)

- b. Needed to improve and encourage CoP's
- OUL's for Teachers CoP and System Developers CoP?
  - a. OUNL can help UPF and CETIS to develop some
  - b. UPF and OUNL can develop one about IMS LD's basics to help teachers (perhaps with Nidia?)
- Launch of PhD CoP (who will moderate it?)
  - a. Daniel will write to Rocío García (Univ. Sevilla) about it. If she agrees, he will give his dossier about the CoP to be launched

## 5. Tools

- Tooling (Coppercore, Win's Editor, Alfanet, Edubox...)?
  - a. We discussed about the January's meeting and Dutch developing (have a look to bullet one, above)
- Coppercore testing partners
  - a. Rob Nadolski need Coppercore testers and perhaps people in UNFOLD s interested. Dai will check, OUNL will also do it and Rob will post his need in UNFOLD website

## 6. Plugins

- Events: in 2005, we will develop f2f events in February, April, June, October and December, approximately. Anyway, our suggestion is 3 before summer and 2 after summer
  - a. Check possibilities of joining OEB 2005 with one full day or half day of UNFOLD, like last event (OUNL does)
  - b. To talk also to OUUK

c. Where? Canada, Madrid, Paris, UK, Heerlen?

## ***10.5 Minutes of UNFOLD project working meeting***

17th December 2004, 12.00

Online meeting using UNFOLD chatroom.

Present: Dai Griffiths, Daniel Burgos, Colin Tattersall, Chris Kew, Ana Dias

### **1. Debrief on online discussion, 16th December 2004**

The general impression was that the online session was clearer than previous sessions.

The improved dynamic may have been because

- There were fewer participants than in earlier events
- participants are getting used to the format
- good moderation
- an agenda was established before the chat by the panel and moderator

It was also positive to see some new participants. One key contribution of the chats is to demonstrate to members that the project is active, and to maintain an open channel in between CoP events, and to provide a platform for sharing ideas. It seems clear that people like online discussions, but are reluctant to be involved in forums.

The discussion shifted from the topic (though this may not be in itself a bad thing). This may be because the topic was very wide ranging, as all aspects of LD were discussed at Online Educa.

The meeting discussed how we can evaluate the value to participants of the chats, without imposing a poll or other mechanism. Options include

- asking participants to leave feedback on the chat. A link to a prepared eMail could be provided
- phone interviews with selected participants after the Christmas break. This would be a lot of work, but would generate high quality data. We need to decide if that is justifiable.

FUPF will coordinate this evaluation, but reminded the meeting that we need to complete as much as we can of the work planned for the autumn, and get the deliverable written, before we undertake new work.

### **2. Plan for next online event**

Date of Wednesday 19th was proposed and accepted. Proposed topics included:

- Prelude for Valkenburg meeting
- Discussion of the UoL examples (to be published on the 17th).
- Update on the state of LD tooling
- “LD is not for teachers” or “Learning designers should not have to know about LD” or “Teachers are in general happy with e-learning”. It was noted that there are issues which will be specific to different teachers e.g. those in FE and those in HE. In FE in the UK eLearning is generally anathema.

The last of these topics was chosen. The aim would be to tease out the reservations teachers have about eLearning and standards, and about LD in particular. It would help us to understand why people turn to LD and hence what their expectation is and perhaps their disappointment. FUPF will contact Griff Richards to see if he is willing to lead this discussion. OUNL and other partners will send Dai a quick mail with the kinds of questions they would like to see addressed in the chat.

The use of VNC was proposed. This enables users to see a remote screen in a window on their PC. It was decided to leave this for a later session, when we have had time to explore the technology, and possible problems with maximum numbers of users, firewalls, etc.

### **3. Plan for regular project working meetings**

It was agreed to hold more frequent project working meetings. The first will be a conference call on 11th or 12th January. Internet conference call capability will be explored. Daniel Burgos has some information on this. but for the first one OUNL will find out if they can provide a conference call, and get back to us in January.

### **4. Planning for CoP meeting in Valkenburg**

Valkenburg is an attractive and interesting place. It is 10 miles from Heerlen, 25 from Maastricht, about 1 hour by car from Brussels airport, and not far from Düsseldorf. It's small, but there are plenty of hotels. We have a large room with a stage and capacity for around 70-80 people. It is planned to set up an internal Wi-Fi network, with external access when necessary.

The draft agenda for the CoP meeting was circulated shortly before this meeting, and partners are invited to respond.

### **5. Directory**

It was noted that the "Learning Design level zero" UoL being prepared by OUNL and FUPF will include a "Who is who in LD" section. This could be the start of the proposed LD directory. The directory could also be linked with the interviews. The directory should be as inclusive as possible, something which people can consult to find out about people, institutions, projects etc. It will also help to promote communication.

It was agreed to use a database, and OUNL offered to produce a first draft of the necessary fields. This could be then used in a simple flat file database, or even just a spreadsheet. A simple structure will make the directory more usable. FUPF will coordinate with EUCEN to move this work forward.

The meeting closed at 13.30