COVET
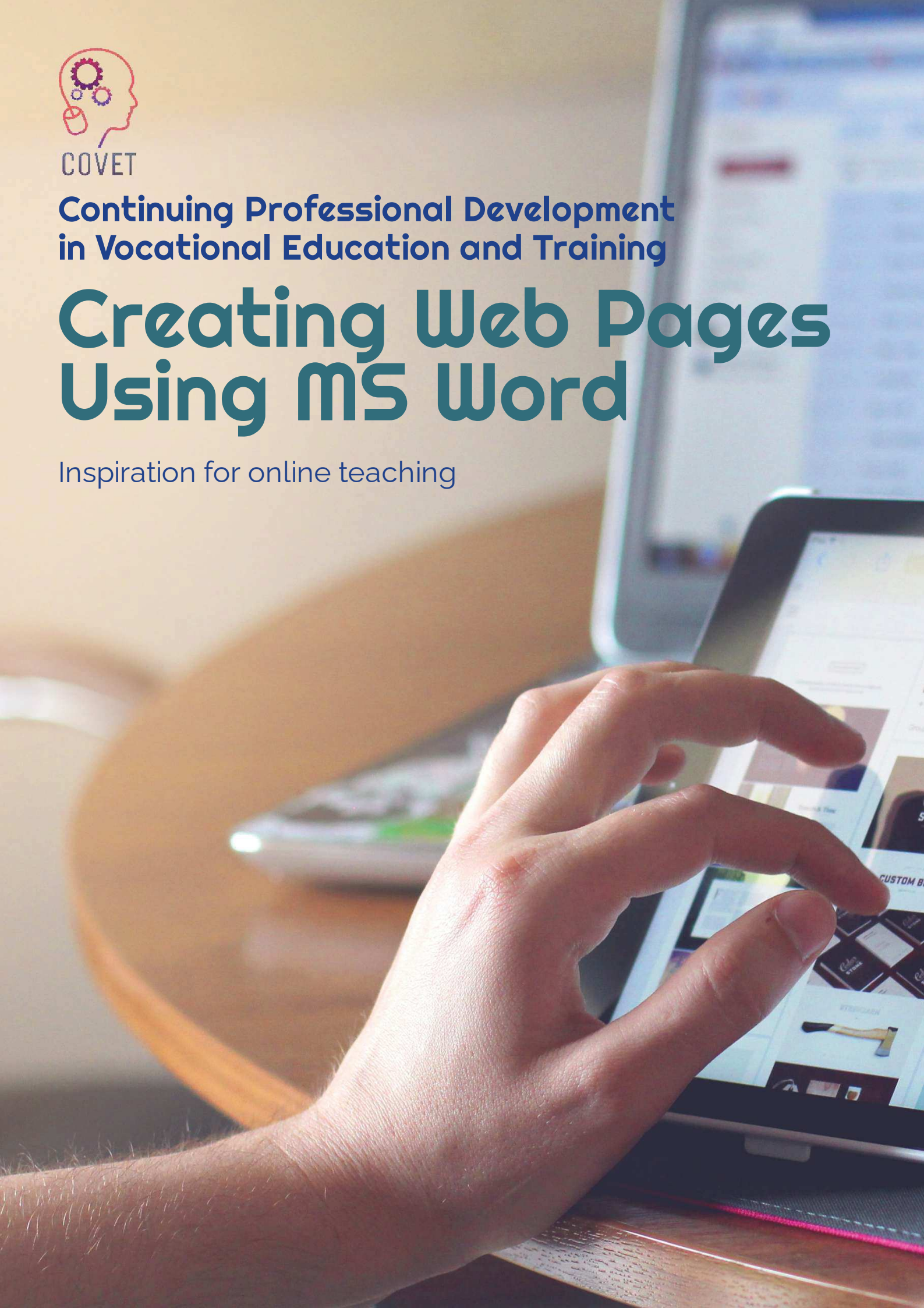
Continuing Professional Development in Vocational Education and Training

Creating Web Pages Using MS Word

Inspiration for online teaching

COVET

In the COVET project, we have collected many great examples of teaching that have been transformed from the classic off-line version into a modern online learning method.

These sample lessons have been created by VET teachers from different EU countries. We present them to you as inspiration for your work.

The lessons are particularly suitable for vocational teachers, but can also serve as a training tool for teachers, trainers and lecturers in other educational settings.

All sample lessons, training materials as well as all information about the project are available at:
https://www.covet-project.eu/

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Creating Web Pages Using MS Word

Offline version of the lesson

Goal

In this lesson, students will learn how to create a web page using a word processor

In face-to-face training, this lesson would take place in the informatic lab, where students have assigned a PC and they would learn by doing how to use Microsoft Office in order to create a webpage.

Teacher would explain each step of the process and then students would start a project – creating a webpage using Office on a topic of their choice. The work would then continue in the following class.

Online version of the lesson

Working completely online was a challenge for both teachers and students, therefore in the first months of the lockdown, I had to find ways in which to ensure that the educational material is delivered and accessible to the students. There were various logistic problems related with the synchronous connection, therefore I chose for this topic to create a flipped classroom approach, give students the learning material and homework and then try to connect online in order for the students to present their works.

Not all students had access to the internet and good learning conditions, school didn't have a secure, official learning environment in which the learning could be organised. So I used the resources I created before within an European project entitled E-Classes in which I could experiment with the flipped classroom method.

With the pandemic, the results and OERs created in that project could properly be implemented and tested with students.
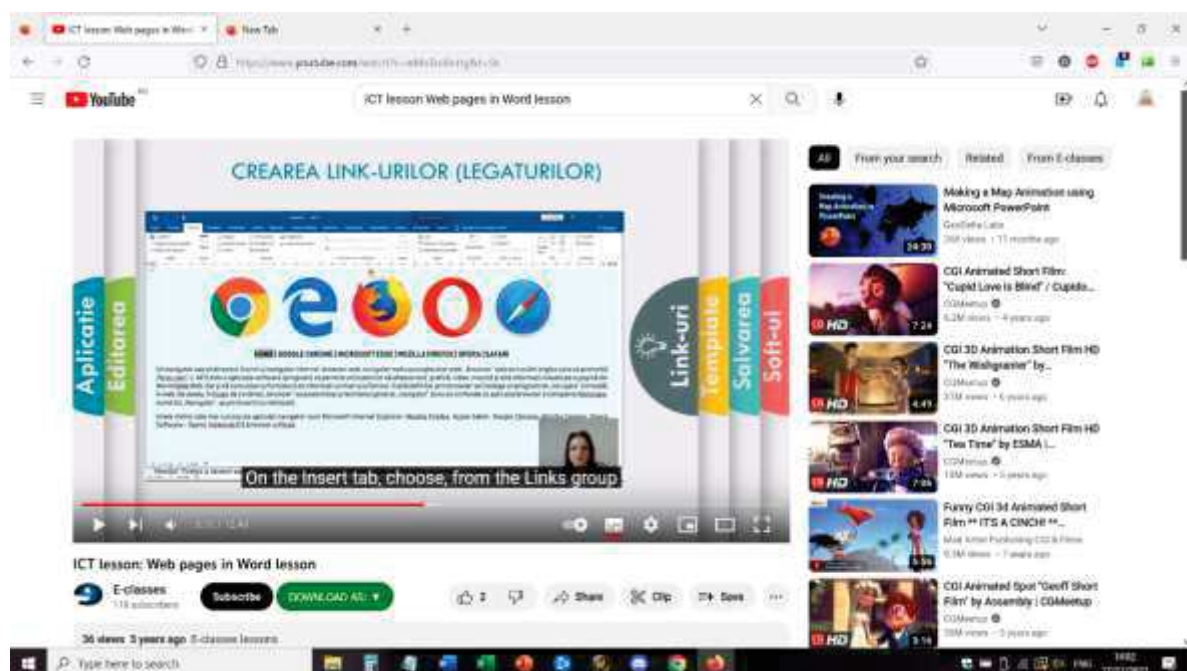
My approach was simple. I created a video learning material in which I explained the theoretical concepts and the main steps to be followed in order to achieve a web page by using Microsoft Word.

The support that I used for the video was a tailored designed .ppt template which included all relevant information in an attractive visual format. Then I registered myself explaining the contents and converted everything in a short video that was uploaded on YouTube

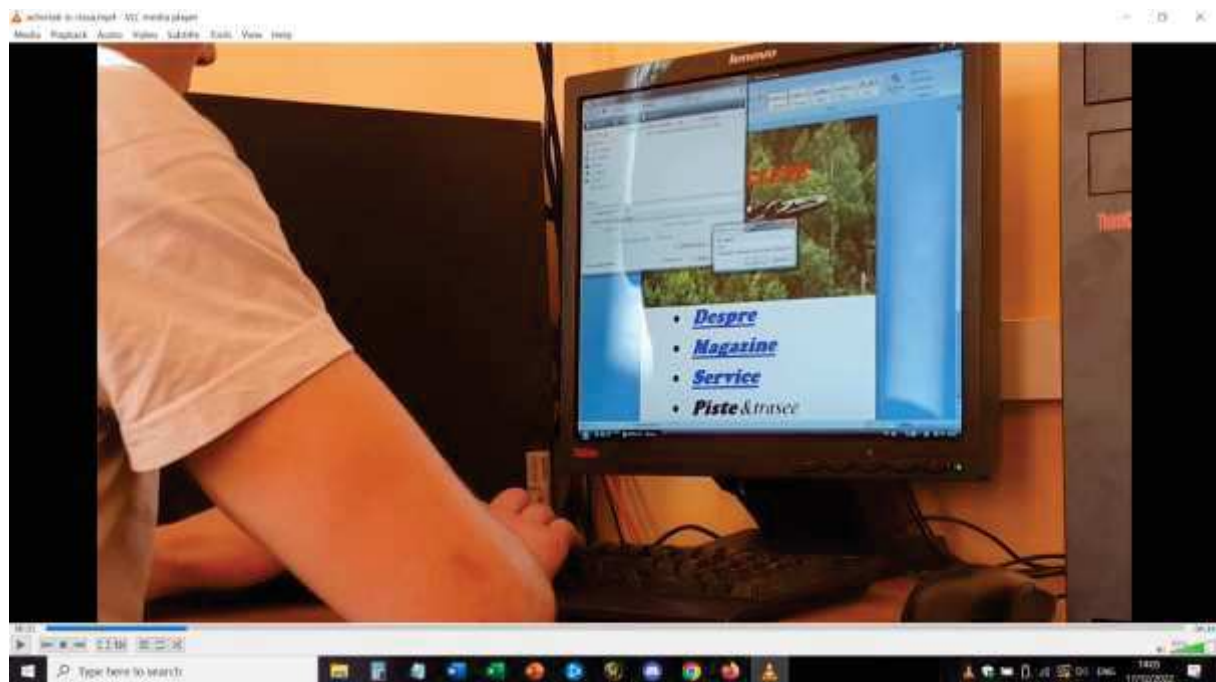Link to the lesson is here: **https://www.youtube.com/watch?v=wMaTxo8nrtg&t=9s** .

Students received the link for the video and had to watch it and learn from it at their own pace, using any device they could have. Then they had 2 weeks to prepare the homework – their own web page, on a topic of their choice. For this presentation, they had to deliver me the link for their webpage and we succeeded in having a Zoom online meeting in which students could present their creations by sharing their screen.
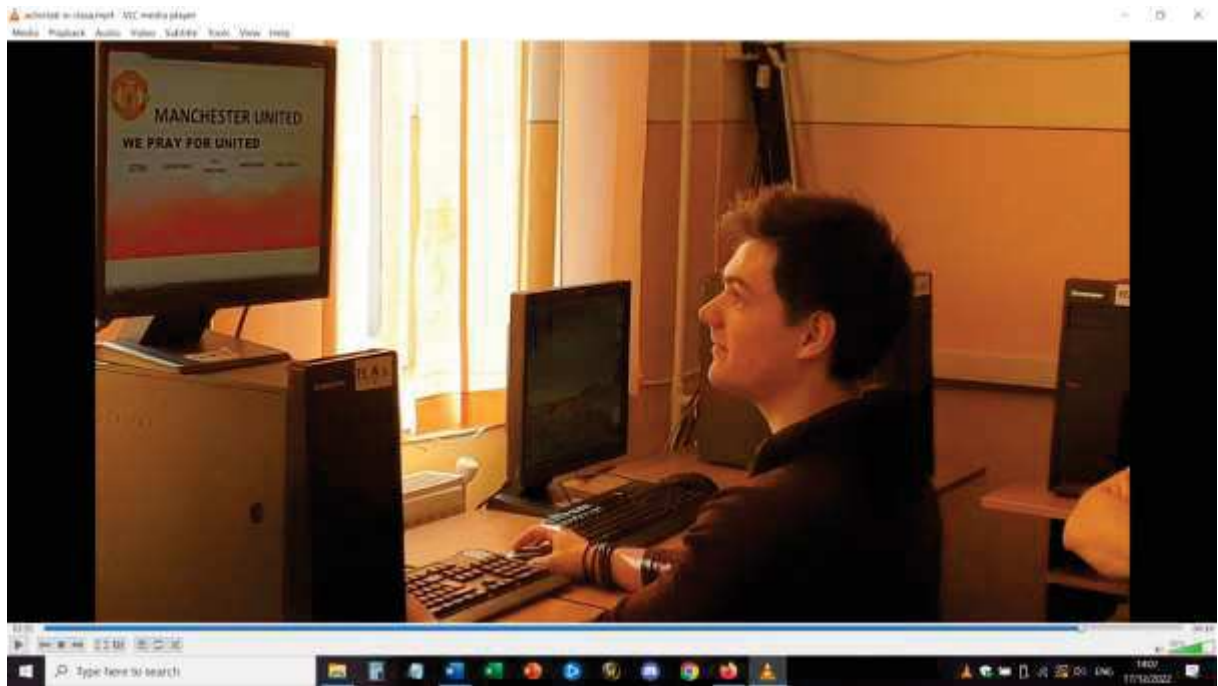
Teacher had already visualised and evaluated each webpage but in the Zoom meeting could interact directly and offer feed-back to the students.

Sample of sites realised by students:

Feedback from the lesson

The positive aspect was that a good majority of students could follow the video lesson and then do the homework without direct assistance from the teacher. But there were also students who did not have access to a PC or a laptop in order to use the word processor. The homework could not be done by using the phone or the tablet (or, with much more difficulties and different instructions and applications used).

There were also some students who didn't succeed to do their task because they were not able to understand everything from the video lesson. The difficulties could be managed only by direct meeting in Zoom, in a question-answer session, where students and teacher could share the screen and solve the issues.

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