

DL Students Digital Literacy Seminar Syllabus

(Duration: 20 hours)

The Distance Learning (DL) Students Digital Literacy Seminar offered by Neapolis University Pafos Distance Learning Unit (DLU) equips students with essential digital literacy skills required for successful completion of distance learning programmes of studies. Through hands-on sessions, students will master the use of key technologies and platforms, ensuring they are well-prepared to navigate and excel in their academic programs.

By the end of this seminar, students will be able to:

1. **Identify** the technology requirements for effective distance learning.
2. **Utilize** Office 365 applications for academic tasks and collaboration.
3. **Access** and efficiently use the university's electronic library for research.
4. **Operate** Microsoft Teams for communication and collaborative work.
5. **Navigate** Moodle to manage course materials, assignments, and discussions.
6. **Submit** assignments through Turnitin and interpret similarity reports to maintain academic integrity.

Module 1: Basics of Distance Learning Methodology (4 hours)

Tutor: Prof. Anastasia Reppas

Objectives: Introduce students to the fundamentals of distance learning, its methodologies, and best practices.

Learning Outcomes:

1. **Understand** the principles and benefits of distance learning.
2. **Develop** effective strategies for managing time and staying motivated in a distance learning environment.
3. **Navigate** the distance learning university's (DLU) policies and resources effectively.

Topics Covered:

- Introduction to distance learning methodology.
- Overview of distance learning.
- Types of distance learning (synchronous vs. asynchronous).
- Time management and self-discipline strategies.
- Use of study guide.

- Vision and Mission - Organogram of DLU.
- DLU policies
- Formation of Pedagogical Contract – Attendance.
- Written assignments, formative and summative evaluation.
- Final exams.
- Group Counseling Meetings (GCM).

Introduction to Distance Learning

- **Overview of Distance Learning**
 - Definition of distance learning.
 - Principles and benefits of distance learning.
- **Types of Distance Learning**
 - Synchronous learning: real-time classes and interactions.
 - Asynchronous learning: self-paced study and flexible schedules.

Effective Strategies for Distance Learning

- **Time Management and Self-Discipline Strategies**
 - Techniques for managing time effectively in a DL environment.
 - Maintaining motivation and self-discipline.
- **Use of Study Guide**
 - How to utilize study guides effectively for self-paced learning.

Understanding DLU Structure and Policies

- **Vision and Mission - Organogram of DLU**
 - Overview of the university's vision, mission, and organizational structure.
- **DLU Policies**
 - Academic integrity and plagiarism policies.
 - Role of personal advisors and support services.
- **Formation of Pedagogical Contract – Attendance**
 - Importance of the pedagogical contract and maintaining attendance.

Assessment and Support in DL

- **Written Assignments, Formative and Summative Evaluation**
 - Differences between formative and summative assessments.
 - Best practices for completing written assignments.
- **Final Exams**
 - Preparation strategies and understanding exam formats.
- **Group Counseling Meetings (GCM)**
 - Purpose and benefits of GCMs.
 - How to actively participate in GCMs.

Module 2: Use of Email and Office 365 (2 hours)

Tutor: Mr. Rakis Onisiforou & Mr. Andreas Salamiotis

Objectives: Equip students with the skills to effectively use email and Office 365 for academic communication and collaboration.

Learning Outcomes:

1. **Master** email etiquette and management.
2. **Utilize** Office 365 tools (Word, Excel, PowerPoint) for academic tasks.
3. **Collaborate** effectively using OneDrive and other Office 365 collaboration features.

Topics Covered

- Email etiquette and features (attachments, folders, filters).
- Overview of Office 365 applications (Word, Excel, PowerPoint).
- Collaboration tools in Office 365 (OneDrive, SharePoint).

Email Etiquette and MS Outlook Basics

MS Outlook Basics

- **Connecting and Signing In**
 - Step-by-step guide on how to connect and sign in to your university MS Outlook mail.
- **Changing MS Outlook Password**
 - Instructions on how to change the MS Outlook mail password.
 - Hands-on Activity: Practice signing in, changing password, and sending an email with proper etiquette.
- **Introduction to Email Etiquette**
 - Importance of email etiquette in academic and professional communication.
 - Best practices for email communication (clear subject lines, professional language, concise content).
 - Demonstration of adding attachments, creating folders, and using filters.

Overview of Office 365 Applications

- **Connecting to Office 365**
 - Steps to connect to Office 365 using university credentials.
- **Office 365 Applications Overview**
 - **Word:** Creating and editing documents.

- **Excel:** Basic functions and creating spreadsheets.
- **PowerPoint:** Designing and presenting slides.
- Demonstration on how to open these applications from the Office 365 portal.

Collaboration Tools in Office 365

- **Introduction to OneDrive and SharePoint**
 - Overview of OneDrive for personal file storage and SharePoint for team collaboration.
- **Entering OneDrive**
 - Steps to access OneDrive from the Office 365 portal.
- **Using OneDrive**
 - Uploading and organizing files.
 - Sharing files and setting permissions.
 - Collaborating on documents in real-time.

Module 3: Use of Microsoft Teams (4 hours)

Tutor: Mr. Rakis Onisiforou, Vasileios Balafas & Mr. Andreas Salamiotis

Objectives: Train students to use Microsoft Teams for virtual meetings, collaboration, and communication.

Learning Outcomes:

1. **Set up and participate** in virtual meetings using Microsoft Teams.
2. **Utilize** Teams for collaborative projects and communication.
3. **Manage** Teams channels, files, and conversations effectively.

Topics Covered

- Downloading and signing in on MS Teams.
- Setting up and joining Teams meetings.
- Features of Teams (chat, channels, file sharing).
- Best practices for using Teams for academic collaboration.

Introduction and Setup

- Downloading Microsoft Teams:
 - Step-by-step guide for different operating systems (Windows, macOS, mobile devices).
- Signing in to Microsoft Teams:
 - Using university credentials.
 - Setting up profiles and adjusting basic settings.

Navigating Microsoft Teams

- Overview of the Teams interface.
- Using the activity feed and notifications.
- Exploring Teams and channels.
- Utilizing chat features (individual and group chats).

Virtual Meetings in Microsoft Teams

- Scheduling and joining meetings:
 - Creating a meeting in the Teams calendar.
 - Joining a meeting from a calendar invite.
- Meeting controls:
 - Muting/unmuting, video on/off.
 - Screen sharing and using the whiteboard.
 - Recording meetings.

Collaboration and File Management

- Channels and Teams:
 - Creating and managing channels.

- Posting messages and using @mentions.
- File sharing and collaboration:
 - Uploading and sharing files.
 - Co-authoring documents in real-time.
- Best practices for academic collaboration:
 - Organizing channels and files.
 - Etiquette and communication tips.

Module 4: Use of Moodle as a Learning Management System (4 hours)

Tutor: Mr. Rakis Onisiforou, Vasileios Balafas & Mr. Andreas Salamiotis

Objectives: Ensure students can effectively use Moodle to access course materials, submit assignments, and participate in online discussions.

Learning Outcomes:

1. **Navigate** the Moodle interface and access course content.
2. **Participate** in interactive activities.
3. **Submit** assignments and participate in Moodle forums.
4. **Track** academic progress using Moodle's tools.

Topics Covered:

- Introduction to Moodle and its interface.
- Accessing and managing course materials.
- Assignment submission and activities participation.

Introduction to Moodle and its Interface

- **Objective:** Familiarize students with the basic layout and features of Moodle.
- **Topics Covered:**
 - Overview of Moodle
 - Logging in and accessing the dashboard
 - Navigating the interface: menus, tabs, and blocks
 - Customizing the dashboard

Accessing and Managing Course Materials

- **Objective:** Enable students to effectively locate and utilize course materials.
- **Topics Covered:**
 - Accessing course content: syllabus, lectures, readings, and resources
 - Downloading and organizing materials
 - Using the calendar and notifications

Assignment Submission and Activities Participation

- **Objective:** Teach students how to submit assignments and engage in interactive Moodle activities.
- **Topics Covered:**
 - Assignment submission process: uploading files and submitting online quizzes
 - Participating in interactive activities: quizzes, polls, workshops and group work
 - Understanding and using Turnitin for plagiarism checks

Participating in Moodle Forums and Tracking Academic Progress

- **Objective:** Equip students to effectively engage in discussions and monitor their academic progress.
- **Topics Covered:**
 - Participating in forums: posting, replying, and etiquette
 - Tracking grades and feedback
 - Using progress tracking tools: completion tracking and badges

Module 5: Use of Electronic Library (4 hours)

Tutor: Mr. Christos Panage

Objectives: Enable students to efficiently navigate and utilize the university's electronic library resources.

Learning Outcomes:

1. **Conduct** effective searches for academic resources in the electronic library.
2. **Evaluate** the credibility and relevance of sources.
3. **Use** electronic library tools for research and citation management.

Topics Covered:

- Introduction to the university's electronic library.
- Search strategies and advanced search techniques.
- Evaluating and citing academic sources.
- Practical Application and Q&A

Introduction to the University's Electronic Library

- Introduction to the electronic library platform.
- Key features and resources available (books, journals, e-books, electronic journals).

Search Strategies and Advanced Search Techniques

- Basic search strategies: keywords, Boolean operators.
- Advanced search techniques: filters, subject headings, and complex searches.
- Off-campus access to library resources.

Evaluating and Citing Academic Sources

- Criteria for evaluating the credibility and relevance of sources.
- Introduction to citation management tools and their importance.

Practical Application and Q&A:

- Using the electronic library tools for research projects.
- Saving material in folders for future reference.
- Practical tips on using e-books effectively.

Module 6: Use of Turnitin (2 hours)

Tutor: Mr. Christos Panage

Objectives: Teach students to use Turnitin for plagiarism detection and to understand the importance of academic integrity.

Learning Outcomes:

1. **Submit** assignments through Turnitin.
2. **Interpret** Turnitin similarity reports.
3. **Understand** the principles of academic integrity and avoid plagiarism.

Topics Covered:

- Introduction to Turnitin.
- Submitting assignments and reviewing similarity reports.
- Understanding and maintaining academic integrity.

Introduction to Turnitin & Submitting Assignments

Objective: Familiarize students with Turnitin and teach them how to submit assignments.

1. Introduction to Turnitin

- Brief overview of Turnitin and its purpose.
- Explanation of how Turnitin integrates with the university's LMS.
- Demonstration of the Turnitin interface.

2. Submitting Assignments

- Step-by-step walkthrough on how to submit an assignment.
- Live demonstration with a sample document.
- Hands-on practice: Students submit a sample assignment via Turnitin.
- Q&A session to address any submission issues.

Interpreting Similarity Reports & Academic Integrity

Objective: Teach students how to interpret Turnitin similarity reports and understand academic integrity principles.