

Guidelines for adapting **Distance teaching** to another language, culture and country

Contact:	<p>This course has been developed by Valteri Centre for Learning and Consulting, Onerva, Jyväskylä -</p> <p>https://www.valteri.fi/</p> <p>Contact email: Erasmus.trap-up@valteri.fi</p>
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Theme	Decisions	Person responsible	deadline	Done (date)
Project organization and planning	<p><u>Project group skills</u> In the project group for this material, you need professionals with knowledge and competence in distance teaching or technical skills of teaching materials.</p> <p>Write <u>the specific parts</u> of this concept, that you will translate and adapt into your language:</p> <ul style="list-style-type: none"> • Possibilities and challenges in distance teaching • Learning platform • Guidelines for teachers, assistants and pupils • Distance teaching guide (text from the videos) • Checklist • Video 1 – 9 subtitles • Contact info <p><u>Project phases:</u></p> <ol style="list-style-type: none"> 1. Target groups: Teachers in special schools and/or teachers in mainstream schools? 2. First translation of text documents and subtitles of videos 3. Check translations by colleagues 4. Add the subtitles to the videos 5. Quality assurance by colleagues 6. Revisions 7. Publishing final edition at TRAP UP webplatform 8. Dissemination 			

	<p><u>Format of the videos:</u> You can decide, if you want to have the videos in one or two editions:</p> <ul style="list-style-type: none"> • Speak / voice-over in English or your language + subtitles in your language • Sign language (your national) + subtitles 			
<p>Subtitles, speak and/or sign language on the videos</p>	<p>Who will help you add subtitles, speak and / or sign language bubble to the videos? Contact Erasmus.trap-up@valteri.fi – for the original videos. Who will help you produce the sign language videos? The speak?</p>			
<p>Adaptions: What parts of the product needs adaptions to culture and schoolsystem, language, national sign language?</p>	<p><u>Title:</u></p> <ul style="list-style-type: none"> • What is ‘Distance teaching’ called in your country? This field develops quickly – ask at an education, which uses this, what the present term is (online teaching / distance learning or teaching)? <p><u>Pupils with a need for distance teaching:</u></p> <ul style="list-style-type: none"> • Are there pupils communicating in Sign Language in mainstream schools in your country? • If not, are there pupils in mainstream schools, who have a spoken language level that is too low to learn – and could have a need for distance teaching by teachers with special knowledge? <p><u>Assistants at the local school:</u></p> <ul style="list-style-type: none"> • What law/regulations govern local assistants, who can help the pupil during distance teaching? What roles and assignments does the assistant take on? This will influence your adaptions of the ‘Guidelines for teachers, assistants and pupils’ as well as the video ‘assistant’. You may want to add some information to this video? <p><u>Cooperation:</u></p> <ul style="list-style-type: none"> • Who decides the curriculum for the individual pupil? The local school/teacher or the distance teacher? Close cooperation is necessary. <p><u>Law and regulations:</u></p> <ul style="list-style-type: none"> • Who decides the needs and education of each pupil? Local school authorities or at a regional / national level? You may want to add information about this to the guidelines for your country 			
<p>‘Possibilities and challenges in distance teaching’</p>	<p>The document gives a general introduction to distance teaching for DHH pupils.</p>			

	Is this a good introduction to new 'teachers of DHH pupils' or to local teachers in the mainstream schools?			
Test your product prototype by colleagues – make revisions	Ask your colleagues for feedback to the materials and their understanding of it, before it is released, make revisions for the final edition.			
Upload materials to webplatform	Contact the project management from Denmark – see “Contacts” at the webplatform. See 'recommendations' for your preparation of materials for the webplatform Check your page of the webplatform			
Dissemination	Make a dissemination plan on how you want to inform about your material in your country: <ul style="list-style-type: none"> • Conferences, seminars • Article in professional magazines • Webinar • Meetings 			

Checklist

Theme	job	Done
Project organization and planning	Project group	
	Parts of material to adapt	
	Timeline	
	Format of videos	
	Dissemination plan	
Subtitles, speak and/or sign language on the videos	Sign language video production	
	Adding subtitles	
	Adding speak	
Adaptions:	Title	
	Assistants	
	Cooperation – description	
	Law and regulations	
Test your product prototype by colleagues – make revisions	Tested by colleagues	

	Revisions made	
Upload materials to webplatform	Webpage text	
	Pdf's and videos done	
	Webplatform check	
Dissemination	Conferences / seminar	
	Meetings	
	Articles	