SAFE Meeting Bucharest 28th May 2011

Agenda

1. Work package up dates - please focus on the outcomes and dates related to your work package as provided in the application and Gant Chart. We need to know any possible issues related to meeting target deadlines.

(i) WP 1 Management - IL

(ii) WP 2 Training - IL

(iii) WP 3 E-learning support - KN

(iv) WP 4 Translations - LLR

(v) WP 5 Quality - FJS

(vi) WP 6 Market research/cert trials CS/GM

(vii) WP 7 Dissemination MR/BM

Present: IL, MR, KN, AS, LFR, CS, GM, FJS

WP 1 Management

1. The group reviewed the management process and agreed to use the Safetoi google mailing list for general information and forums for development of focused topic discussion.

Agreed actions:

1. Use the mailing list for general discussion.
2. Use the forums for developing a topic relevant to project outcomes and link any related resources to the pages.
3. Freeze the current phase 1 reporting page and now up date only https://theingots.org/community/Safephase2 [1]

WP 2 Training - IL

- All partners guided to the video examples of P-scale assessments in the UK. Need to use these as a reference to ensure consistent interpretation of standards.
- Further training with regard to use of the markbook web site and how to best manage criteria translations
- End-user feedback results in need for a progress tracking system and support for IEPs.
- Further technical training in transition to Linux as basic OS.

Agreed actions

1. Continue to familiarise all relevant staff with the videos and technology.

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2. IL will assume you know what you are doing so come back if you have any problems

WP 3 E-learninng support

E-learning support is on schedule with additional games in keeping with the Gantt chart. KN demonstrated.

Agreed actions

1. All to try out and provide feedback
2. Liaison with WP 4 to get translations in place.

WP 4 Translations

Main translations for the assessment criteria are done. TLM has devised a method of pushing out the translations to the community web site so there is a single source of translations. This will reduce longer term management overhead.

Some labels still need to be translated on the community site. https://theingots.org/community/admin/build/translate [2] This link is to the place where community site translations for site labels and phrases are managed. It is accessed from "Administer" - "Translate Interface" in the right block menu when you are logged into the community learning site.

1. Click the search tab to find strings needing translation (a string is just any series of characters so a word, phrase, sentence etc)

2. Enter your string in English eg My Learners (Any new text you find that does not translate when you switch to your language

Here are some strings that are recent are not be translated in the Bulgarian part and I should think not in most other languages. Each string is separated here by a comma so you know where it starts and ends. Good idea to start with these.

My Groups, Pending Evidence [3], Returned Evidence [4], Finalised Work [5], Evidence by criterion [6], Evidence filtered by criterion, select units, File browser, Notifications, Subscriptions, Content type, Thread, Add subscription, Bookmarks, Profile,

You do not have any groups set up on the certification (markbook) site. Please create at least one group there with at least 1 learner in that group and click the save button even if you have not yet entered any marks.
If you now have groups at the certification (markbook) site then go to your account's profile page (view->edit->profile) and click save button to update your profile data.

3. Click search at the bottom of the page

4. Click the edit in the operations column on the right

5. Enter the equivalent translation in your language box.

6. The translation does not have to be literal eg if you think student is better than learner in your country use student.

Agreed actions

1. WP leader to check each partner has up dated the translation of key words for the user

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interface. In particular the following
    1. All the menu items in the right hand block and main pull down menus.
    2. labels on pages eg Switch to plain text editor at the foot of the edit screen
    3. Tabs and labels from "My account" (also log in as test learner learner1 password learner1 to ensure the learner interface is also localised.)
2. All partners to prioritise the areas of the site they most need to translate to support initial demonstration and user trials.

WP 5 Quality Assurance - FJS

Quality assurance strategy is now in place with meeting with external pedagogical adviser. (NASEN) Nasen has advised us to contact Steve Lee who is an expert in assistive technologies and open source software. We will use some of the subcontract external adviser budget to engage Steve in providing specialist support and QA with regard to the web site. FJS to continue to monitor the agreed outcomes for quality.

Agreed actions.

1. FJS to continue to review web site and materials produced for quality in line with the agreed strategy.

WP 6 Market research certification trials

A start has been made on devising the market research questionnaire. Language and terminology related to special needs has made this more difficult than anticipated.

Agreed actions

1. GM to finalise the questionnaire with support from MR and FJS to check quality.
2. GM to make initial enquiries locally as planning for certification trials.

WP 7 Dissemination - BM, MR

A range of dissemination activities have taken place already including developing a logo and brochure, meetings with local politicians and MEPs. Initial planning for a dissemination event in Brussels and participation in a national event in the UK.

Actions agreed

1. All to look for any additional opportunities for dissemination, especially leads that could hep sustain development after the grants run out.
2. BM/MR to plan a dissemination events schedule and present at the next meeting.

Source URL: https://theingots.org/community/SAFEAgendaBucharest

Links
[1] https://theingots.org/community/Safephase2
[2] https://theingots.org/community/admin/build/translate
[3] http://bg.theingots.org/community/user/4/mylearners
[4] http://bg.theingots.org/community/user/4/mylearners/returnedevidence
[5] http://bg.theingots.org/community/user/4/mylearners/assessedevidence

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[6] http://bg.theingots.org/community/user/4/mylearners/evidence

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