

**Memorandum on technical criteria for the development of e-
learning modules and requirements of the technical
environment**

SAFETY Work Package 4 – T 4.2, R4.2

Lead partner: EICD, with All partners support



Co-funded by the
Erasmus+ Programme
of the European Union

The European Commission support for the production of this publication does not constitute endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein

Theoretical modules

Each university partner is mandated to prepare at least **2 hours of video recording** for the theoretical modules. As a general rule, given that each partner has prepared **2 sub-modules**, each sub-module should be divided into **at least 3 parts**.

Each sub-division of the theoretical modules will be transcribed as a **PowerPoint** (or equivalent) presentation. The number and style of the slides will be at the discretion of each partner. However, each presentation will undergo an **internal peer-reviewing process**, in order to maximise the output of the e-learning course and minimize correctable mistakes. The internal peer-reviewing will be done in the same pairs as the reviewing of the documents for WP 3.

Given that there is some variability as to the areas to be covered by each university partner, they will, however, have the option to further divide each section as they see fit and record as many videos as they need to cover the material agreed after the external reviewing of WP3. The final form of the cumulated video materials produced by each partners will be of **at least 120 minutes**, with no limit for the maximal duration.

For a uniform look of the courses, a guideline for preparing the presentations will be provided in the following.

Recommendations for the PPT preparation:

- Page orientation to **landscape**
- **16:9 as presentation format**
- **Minimum resolution of 1280 x 780**
- All presentations will use the European Commission logo and disclaimer (available in Google drive, in the SAFETY official folder) on the first slide
- A suggestion for how the first slide should look is available below
- All presentations will use the SAFETY logo and visual aids (available in Google drive, in the SAFETY official folder) on each slide
- Presenters should use the **“Sections” tool in PPT** in order to divide each presentation into **chapters**; the chapters will further serve as points where to mark the recordings, so as to facilitate the use of the materials to students of different backgrounds and level of knowledge

Cardiovascular emergencies

The hypertensive crisis

.....
Mihai Ștefan, EICD; Bucharest



The European Commission's support for the production of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.



INSTITUTUL DE URGENȚĂ PENTRU
BOLEI CARDIOVASCULARE
"Prof.Dr.C.C.Ilieșcu" BUCUREȘTI

1
1

Recommendations for recording the presentations for the theoretical modules

Preparing for the recording

- Adjust your camera
- Make sure there is good lighting and your face is visible
- Put your lens at eye level or slightly higher as it will mimic the in-person feeling of eye contact.

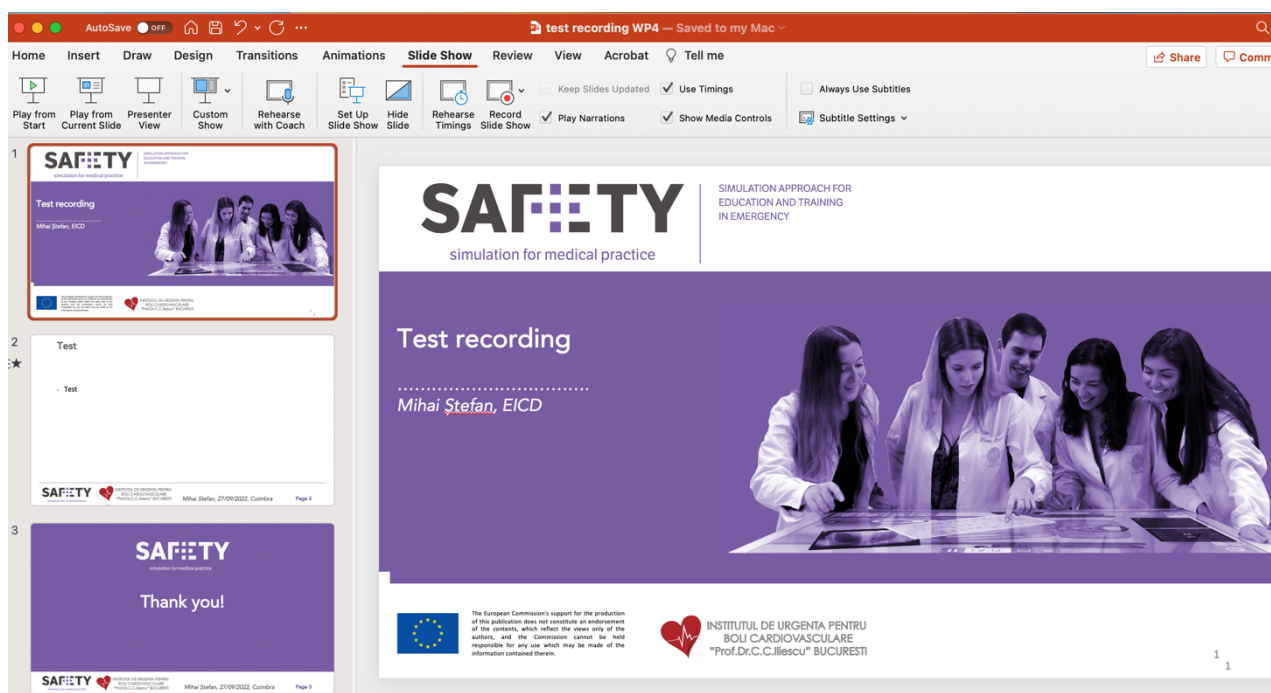
Use a laptop stand or a stack of books to prop up your recording device.

- Make sure your microphone is working and is recording clearly
- If necessary, use external headphones and microphone for a good quality of the recording
- Try to work in a quiet environment, without external noise and without interruptions



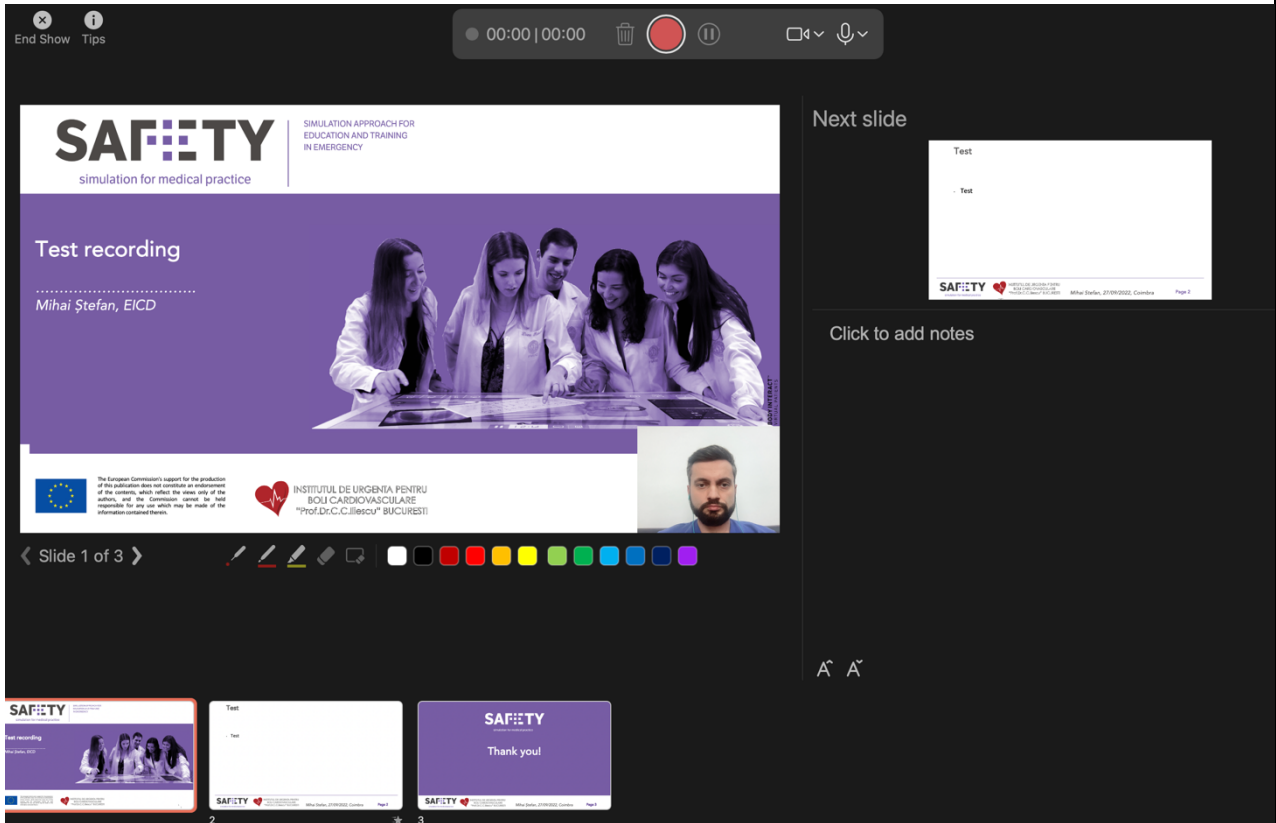
Recording the presentation:

- The format of the recordings should be “voice-over-slides”
- For this, PPT or equivalent software can be used
- To this end, the presenter should take the following steps:
 - Open the presentation
 - Go to **Slide Show**

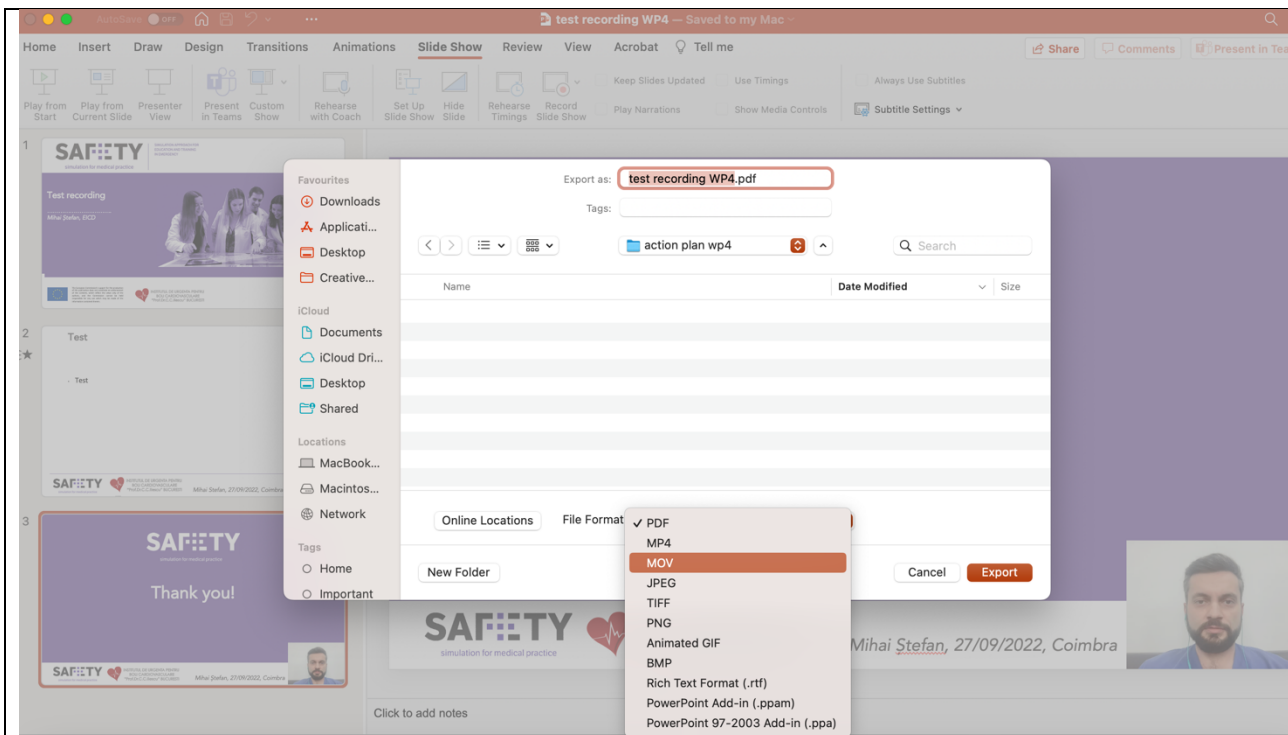


- Press **Record Slide Show**

- This will open a presenter view, with the slides as a main window and the presenter window in the corner of the image
- When the presenter is ready to start, he/she must press the **Record** button



- A countdown will begin and then the recording is turned on
- When the presentation is over, the **Record** button must be pressed again
- The recording should then be saved and exported in a video format (MP4 or MOV)



A model MP4 short recording will be available as an appendix to this document.

All videos will be uploaded to the SAFETY YouTube channel and linked to the Moodle SAFETY platform, in dedicated sections corresponding to each course.

Practical modules

According to the project description, T 4.2, in connection with T 4.4 and T4.5 will consist of building the e-learning modules, of which an integral output are the practical modules.

These practical modules, as already discussed in previous SAFETY consortium meetings, will consist of actual clinical scenarios, which will be enacted in full in the simulation centres of the academic partners participating in the project.

Trainers will get the signature of the “consent form” from each student attending the course.

EICD will develop and deliver a standardized consent form to be signed in all centres.

The classes will follow the approved scripts.

The whole **performance (with simulation device and subsequent debriefing)** practical simulations will be recorded so that this second e-learning module will consist of a movie featuring the enacted scripts by students.

In order to have uniform development of the practical e-learning modules, we suggest the following approach:

- Each simulation will be recorded with a minimum of **8 learners**, to fulfil the minimum total of 200 learners across the consortium
- Depending on the scenario, each centre will have the freedom to choose how the learners are divided, but they can be used as:
 - Participants to the scenario
 - Actors required for the enactment
 - Audience members
- All learners should take part in the debriefing
- Each scenario should result in a video of 20-25 minutes, with the following structure
 - Briefing – it should be clear from the briefing who are the participants to the scenario (learners), who are the actors, and who are the educators – 3-5 mins
 - Play-out of the scenario – 5-10 mins
 - Debriefing – 15 mins

Technical environment

The scenarios will be recorded using the internal video recording software available to each centre.

At this time, UNIFG, LMU and EICD are using SimStation for real-time audio-video recording during simulation sessions.

Given that HUBc and UiS do not have an in-house solution for recording the scenarios, it has been discussed in previous partner meetings that Laerdal will support this by providing SimCapture.



Video editing will be done in-house by each partner and the recorded scenarios will be delivered to InfoTech for upload on the YouTube channel and inclusion in the Moodle platform in the assigned module.

Preferably, the partners will use split screen recordings when appropriate, for a better didactic effect for the final learners, which will use the platform exclusively online.

