Standard Training and Education for Professionals

STEP-IVI

concerning ICF and Visual Impairment

Standard Training and Education for Professionals concerning ICF and Visual Impairment

TUTORIAL 1

"MODULE 1- INTRODUCTION"

Official course tutorial for the STEP-IVI examination

Published by the
STEP-IVI project consortium

The project STEP-IVI is co-funded by the Lifelong Learning Programme

Lifelong Learning Programme

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Production and Publishing

This course material is produced and published by the STEP-IVI project consortium of the ENVITER network.

This Tutorial is the official course-handbook for the STEP-IVI certified E-Learning course.

Authors:

Module 1 - Introduction:	Jürgen HÜLLEN; Berufsförderungswerk Düren gGmbH; Düren; Germany
Module 2 - ICF Basics:	Liliane BIRLE, Roxana CZIKER, Iulia VONAS; Liceul Special Pentru Deficienti de Vedere, Cluj-Napoca; Cluj-Napoca; Romania
Module 3 - ICF Advanced 1:	Silvie ABLIN-NOURY, Philippe BELSEUR, Gaetane LEROUX; Institut Monteclair; Angers; France
Module 4 - ICF Advanced 2:	Veronika KERTIKOVA, Alexandrina KOSTOVA; ; National Rehabilitation Centre for Blind; Plovdiv; Bulgaria

The STEP-IVI Project Consortium:

Berufsförderungswerk Düren gGmbH
(Project co-ordination)
Karl-Arnold-Str. 132-134
D52349 Düren, Germany
http://www.bfw-dueren.de

Aachener Centrum für Technologietransfer in der Ophtalmologie e. V.
Karlsburgweg 9
52070 Aachen, Germany
www.acto.de

Institut Montéclair
51 rue du Vallon
49000 Angers, France
http://www.mfam.deficience-sensorielle.org

Liceul Pentru Deficienti de Vedere
Str. Calea Dorobanţilor, nr. 31
400117 CLUJ-NAPOCA, Romania
http://ldv.ro

NCBI
Whitworth Road, Drumcondra
Dublin 9, Ireland
http://www.ncbi.ie

NRCB
24 Landos Str.
Plovdiv, 4006
P. Box 11, Bulgaria
http://www.rehcenter.org

Royal Dutch Visio
Waldeck-Pyrmontstraat 31
7315 JH Apeldoorn, The Netherlands
http://www.visio.org

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1 Welcome to the STEP-IVI project

In this Module "Introduction" you'll find detailed information about the course, it's aim, structure and content, We'll also introduce you into the use of the learning environment and the features it offers for an efficient learning.

To navigate to the next or previous page you can use the following shortcuts:

Operating System	Keys	Effect	Remark
Windows:	[Shift][Alt][.] + [return]	To next page	In case of alternative use of this combination, it may be necessary to add the [Ctrl] Key
Windows:	[Shift][Alt][,] + [return]	To previous page	In case of alternative use of this combination, it may be necessary to add the [Ctrl] Key
MAC OS X:	[Ctrl] [Alt][.] + [return]	To next page	
MAC OS X:	[Ctrl] [Alt][,] + [return]	To previous page	

Of course you can also navigate with the mouse and the graphical navigation Icons on the right corner on top of the page and the bottom:

1.1 Aim and content of this ICF course

This course is intended for professionals working in the field of education with people with vision impairment. Those professionals can be:

- Medical experts working with visually impaired people (henceforth abbreviated: VIP)
- Teacher, trainer in education of VIP
- Psychologists, Social professionals working with VIP
- Mobility and ADL trainer
- Consultants working with VIP

The aim of this course is to facilitate the course participants in understanding the principles of the bio-psycho-social model of the ICF.

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After this course you should be able to link the ICF terms with your daily work and use them in appropriate way. This e-learning course is structured in the present module which introduces you into the course and the utilisation of the Learning environment and three further, ICF oriented modules:

Module 1: Introduction

This module gives you an introduction about the course aim and it's structure. Furthermore you'll find information how to use the E-learning environment of the Learning Management System (Abbrev. LMS) you are logged in right now. At the end of this module you should be able to use this LMS according to the learning requirements of this course.

Learning duration of this module (Including exercises and online lessons): approx. 4 hrs.

Module 2: ICF Basic

This module informs you about the background and purpose of the ICF. At the end of this module, yout should be able to reproduce the aim and the basic elements of ICF.

Content of this module are:

- General aim of ICF
- ICF domains
- ICF as international classification
- ICF as international standard
- The model, components and structure of ICF

Learning duration of this module (Including exercises and online lessons): approx. 14 hrs

Module 3: ICF Advanced I

In this module, you will learn the structure of ICF, in particular the meaning of the domains and their chapters and categories. A special focus will be put on the components activity and participation. An introduction into the classification will build the basis for the following module. At the end of this module, you should be able to identify and work with the terms of the ICF definition. Furthermore you should be able to make a transfer of their work to the ICF components.

Content of this module are:

- Structure of the ICF classification
- Model of Functioning and Disability
- Introduction in the use of qualifiers

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Learning duration of this module (Including exercises and online lessons): approx. 12 hrs

Module 4: ICF Advanced II

In this module you will intensify your knowledge concerning the classification of the components. In particular the coding of the constructs “Activity” and “Participation” will be explained.

At the end of this module, the participants should be able to use the classification and the related qualifiers. They furthermore should be able to reproduce the coding for the various components in exercises focused on visual impaired people (e.g. Fictional case studies, CV’s or examples).

Learning duration of this module (Including exercises and online lessons): approx. 12 hrs

1.2 How to use the E-Learning environment

1.2.1 Features and function of this Learning Management System

After you succeed to login and enter our LMS, you might be a bit surprised by the various menus and elements. But don't be scared:

The aim of every modern LMS is to:

1. provide students and trainer with all learning tools and -media which are required for the learning process
2. provide communication tools which enable a synchronous or asynchronous communication
3. facilitate the course-administration and -monitoring for the trainer and the training organisation

To put it in a nutshell: A LMS is similar to a virtual campus. Unlike to a real campus the structure of this learning environment is quite simple and almost self explaining.

We will introduce you to the main structure and key elements of the Environment.

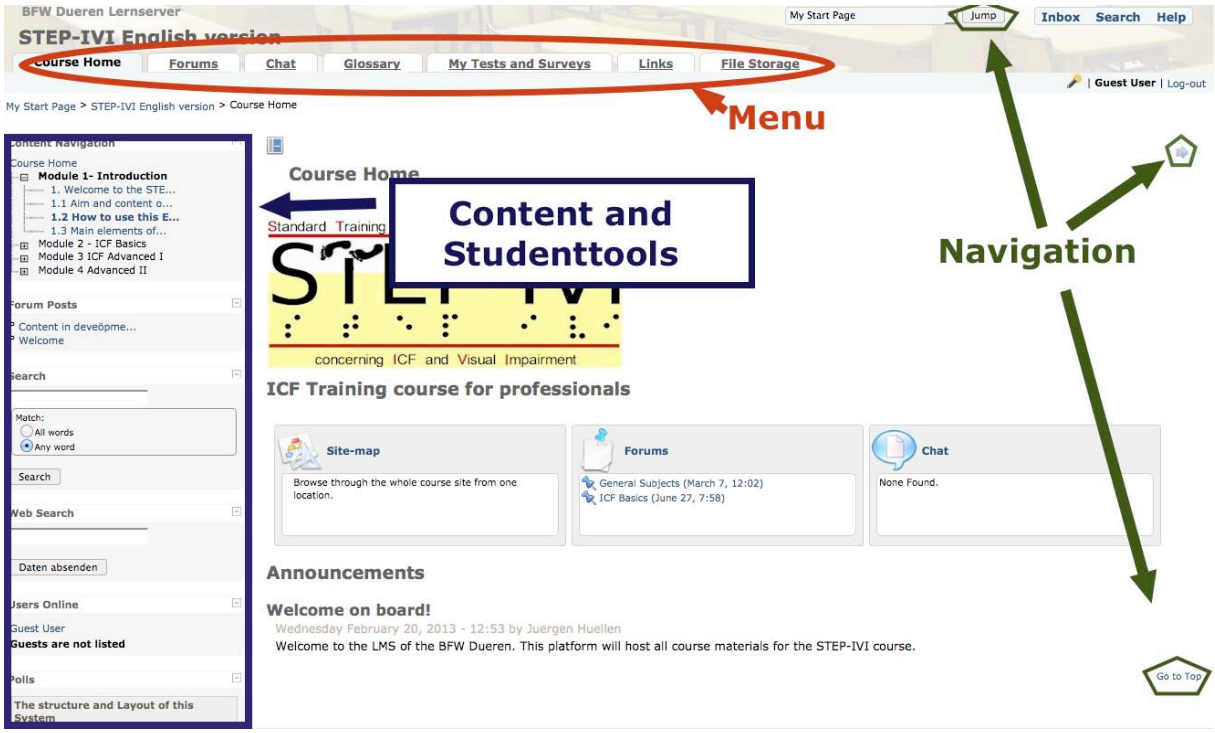
1.3 Main elements of the Learning Environment

Overview about the screen

The screen of the environment is separated in 3 main frames. The main frame is in the center and alters corresponding to the selected element. The two frames which remains the same are:

1. On the top in red coloured frame: The menu with various tools
2. On the left screen with blue coloured frame:
   a) The content navigation with the available learning content. Usually the page which was read during the lst visit of the student remains opened and scrolled up. In the picture below, it was the page 1.2
   b) Various student tools like actual threads in the forum, search engine, list of students who are actually logged in and quick polls

In addition to the main frames there are navigation elements which are located on the right side of the screen (in green coloured frame)



1.3.1 The menu of the Learning environment

A) General

At the upper screen, there is a row with tabs. This row is the **main menu.** In this main menu you'll find the essential communication and learning tools for your course. You can **activate** those Tabs either with your mouse or with an **Access Key** combination. If you are using a Microsoft Windows operating system, the function key for the Access Key is usually the left [Alt] key. Using an Apple Mac OS Operating system, you have to combine the left [Alt] plus [Cmd] key. You just have to combine it with the number key of the requested Tab.

Example: if you want to activate the Menu "Chat" on your Windows computer, you have to press the left [Alt] key plus the [3], because the chat is the third menu item. Mac user press [Alt][Cmd] plus [3]. After doing this, you will see, that the menu "Chat" is instantly highlighted and activated. If you use a screenreader or a special keyboard, it might happen, that the menu Tab is only selected and highlighted. In this case just press the "Return" key and the Chat screen will be activated.

Navigation
You can navigate with the Tabulator key sequentially through all elements and objects of the visible page.

B) Communication tools

These menu items are the Chat and the Forum in Tab-position 2 and 3.
The **Forum** is a message board and enables asynchronous communication between all enrolled student and trainer of the course. The forum works similar to those you may know from other web-services. There are several main topics to structure the message board and within those topics you'll find several Threads. All students and trainer are privileged to answer to existing discussion and open new threads.
The **Chat** is a discussion platform for synchronous communication between at least two users who are logged in. This communication is text-based and will be executed via text message. All users are privileged to start and join a chat session.

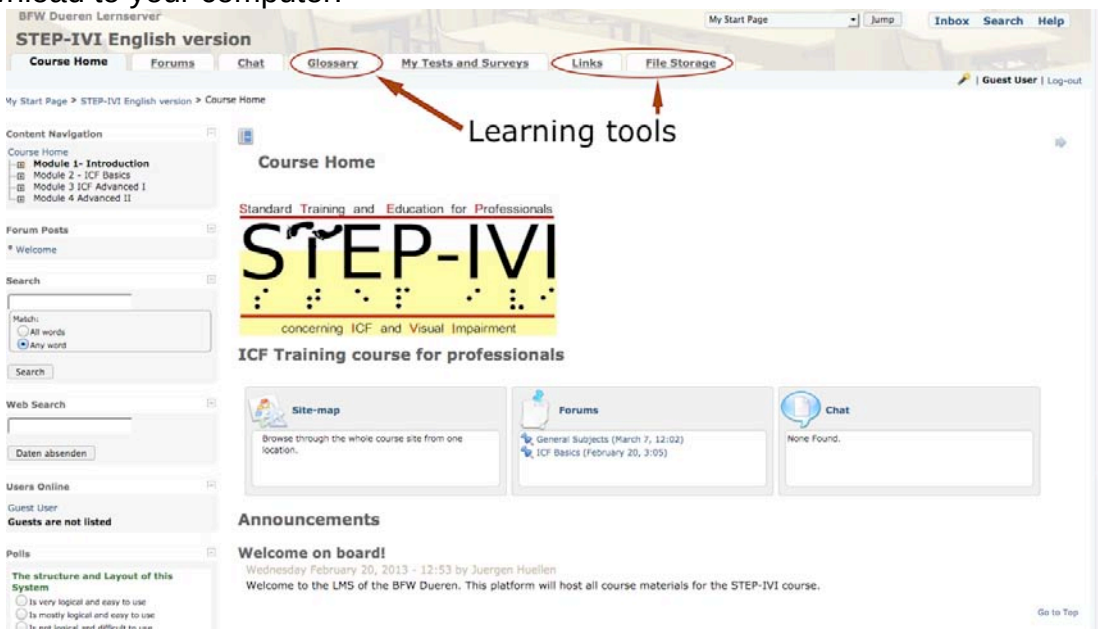
Beides the above mentioned communication tools, which can be also initiated by students, the LMS offers further tools to enable communication between trainer and student. Tose tools are not part of the menu. On the bottom you'll find the **Announcement** area. Announcements are news from the trainer, he wants to disseminate to the students. In the lower left corner you may find the **Quick Poll** area. Those polls are simple tools for the trainer to receive instant feedback from the student.

C) Learning tools

The menu offers additional **Learning Tools**, which are provided additionally to the pure content. Those tools might be helpful for you and are not part of the content. The main tools here are the **Glossary**, **Link** and **File Storage**.

In the **Glossary** you'll find the explanation to technical terms which are used in this course. In the content, those words are highlighted with a dotted line, which are implemented in the Glossary. As soon as the Focus or the mouse pointer is on this highlighted term, an explanation is shwn at the edge of the pointer.

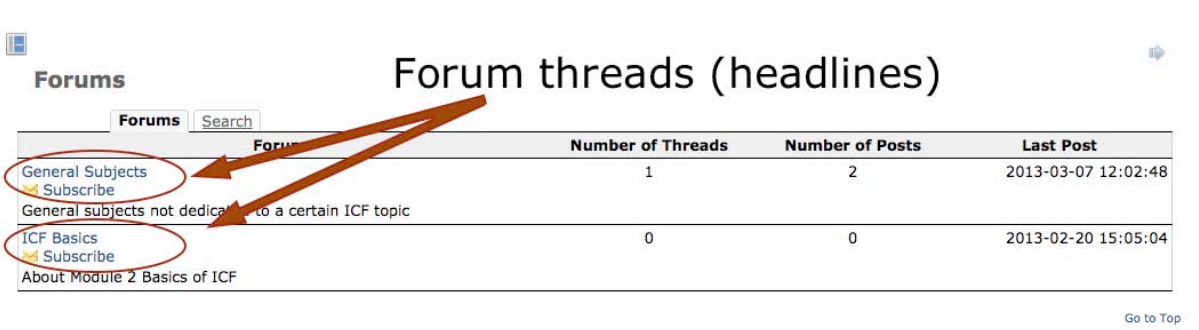
In the menu **Link** you'll find a list to external websites, which might be useful for you. In **File Storage** you'll find files which might be necessary or useful and you can download to your computer.



1.3.2 a Communication Tool - Forum

A) Activating and using the forum

After entering the Forum you will see a list of main subjects in the forum. On the left side you see the headline and below a short description what is discussed in this board. In the centre and on the right you'll find information about the number of threads and comments in this board and when the last message was made here. The option "Subscribe" offers you a message service via e-mail, which generates an information mail to inform you about a new posting in the subscribed thread. This message will be send to your e-mail address of your registration.

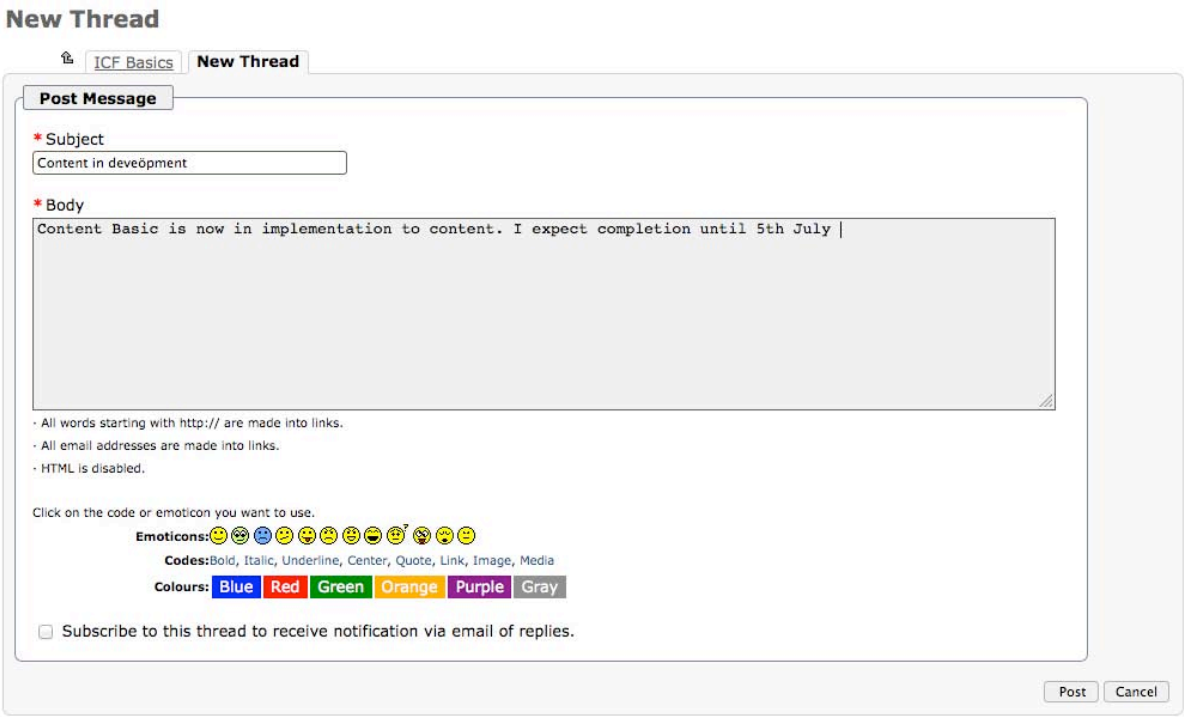


B) Reading threads and postings

You can open the board and the related thread by activating the headlines with mouse or Tab and Return key. Example: you want to read the postings in the thread "ICF Basics". Just activate the headline "ICF Basics" and a new page will be opened. Here you can access the available postings by activating the related headlines.

C) Writing a forum posting or a new thread

Writing a posting is very simple. After activating the headline, you'll can read the requested posting. Directly under this element you find the editor where you can reply to the activated message.
If you want to start a new thread, you simply activate the Tab "New Thread". Then you have to edit a new headline for the subject and in the text field below your message. By activating the button "Post" your posting or thread is published. Within a timeframe of 2 hours after creating your comment it will be possible to update your message.



1.3.2 b Communication-Tool Chat

Opening and using the Chat

After activating the "Chat" Tab in the main menu, an almost empty frame appers in the center of the LMS. Just activate here the link "Start Chat" and the following window appear:

The "interactive" and most important elements can be found on the left side f the chat window. Top left, you'll see a system information about the people who are actually in the chat room.

Below this information you'll see all messages leading with the user name of the sender.

Bottom left you'll find your edit field where you can type your message. You'll send the message to the chat room by activating the "Return" key. After pressing "Return" your message is "on air" as it is. At this point you have no opportunity to change or delete it.

On the top of the right side you'll find the list of those users who are actual in the chatroom.

Below this information there are a list of Access Keys which are useful to operate the chat without mouse.

The Access keys are:

1. [Alt] + [C]: Jump to Compose Message
2. [Return]: Post a completed message
3. [Alt] + [R]: Refresh Messages
4. [Alt] + [M]: Jump to Messages
5. [Alt] + [Q]: Quit Chat

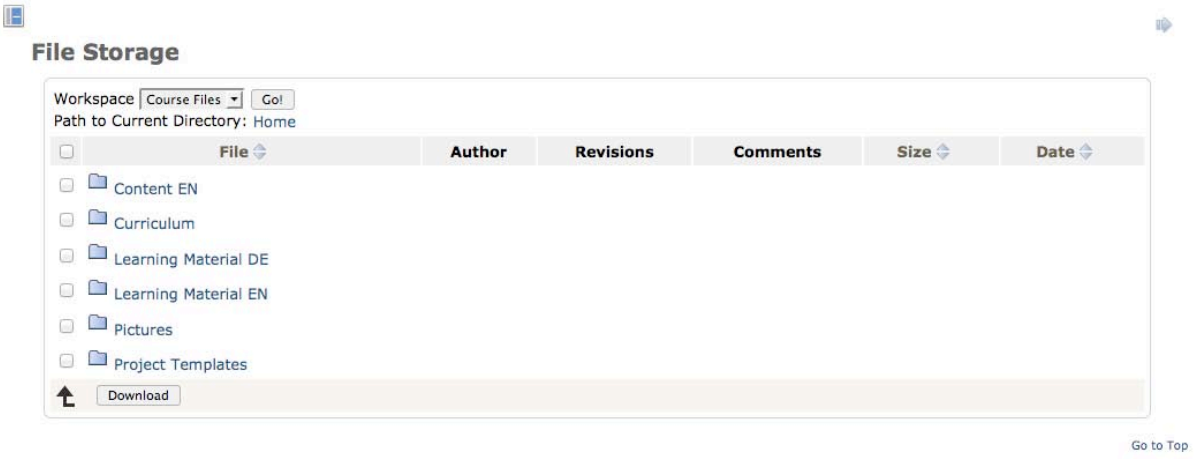
The listed commands are for User with Microsoft Windows operating system. User of Apple MAC OS just press the [Ctrl] key simultaneously with the [Alt] key instead.

1.3.3 The File Storage

Purpose of File Storage
The main purpose of this feature is to provide an area, where all kind of files, which are useful for the course and which don't belong to the content can be stored for download. The File storage can be organized and separated by different thematic folders, like any file explorer on your operating system. The access to folders can be restricted by the instructor. The logic of the systematic of filing is in responsibility of the administrator or trainer. So far the structure and volume of this feature will increase and change permanently during the course. Considering this, the picture of the file storage below is only an example and can change from the present design.

Downloading Files
In the present course uploading files is yet restricted to administrators and trainers. But all users are privileged to download the stored files.
After activating the Menu "File Storage" with mouse or Access key, the main window appears. In our course you'll see various folders in alphabetical order. If you want to download a complete folder, you must activate the checkbox before the name of the folder and activate the button "Download". The following procedure of selecting a target folder is similar to common download procedures.

If you want to download a certain file from a folder, you must activate the folder with mouse or by selecting the folder with the Tab and Return key.



In our example, we want to download the curriculum document. So we activate the identical folder. The subordinate structure will be opened. In our example this looks like:

Now we activate the checkbox before the filename and activate the download button again. Again we are requested to select the target location of the file. Then the file is loaded.

1.4 Setup and personal preferences

1. Customizing your LMS setup

Well this sounds great... doesn't it? Customizing your learning This meant for most students in traditional schools, misshaping the school walls or textbooks with graffiti. Don't worry your computer screen stays untouched.

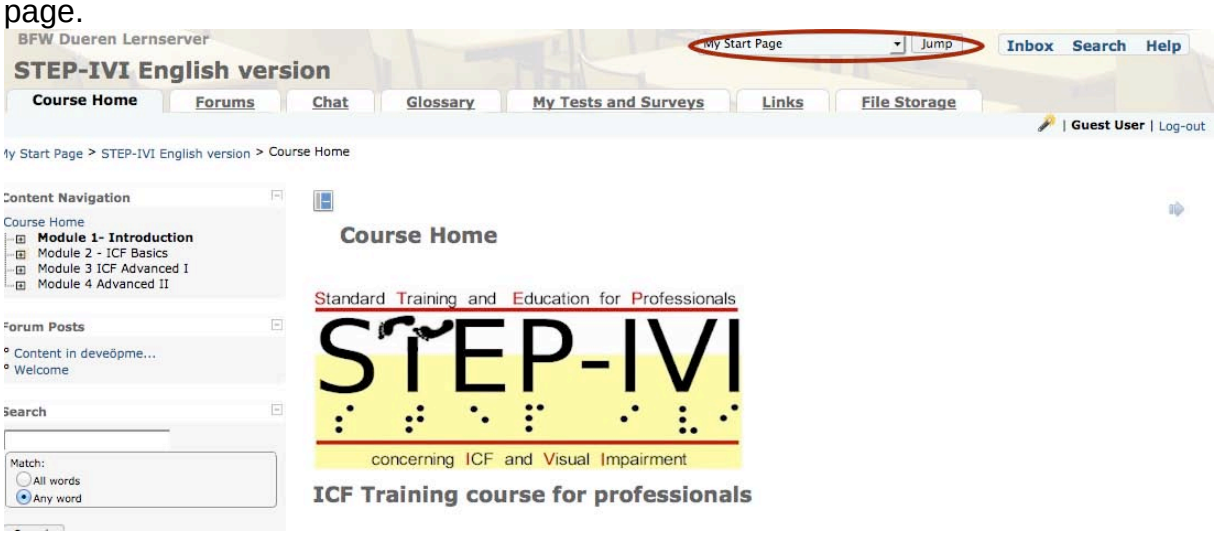
As a matter of fact, this LMS offers you various options to change the design of your learning environment. These are the main elements of the LMS which can be adjusted according to the individual preferences:

1. Language of the LMS
2. Design and layout of the LMS
3. Personalizaton of your user account
4. Maintenance of personal data and acces details (e.g. password, e-mail address)

The language of the LMS can simply be changed, by selecting the required language at the bottom of the page. But be aware that only the language of the menus and the user interface can be changed. The language of the content will remain as it is.

2. Setup of your personal profile

You can change your personal profile either directly after your successful login or during you are in a course room. In this case you have to jump back to the start page.



After activating the "Jump" button you'll be again in your entry page, where you can find the menu Tabs "Profile" and Preferences".

Activation of the "Profile" Tab enables you to get access to the area where yon can change your password and your e-mail address. Just follow the instructions and insert the data according to the announced recommendations of the system.

Selecting the "Preference" Tab offers you the option to change the Theme/Layout and certain setups of the page.

Try some of these options and experience which changes are most effective for your work!

Now you should know how to use this LMS in an appropriate way during the course. You should continue to module 2

1.5 Outlook

Congratulations
Dear Reader, you should now be able to use the Learning environment of this course without any problems.