

Disseminating Standard Learning Procedures to ORA et LABORA's Teachers to Alter Learning Quality Both Online and Face-to-Face Learning

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Abstracts

From March 2020, teachers are expected to create an effective method of learning that will fit both online and face-to-face learning. Many online applications were adapted to make effective learning. On the other hand, teachers have their own pace of learning, especially in adapting new apps that benefitted them. Besides, it is needed to have a specific learning standard that accommodates both online and face-to-face learning. Therefore, we build a program that aims to disseminate the use of the applications in a standard learning procedure that will enable all teachers to be motivated and alter the learning processes. It took a year and a half to settle with this program in ORA et LABORA and is still ongoing. The process covers recruiting, learning, creating standards, disseminating, and also assisting. The presentation will share not only the standard learning procedures but also the standard way of using the LMS and Zoom online meeting tools. One that is effective and easy to monitor proper use and that supports both online and face-to-face learning.

Keywords: *online learning, Face to Face Learning, Flipped Learning*

Introduction

Online learning was a new learning strategy for the past two years. Teachers do both teaching and learning at the same time. It took huge efforts for teachers to adapt their daily habits during these two years. In addition, each teacher has his or her own pace of learning hence a guided assistance is in need. Fortunately, there were many educational and governmental institutions that provided webinars to prepare and encourage teachers in handling the online learning process in particular. Most of the webinars were done without asking for any registration fee, instead they provided e-certificates to appreciate teachers that attend the webinars. It was common to find teachers from different schools attending the webinars. Although the webinars were done in zoom meetings, the impacts were absolutely huge in the online learning process that was conducted by teachers on a daily basis. Most of the teachers were energized after attending the webinars. There were needs that encouraged them to move forward. These were undoubtedly the core that were expected from teachers who also expected their students to keep improving.

As role models for students, teachers that are initiated to improve their skills and knowledge to bring their students in adapting to online learning are highly appreciated. Likewise, teachers' I-tech skills were variable and to support and improve their skills, an intensive monitored program was needed. For these reasons, YPK ORA et LABORA recruited an e – learning team to assist ORA et LABORA's teachers in utilizing the LMS and improving online learning skills during the school year of 2020 – 2022.

Content

The recruitment was addressed to OeL's teachers. Therefore, this program can be called a program from teachers to teachers. The main projection for the e – learning team is to disseminate standard learning procedure and utilize LMS. There were four batches to implicate the outcomes. It was from June 2020 until June 2022.

The first batch was in June 2020 – February 2021. At this batch, the e – learning team members were required to attend scheduled weekly workshops. They learned several topics that equipped them to move to the next batch. Their topics covered were: learning design and strategy, online learning media and applications, and video editing. At the end of this batch, each member will disseminate the product of interactive PPT to their colleagues both in each unit or in the MGMP forum.

The second batch was held from March 2021 to June 2021. There are four things to do by the e – learning team. The first was the LMS trial. At the beginning of the second batch, all e – learning members did an LMS trial. Each of them included students' participation in the LMS. They inspected the LMS usage and utilized it in the online learning process. The second was doing weekly workshops. They did workshops to share the useful learning media that were applicable for both online and face to face learning. The workshops were done in each unit of Sekolah ORA et LABORA. Therefore, the participant's feedback was indeed superb since the materials were indeed effective for the learning process. The third was constructing a learning strategy and method (3 Days Training preparations). The basic principle for the training modules was a flipped learning method. The training modules consist of: Learning strategies for both Face to Face and Online Learning, LMS Manual for teachers, LMS Manual for students. The fourth thing was the e – learning training. It was held for three days in a row. There were 130 teachers attended, divided into 10 groups based on their familiarity in both learning strategies and LMS usage. There were 10 e – learning members to facilitate the three days training that was held onsite. The training feedback has been recorded as the evaluation and follow up for the next e – learning batches.

In July 2021 – December 2021, three things have been done. The first was the virtual meeting with parents introducing the LMS and Online learning strategies. Each member of the e – learning team explained to the parents and the question answer sessions were also provided to encourage the parents and students to also support utilizing the LMS and understanding the learning strategies. The second was to facilitate the teachers that need assistance in utilizing the LMS. This session was done every week. On the other hand, e – learning team also assists the headmaster for the learning strategies. They needed to be with the headmaster if they needed crosscheck or further assistance on this.

In February 2022 – May 2022, the e – learning team conducted workshops to maximize the use of google education accounts. There were Pear Deck, Interactive Google Slide, and Google Site. These three products will be further applied for the digital learning media that the teachers will be required to provide in the next school year. Therefore, a guided workshop will be substantial to prepare the teachers. The workshop was done once a week in each unit of Sekolah ORA et LABORA hence the teachers were required to finalize three products at the end of the school year (June 2022). The workshops were held for 10 weeks in total. The teachers needed to be in the workshop for an hour or two for each meeting.

Conclusion

The teachers harvested magnificent skills during the school year 2020 – 2022. A guided structured assistance really encouraged them to empower the learning qualities both in face to face and online learning. Learning from teachers to teachers was an effective way for the program. The teachers were not hesitant to ask and share about the difficulties and feedback during the meetings. To sum up, teachers are super human beings that brightens our future generations. By uplifting their skills, they also inherited their students' enthusiasm in learning.

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