Dollar School eBook Training
November 20-25, 2017.   Agenda

Hardware/software requirement:

MacBooks

Note: *It would be better if*

- *macOS software for MacBooks has **not** been upgraded to macOS 10.13.1 High Sierra*
- *iOS for iPads/iPhones has **not** been upgraded to iOS 11*

There is a bug in these latest versions of software which stops some Widgets running in iBooks.

macOS X 10.11 (El Capitan) or later (but preferably not 10.13 - see above)
iBooks Author 2.6
iBooks 2 or later
Preview 10.0 (Preview is the default application in macOS for opening and editing image files. It offers a quick and easy way to show images and it has several cool editing and markup features. It will/should be already installed on your MacBook)
Apple ID + password

iPads– these can be provided by Dollar Academy (or iPhones, if you have one!)
iPad with iOS 5 or later (but preferably not iOS 11 - see above)
Pad with iBooks 2 or later
iPhone with iOS 8.4 or later (but preferably not iOS 11 - see above) - if you have one!
iPhone with iBooks 2 or later

Please ensure the following apps are on your iPads
Keynote
Garageband
iMovie
VideoScribe
Explain Everything (Just the classic app is fine)

Please ensure you have Pages / Keynote on your MacBooks
Also worth starting the 30 day trial of Book Widgets (www.bookwideget.com)
For ebooks:
Laptop with Windows and Kotobee author

(netbooks available from Dollar Academy for use in school only)

It is possible to put Kotobee Author onto your MacBooks as well (though you might want to stick with iBooksAuthor)

Pre-Tasks

(i) Look at the PACDAD model (see end of document) and

(ii) Do some initial planning for the structure of your resource bank / books

(iii) Buy Kotobee license ($100 for lifetime license), download software onto laptop and investigate suitability for your purposes. Registser and download free kotobee software if you do not manage to purchase the license (but this can be done using your management funds of 6000 euro and you will need to have the full (paid for) software to get full functionality, increase the number of pages in each book etc.)

(iv) Save 5 resources from **each** category below onto a usb stick (and Macbook if possible) / upload to the Google drive for use in making your ebook/ibook

> **Categories**:
> Text files (in MS Word or Pages format without images, movies etc)
> Images (in JPG or PNG format) - photos, line drawings etc)
> Sound (all audio formats supported by QuickTime) and/or
> movie files (in MOV or MPEG format)
> Links to YouTube videos
> Links to websites
> Keynote presentations (if available)
> Review (assessment) questions - multiple choice or true/false (if available)
> Also powerpoint presentations

(iv) assemble all of the hardware required (ipads, macs , laptops etc.) to bring to Scotland with you along with all relevant biscuits, chocolates , alcoholic drinks etc.

Day One,   Monday 20/11/17.

08:10   Collected from outside Premier Inn, Stirling (SS).

08:50   Meet in Library at Dollar Academy.

09:00-09:15   Attend Assembly in Assembly Hall

09:15-09:30   Welcome from Rector (Mr David Knapman)

09:45-12:15   Working in Captains Room (coffee /tea and snacks provided)

09:45- 12:15   Logon to the network (SS).

                         Introduction and recap of project aims and objectives (LP).

                         Review aims and objectives of the week (SS)

                         Introduce database for resources (RM)

                         Introduction to resource collation/creative commons license (JS)

12:15-13:15   Lunch in school Dining Hall

13:15- 16:30   Introduction to ibooks (Jim Shields -JS#)
16:30   return to hotel/walk around Dollar
19:30   meet for dinner in Stirling (Brea?)

Days 2 and 3 will be run by Paul Hopkins from Hull University.
Day 2, Tuesday 21/11/17

9:00 – 9:30   **Assets recap** A quick look at the **PACDAD** model to make sure we have a process model in place.

What kinds of things might already exist?
Where can I find them?
Can I use them? (Intellectual Property Rights / Copyright)
How can I manage these? (Curation Tools)

9:30 - 12:15   **Introduction to Kotobee**
What is Kotobee? How do we access it? Cost. Licensing.
How to upload material (e.g. photos, word documents, powerpoints etc.) to a book using Kotobee (Hands on practical workshop using resource bank).
What kinds of things can I make? (demos and hands on?)
- Text
- Images
- Video
- Animations
- Explain Everything
- Interactive Quiz/Ed puzzle
- Video Scribe?
- Widgets
- other

12:00-`12:15 Plan Asset Creation

12:15-13:00   Lunch

13:10 - 14:30   Workshop 2.

14:20-14:40   Coffee and comfort break.

14:40-16:00   Workshop 3.

16:00 - 16:30   Summing up / Questions / Planning for Day 3

Training: Day 3. Wednesday 22/11/17

At the end of Day 2 we will have decided on the 4 workshops that we want to focus on during Wednesday -

09:00 - 10:20   Workshop 4

10:20 - 10:40   Coffee

10:40 - 12:00   Workshop 5

12:00 - 13:00   **LUNCH**

13:00 - 14:20   Workshop 6

14:20 - 14:40   Coffee

14:40 - 16:00   Workshop 7

16:00 - 16:30   Questions and Feedback

Possible Workshop Areas

1.   Making Videos in the classroom using iPads (or other tablets)
2.   Making Presentation with Commentary
3.   Making Explain Everythings
4.   Making a Video Scribe
5.   Using Widgets (from Bookry or Book Widgets)
6.   Making an EdPuzzle
7.   Making interactive quizzes
8.   More on sourcing materials, IPR and copyright
9.   More on book design
10.   Other (if possible as determined by group)

Days 3 and 4 will be run by Jim Shields (ex-Glasgow Academy).
Training: Day 4. Thursday 23/11/17

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09:00 - 10:20   How to create/find /embed our various types of resources : a hands on workshop led from the front. (JS)

10:20 - 10:40   Coffee

10:40 - 12:00   Workshop

12:15 - 13:00   **LUNCH**

13:00 - 14:20   Workshop

14:20 - 14:40   Coffee

14:40 - 16:00   Workshop

16:00 - 16:15   Coffee

16:15- 18:00   continue to work on iboooks and/or discuss dates for the next meeting and our plans for working on collating resources and making e/ibooks in the interim.

18:00- 19:30   Dinner in Tourmaukin Inn then minibus back to Stirling (pub?!):

Training: Day 5. Friday 24/11/17

09:00 - 10:20   ibooks workshop

10:20 - 10:40   Coffee

10:40 - 12:30   Workshop

12:30 - 13:00:   Presentation of certificates of attendance/final planning for next meeting and interim work on project.

13:00: minibus to Edinburgh, meeting up at 18:00 (location?) for dinner, visitors get train back to Stirling.

PACDAD model

S1: Purpose   What is the purpose of your eBook? What kind of pedagogy is driving the construction?

S2: Audience   Who is the audience of the book? How will they be using the book? What are their technology needs? What is their cognitive level?

S3: Content   What kinds of content will you want to include in the book (static, dynamic, multimedia) How will you create this? Who will create this? What are the IPR and copyright implications?

S4: Design   What kinds of design do you want? Do you have an institutional style? What design skills?

S5: Assembly   What technology will you use to make the books?

S6: Dissemination How will you get the book to your readers?

Travel information:

Country of origin	Arrival time at Edinburgh airport Sunday 19/11	Departure date and time	Collection arrangement for Sunday 19/11
Belgium	Sunday 19th British Airways BA1454 18.55	Saturday 25th British Airways BA1441 10.35	To be collected on Sundayt by Lucy Payne at 19:00
Italy	Sunday 19th EasyJet from Venice EZY3385 13:55	Sat 25th to Edinburgh - Sun 26 back home	To be collected on Sunday by Lucy Payne at 14:00 or at 19:00 if day out in Edinburgh preferred.
Spain	Sunday 19th FR6653 from Màlaga 22:25	Saturday 25th LS857 10:30	To be collected on Sunday by Susanne Stanhope at 22 30
Croatia			?