



IO5 Templates and instructions evaluation

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Summary: This document includes the evaluation of templates and instructions for the creation of the different components of the teaching materials developed as open educational resources both for general Easy-to-Understand (E2U) and for hybrid media accessibility services to allow either for self-learning or for their inclusion in existing courses.

History chart

No.	Action	Partner	Date
1	Prepared	UAB	10.04.2020
2	Changes, if any		
3	Released		

1 Templates with instructions

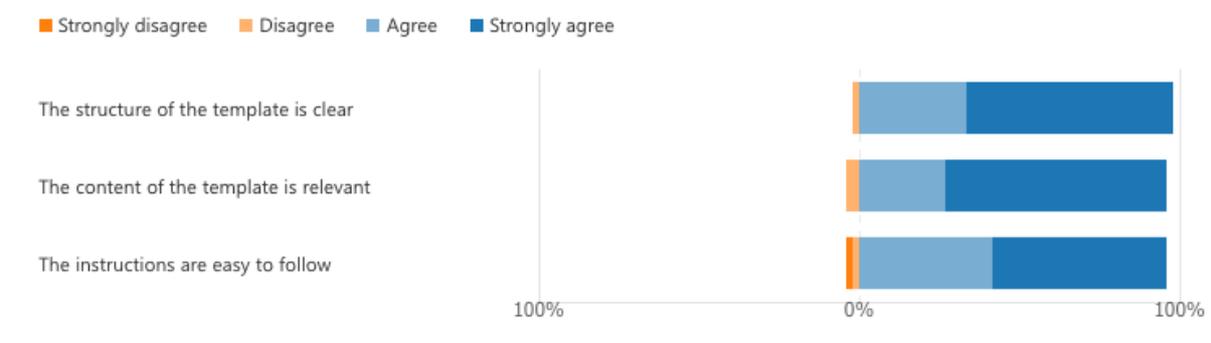
Templates and instructions were only evaluated internally by the consortium partners. A questionnaire through Office Forms was distributed among them (https://forms.office.com/Pages/ResponsePage.aspx?id=KUxRa5EjMUi3dITzXEW_ATp5p7szA4IKtnXCe0FOhptUNVoyU0RYRTJMUvZHSkxJWUIBRIdMRks1Ty4u). Just one answer per partner was required (8 in total as UAB also participated in the evaluation). They were given one week to go through all templates and documents and fill in the form.

49 answers were gathered. RTVSLO unvoluntarily repeated the evaluation for 2. EASIT Subtitling instructions (with a two-minute difference). Since the answers were thus duplicated (since they both matched), the latter one was removed.

In general 64.6% of the participants strongly agreed with the statement “The structure of templates is clear” and 33.3% agreed with it, while just 2.1% disagreed with it.

In relation with the statement “The content of the template is relevant”, 68.8% strongly agreed with it and 27.1% agreed, while 4.2% disagreed with it.

As far as the third statement is concerned (“The instructions are easy to follow”), 54.2% strongly agreed and 27.1% agreed, whereas 2.1% disagreed and 2.1% strongly disagreed.



1.1 EASIT Video lectures instructions and associated slides templates

Regarding the structure of the template, 6 partners strongly agreed with the with the statement “The structure of templates is clear” and 2 agreed with it. The same number of answers were given in relation to the content of the template being relevant (6 partners strongly agreed and 2 agreed), while just half of them strongly agreed with the statement “The instructions are easy to follow” and the other half agreed with it.

Most comments were related to the EASIT Video lectures instructions since it was the longest document of all including the steps partners needed to follow to create the different kinds of videos. Even though instructions were considered to be easy to follow, some comments seemed to express the contrary due mostly to the length. However, they also acknowledged it was a matter of putting them into practice.

1.2 EASIT Subtitling instructions

5 partners strongly agreed and 3 partners agreed with the structure of the subtitling instructions being clear. As for the statement “The content of the template is relevant” —even though the document was not a template, but just the instructions, as SDI pointed out—, 6 partners strongly agreed and 2 agreed with it. The instructions were also considered to be easy to follow, with 50% of participants either strongly agreeing or agreeing with the statement related to it.

1.3 EASIT Transcript instructions and templates

Even though 5 partners strongly agreed and 2 partners agreed with the statement “The structure of the template is clear”, 1 partner disagreed with it. The same happened with the statement “The content of the template is relevant”, with which 6 partners strongly agreed, 1 agreed and 1 disagreed.

When dealing with the instructions, 4 partners strongly agreed and 3 agreed with them being easy to follow, while 1 partner strongly disagreed with it.

It was one same partner showing disapproval in all three cases. Their comments were related to the fact of feeling patronised and given too much detail in the instructions which confused them.

1.4 EASIT Reading list instructions and template

For all three statements, 6 partners strongly agreed and 2 agreed with them. No negative comments were added.

1.5 EASIT Additional material instructions and template

In the case of the statement “The structure of the template is clear”, 5 partners seemed to strongly agree with it, while 3 agreed with it. However, in the case of “The content of the template is relevant”, although 5 partners also strongly agreed with it and 2 agreed with it, 1 partner disagreed. The same happened in the case of the statement “The instructions are easy to follow”, with which 4 partners strongly agreed, 3 partners agreed but 1 partner disagreed. Their comments (belonging to 1 same partner) were related to not knowing exactly what partners had to do and they were having doubts on whether they had to list the additional materials they used.

1.6 EASIT Tasks and Questionnaire instructions and template

4 partners strongly agreed and 4 others agreed with the structure of the template being clear enough, with the content of the template being relevant and with the instructions being easy to follow.

Partner	Document	The structure of the template is clear	The content of the template is relevant	The instructions are easy to follow	If you have any suggestions to improve the templates or the instructions, please explain here. When different templates are available for the same category, please make sure you indicate the file ...
UAB	1. EASIT Video lectures instructions and associated slides templates.	Strongly agree	Strongly agree	Agree	<p>All: the title that appears on the pdf above is EASIT: Easy Access for Social Inclusion Training (above page numbers bar). Please check if this is ok. Video instructions: table of contents, numbers not activated automatically. I cannot click on a number and go to the page.</p> <p>Video instructions: I did not understand what "lossless" meant. Maybe explain when the word is used.</p> <p>Video instructions: put Table 1 in one page, in case someone wants to print it.</p> <p>Video instructions: page 5, when it says they may be self-created (own) or external, there is a further differentiation. With credits and without credits. Maybe put it more graphically.</p> <p>Video instructions: graphs on page 5: please put a title to the graphs. Also, please notice that sometimes you refer to blue boxes, but there are blue boxes on different types of videos and this may be confusing. Also on the second case it refers to a graphic below, but I think it is above. I got confused. Better to put numbers to the graphics.</p> <p>Video instructions: Probably specify: "Go to below to add the already-prepared intro and outro videos (red boxes of the graphics) to your material." >Go to below to add the</p>



already-prepared intro and outro videos (red boxes of the graphics) to your Video lecture or your Other video.

Video instructions: the template for video lectures is not the same as the template for slides? Why can't we use the template for slides?

Template_video lecture: I would put the title of the unit and the title of the element on the opening slide, if possible./ Replace logo (what logo? partner's logo?)

Video instructions: footnote 1 on page 6. Is there something wrong?

Video instructions: page 6: try to put all important advice in one page.

Video instructions, page 7: how will we be doing the revision of other partners' content? This needs to be carefully thought, because this may have an impact on the file names.

Video instructions page 9: do I record it independently than the slid eprojection? This has not been explained so far, I think?

Video instructions, page 10: look at the camera? I am making this comment because I just recorded a video in which my eyes are looking sooo weird.

Video instructions, page 11: presentations- what does it refer to? To the narration? I guess so.



Video instructions, page 12, point 8: wants is my presentation video? I am confused.

Video instructions, page 9: "presentation starts"- does it refer to the narration?

I guess all this will be easier with a video tutorial indeed!

Page 14, 20: This will be the archival version that you will keep for your records.

Page 15: snapshot is not very visible. Make it bigger?

So far I don't know how you integrate my face on top of the slides, but I guess I missed some point. Sorry. I went back and I guess this is point 15. Maybe then explain that this is used to do that?

Templates for other videos: we need to make sure the CC license applies. It may well be that someone allows us to use their video but with another license.

Again, I would suggest in all slides templates to indicate the title of the unit and element.

Video instructions: page 20. More specific instructions are needed on how to record the narration for the intro and outro slides. We need to provide the text and limit the length.

Page 20: I wonder what software to use to record? Probably this was mentioned before. Cross-reference?

Page 21: is the project name the name of the file or what is it? Any advice?

Page 25: maybe insist again at beginning. Intro and outro videos need to be added to any type of videos

--general question: archival version is mentioned 3 times in the document. Maybe only keep this last one?

EASIT IO5 Template_Slides presentation: I don't know how this fits in all the instructions.

I miss how we will be revising the contents of other partners (transcript and slides).

Check if blank space Erasmus + or not.

UNITS	1. EASIT Video lectures instructions and associated slides templates.	Strongly agree	Strongly agree	Agree	<p>It is difficult to evaluate without implementing the guidelines.</p> <p>They seem very detailed and I hope I will be able to follow them easily without any assistance.</p> <p>p. 6: typo. (done > one)</p> <p>p. 6 what is alternative texts? Could this be defined?</p>
DYS	1. EASIT Video lectures instructions and associated slides templates.	Agree	Agree	Agree	EASIT IO5 Template_Slides Presentation.pptx and EASIT IO5 Template_Video Lecture.pptx. In the slides "Text without talking head" text lines are too long.
SDI	1. EASIT Video lectures instructions and associated slides templates.	Agree	Agree	Agree	<p>The ppts show accessibility issues, use the barrier-free option in PPT to see the errors.</p> <p>They seem to be ok at this stage.</p>

RISA	1. EASIT Video lectures instructions and associated slides templates.	Strongly agree	Strongly agree	Strongly agree	No suggestions.
RTVSLO	1. EASIT Video lectures instructions and associated slides templates.	Strongly agree	Strongly agree	Strongly agree	In EASIT IO5 Template_Slides Presentation.pptx on the slide number 9 I think there is no need to have the EASIT logo also in the right upper corner - I think it's enough with only the big one in the centre of the slide.
SUH	1. EASIT Video lectures instructions and associated slides templates.	Strongly agree	Strongly agree	Strongly agree	<p>The video instructions are extremely helpful and complete. At this stage, they seem a bit confusing, but I am sure this will change while implementation.</p> <p>The file EASIT IO5 Template_Slides Presentation states on slide 3 that all images should have an alternative text. How exact should this be?</p>
UVIGO	1. EASIT Video lectures instructions and associated slides templates.	Strongly agree	Strongly agree	Strongly agree	<p>EASIT IO5 Video Instructions (PDF)</p> <ul style="list-style-type: none"> - Page 3 [Table 1] Formatting issue: different font size - Page 5 [Hyperlinks]: on the one hand, whereas hyperlinks 1 and 3 are okay, hyperlink 2 takes you to section 3 instead of 4; on the other hand, rather than "go to below", I would go for "go to Section X (title of the section)." - Page 6 *you need to choose the slide --> you will need to choose the slide



*If you need to add done, do it writing meaningful text --> if you need to add one, do it by writing (or «please write») meaningful text rather than “click here”

[Footnote 1]: apart from a formatting issue, I would rearrange the information to make it clearer, i.e.: “In this case, you will need to cut your presentation in the editor where necessary. See Section 3.6.16” (the underlined bit should be hyperlinked).

*no animations will show --> animations are not allowed

- Page 7 [Subsection 3.2] As far as I am aware, colons are not allowed when naming files.

- Page 8 Should the bit flagged in yellow be hyperlinked? If so, the hyperlink is missing.

[Important advice]

*You’ll need --> You will need

*3,5 minutes --> 3.5 minutes

*If it’s longer --> If it is longer

- Page 10 [Important advice]

*Don’t move when you’re recording --> Do not move when you are recording

Should the bit flagged in yellow be hyperlinked? If so, the hyperlink is missing.

- Page 17 As mentioned above, I would go for “go to Section 5” rather than “go to below.”



- Page 19 As indicated above, as far as I am aware, colons are not allowed when naming files.
- Page 20: Important advice: already provided info
- Page 22 [7] *An additional audio track appears above the first one --> An additional audio track will appear above the first one
- Page 24 As mentioned above, I would go for "go to Section 5" rather than "go to below."
- Page 25 Should the bit flagged in yellow be hyperlinked? If so, the hyperlink is missing.

EASIT IO5 Template_Slides Presentation

[Slide 7] There should be no blank space between "Erasmus" and "+"

[Slide 8] The disclaimer should read as follows: "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."

UAB	2. EASIT Subtitling instructions	Strongly agree	Strongly agree	Strongly agree	<p>Check if full stop is needed at the end of each bullet point sentence (sometimes there is, sometimes there is not).</p> <p>"ATt he same time"> doesn't it mean that When the speech of two characters is reproduced on the same subtitle? Maybe slightly rephrase. Not sure if you want a blank space after the hyphen or not. Dubto si hyphen és guionet o guió llarg (mira què està bé).</p>
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					I would add: please notice that a template in English will be created, so you will not need to take care of many of these technical aspects.
UNITS	2. EASIT Subtitling instructions	Strongly agree	Strongly agree	Strongly agree	It might be useful to offer some software options.
DYS	2. EASIT Subtitling instructions	Agree	Agree	Agree	Its good.
SDI	2. EASIT Subtitling instructions	Agree	Agree	Agree	<p>The recommendations provided in the file Subtitling instructions are easy to follow.</p> <p>There are no templates available. I have agreed because otherwise I cannot send the form. Please update us on this.</p> <p>In the file video instructions is stated that all videos will be subtitled in all languages and tha a SDH version will be delivered. This was not agreed at any stage. SDI is committed to deliver English subtitles for each video created. At this stage we cannot agree to deliver other versions or languages.</p>
RISA	2. EASIT Subtitling instructions	Strongly agree	Strongly agree	Agree	No suggestions at this point. Since we're (RISA) not very experienced in subtitling, we would have to implement the instructions first to be able to evaluate them properly.
RTVSLO	2. EASIT Subtitling instructions	Agree	Strongly agree	Agree	I have no suggestions.

SUH	2. EASIT Subtitling instructions	Strongly agree	Strongly agree	Strongly agree	None. The instructions are clear and easy to follow. We are open to recommendations from other partners, if they consider something must be changed. For us, it is okay so.
UVIGO	2. EASIT Subtitling instructions	Strongly agree	Strongly agree	Strongly agree	No suggestions
UAB	3. EASIT Transcript instructions and templates	Strongly agree	Strongly agree	Strongly agree	<p>Check Erasmus+ versus Erasmus +, not sure what is correct.</p> <p>I guess all images in the instructions have alt text. Please check.</p> <p>Check title of the file on top (see other comment)</p>
UNITS	3. EASIT Transcript instructions and templates	Strongly agree	Strongly agree	Strongly agree	<p>What is "NAME" in EASIT IO5 Template_Transcript - Other video_Instructions?</p> <p>Is it the name of the slide?</p>
DYS	3. EASIT Transcript instructions and templates	Disagree	Disagree	Strongly disagree	<p>The Instructions in EASIT IO5 Template_Transcript - Introductory video_Instructions.pdf, EASIT IO5 Template_Transcript - Other video_Instructions.pdf and EASIT IO5 Template_Transcript - Video lecture_Instructions.pdf is a bit too much and that makes it unclear. For instance, does some information say the obvious, like "Enter the number of the unit here". And it confuses me that there are four different places that say "Write your transcript here.". What does it mean that the phrase is written one time in two places and four times in two places? I also miss some instructions on how to make the transcription, are we allowed to make it in easy text or must it be word by word?</p>

SDI	3. EASIT Transcript instructions and templates	Agree	Agree	Agree	<p>Accessibility issue: the word file uses level 2 headings without having used level 1 headings.</p> <p>The template is ok.</p>
RISA	3. EASIT Transcript instructions and templates	Strongly agree	Strongly agree	Agree	No suggestions.
RTVSLO	3. EASIT Transcript instructions and templates	Agree	Strongly agree	Agree	No suggestions.
SUH	3. EASIT Transcript instructions and templates	Strongly agree	Strongly agree	Strongly agree	None. Excellent work. All is easy to follow and the format can be easily adapted if necessary.
UVIGO	3. EASIT Transcript instructions and templates	Strongly agree	Strongly agree	Strongly agree	<p>EASIT IO5 Template_Transcript – Introductory video_Instructions</p> <p>EASIT IO5 Template_Transcript – Other video_Instructions</p> <p>EASIT IO5 Template_Transcript – Video lecture_Instructions</p> <p>Page 2</p> <p>- There should be no blank space between “Erasmus” and “+”</p>

					- The disclaimer should read as follows: "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."
UAB	4. EASIT Reading list instructions and template	Strongly agree	Strongly agree	Strongly agree	I would suggest adding one example of citation per type on the document itself.
UNITS	4. EASIT Reading list instructions and template	Strongly agree	Strongly agree	Strongly agree	I assume we will be able to expand the IO4 reading list.
DYS	4. EASIT Reading list instructions and template	Agree	Agree	Agree	Its good-
SDI	4. EASIT Reading list instructions and template	Agree	Agree	Agree	.-
RISA	4. EASIT Reading list instructions and template	Strongly agree	Strongly agree	Strongly agree	Everything clear.
RTVSLO	4. EASIT Reading list	Strongly agree	Strongly agree	Strongly agree	No suggestions.

instructions and template					
SUH	4. EASIT Reading list instructions and template	Strongly agree	Strongly agree	Strongly agree	All clear.
UVIGO	4. EASIT Reading list instructions and template	Strongly agree	Strongly agree	Strongly agree	EASIT IO5 Template_Reading List_Instructions Page 4 - There should be no blank space between "Erasmus" and "+" - The disclaimer should read as follows: "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."
UAB	5. EASIT Additional material instructions and template	Strongly agree	Strongly agree	Strongly agree	No suggestions.
UNITS	5. EASIT Additional material instructions and template	Strongly agree	Disagree	Disagree	I cannot understand what we need to do here. Shall we just LIST the additional materials we use? Eg videos, websites, etc.? Perhaps this could be specified and a couple of examples included in the template. Many thanks!

DYS	5. EASIT Additional material instructions and template	Agree	Agree	Agree	it's good.
SDI	5. EASIT Additional material instructions and template	Agree	Agree	Agree	.-
RISA	5. EASIT Additional material instructions and template	Strongly agree	Strongly agree	Strongly agree	Everything clear.
RTVSLO	5. EASIT Additional material instructions and template	Agree	Strongly agree	Agree	No suggestions.
SUH	5. EASIT Additional material instructions and template	Strongly agree	Strongly agree	Strongly agree	None.
UVIGO	5. EASIT Additional	Strongly agree	Strongly agree	Strongly agree	EASIT IO5 Template_Additional Materials_Instructions Page 4

	material instructions and template				<ul style="list-style-type: none"> - There should be no blank space between "Erasmus" and "+" - The disclaimer should read as follows: "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."
UAB	6. EASIT Tasks and Questionnaire instructions and template	Agree	Strongly agree	Agree	<p>Will there be more than one questionnaire? If not, Questionnaire and tasks or simply Tasks.</p> <p>I would suggest that we either ask for the questionnaire answer key or not. If optional, then we may end up with partners providing the solutions and partners not providing it. Also, if the reply is provided by highlighting it, do we need to repeat it or maybe with one file it would be ok, and then UAB adapts it as necessary? Let's think about it.</p> <p>How many tasks per element or unit? Any advice on this?</p>
UNITS	6. EASIT Tasks and Questionnaire instructions and template	Strongly agree	Agree	Strongly agree	<p>I see that tasks and MC questions are not divided by Elements but by Unit. How will we coordinate? Will each partner send tasks regarding the elements they take care of/create? Will the Unit coordinator have to collate all tasks?</p>
DYS	6. EASIT Tasks and Questionnaire instructions and template	Agree	Agree	Agree	<p>In the task part, there is an option to chose grouping. I think that we must keep in mind that some will not be able to work in a group because they are doing this at home on an individual level, not taking a university course.</p>

SDI	6. EASIT Tasks and Questionnaire instructions and template	Agree	Agree	Agree	I disagree with creating this type of material. We are not creating a course any more as I have heard from other partners.
RISA	6. EASIT Tasks and Questionnaire instructions and template	Strongly agree	Strongly agree	Strongly agree	<p>Are following instructions "cemented"?</p> <ul style="list-style-type: none"> -Each questionnaire should have around 15 questions. -Each question will have 4 possible answers. -There will be just 1 correct answer per question. <p>The topics are very diverse, it might make some topics and answers forced/ too exhaustive or vice versa?</p>
RTVSLO	6. EASIT Tasks and Questionnaire instructions and template	Agree	Agree	Agree	No suggestions.
SUH	6. EASIT Tasks and Questionnaire instructions and template	Strongly agree	Strongly agree	Strongly agree	None. All clear. Great work!!
UVIGO	6. EASIT Tasks and Questionnaire instructions and template	Strongly agree	Strongly agree	Strongly agree	<p>EASIT IO5 Template_Questionnaires&Tasks_Instructions Page 1</p> <ul style="list-style-type: none"> - The bubble that is at the bottom of the page seems to have some information that is hidden, doesn't it?



Page 2

- I would indent the possible answers to each of the questions, aiming at making the contents maybe clearer.

Page 20

- There should be no blank space between "Erasmus" and "+"
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2 Samples

Internal and external evaluation

- a. Video lecture
- b. Other video
- c. Introductory video
- d. Reading list
- e. Tasks / Questionnaires
- f. Additional materials



3 Videos

- g. Video lecture
- h. Other video
- i. Introductory video
- j. Reading list
- k. Tasks / Questionnaires
- l. Additional materials