

ҚАЗАҚСТАН РЕСПУБЛИКАСЫ БІЛІМ ЖӘНЕ ҒЫЛЫМ МИНИСТРАЛІГІ
Л.Н. ГУМИЛЕВ АТЫНДАҒЫ ЕУРАЗИЯ ҰЛТТЫҚ УНИВЕРСИТЕТІ

**ҚАШЫҚТЫҚТАН БІЛІМ БЕРУ:
ЖАҒАНДЫҚ АУҚЫМДАҒЫ ЖАҢА СЫН-ҚАТЕРЛЕР**

III Бөлім

**ДИСТАНЦИОННОЕ ОБРАЗОВАНИЕ:
НОВЫЕ ВЫЗОВЫ ГЛОБАЛЬНОГО МАСШТАБА**

Часть III

**DISTANCE LEARNING:
NEW CHALLENGES ON A GLOBAL SCALE**

Part III

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В данном сборнике, подготовленном Евразийским национальным университетом имени Л.Н. Гумилёва, представлены материалы международной конференции на казахском, русском и английском языках по вопросам дистанционного образования.

Выступления участников конференции посвящены актуальным проблемам и перспективам актуальных задач в области применения дистанционных технологий и распространение эффективного инновационного опыта на международном уровне.

Сборник рекомендован всем участникам образовательного процесса для обмена педагогическим опытом и дальнейшего повышения квалификации.

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TIME AND RESOURCES MANAGEMENT IN ONLINE TEACHING: OPPORTUNITIES AND LIMITATIONS

Julio Novillo Sanchez de Pedro

Meirambekova Lyazat K.

I will talk about time and resources management in online teaching: opportunities and limitations. Which are these opportunities and limitations? In my opinion, they are multiple of both of them. The new global situation has caused a big change in our paradigms and lifestyle, and the education system has also been affected. A normal day in our lives used to be like this: wake up, go to work and come back home. It means that most of our work was done outside home, and coming back home was equivalent to finishing your workday.

Now the structure of a working day is different: wake up, turn on the computer and start working. And when does the working day arrives to its end? That's the point. Sometimes never. Sometimes working day is just a synonym of "a day". What to do to avoid that?

We must set some limits. There has to be a fixed number of working hours per day. To accomplish that, anticipation is very important. When you know that you have to do a task for a specific date, you can organize your time properly. That is valid for teachers and for students as well. Students will be very thankful if the teacher is clear on what he or she wants and give them a deadline which allow to accomplish the task successfully. That deadline has to be far enough to give time for doing a good work, but not so far that lead the students to boredom. In general, it means the following: one day is not enough, but one week could be good if there is a load of work enough for it. Not too less, not too much. It doesn't mean that a teacher cannot ask for small tasks like exercises related to the last lesson, but we need to think that we are not the only teacher for our students, and if they are overloaded they can get lost in their education process.

Education is for all, so we have to care about everybody, and while some students are able to get a big amount of workload, others are not. There are different types of learning styles and each student has his or her own way.

On one hand, there are a lot of opportunities given by online teaching. First of all, the level of availability is higher. There is no doubt about that. The chance to make an inquiry approaches the subject and the teacher to the students, which generates a closer and more individual contact. The time we used to need to move from one classroom or building to another or just to go to the toilet to the other side of the corridor can be used now for teaching tasks. That means we can be more efficient doing more in less time, especially in winter, when the weather conditions and the big amount of snow make difficult every step outside. Now there is no need to prepare your winter clothes and leave home long time before work starts.

On the other hand, online teaching can be a stressful activity. Every part involved in it needs more resources, such as the adequate technology and a proper space. Both can be a problem if there are not enough devices available at home or they don't work well, as well as if the student hasn't a

private space where he or she can develop the skills a student needs. A personal computer, a good internet connection and a silent and comfortable place are essential to make online teaching appropriate, which is not always possible. Some students prefer offline learning mainly because of that. When going to the university, the students can find a different space where they can focus on the subject they are learning, and all of them are in the same environment, the classroom. They have a common space to share and interact with each other. Their minds are in class. Sometimes when they are at home, their minds remain at home too, and it's difficult for them to focus on any subject. Some of them have the feeling of being doing the same activity the whole day, but when they go to the university the time they pass there represents a very different activity in comparison with what they do at home.

I said that they have the feeling of doing the same activity the whole day because most of the students (and also teachers) pass their free time in front of a computer or a smartphone. Digitalization is everywhere, and that's good in general, but we must know how to manage our resources. We have the possibility to be all day in front of our device, but it doesn't mean it is something good. Actually, it can be a disadvantage. The lack of a new activity tires us easily, and we run the risk of passing into a passive state of mind if we are exhausted.

Anyway, the decision of having online lessons is, in my opinion, the best choice we have in the current situation. Offline lessons cannot guarantee nowadays the safety of our community members: it would not be possible to keep the minimum distance required and it would be very uncomfortable to teach and learn wearing a mask all the time.

In conclusion, online lessons can be a good practice if we schedule our activities on time. We need to create a calendar for medium to long time (one semester when possible) where most of the events are fixed and just some more can be added depending of the circumstances. The less we modify that planning, the more fruitful will be our work. Everybody will have clear what they have to do, when and how, with enough time for questions, research and review. That is my proposal.

I wish you all the best in this first days of the academic year 2020-2021. Thank you very much.

TEACHING VIA ONLINE: CEU UNIVERSITIES EXPERIENCE IN TIMES OF LOCK DOWN AND AFTERWARDS

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Introduction

On Monday, March, 9th the President of the Region of Madrid decreed the closing of the schools, high schools and universities for the March 11th. The same day, on March, 11th, the WHO declared the pandemic because the coronavirus SARS-Cov-2 that provokes the Covid-19. We had three days to restructure our way of teaching, to re-start the lessons on Monday, March 16th.

Institutional structure

The institutional structure of Universidad San Pablo CEU favoured the capability of the professors to adapt the usual contents to a new (for professors but also for students) way of teaching. CEU (which stands for "Centro de Estudios Universitarios" in Spanish, Centre for University Studies) was founded in 1935 by Angel Herrera Oria, a lawyer and a journalist (later catholic priest,