



Teaching Translation Technologies with Online Sessions

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course preparation
online collaboration platforms
online training versus classroom training

The Idea

- Training for those who...
 - cannot travel to the training site
 - don't have the time for a one or two-day seminar
- Cost reduction (travel, time away from work, seminar cost)
- Content to be delivered...
 - regular basic tools training
 - customized training on specialized topics

Preparation

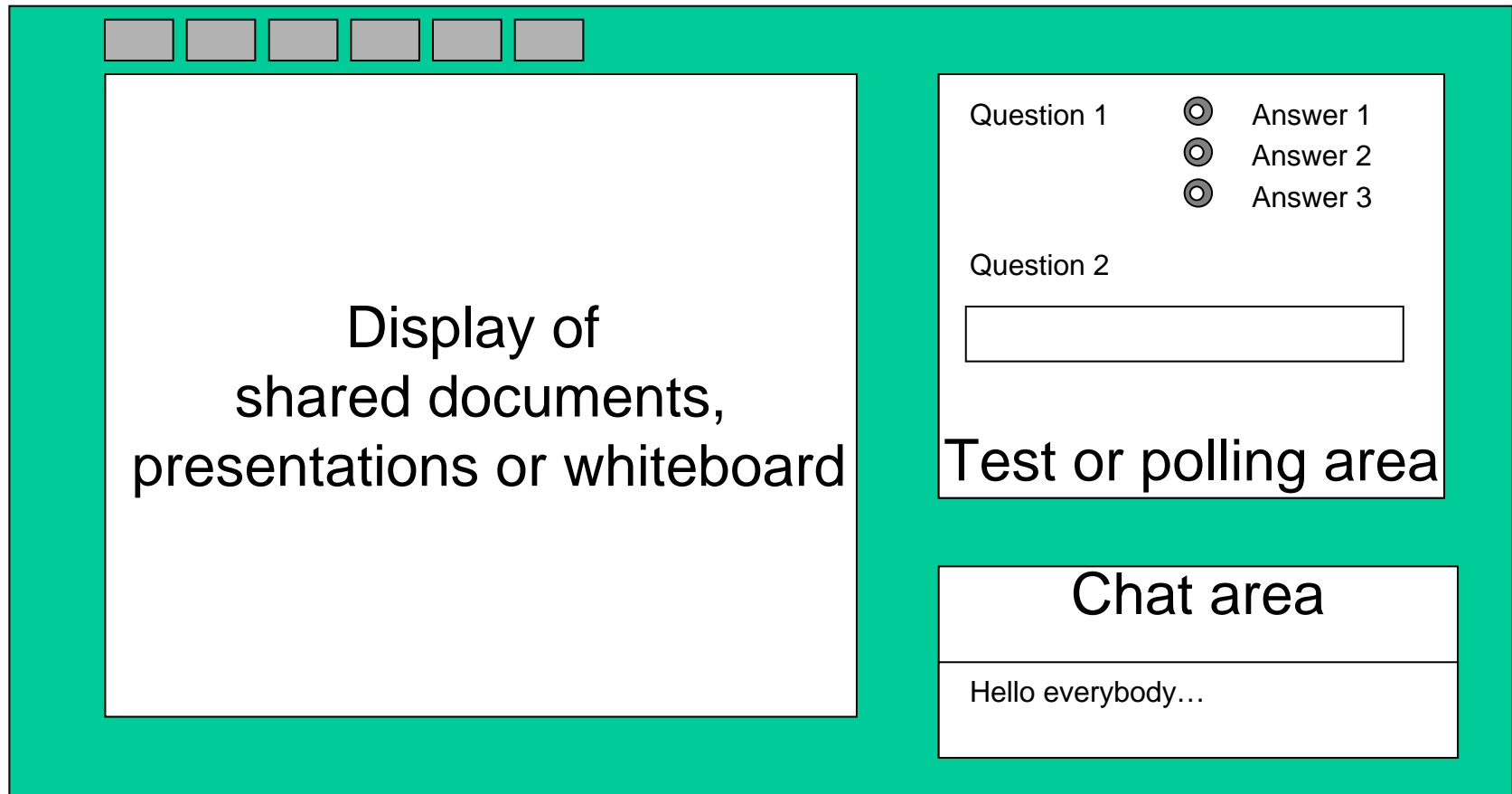
- Test of online meeting platforms
 - Functionalities
 - Pricing
 - Stability
 - Customizability
- Preparation of training material
- Trial run for instructor and participants

Internet meeting platforms

- Web technology that lets one person share a document, a presentation, an application or the whole desktop
- Participants can see what is happening on the instructor's screen in a browser window
- Additional voice connection via phone conference or voice-over-IP
- Pricing
 - per minute per user
 - per month limited to X sessions or Y users per session
 - software installation at your own company

Layout of virtual meeting platform in browser window

Menu bar



Evaluate meeting platforms

- Most virtual meeting platforms offer a trial period for free and tutorials to get to know the technology
- Platforms without interaction, just for showing your screen are available as freeware, others with application sharing are up to 45 cents per minute per person
- Features to check:
 - Sharing of documents or presentations by loading them into the system or by application sharing
 - Chat area
 - Polling / test creation
 - Switching computers (have participants show their screens)
 - Whiteboard area
 - Sending files from within the system during the training

Preparation of training material

- Original seminar was a three-day course, 6 hours per day
 - Online sessions max length: 1.5 to 2 hours
 - Training content needs to be split up into 2-hour sessions (logical modules)
 - Training material for each module needs to be timed correctly
 - 2-hour presentation is too much – hands-on training time needs to be implemented

Example of Training Module

WinAlign introduction and project setup

No	Action	File/App	Time
1	Show PPT	WA.ppt	10 min
	WA Functionalities		
	WA Glossary		
2	Application sharing	WinAlign	10 min
	Project setup	E.doc, D.doc	
3	Send files	E.doc, D.doc, F.doc	3 min
4	Hands-on		15 min
5	Questions/answers		5 min

Trial run

- ...to see if the sequence of steps in the modules is logical
- ...to evaluate the timing of the training material
- ...to get used to the features of the meeting platform
- ...to get used to teaching without seeing the participants

Intended group was...

- Translators who cannot travel to the training site because of time or cost constraints...

Actual participants where...

- Project managers who do not have the time to take a full training and who only need to see specific features, but not use all features of the tool in question

Results

- Instructor needs to...
 - be well prepared regarding the training material, the timing and the platform technology
 - talk a lot / ask a lot of questions
 - Not: „Does everybody see that?“
BUT: „Who does not see that“
 - Direct questions: How does it look on your screen, Mr. A?, What happened when you tried to do...?
- Class size should not exceed 5 to 6 participants

Results

- Participants need to be comfortable with their computer and the internet
 - See the tools in the browser window during presentation
 - Work with another instance of the tools on their own computer during hands-on session
- There should be a „getting to know the technology“ time at every session, so that participants feel comfortable with the training
- Video or pictures of participants/instructor should only be used during introductions, later on this is too distracting

Results

- Live internet sessions are a great way of training, but
 - it needs to be well prepared
 - it is not appropriate for every participant
- Online training sessions (with time for participants to work on the topics) should be the start, after that, online presentations on specific aspects or even audio sessions can follow.

Online versus Classroom

- Online sessions are useful, but not everybody feels comfortable with it
- Online sessions are more exhausting than classroom sessions, for both, instructor and participant
- Online sessions can be cancelled more easily if participants don't have the time or the technology does not work

Online versus Classroom

- Classroom sessions are more personal, instructors will see when a participant is lost or bored
- Classroom sessions are more flexible in what you show (creating a new demo file on the fly, going deeper into a specific topic, skipping a topic if the participants already know about it...)
- Classroom sessions have a more communicative aspect, especially during breaks



Thank you for
your attention!

Questions?

Comments?