



ESTONIAN E-COURSE QUALITY LABEL

Information Technology Foundation for Education



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Introduction

Estonian e-Learning Development Centre initiated the process of awarding the e-course quality label in the autumn of 2008 (see figure 1). This is part of the e-learning quality system with a main objective of harmonising activities related to e-learning and the level of the e-courses within the member institutions of the Estonian e-University and Estonian e-Vet consortia.

The quality label confirms the excellent level of the e-course and is an acknowledgement to the designer and/or teacher.

It must be noted that the process evaluates only criteria related to e-learning design and elements and not the content of the learning materials.



Figure 1. *The visual image of the quality label*

E-course

An e-course is a course or a module where the learning process is structured on the web.

Target group

Teaching staff of the member institutions of the Estonian e-University and Estonian e-Vet consortia can apply for the quality label.

Application process

The call for applications is an annual event. The exact timetable and conditions are disseminated through mailing lists and the website of the IT Foundation for Education.

The evaluation of the e-courses within the process is structured at three levels:

1. Self-evaluation level

Self-evaluation is done independently by the applicant based on the available form.

2. Institutional level

Institutional review is completed by the person appointed by the institution (e.g. programme leader, head of department etc) and signed by the direct superior of the applicant. The review is submitted by the applicant along with other documents.

3. Expert level

Evaluation at this level commences after submitting the self-evaluation and the institutional review. A panel of experts will evaluate the e-course based on strict guidelines. Decision to award the quality label is taken at the expert level.

How to apply

In order to apply for the quality label, fill in the self-evaluation form, application and the institutional review. All of this can be done online, more specifically:

- Log in at <https://konkursiveeb.hitsa.ee/> with you mobile-ID or ID-card. In case you do not have an account, you will need to register first.
- Complete the self-evaluation form and submit it for the quality label.
- Fill in the application form. Only upon completion of the self-evaluation, you will have the opportunity to submit the application.
- Attach the completed and signed institutional review (http://media.voog.com/0000/0034/3577/files/Organisatsiooniretsensioon_2.0.docx) to the application form.

Every applicant will receive feedback on their e-course from the panel of experts.

Result

As a result of the application round:

1. E-courses meeting the quality criteria will be awarded quality labels. This will allow the author to apply the visual image of the quality label in the course learning environment and also with promotion of the course.
2. Candidates for the „best e-course of the year“ will be nominated. The candidates are chosen from the e-courses that have been awarded the quality

label within the current application round. As a result, one grant (2000 EUR) will be assigned to one e-course of the member institutions of the Estonian e-University consortium.

IT Foundation for Education reserves the right to abstain from awarding the grants due to lack of suitable candidates.

3. **Feedback to applicants of the quality label.** Every applicant will receive extensive feedback to improve the e-course from the panel of experts.

Additional information

- **Quality label is tied to the year of attribution.** Due to rapid changes in the field of e-learning, it is highly recommendable to renew the label every three years.
- **Applying for the e-course quality label is free of charge.**

For further information please contact us!

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