



## Pedagogical Guidelines

### ***Shared Calendar***

#### **INTRODUCTION**

The common history of the last 50 years evokes the idea of sharing decisive and major events related to the development of the EU and that happened all over Europe. The activity allows secondary school students to add their own event in a shared calendar by choosing a date between 1950 and 2007 and submitting their contribution to the history of the EU.

Under the guidance of their teachers, pupils are invited to investigate decisive dates linked to the history and development of the EU, especially those that brought their own country closer to the EU. In the online calendar they search for the year and month in which they want to add an interesting event. All contributions are displayed as a list of events per month. Readers that are interested can click on the title and in a new page they can read the description that was provided by the submitting school. Schools are free to upload a picture, video or audio file to complement and illustrate their written outline.

The outcome is a shared European calendar that is the chronological history of the EU of the past 50 years made by European pupils for their fellow pupils

**Time line:** Pupils can begin their activities now and upload them from 26 March until the end of June 2007.

**Outcome:** A searchable online calendar with descriptions and optional files to illustrate their text.

**Languages:** English or French or German

#### **Size of contributions:**

Title: Max. 100 characters

Description: Max. 600 characters

Files 8MB – jpg, gif, pdf, doc, xls, ppt, txt, avi, mov, mpg, wmv, wma, wav, mp3, swf, zip

#### **STEP BY STEP SUGGESTED GUIDELINES**

##### **Take part**



##### **In the classroom**

- 1) Together with your pupils, search the EU history of the last 50 years for important dates/events. They choose the one which they are most interested in and collect the information related to this date.
- 2) They write a short summary of the event in max. 600 characters. They find an appropriate headline for it and upload both, description and title, on the portal.
- 3) They can illustrate their text with any supporting file such as a photo, picture, music or video etc, which they also submit on the portal.
- 4) This activity can be done as a whole class activity by sharing the work on one date or pupils work in smaller groups on different dates and contribute to the online calendar.

- 5) The teacher gives guidance on where to find the information and makes sure that the contributions that are submitted on the portal are correct and presented in an appropriate way.



### **Submit your contribution**

- 6) You first need to login with your password and login you received when registering for Spring Day 2007.  
This is necessary to allow only schools to participate and to keep this website safe for children.
- 7) Fill in the title and description in English, French or German. Please make sure that the title is no longer than 100 characters and the description 600 characters.
- 8) Select the language of your translation in the drop down menu.  
This is important as a moderator will automatically get notice of your submission and check that everything has been correctly submitted before publishing it on the portal.
- 9) Fill in the name of your pupil. Please make sure that you just mention the first name and the initial of the last name for safety reasons.
- 10) Upload a file if you want: this can be a scanned or digital picture, an audio or video file.  
The files that you can upload are listed above.
- 11) Select the date you have worked on in a drop down menu by day, month and year.
- 12) You need to tick off the 'legal right' button.
- 13) Click 'Next' to see the preview of your submissions  
You have the possibility to check if your entries are correct and make the necessary changes.
- 14) When everything is correct you click 'submit' and leave the submission form.



### **Search**

- 1) You click the arrows next to the calendar on the entry page of this activity and choose the decade you are interested in.
- 2) When the correct decade appears on the calendar, you click it and a new page opens.
- 3) At the top of the page you can now choose the exact year and month by clicking them.  
You can also choose a new decade at this point if you want.
- 4) A list of events is displayed in chronological order. You can see a picture, a headline and a short introduction to the contribution.
- 5) Click 'Read more' when you are interested in a contribution and you can see the entry in full size.
- 6) To leave you just click on 'Back'. You are free to choose a new date and follow the same steps again.



### **Copyright and safety regulations:**

The teacher needs to make sure that:

- The text is an original work by his/her pupil and is not taken from somebody or somewhere else,
- Quotations are marked as such and the source is mentioned,
- The uploaded file is free of use and not bound to any copyright regulations.

Only the first name and the initial of the last name of the pupil can be mentioned on the website in order to maintain the privacy of the pupil.

No photos of pupils can be submitted without parental authorisation.