



VIA AFRIKA DIGITAL EDUCATION ACADEMY

ONLINE TRAINING FOR TEACHERS

MARCH 2023

SACE Provider number: **PR0000008139**
Via Afrika is a B-BBEE **Level 1** supplier.



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

In partnership with the Department of Basic Education.

PREPARING
YOU FOR THE
FOURTH INDUSTRIAL
REVOLUTION!



Our Teachers. Our Future.

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INTRODUCTION

The Via Afrika Digital Education Academy (VADEA) was created with the mission of providing teachers with the knowledge, skills and values needed to prepare our learners to take their rightful place in the future as competent and confident citizens. VADEA is a set of training sessions that offer teachers the chance to take on the challenge of elearning and the 4IR confidently. This is achieved through a series of online training sessions that take the teacher from the start of the journey to confident and competent teachers in a changed classroom.

"Using technology as a teaching and learning tool in the classroom [brings about fear, anxiety and concern] to an even greater extent [than change] since it involves both changes in classroom procedures and the use of often unfamiliar technologies." – Bitner and Bitner (2002). To address this issue, the Via Afrika Digital Education Academy offers the revolutionary **Mindset Change for effective Digital Education** Course. This three-day training identifies and creates the ideal mindset for a teacher who is working in the digital age. Find out more on page 12.

"Our learners are our future workers and we have to ensure they are well-equipped and prepared for the 4IR." – Ms Angie Motshekga MP, Minister of Basic Education. We are well and truly in the **Fourth Industrial Revolution (4IR)**, but what does that mean for teachers? Find out more on page 14. Teachers now require different skills and knowledge to what they did even five years ago. In a set of 9 courses on **using Windows (on tablets and laptops) and Android operating systems**, VADEA has developed the training needed for a teacher to take their place in a classroom, in the 4IR, with a full understanding of the technology and pedagogies needed to make teaching and learning a success. Read more about these courses from page 16.

"Teachers must move from being able to demonstrate technology skills to being able to integrate technology competently into the teaching and learning process with the appropriate pedagogical expertise. But teachers who are competent also need to be confident in their competence in order to perform well." – Christina Watson, CEO Via Afrika. Our **Your laptop** course offers guidance on how to teach with only one laptop in a classroom. To meet the needs of a changing environment we offer a **Teaching Online** course that will give the teacher the knowledge and skills to develop learning for remote teaching and learning situations.

VADEA operates in partnership with the Department of Basic Education (DBE) and was developed from the work Via Afrika has been doing in rural schools in dedicated technology centres.

All of the training sessions in the courses have been approved by the South African Council for Educators (SACE) for Continuous Professional Development Points (PD Points). Read more on page 5.



WHY CHOOSE VIA AFRIKA ONLINE LEARNING

VIA AFRIKA ONLINE LEARNING

There are many forms of online learning, and it is important to understand what we do at Via Afrika.

Via Afrika offers asynchronous online training that allows participants to do the training at their own pace. To support participants **who are part of a group** we hold a synchronous online onboarding and registration session on Microsoft Teams before everyone gets started. During this session, a facilitator engages with the group to ensure everyone is comfortable with the registration process. At this online event, we talk the participants through the training process, the design of the sessions and what to expect. All questions on the process and structure are answered. Participants are then on their own to do the training in their own time, by a date set by the organisers.

On the set completion date, we have a final live online session with all participants where we debrief, discuss potential questions, and wrap up the training. This ensures that the training can be done within a predetermined timeframe and does not remain open-ended.

Our training modules are designed so that there are regular points of engagement built into the training, where the participant needs to engage in an online activity or assessment to ensure that the required knowledge or skill has been acquired. A participant cannot simply turn on the training, walk away and claim that it has been done.

Please see the table below for a comparison between online learning and face-to-face learning to get a complete perspective on the difference between face-to-face synchronous training and asynchronous online training.

Factor to consider	Face-to-face	Online
Sacrificed teaching time	Some of our courses comprise 86 hours or 14 workdays of engagement. This would mean all this time out of the classroom.	86 hours of training that can be done in shorter sessions in the participants' preferred time, over a period of choice.
Retention rate of information	Retention rates of face-to-face training are very low, 8% to 10% is retained after training. *	The <i>Research Institute of America</i> found that eLearning increases retention rates by 25% to 60% . This is because with eLearning participants have more control over the learning process as well as the opportunity to revisit the training as needed. *
Measured active engagement and participation	Participants are physically present, but it is impossible to measure mental engagement.	A report can be provided per individual indicating progress with sessions, progress within a session and engagement levels with content.
Coordinating the availability of participants	A time needs to be identified where all participants can be out of the teaching room on the same day, numerous times.	Participants can engage with the content as and when it fits into their individual schedules.

Factor to consider	Face-to-face	Online
Organising and paying for refreshments	Refreshments need to be provided for each training day.	No refreshments or food.
Additional payment for trainer, time, travel and accommodation	These costs would be incurred for the training days.	No costs to be incurred.
Access to training venue for participants	Participants may require transport time, transport cost and accommodation.	No cost to be incurred.
Data cost	Assessments are done online, limited data requirements.	2 GB of data per two-hour training session.
Absenteeism	Almost impossible to ensure everyone always attends, or to make up missed time.	Everyone schedules the training for when it works for them.
Pace	The trainer determines the pace within the confines of the scheduled time.	Each participant can work through the material at a pace suitable for them.
Revisiting of content	Once the training has been done, only the notes can be revisited.	A participant can redo the training with the recorded trainer at any time.
Group versus individual learning	Group learning allows for constructing of knowledge with peers.	No individual can get lost in the group and as a result lose out on personal growth.
Clarifying questions	The trainer can be asked questions.	The opportunity to revisit content for clarification is quick and easy. Questions can be asked on a session-specific forum where answers will be provided.
Previous negative online training experience	n/a	Via Afrika Online (asynchronous) training has regular assessments built in to ensure and measure engagement levels. We can report on how each participant has engaged with the content. A final online assessment, measuring knowledge gained, is required for all training.

* See Karla Gutierrez, "Facts and Stats That Reveal The Power Of ELearning [Infographic]," Shift - Disruptive eLearning, 2016, <https://www.shiftelearning.com/blog/bid/301248/15-facts-and-stats-that-reveal-the-power-of-elearning>.

WHAT IT COSTS

- All **two-hour** online sessions cost **R125.00** (VAT inclusive)
- All **six-hour** online sessions cost **R375.00** (VAT inclusive)
- The **cost** per person for **Mindset Change for Effective Digital Education** is R1 575.00 (VAT incl)
(Please note: This is regardless of how many people continue to Level Two and Level Three)
- **In addition for group registration and management**
Via Afrika charges a group registration fee depending on the size of the group:
 - 1 to 50 participants: R10 000.00 (VAT incl.)
 - 51 to 100 participants: R20 000.00 (VAT incl.)
 - 101 to 500 participants: R40 000.00 (VAT incl.)
 - 501+ participants: R75 000.00 (VAT incl.)

HOW DO I REGISTER?

Visit our website, www.viaafrika.com/academy to find out more and register.

HOW DO I PAY?

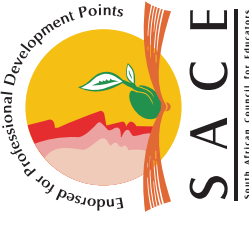
You will be able to pay with a credit card on our secure payment gateway on our website.

WHAT DO I NEED?

For the online training sessions with videos, online activities and assessments, you will need access to an internet connection as well as a tablet device or a smartphone. Depending on the course you might also need a computer to view the training while you work with your tablet or smartphone. You can view the training on any internet-connected computer, anywhere. See from page 8-9 for Required Existing Tablet or Laptop Skills required in order to do each of the sessions. We recommend 2GB of data per two-hour training session.

I HAVE MORE QUESTIONS, WHO CAN I ASK?

Please email us on VATraining@viaafrika.com or phone Maria at 021 406 3005 or 082 339 2687.
www.viaafrika.com



Towards Excellence in Education
5 points per 2 hour session
10 points per 6 hour session

SACE ENDORSEMENT NUMBER: PR00000008139

Via Afrika is pleased to be associated with the South African Council for Educators (SACE). It is SACE's responsibility to enhance the status of the teaching profession through appropriate registration, management of Professional Development and inculcation of a Code of Ethics for all educators. We are proud to be able to assist in the area of Professional Development.

SACE MANAGES THE PROFESSIONAL DEVELOPMENT OF TEACHERS BY:

- Approving quality and credible professional development providers
- Endorsing relevant and good professional development, quality activities and programmes
- Allocating professional development (PD) points to such activities
- Crediting each teacher's CPTD account/record with the PD points they have earned.

Teachers are required to engage in three types of SACE Endorsed Professional Development (PD) Activities or Programmes in order to achieve a minimum of 150 PD points on their PD points account in every three year cycle.

The Via Afrika Digital Education Academy's sessions have been endorsed by SACE and were allocated PD points on successful completion of the session and its assessment.

The following PD points were allocated:

- Two hour sessions - 5 PD points
- Six hour sessions - 10 PD points

With Via Afrika's Digital Education Academy's cost-effective sessions, teachers will find ways to develop their skills and earn PD points at the same time.



REGISTERING FOR AN ONLINE COURSE

You can follow these steps, or watch the video here: <http://bit.ly/VADEAHowto>

A START WITH REGISTERING ON THE VADEA PLATFORM

- Step 1:** Go to the Via Afrika Digital Education Academy website: www.viaafrika.com/academy
- Step 2:** Click on the orange **SIGN UP FOR FREE** button in the center of your screen.
- Step 3:** Complete the registration form at the bottom of the screen.
- Step 4:** Click on the **REGISTER** button once the whole form has been completed.

STEP 1 Google search bar with 'www.viaafrika.com/academy' entered.

STEP 2 'SIGN UP FOR FREE' button on the Va Afrika Digital Education Academy website.

STEP 3 Registration form with fields for Name, Email, Password, and Confirm Password.

STEP 4 'REGISTER' button on the registration form.

B TIME TO CHOOSE AN ONLINE TRAINING SESSION

- Step 5:** Click on the **COURSES** button at the top of the screen.
- Step 6:** Click on the **LEARN MORE** button next to each course to find out more.

STEP 5 'COURSES' button at the top of the website.

STEP 6 'LEARN MORE' button next to a course titled 'ANDROID'.

C NOW GET YOUR FIRST SESSION FREE (AND LEARN HOW TO BUY MORE!)

- Step 7:** Click on the **BUY SESSION** button under the name of the session you have chosen.
- Step 8:** Click on the blue **VIEW CART** button under the name of the session you have chosen.
- Step 9:** Click on the word "Coupon" and type in the coupon code **ONEFREE**.
- Step 10:** Click on the **APPLY COUPON** button.
- Step 11:** Click on the **PROCEED TO CHECKOUT** button.
- Step 12:** Fill out the missing detail on the left, then click the **PLACE ORDER** button.
- Step 13:** Click on the word "here" to start the session.

STEP 7 'BUY SESSION' button.

STEP 8 'VIEW CART' button.

STEP 9 'Coupon' field with 'ONEFREE' entered.

STEP 10 'APPLY COUPON' button.

STEP 11 'PROCEED TO CHECKOUT' button.

STEP 12 'PLACE ORDER' button.

STEP 13 'here' link to start the session.

D TIME TO DO YOUR FIRST ONLINE TRAINING SESSION

Once you have bought your session (or used your coupon to get it for free) your session will be available on your profile. You can always come back to your profile by clicking the "My profile" button on the top menu. Your profile lists all the sessions you have bought. To start, click on its name. Get going with the free "Get started here" session because it explains how the Via Afrika Digital Education Academy online training works.

My profile button.

Get started here session.

My certificates section.

REQUIRED EXISTING TABLET OR LAPTOP SKILLS

If you want to participate in one of the sessions offered by the Via Afrika Digital Education Academy, it is important to make sure that you make the right choice. To make the right choice, you will need to know that you already have the Required Existing Tablet or Laptop Skills linked to the session.

HOW DO I KNOW WHAT THE REQUIRED EXISTING TABLET OR LAPTOP SKILLS ARE?

The following Skills Required tables describe the levels of computer use as described by the Department of Education on the left, and the criteria of existing tablet or laptop skills as created by Via Afrika on the right.

Read through the criteria on the right side of each table and if you can say, "Yes, that's me!" to most of the criteria, you have identified the level of your existing skills.

Take note of the colour of the table. All our sessions have been colour-coded according to the the Required Skills tables.



REQUIRED EXISTING TABLET OR LAPTOP SKILLS: ENTRY LEVEL – NOVICE	
Entry Level [Computers]	Entry Level – Novice [Tablets or Laptops]
Department of Basic Education ICT Development Level	Via Afrika Digital Education Academy Required Existing Skills
At Entry Level on computers, the teacher is computer literate, able to use computers and teach learners to use computers.	Teacher's own use of tablet or laptop
	I have never used a tablet or laptop before and don't know how a tablet or laptop works.
	I cannot send or receive emails on a tablet or laptop.
	I cannot upload or download files (e.g. a PDF or images) on a tablet or laptop.
OR	I cannot download an app from the relevant online app store (e.g. Google Play Store).
The teacher might not yet be at Entry Level on computers either and might be new to technology in general.	Teacher's use of tablet or laptop for teaching and learning
	I have never used a tablet or laptop for teaching and learning.

REQUIRED EXISTING TABLET OR LAPTOP SKILLS: ENTRY LEVEL – BASIC	
Entry Level [Computers]	Entry Level – Basic [Tablets or Laptops]
Department of Basic Education ICT Development Level	Via Afrika Digital Education Academy Required Existing Skills
At Entry Level on computers, the teacher is computer literate, able to use computers and teach learners to use computers.	Teacher's own use of tablet or laptop
	I have used a tablet or laptop before, but I need assistance in most tasks.
	I can send and receive emails on a tablet or laptop.
OR	I cannot upload and download files (e.g. a PDF or images) on a tablet or laptop.
	I cannot download an app from the relevant online app store (e.g. Google Play Store).
The teacher might not yet be quite up to Entry Level on computers either and might be a very basic user of technology in general.	Teacher's use of tablet or laptop for teaching and learning
	I don't use a tablet or laptop for teaching and learning.

REQUIRED EXISTING TABLET OR LAPTOP SKILLS: ENTRY LEVEL – STANDARD	
Entry Level [Computers]	Entry Level – Standard [Tablets or Laptops]
Department of Basic Education ICT Development Level	Via Afrika Digital Education Academy Required Existing Skills
At Entry Level on computers, the teacher is computer literate, able to use computers and teach learners to use computers.	Teacher's use of tablet or laptop for teaching and learning
	I use my tablet or laptop for teaching and learning.
	I show YouTube videos on a tablet or laptop as part of my lessons.
	I use tablets or laptops in class mainly for drill-and-practice exercises.
	I use eBooks on my tablet or laptop, while the learners use print books.
	I decide when and how we use technology in class.

REQUIRED EXISTING TABLET OR LAPTOP SKILLS: ADOPTION LEVEL	
Adoption Level [Computers]	Adoption Level [Tablets or Laptops]
Department of Basic Education ICT Development Level	Via Afrika Digital Education Academy Required Existing Skills
At Adoption Level on computers, the teacher can use various technologies, including the computer, to support traditional management, administration, teaching and learning.	Teacher's use of tablet or laptop for teaching and learning
	I use my tablet or laptop for teaching and learning, and also for management and administration.
	I embrace the use of tablets or laptops for teaching and learning.
	I use blended learning techniques, such as eBooks, but I also use print books and paper.
	My learners and I use eBooks on our tablets or laptops in class and watch videos on our tablets related to the topics we learn about.
	I always use tablets or laptops for specific tasks, but not all the time.
	My learners have their own tablets or laptops OR our school has a shared set of tablets or laptops, that I use as often as I can.
	Although I decide how and when we use technology in class, I am gradually guiding my learners towards independent use of tablets or laptops.

REQUIRED EXISTING TABLET OR LAPTOP SKILLS: ADAPTATION LEVEL	
Adaptation Level [Computers]	Adaptation Level [Tablets or Laptops]
Department of Basic Education ICT Development Level	Via Afrika Digital Education Academy Required Existing Skills
At Adaptation Level on computers, the teacher can use technology to enrich the curriculum and uses integrated systems for management and administration.	Teacher's use of tablet or laptop for teaching and learning
	I am used to technology and I use my tablet or laptop for teaching and learning, and also for management and administration.
	I have a cloud-based system such as Google Drive, or a learning management system, that is linked to my tablet or laptop when I teach.
	My learners and I use tablets or laptops in class and I push content to them using our learning management system.
	My learners use tablets or laptops in class, and this helps them develop future-oriented skills such as collaboration, creativity, communication and critical thinking.
	My learners come up with new ways of using tablets or laptops in their group work and individual learning.
	My learners are growing closer to the time when they'll be able to use their tablets or laptops independently.

VADEA AT A GLANCE



IMPLEMENTING DIGITAL EDUCATION IN SCHOOLS FROM A CHANGE MANAGEMENT MINDSET

LEVEL 1

- Session 1: Education is changing - so what?
- Session 2: Making myself adaptable to change
- Session 3: The mindset change model for digital education implementation

LEVEL 2

- Session 1: The role of the change facilitation team
- Session 2: Working with the stakeholders - dealing with change and planning
- Session 3: Working with the stakeholders - skills assessment and planning

LEVEL 3

- Session 1: Developing the implementation plan
- Session 2: Implementing the implementation plan
- Session 3: Making change stick



TEACHING FOR THE FOURTH INDUSTRIAL REVOLUTION

- Session 1: Getting to the Fourth Industrial Revolution
- Session 2: Augmented Reality (AR)
- Session 3: Virtual Reality (VR)
- Session 4: Big Data
- Session 5: Artificial Intelligence (AI)
- Session 6: Coding
- Session 7: Robotics
- Session 8: Genready for the 4IR
- Session 9: Other 4IR Technologies and Applications



10



ANDROID COURSES

KNOW AND USE YOUR

ANDROID TABLET DEVICE

- Session 1: All about Android tablet devices
- Session 2: Making contact with the world
- Session 3: My Android tablet device is mine!
- Session 4: There's an Android app for that
- Session 5: Finding it on the internet
- Session 6: Making the Android tablet device work for you - files
- Session 7: Making the Android tablet device work for you - calendars and data management
- Session 8: Making the Android tablet device work for you - eBooks and eReaders
- Session 9: Taking the Android tablet to school

SOCIAL MEDIA ON

ANDROID TABLET DEVICES

- Session 1: Introducing social media
- Session 2: Creating your social media accounts
- Session 3: Social media in the classroom
- Session 4: Don't forget the other social media
- Session 5: Facebook in the classroom
- Session 6: Twitter in the classroom
- Session 7: A look at YouTube
- Session 8: YouTube in the classroom
- Session 9: Blogging in the classroom

GOOGLE AND GOOGLE APPS

ON ANDROID TABLET DEVICES

- Session 1: The Google Apps package and Google Drive
- Session 2: Google Docs
- Session 3: Google Calendar and Google Slides
- Session 4: Google Hangouts
- Session 5: Creating my own teaching and learning content
- Session 6: Google Apps that will open a new world to your learners
- Session 7: Streamline your class with Google Forms
- Session 8: Google Sheets
- Session 9: New course coming!

DIGITAL LEARNING IN SCHOOLS

FOR ANDROID USERS

- Session 1: Why eLearning?
- Session 2: Getting technical
- Session 3: Management and usage of ICTs in schools
- Session 4: Content for tablet devices
- Session 5: Apps for teachers for demonstrations and content creation
- Session 6: Online assessment tools
- Session 7: Learning management systems
- Session 8: Games teach too
- Session 9: The gamification of education



WINDOWS COURSES

KNOW AND USE YOUR

WINDOWS TABLET DEVICE

- Session 1: All about Windows tablet devices
- Session 2: Making contact with the world with my Windows tablet device
- Session 3: My Windows tablet device is mine!
- Session 4: There's a Windows app for that
- Session 5: Finding it on the internet
- Session 6: Making the Windows tablet device work for you - files
- Session 7: Making the Windows tablet device work for you - calendars and data management
- Session 8: Making the Windows tablet device work for you - eBooks and eReaders
- Session 9: Taking the Windows tablet device to school

SOCIAL MEDIA ON

WINDOWS TABLET DEVICES

- Session 1: Introducing social media
- Session 2: Creating your social media accounts
- Session 3: Social media in the classroom
- Session 4: Don't forget the other social media
- Session 5: Facebook in the classroom
- Session 6: Twitter in the classroom
- Session 7: A look at YouTube
- Session 8: YouTube in the classroom
- Session 9: Blogging in the classroom

MICROSOFT FOR

WINDOWS TABLET DEVICES

- Session 1: Introducing Microsoft Office 365 education and OneDrive
- Session 2: Microsoft Word and Microsoft Outlook
- Session 3: Microsoft PowerPoint
- Session 4: Microsoft OneNote
- Session 5: Skype and Yammer
- Session 6: Microsoft Forms and online assessment apps
- Session 7: Office mix and blended learning
- Session 8: Microsoft Excel
- Session 9: Office away and the Microsoft educator community

DIGITAL LEARNING IN

SCHOOLS FOR WINDOWS USERS

- Session 1: Why eLearning?
- Session 2: Getting technical
- Session 3: Management and usage of ICTs in schools
- Session 4: Content for Windows tablet devices
- Session 5: Apps for teachers for demonstrations and content creation
- Session 6: Online assessment tools
- Session 7: Learning management systems
- Session 8: Games teach too
- Session 9: The gamification of education



USING YOUR LAPTOP TO MAKE A REAL DIFFERENCE IN YOUR TEACHING

- Session 1: Your first laptop
- Session 2: Producing written documents (using Microsoft Word) Part 1
- Session 3: Producing written documents (using Microsoft Word) Part 2
- Session 4: Producing written documents (using Microsoft Word) Part 3
- Session 5: Processing numerical data (using Microsoft Excel) Part 1
- Session 6: Processing numerical data (using Microsoft Excel) Part 2
- Session 7: Preparing presentations (using Microsoft PowerPoint)
- Session 8: Keeping things together (using Microsoft OneNote)
- Session 9: Managing files
- Session 10: Connecting with the world
- Session 11: Using a display device with your laptop
- Session 12: Making it work with JUST ONE LAPTOP



TEACHING ONLINE

- Session 1: Foundations of online teaching
- Session 2: Teaching synchronously
- Session 3: Teaching asynchronously
- Session 4: Using Microsoft Teams to communicate your message
- Session 5: Teaching synchronously with Microsoft Teams
- Session 6: Teaching effectively in a hybrid classroom



STUDENT WELLNESS

- Course 1: A mindset for success
- Course 2: Stress and me
- Course 3: Stress, me and others

Please note that this course has been designed for students and not for teachers.

11



MINDSET CHANGE

IMPLEMENTING DIGITAL EDUCATION IN SCHOOLS FROM A CHANGE MANAGEMENT MINDSET

Digital education often fails because teachers and learners do not have the ideal mindset for making the changes needed. This course offers schools a holistic approach to implementing digital education. The school principal and all teachers are involved in Level One which focusses on personal mindset change.

Levels Two and Three develop the skills of a Change Facilitation Team who will be identified by the school after Level 1. The school can decide who they want to nominate for participation in this team, either a smaller group of people or the entire staff complement. As this team will be driving the implementation of digital projects in the school, it might be more meaningful to select a smaller project team. This Change Facilitation Team works through managing change in individuals and developing and implementing a successful project plan for the implementation of digital education in their school. Most work here will be done individually, but there will also be activities where the Change Facilitation Team will get together to work on joint activities.

This course will be valuable for any individual interested in completing it. Just register and complete all three levels. Group tasks can also be completed as an individual.

All the training is done online in the participants own time. This means that the participant will be able to take their own time to work with the key ideas and do the tasks at their own pace whilst engaging with the very personal content on an individual level. If a school wishes to see how far each teacher is with the training, they can ask for a regular report on individual progress. The cost of this is built into the registration fee. Level 1 is a pre-requisite for doing Level 2, and Level 2 is a pre-requisite for doing Level 3. No single session can be done in isolation.

This course is **not** available as your first free session.

LEVEL 1

In this level, the participant considers what change means to them at a personal level, before considering how their mindset has an impact on how they deal with the professional changes they experience. The concept of a change mindset is introduced. Change management and the idea of a Change Facilitation team are introduced.

EDUCATION IS CHANGING – SO WHAT? – 5 PD POINTS

1. Change surrounds us
2. Digital education defined
3. Benefits and challenges of digital education
4. How we respond to change and why

MAKING MYSELF ADAPT-ABLE TO CHANGE – 5 PD POINTS

1. Our brains and change
2. A Personal Change Model
3. Becoming adapt-able to change
4. What happens when we introduce digital education into schools?
5. A framework for dealing effectively with the change caused by digital education

THE MINDSET CHANGE MODEL FOR DIGITAL EDUCATION IMPLEMENTATION – 5 PD POINTS

1. Brief overview of theories of change and how they do and do not fit with education in SA
2. The Mindset Change Model overview
3. Steps to implementing the Mindset Change Model
4. Selecting the right Change Facilitator and Change Facilitation team
5. Taking adaptability with us

Required previous knowledge: None

Successful completion of the final assessment of Level 1 will allow the participant to qualify for the Professional Development points for the SACE accredited training sessions.



LEVEL 2

In this level, the participant explores what it means to be a Change Facilitator in a school undergoing change. A key focus of the level is how to manage someone who is experiencing change. This level is ideally completed at the same time as other Change Facilitators at a school to allow for group work.

THE ROLE OF THE CHANGE FACILITATION TEAM – 5 PD POINTS

1. Roles of an effective Change Facilitator
2. Qualities of an effective Change Facilitator
3. Knowledge & Skills of an effective Change Facilitator

WORKING WITH THE STAKEHOLDERS – DEALING WITH CHANGE – 5 PD POINTS

1. Understanding how change effects people
2. A deeper look at the Personal Change Model
3. Preparing to work with the needs of the different stakeholders

WORKING WITH THE STAKEHOLDERS – SKILLS ASSESSMENT AND PLANNING – 5 PD POINTS

1. Identifying the skills needs of different stakeholders
2. Assessing Pedagogical knowledge and skills – Teachers
3. Assessing ICT skills (levels of concern and levels of use) – Teachers and learners
4. Assessing Digital Fluency – Teachers and learners

Required previous knowledge: Level 1 of this course

Successful completion of the final assessment of Level 2 will allow the participant to qualify for the Professional Development points for the SACE accredited training sessions.

LEVEL 3

In this level, the participant will be introduced to project management and take this knowledge into the development of a project implementation plan for their school. This level is ideally completed at the same time as other Change Facilitators at a school to allow for group work.

DEVELOPING THE IMPLEMENTATION PLAN – 5 PD POINTS

1. Introduction to Project Management
2. Project life cycle
3. Project Scope Management
4. Project Time Management
5. Components of an effective implementation plan
6. Developing your own implementation plan

IMPLEMENTING THE IMPLEMENTATION PLAN – 5 PD POINTS

1. Project Cost Management
2. Project Quality Management
3. Project Risk Management
4. Project Procurement Management
5. Steps to implementing your plan

MAKING CHANGE STICK – 5 PD POINTS

1. Why do digital education projects fail?
2. Monitoring implementation
3. Evaluation of the implementation
4. How to make the change sustainable

Required previous knowledge: Levels 1 and 2 of this course

Successful completion of the final assessment of Level 3 will allow the participant to qualify for the Professional Development points for the SACE accredited training sessions.



ARE YOU PREPARING YOUR LEARNERS TO LIVE SUCCESSFULLY IN THE FOURTH INDUSTRIAL REVOLUTION (4IR)?

A lot is being said about the **Fourth Industrial Revolution (4IR)** and the need to be ready for it. While there are lots of frightening statistics and scary stories, there is not a great deal of understanding of what the Fourth Industrial Revolution is exactly, and what we need to do to be active participants in it. Education is meant to be the way to facilitate a positive future for our youth; but, what does that mean for you the educator? Via Afrika's online course, *Teaching for the Fourth Industrial Revolution*, has been written specifically for educators to help you prepare yourself, and your learners, for successful and effective lives as we continue deeper into the Fourth Industrial Revolution.

TEACHING FOR THE FOURTH INDUSTRIAL REVOLUTION (4IR)

SESSION 1: GETTING TO THE FOURTH INDUSTRIAL REVOLUTION (4IR) – 5 PD Points

1. Understand how the first three Industrial Revolutions laid a foundation for the latest innovations and emerging technologies
2. Be able to explain the difference between the Third and the Fourth Industrial Revolution
3. Have a basic understanding of a selection of Fourth Industrial Revolution (4IR) technologies and technologies (big data, coding, the internet of things, augmented reality, virtual reality, and artificial intelligence, and robotics) within an educational context

Required existing tablet skills: ■ Entry Level – Basic
Not available as your first free session.

SESSION 2: AUGMENTED REALITY (AR) – 5 PD Points

1. Be able to define AR and identify AR-related concepts and implementations
2. Have a clear understanding of the current and potential future use of AR within an educational context as well as the world at large
3. Understand that specific skills will be involved in using AR, but that these skills are not necessarily technology-specific
4. Be able to assist learners and their parents in understanding the value of AR-related skills in terms of current and future work and life opportunities
5. Have experienced AR and/or AR-related activities within an educational context

Required existing tablet skills: ■ Entry Level – Basic

SESSION 3: VIRTUAL REALITY (VR) – 5 PD Points

1. Be able to define VR and identify VR-related concepts and implementations
2. Have a clear understanding of the current and potential future use of VR within an educational context as well as the world at large
3. Understand that specific skills will be involved in using VR, but that these skills are not necessarily technology-specific
4. Be able to assist learners and their parents in understanding the value of VR-related skills in terms of current and future work and life opportunities
5. Have experienced VR and/or VR-related activities within an educational context

Required existing tablet skills: ■ Entry Level – Basic

SESSION 4: BIG DATA – 5 PD Points

1. Be able to define big data and identify big data-related concepts and implementations
2. Have a clear understanding of the current and potential future use of big data within an educational context as well as the world at large
3. Understand that specific skills will be involved in using big data, but that these skills are not necessarily technology-specific
4. Be able to assist learners and their parents in understanding the value of big data-related skills in terms of current and future work and life opportunities
5. Have experienced big data-related activities within an educational context

Required existing tablet skills: ■ Entry Level – Basic

SESSION 5: ARTIFICIAL INTELLIGENCE (AI) – 5 PD Points

1. Be able to define AI and identify AI-related concepts and implementations
2. Have a clear understanding of the current and potential future use of AI within an educational context as well as the world at large
3. Understand that specific skills will be involved in working with AI, but that these skills are not necessarily technology-specific
4. Be able to assist learners and their parents in understanding the value of AI-related skills in terms of current and future work and life opportunities
5. Have experienced AI-related activities within an educational context

Required existing tablet skills: ■ Entry Level – Basic

SESSION 6: CODING – 5 PD Points

1. Be able to define coding and identify coding-related concepts and implementations
2. Have a clear understanding of the current and potential future use of coding within an educational context as well as the world at large
3. Understand that specific skills will be involved in coding, but that these skills are not necessarily technology-specific
4. Be able to assist learners and their parents in understanding the value of coding-related skills in terms of current and future work and life opportunities
5. Have experienced coding and/or coding-related activities within an educational context

Required existing tablet skills: ■ Entry Level – Basic

SESSION 7: ROBOTICS – 5 PD Points

1. Be able to define robotics and identify robotics-related concepts and implementations
2. Have a clear understanding of the current and potential future use of robotics within an educational context as well as the world at large
3. Understand that specific skills will be involved in robotics, but that these skills are not necessarily technology-specific
4. Be able to assist learners and their parents in understanding the value of robotics-related skills in terms of current and future work and life opportunities
5. Have experienced robotics-related activities within an educational context

Required existing tablet skills: ■ Entry Level – Basic

SESSION 8: GENREADY FOR THE 4IR – 5 PD Points

1. Have a clear understanding of what it means to be GenReady for the 4IR
2. Be able to define and identify the general trends and skills related to the 4IR and how this can be applied within an educational context
3. Be able to appreciate and evaluate 4IR-related teaching and learning strategies, and personal and professional development concepts needed to bring 4IR into the classroom

Required existing tablet skills: ■ Entry Level – Basic

SESSION 9: OTHER 4IR TECHNOLOGIES AND APPLICATIONS – 5 PD Points

1. Be able to define and identify concepts and implementations related to chosen other 4IR technologies
2. Have a clear understanding of the current and potential future use of these 4IR technologies within an educational context as well as the world at large
3. Understand that specific skills will be involved in using these 4IR technologies, but that these skills are not necessarily technology-specific
4. Be able to assist learners and their parents in understanding the value of skills related to these 4IR technologies in terms of current and future work and life opportunities
5. Have experienced selected activities related to these 4IR technologies and applications within an educational context

Required existing tablet skills: ■ Entry Level – Basic



ANDROID COURSES



KNOW AND USE YOUR ANDROID TABLET DEVICE

Session 1: All about Android tablet devices	5 PD Points
Session 2: Making contact with the world	5 PD Points
Session 3: My Android tablet device is mine!	5 PD Points
Session 4: There's an Android app for that	5 PD Points
Session 5: Finding it on the Internet	5 PD Points
Session 6: Making the Android tablet device work for you – file	5 PD Points
Session 7: Making the Android tablet device work for you – calendars and data management	5 PD Points
Session 8: Making the android tablet device work for you – eBooks and eReaders	5 PD Points
Session 9: Taking the Android tablet to school	5 PD Points

SOCIAL MEDIA ON ANDROID TABLET DEVICES

Session 1: Introducing social media	5 PD Points
Session 2: Creating your social media accounts	5 PD Points
Session 3: Social media in the classroom: useful or just fun?	5 PD Points
Session 4: Don't forget the other social media	5 PD Points
Session 5: Facebook in the classroom	5 PD Points
Session 6: Twitter in the classroom	5 PD Points
Session 7: A look at YouTube	5 PD Points
Session 8: YouTube in the classroom	5 PD Points
Session 9: Blogging in the classroom	5 PD Points

* REQUIRED EXISTING TABLET OR LAPTOP SKILLS:

■	Entry Level – Novice
■	Entry Level – Basic
■	Entry Level – Standard
■	Adoption Level
■	Adaptation Level

See pages 8-9 for more details.

GOOGLE AND GOOGLE APPS ON ANDROID TABLET DEVICES

Session 1: The Google Apps package and Google Drive	5 PD Points
Session 2: Google Docs	5 PD Points
Session 3: Google Calendar and Google Slides	5 PD Points
Session 4: Google Hangouts	5 PD Points
Session 5: Creating my own teaching and learning content	5 PD Points
Session 6: Google Apps that will open a new world to your learners	5 PD Points
Session 7: Streamline your class with Google Forms	5 PD Points
Session 8: Google Sheets	5 PD Points

DIGITAL LEARNING IN SCHOOLS FOR ANDROID USERS

Session 1: Why eLearning?	5 PD Points
Session 2: Getting technical	5 PD Points
Session 3: Management and usage of ICTs in schools	5 PD Points
Session 4: Content for tablet devices	5 PD Points
Session 5: Apps for teachers for demonstrations and content creation	5 PD Points
Session 6: Online assessment tools	5 PD Points
Session 7: Learning Management Systems	5 PD Points
Session 8: Games teach too	5 PD Points
Session 9: The Gamification of Education	5 PD Points

To ensure you have the Required Skills to enrol for a particular session see pages 8-9



ANDROID

KNOW AND USE YOUR ANDROID TABLET DEVICE

When schools implement digital teaching and learning, tablet devices are often selected as the device of choice because of their ease of use and their mobility. However, teachers are often more familiar with laptops or desktop computers. The various sessions of this course introduce the teacher to the tablet device and its features, as well as apps useful to a teaching and learning environment. For this course, tablet devices using an Android operating system are explored.

SESSION 1: ALL ABOUT ANDROID TABLET DEVICES – 5 PD POINTS

-  **2 HRS**
1. Tablet types (operating systems; screen size; memory; RAM; speed; brands and quality)
 2. Physical device (buttons; camera; audio player; pens)
 3. Taking care of your device
 4. The home screen, icons, pages and the app drawer: getting around (navigation, menus, pinch and zoom, screenshots, launching apps e.g. the camera and audio player apps)
 5. Tablet orientation
 6. Connectivity (WiFi; 3G; Bluetooth)
 7. Data usage (what uses the most data; how to check usage; how to limit usage)
 8. Battery life (what uses the most battery power; how to check usage; how to limit usage)

Required prior knowledge: Aimed at absolute beginners

Required existing tablet skills:  Entry Level – Novice

SESSION 2: MAKING CONTACT WITH THE WORLD – 5 PD POINTS

-  **2 HRS**
1. Setting up an account and an email address (Google)
 2. Writing, reading and sending an email
 3. Opening an email attachment (security; choosing the right app)
 4. Sending an email attachment (size; choosing the best file format)
 5. Creating an email contact
 6. Sharing an email contact
 7. Tablet device security (signing in and out, lock screen, find my tablet, credit card details)

Required existing tablet skills:  Entry Level – Novice

SESSION 3: MY ANDROID TABLET DEVICE IS MINE! – 5 PD POINTS

-  **2 HRS**
1. Personalising the tablet device (wall papers, settings)
 2. Organising the tablet device (home screen pages, folders)
 3. Letting others use your tablet device (multiple user login, keeping data private)
 4. A very brief introduction to social media (what it is, options, security, Facebook, LinkedIn, YouTube)

Required existing tablet skills:  Entry Level – Novice

SESSION 4: THERE'S AN ANDROID APP FOR THAT – 5 PD POINTS

-  **2 HRS**
1. What is an app?
 2. App stores (with a focus on the Google Play Store)
 3. Downloading, installing and deleting apps
 4. Apps and widgets
 5. Reading on a tablet device (choosing an eReader; what file types can be read; where to find a good book)
 6. Taking short notes (which app?)

Required existing tablet skills:  Entry Level – Basic

SESSION 5: FINDING IT ON THE INTERNET – 5 PD POINTS

-  **2 HRS**
1. Selecting a browser (strengths and weaknesses of Google, Firefox, Opera)
 2. Effective, basic internet searches
 3. Bookmarks and favourites
 4. Cookies (what they are, deleting them)
 5. History (what it is, using it, deleting it)
 6. Downloading content from the internet
 7. Tabs and Windows
 8. Advanced internet searches (using, for example, " " and +)

Required existing tablet skills:  Entry Level – Basic

SESSION 6: MAKING THE ANDROID TABLET DEVICE WORK FOR YOU – FILES – 5 PD POINTS

-  **2 HRS**
1. Choosing the right app (strengths and weaknesses of Google Docs; WPS Office; MS Office)
 2. Word-based documents (creation; editing; saving)
 3. Spreadsheets (creation; editing; saving)
 4. Slide shows (creation; editing; saving)
 5. Document creation (choice of office suite, e.g. Google Docs, WPS Office, MS Office)

Required existing tablet skills:  Entry Level – Basic

SESSION 7: MAKING THE ANDROID TABLET DEVICE WORK FOR YOU – CALENDARS AND DATA MANAGEMENT – 5 PD POINTS

-  **2 HRS**
1. Calendar; using reminders
 2. Advanced contacts
 3. Backing up
 4. Storage options (Dropbox, Google Drive, OneDrive)
 5. Filing effectively (keeping personal data from school data)

Required existing tablet skills:  Entry Level – Standard

SESSION 8: MAKING THE ANDROID TABLET DEVICE WORK FOR YOU – EBOOKS AND eREADERS – 5 PD POINTS

-  **2 HRS**
1. eBooks types – PDF, ePub, HTML
 2. eReaders on tablet devices (options, functionalities, copyright protection)
 3. Definition and sources of Open Source content
 4. Definition of Creative Commons content

Required existing tablet skills:  Entry Level – Standard

SESSION 9: TAKING THE ANDROID TABLET TO SCHOOL – 5 PD POINTS

-  **2 HRS**
1. Learning with a tablet (learning options using a tablet – as an eReader, a research device and as an additional resource generator (for example, YouTube and Facebook))
 2. Recording and record keeping by using apps, Gmail and Drive
 3. Internet safety and security

Required existing tablet skills:  Entry Level – Standard



WHAT PEOPLE SAY

“Nothing difficult at all because everything was in the notes and all I had to do was to read them.”

– Course Participant



ANDROID

SOCIAL MEDIA ON ANDROID TABLET DEVICES

Communication and collaboration are important skills for the modern learner and teacher alike. Social media such as Facebook, Twitter, YouTube and others, are familiar and user-friendly platforms that can easily be set up as effective teaching and learning environments. Teachers are briefly introduced to the various social media platforms but the focus of each session is how the specific social media app can be used in a classroom by teachers and learners using Android tablet devices.

Required prior knowledge for all sessions is the content of **Know And Use Your Android Device** sessions 1 and 2.

SESSION 1: INTRODUCING SOCIAL MEDIA – 5 PD POINTS

2 HRS

1. What is social media?
2. Different types of social media (Facebook, Twitter, YouTube, Pinterest, Blogging [e.g. WordPress], LinkedIn, Google+ and WhatsApp)
3. Who most often uses each of the different social media and which one is for you?
4. What are the dangers associated with using social media?
5. Using social media responsibly (what not to post, how to remove posts)
6. Social media law and freedom of speech
7. Data usage

Required existing tablet skills: ■ Entry Level – Basic

SESSION 2: CREATING YOUR SOCIAL MEDIA ACCOUNTS – 5 PD POINTS

2 HRS

1. Facebook, Twitter, YouTube, Pinterest, Blogging, LinkedIn, WhatsApp, Google+
2. Account creation
3. Personalisation
4. Privacy settings
5. Posting, tweeting and pinning
6. Followers and your following

Required existing tablet skills: ■ Entry Level – Basic

SESSION 3: SOCIAL MEDIA IN THE CLASSROOM: USEFUL OR JUST FUN? – 5 PD POINTS

2 HRS

1. Brief introduction to effective teaching using digital content based on TPACK (Technological, Pedagogical and Content Knowledge)
2. Brief introduction to effective teaching using digital content based on SAMR (Substitution, Augmentation, Modification and Redefinition)
3. Brief introduction to effective teaching using digital content based on Bloom's Revised Taxonomy
4. Using social media as a teaching tool
5. Issues in setting up classroom accounts (privacy settings, keeping your account separate from the class account, keeping safe online)

Required existing tablet skills: ■ Entry Level – Standard

SESSION 4: DON'T FORGET THE OTHER SOCIAL MEDIA – 5 PD POINTS

2 HRS

1. How to use Pinterest in the classroom
2. How to use WhatsApp in the classroom
3. How to use LinkedIn in the classroom
4. Constructing a lesson plan using Pinterest, WhatsApp and LinkedIn and checking it against TPACK, SAMR and Bloom's Revised Taxonomy

Required existing tablet skills: ■ Entry Level – Standard



SESSION 5: FACEBOOK IN THE CLASSROOM – 5 PD POINTS

2 HRS

1. How to use Facebook in a classroom
2. Constructing a lesson plan using Facebook and checking it against TPACK, SAMR and Bloom's Revised Taxonomy

Required existing tablet skills: ■ Adoption Level

SESSION 6: TWITTER IN THE CLASSROOM – 5 PD POINTS

2 HRS

1. How to use Twitter in a classroom
2. Constructing a lesson plan using Twitter and checking it against TPACK, SAMR and Bloom's Revised Taxonomy

Required existing tablet skills: ■ Adoption Level

SESSION 7: A LOOK AT YOUTUBE – 5 PD POINTS

2 HRS

1. Set up account
2. Functionality
3. How to search
4. The power of your history
5. Uploading content
6. Can I make money on YouTube?

Required existing tablet skills: ■ Adoption Level

SESSION 8: YOUTUBE IN THE CLASSROOM – 5 PD POINTS

2 HRS

1. How to use YouTube in a classroom
2. Constructing a lesson plan using YouTube and checking it against TPACK, SAMR and Bloom's Revised Taxonomy

Required prior knowledge: Content in Session 7, A Look At YouTube.

Required existing tablet skills: ■ Adoption Level

SESSION 9: BLOGGING IN THE CLASSROOM – 5 PD POINTS

2 HRS

1. How to use blogs in a classroom
2. Choosing a blogging platform: WordPress, Blogger.com, Kidblog, Glogster and Edublogs
3. Constructing a lesson plan using a blog on a chosen platform and checking it against TPACK, SAMR and Bloom's Revised Taxonomy

Required existing tablet skills: ■ Adoption Level

* REQUIRED EXISTING TABLET OR LAPTOP SKILLS:

- Entry Level – Novice
- Entry Level – Basic
- Entry Level – Standard
- Adoption Level
- Adaptation Level

See pages 8-9 for more details.



WHAT PEOPLE SAY

"It was interesting and helped you to think out of the box regarding technology and being learner centred."

– Course Participant



ANDROID

GOOGLE AND GOOGLE APPS ON ANDROID TABLET DEVICES

A critical skill during the Fourth Industrial Revolution, and beyond, is the ability to work and collaborate seamlessly in an online environment. Google has created a powerful set of apps that can be used across devices, both offline and online, for easy and effective real-time collaboration by a number of users on a shared file. During this course, teachers are introduced to the various Google Apps. Strategies for using Google Apps in a teaching and learning context using Android tablet devices are considered. Required prior knowledge for all sessions is the content of **Know And Use Your Android Device** sessions 1 and 2.

SESSION 1: THE GOOGLE APPS PACKAGE AND GOOGLE DRIVE – 5 PD POINTS

1. Introduction to the Google Apps package (Mail, Calendar, Docs, Sheets, Slides, Drive, Sites)
2. Google Drive (what it is, how to set it up, what to do with it)

Required existing tablet skills: ■ Entry Level – Basic

SESSION 2: GOOGLE DOCS – 5 PD POINTS

1. Google Docs (create, edit, save, collaborate, share)

Required existing tablet skills: ■ Entry Level – Standard

SESSION 3: GOOGLE CALENDAR AND GOOGLE SLIDES – 5 PD POINTS

1. Calendar (create and share an event)
2. Slides (create, edit, collaborate, share a presentation)

Required existing tablet skills: ■ Entry Level – Standard

SESSION 4: GOOGLE HANGOUTS – 5 PD POINTS

1. Google Hangouts (what it is, how to set it up, what to do with it)
2. Using Google Hangouts in the classroom
3. Constructing a lesson plan using Google Hangouts and checking it against TPACK, Bloom's Revised Taxonomy and SAMR

Required existing tablet skills: ■ Entry Level – Standard



WHAT PEOPLE SAY

"I like that the learning material was set out very neatly and easy to become."

– Course Participant

SESSION 5: CREATING MY OWN TEACHING AND LEARNING CONTENT – 5 PD POINTS

2 HRS

1. What is copyright?
2. What is Open Source?
3. What is Creative Commons?
4. How to use Creative Commons effectively as a resource for creating teaching and learning content
5. Tips and tricks when creating content using Google Apps
6. Constructing a lesson plan using Open Source technology and Creative Commons materials and checking it against TPACK, Bloom's Revised Taxonomy and SAMR

Required existing tablet skills: ■ Adoption Level

SESSION 6: GOOGLE APPS THAT WILL OPEN A NEW WORLD TO YOUR LEARNERS – 5 PD POINTS

2 HRS

1. Creating lesson plans with Google Maps – for all subjects
2. Creating lesson plans with Google Earth – for all subjects
3. Checking lesson plans against TPACK, Bloom's Revised Taxonomy and SAMR

Required existing tablet skills: ■ Adoption Level

SESSION 7: STREAMLINE YOUR CLASS WITH GOOGLE FORMS – 5 PD POINTS

2 HRS

1. Google Forms (what it is, how to set it up, different options available)
2. Where best to use Google Forms
3. Creating Google Forms

Required existing tablet skills: ■ Adoption Level

SESSION 8: GOOGLE SHEETS – 5 PD POINTS

2 HRS

1. What Google Sheets is, how to create and open a Sheet
2. How to edit and save in Google Sheets
3. How to collaborate and share in Google Sheets

Required existing tablet skills: ■ Adoption Level



WHAT PEOPLE SAY

"I loved the apps and their tutorials."

– Course Participant





ANDROID

DIGITAL LEARNING IN SCHOOLS FOR ANDROID USERS

Understanding and implementing effective digital learning has become a critical skill for the modern teacher. This course starts with helping teachers gain an understanding of why and how to set up digital learning and teaching on Android tablets for their schools, and progresses through modern digital teaching and learning practices, all the way to the gamification of education.

SESSION 1: WHY eLEARNING? – 5 PD POINTS

🕒 2 HRS

1. Learners in the 21st Century
2. Teachers in the 21st Century
3. Schools in the 21st Century
4. Understanding the theory behind eLearning and how to put it to practice

(Blended Learning, Multimedia, TPACK, SAMR, RAT)

Required existing tablet skills: ■ Entry Level – Basic

SESSION 2: GETTING TECHNICAL – 5 PD POINTS

🕒 2 HRS

1. Devices (choosing tablet devices – specifications with a focus on storage, RAM, screen resolution, strength of screen, CPU)
2. Operating systems

Required existing tablet skills: ■ Entry Level – Basic

SESSION 3: MANAGEMENT AND USAGE OF ICTs IN SCHOOLS – 5 PD POINTS

🕒 2 HRS

1. Definition of ICT in school environment
2. The importance of managing ICT: access control, communication control, hardware safety, cyber safety, cost control, relevance of resources
3. Stakeholders in ICT at school
4. Writing school ICT management policies to enhance learning
5. Drafting an ICT implementation plan (guidelines for users)
6. Drafting an ICT Acceptable Use Policy; considerations include: content; data usage; social media; safety and security

Required existing tablet skills: ■ Entry Level – Basic

SESSION 4: CONTENT FOR THE TABLET DEVICES – 5 PD POINTS

🕒 2 HRS

1. eBooks – eBooks, HTML5, ePub, reflowable text, fixed layout
2. Developing your own eBooks
3. Choosing apps for your learners' needs

Required prior knowledge: ■ The content of **Know And Use Your Android Device** sessions 1, 2 and 4.

Required existing tablet skills: ■ Entry Level – Standard

* REQUIRED EXISTING TABLET OR LAPTOP SKILLS:

■ Entry Level – Novice

■ Entry Level – Basic

■ Entry Level – Standard

■ Adoption Level

■ Adaptation Level

See pages 8-9 for more details.



SESSION 5: APPS FOR TEACHERS FOR DEMONSTRATIONS AND CONTENT CREATION – 5 PD POINTS

🕒 2 HRS

1. Apps for demonstrations
2. Apps for content creation
3. Incorporation of apps in lesson plans
4. Integrated use of apps in the classroom (including TPACK, Bloom's Revised Taxonomy and SAMR)
5. Google Play Books and Kindle (including TPACK, Bloom's Revised Taxonomy and SAMR)
6. Interactive whiteboards, including Explain Everything
7. Note-taking apps (OneNote, Evernote, Papyrus)
8. Book Creator (including TPACK, Bloom's Revised Taxonomy and SAMR)

Required prior knowledge: ■ The content of **Know And Use Your Android Device** sessions 1, 2 and 4.

Required existing tablet skills: ■ Entry Level – Standard

SESSION 6: ONLINE ASSESSMENT TOOLS – 5 PD POINTS

🕒 2 HRS

1. Description of 21st-Century learners (also called Generation Z)
2. Assessment in the 21st-Century classroom using technological devices
3. Online assessment: description, advantages, benefits, challenges, examples
4. Kahoot! – description, simulated activity, disadvantages
5. Socrative – description, simulated activity, disadvantages
6. Class Dojo – description, advantages, challenges

Required prior knowledge: ■ The content of **Know And Use Your Android Device** sessions 1, 2 and 4.

Required existing tablet skills: ■ Adoption Level

SESSION 7: LEARNING MANAGEMENT SYSTEMS – 5 PD POINTS

🕒 2 HRS

1. What a Learning Management System can be used for
2. How to select a Learning Management System
3. Managing a Learning Management System in your school
4. Examples of Learning Management Systems

Required existing tablet skills: ■ Adoption Level

SESSION 8: GAMES TEACH TOO – 5 PD POINTS

🕒 2 HRS

1. A brief introduction to using games in education
2. Useful resources and ideas
 - QR Code Treasure Hunt Generator
 - Geocaching
 - Scavenger Hunts

Required prior knowledge: ■ The content of **Know And Use Your Android Device** sessions 1, 2 and 4.

Required existing tablet skills: ■ Adaptation Level

SESSION 9: THE GAMIFICATION OF EDUCATION – 5 PD POINTS

🕒 2 HRS

1. What is the gamification buzz about?
2. Rewards of gamification: learner engagement; higher learner marks; personal success
3. Theory of gamification, including terminology (quest, mission, challenge, task, points, leaderboard, time)
4. Impact of gamification on learning
5. User experience of Classcraft

Required prior knowledge: ■ Confident user of a tablet and Apps.

Required existing tablet skills: ■ Adaptation Level



WHAT PEOPLE SAY

“Courses were very informative and the classnotes were also very helpful.”

– Course Participant





WINDOWS COURSES

KNOW AND USE YOUR WINDOWS TABLET DEVICE

Session 1: All about Windows tablet devices	5 PD Points
Session 2: Making contact with the world with my Windows tablet device	5 PD Points
Session 3: My Windows tablet device is mine!	5 PD Points
Session 4: There's a Windows app for that	5 PD Points
Session 5: Finding it on the Internet	5 PD Points
Session 6: Making the Windows tablet device work for you – files	5 PD Points
Session 7: Making the Windows tablet device work for you – Calendars and data management	5 PD Points
Session 8: Making the Windows tablet device work for you – eBooks And eReaders	5 PD Points
Session 9: Taking the Windows tablet device to school	5 PD Points

SOCIAL MEDIA ON WINDOWS TABLET DEVICES

Session 1: Introducing social media	5 PD Points
Session 2: Creating your social media accounts	5 PD Points
Session 3: Social media in the classroom: useful or just fun?	5 PD Points
Session 4: Don't forget the other social media	5 PD Points
Session 5: Facebook in the classroom	5 PD Points
Session 6: Twitter in the classroom	5 PD Points
Session 7: A look at YouTube	5 PD Points
Session 8: YouTube in the classroom	5 PD Points
Session 9: Blogging in the classroom	5 PD Points

* REQUIRED EXISTING TABLET OR LAPTOP SKILLS:

Entry Level – Novice
Entry Level – Basic
Entry Level – Standard
Adoption Level
Adaptation Level

See pages 8-9 for more details.

MICROSOFT FOR WINDOWS TABLET DEVICES

Session 1: Introducing Microsoft Office 365 Education and OneDrive	5 PD Points
Session 2: Microsoft Word and Microsoft Outlook	5 PD Points
Session 3: Microsoft PowerPoint	5 PD Points
Session 4: Microsoft OneNote	5 PD Points
Session 5: Skype and Yammer	5 PD Points
Session 6: Microsoft Forms and online assessment apps	5 PD Points
Session 7: Office mix and blended learning	5 PD Points
Session 8: Microsoft Excel	5 PD Points
Session 9: Office away and the Microsoft educator community	5 PD Points

DIGITAL LEARNING IN SCHOOLS FOR WINDOWS USERS

Session 1: Why eLearning?	5 PD Points
Session 2: Getting technical	5 PD Points
Session 3: Management and usage of ICTs in schools	5 PD Points
Session 4: Content for Windows tablet devices	5 PD Points
Session 5: Apps for teachers for demonstrations and content creation	5 PD Points
Session 6: Online assessment tools	5 PD Points
Session 7: Learning Management Systems	5 PD Points
Session 8: Games teach too	5 PD Points
Session 9: The gamification of education	5 PD Points

To ensure you have the Required Skills to enrol for a particular session see pages 8-9





WINDOWS

KNOW AND USE YOUR WINDOWS TABLET DEVICE

When schools implement digital teaching and learning, tablet devices are often selected as the device of choice because of their ease of use and their mobility. However, teachers are often more familiar with laptops or desktop computers. The various sessions of this course introduce the teacher to the tablet device and its features, as well as apps useful to a teaching and learning environment. For this course, tablet devices using a Windows operating system are explored.

SESSION 1: ALL ABOUT WINDOWS TABLET DEVICES – 5 PD POINTS

2 HRS

1. Tablet types (operating systems; screen size; memory; RAM; speed; brands and quality)
2. Physical device (buttons; camera; audio player; pens)
3. Taking care of your device
4. The home screen, icons, pages and the app drawer: getting around (navigation, menus, pinch and zoom, screenshots, launching apps e.g. the camera and audio player apps)
5. Tablet orientation
6. Connectivity (WiFi; 3G; Bluetooth)
7. Data usage (what uses the most data; how to check usage; how to limit usage)
8. Battery life (what uses the most battery power; how to check usage; how to limit usage)

Required prior knowledge: Aimed at absolute beginners

Required existing tablet skills: ■ Entry Level – Novice

SESSION 2: MAKING CONTACT WITH THE WORLD WITH MY WINDOWS TABLET DEVICE – 5 PD POINTS

2 HRS

1. Setting up an account and an email address (Outlook)
2. Writing, reading and sending an email
3. Opening an email attachment (security; choosing the right app)
4. Sending an email attachment (size; choosing the best file format)
5. Creating an email contact
6. Sharing an email contact
7. Tablet device security (signing in and out, lock screen, "Find my Device tablet", sharing personal or banking credit card details)

Required existing tablet skills: ■ Entry Level – Novice

SESSION 3: MY WINDOWS TABLET DEVICE IS MINE! – 5 PD POINTS

2 HRS

1. Personalising the tablet device
2. Organising the tablet device
3. Tablet security and letting others use your tablet device
4. A very brief introduction to social media (what it is, options, security, Facebook, LinkedIn, YouTube)

Required existing tablet skills: ■ Entry Level – Novice

SESSION 4: THERE'S A WINDOWS APP FOR THAT – 5 PD POINTS

2 HRS

1. What is an app?
2. App stores (with a focus on the Windows Store)
3. Downloading, installing and deleting apps
4. Apps and widgets
5. Reading on a tablet device
6. Selection of an app useful for teaching and learning

Required existing tablet skills: ■ Entry Level – Basic



SESSION 5: FINDING IT ON THE INTERNET – 5 PD POINTS

2 HRS

1. Features and functions of a browser (including the URL, tabs, windows)
2. Effective internet searches
3. Downloading content from the internet
4. Microsoft Edge (Favourites, Reading list, History, Find on page, Make a web note)
5. Bing in the Classroom
6. Bing has Answers

Required existing tablet skills: ■ Entry Level – Basic



SESSION 6: MAKING THE WINDOWS TABLET DEVICE WORK FOR YOU – FILES – 5 PD POINTS

2 HRS

1. Choosing the right app (strengths and weaknesses of Google Docs; WPS Office; MS Office)
2. Word-based documents (creation; editing; saving)
3. Spreadsheets (creation; editing; saving)
4. Slide shows (creation; editing; saving)
5. Document creation

Required existing tablet skills: ■ Entry Level – Basic



SESSION 7: MAKING THE WINDOWS TABLET DEVICE WORK FOR YOU – CALENDARS AND DATA MANAGEMENT – 5 PD POINTS

2 HRS

1. Calendar, using reminders
2. Advanced features of the People app
3. Backing up
4. Storage options (Dropbox, Google Drive, OneDrive)
5. Filing effectively (keeping personal data from school data)

Required existing tablet skills: ■ Entry Level – Standard



SESSION 8: MAKING THE WINDOWS TABLET DEVICE WORK FOR YOU – EBOOKS AND eREADERS – 5 PD POINTS

2 HRS

1. eBooks types – PDF, ePub, HTML
2. eReaders on tablet devices (options, functionalities, copyright protection)
3. Definition and sources of Open Source content
4. Definition of Creative Commons content

Required existing tablet skills: ■ Entry Level – Standard



SESSION 9: TAKING THE WINDOWS TABLET TO SCHOOL – 5 PD POINTS

2 HRS

1. Learning with a tablet (learning options using a tablet – as an eReader, a research device and as an additional resource generator (for example, YouTube and Facebook))
2. Recording and record keeping by using email folders
3. Internet safety and security

Required existing tablet skills: ■ Entry Level – Standard



WHAT PEOPLE SAY

"I like your lesson plan and combination of notes and videos."
– Course Participant



WINDOWS

SOCIAL MEDIA ON WINDOWS TABLET DEVICES

Communication and collaboration are important skills for the modern learner and teacher alike. Social media such as Facebook, Twitter, YouTube and others, are familiar and user-friendly platforms that can easily be set up as effective teaching and learning environments. Teachers are briefly introduced to the various social media platforms but the focus of each session is how the specific social media app can be used in a classroom by teachers and learners using tablet devices with a Windows operating system. Required prior knowledge for all sessions is the content of **Know And Use Your Windows Device** sessions 1 and 2.

SESSION 1: INTRODUCING SOCIAL MEDIA – 5 PD POINTS

1. What is social media?
2. Different types of social media
3. Who most often uses each of the different social media and which one is for you?
4. What are the dangers associated with using social media?
5. Using social media responsibly (what not to post, how to remove posts)
6. Social media law and freedom of speech
7. Data Usage

Required existing tablet skills: ■ Entry Level – Basic



SESSION 2: CREATING YOUR SOCIAL MEDIA ACCOUNTS – 5 PD POINTS

- Facebook, Twitter, YouTube, Pinterest, Blogging, LinkedIn, WeChat
1. Account creation
 2. Personalisation
 3. Privacy settings
 4. Posting, tweeting and pinning
 5. Followers and your following

Required existing tablet skills: ■ Entry Level – Basic



SESSION 3: SOCIAL MEDIA IN THE CLASSROOM: USEFUL OR JUST FUN? – 5 PD POINTS

1. Brief introduction to effective teaching using digital content based on TPACK
2. Brief introduction to effective teaching using digital content based on SAMR
3. Brief introduction to effective teaching using digital content based on Bloom's Revised Taxonomy
4. Using social media as a teaching tool
5. Issues in setting up classroom accounts (privacy settings, keeping your account separate from the class account, keeping safe online)

Required existing tablet skills: ■ Entry Level – Standard



SESSION 4: DON'T FORGET THE OTHER SOCIAL MEDIA – 5 PD POINTS

1. How to use Pinterest in the classroom
2. How to use WeChat in the classroom
3. How to use LinkedIn in the classroom
4. Constructing a lesson plan using Pinterest, WeChat and LinkedIn and checking it against TPACK, SAMR and Bloom's Revised Taxonomy

Required existing tablet skills: ■ Entry Level – Standard



SESSION 5: FACEBOOK IN THE CLASSROOM – 5 PD POINTS

1. How to use Facebook in a classroom
2. Constructing a lesson plan using Facebook and checking it against TPACK, SAMR and Bloom's Revised Taxonomy

Required existing tablet skills: ■ Adoption Level



SESSION 6: TWITTER IN THE CLASSROOM – 5 PD POINTS

1. How to use Twitter in a classroom
2. Constructing a lesson plan using Twitter and checking it against TPACK, SAMR and Bloom's Revised Taxonomy

Required existing tablet skills: ■ Adoption Level



SESSION 7: A LOOK AT YOUTUBE – 5 PD POINTS

1. Setup account
2. Functionality
3. How to search
4. The power of your history
5. Uploading content
6. Can I make money on YouTube?

Required existing tablet skills: ■ Adoption Level



SESSION 8: YOUTUBE IN THE CLASSROOM – 5 PD POINTS

1. How to use YouTube in a classroom
2. Constructing a lesson plan using YouTube and checking it against TPACK, SAMR and Bloom's Revised Taxonomy

Required prior knowledge: Content in session 7. **A look at YouTube.**

Required existing tablet skills: ■ Adoption Level



SESSION 9: BLOGGING IN THE CLASSROOM – 5 PD POINTS

1. How to use blogs in a classroom
2. Choosing a blogging platform: WordPress, Blogger.com, Kidblog, Glogster and Edublogs
3. Constructing a lesson plan using a blog on a chosen platform and checking it against TPACK, SAMR and Bloom's Revised Taxonomy

Required existing tablet skills: ■ Adoption Level



* REQUIRED EXISTING TABLET OR LAPTOP SKILLS:

- Entry Level – Novice
- Entry Level – Basic
- Entry Level – Standard
- Adoption Level
- Adaptation Level

See pages 8-9 for more details.



WHAT PEOPLE SAY

"It works very well to watch the videos and then do a task. Videos explain well. It is confusing sometimes if the version on my tablet is not the version in the training. But then I just paused the video until I found the correct button to click. The layout and the notes of the course is very good, so is the structure of the course. Thank you."

– Course Participant





WINDOWS

MICROSOFT FOR WINDOWS TABLET DEVICES

A critical skill during the Fourth Industrial Revolution, and beyond, is the ability to work and collaborate seamlessly in an online environment. Microsoft has created a powerful set of apps that can be used across devices, both offline and online, for easy and effective real-time collaboration by a number of users on a shared file. During this course, teachers are introduced to the various Microsoft Apps. Strategies for using Microsoft Apps in a teaching and learning context using Windows tablet devices are considered. **Required prior knowledge for all sessions is the content of Know And Use Your Windows Device sessions 1 and 2.**

SESSION 1: INTRODUCING MICROSOFT OFFICE 365 EDUCATION AND ONEDRIVE – 5 PD POINTS

1. Introduction to Microsoft Office 365 (Word, Excel, PowerPoint, Outlook)
2. OneDrive (what it is, how to set it up, what to do with it)

Required existing tablet skills: ■ Entry Level – Basic

SESSION 2: MICROSOFT WORD AND MICROSOFT OUTLOOK – 5 PD POINTS

1. Microsoft Word online (create, edit, save, co-author, share)
2. Microsoft Office 365 Outlook (email, Calendar, People and Tasks)

Required existing tablet skills: ■ Entry Level – Standard

SESSION 3: MICROSOFT POWERPOINT – 5 PD POINTS

1. Principles of effective Microsoft PowerPoint presentations
2. Microsoft PowerPoint online (create, edit, work with animations and transitions, and collaborate on a presentation)

Required existing tablet skills: ■ Entry Level – Standard

SESSION 4: MICROSOFT ONENOTE – 5 PD POINTS

1. OneNote (including Notebooks, Sections, Pages, tags and various features)
2. Overview of OneNote Class Notebook and Staff Notebook
3. Copyright, Creative Commons and free open content as resources for teaching and learning

Required existing tablet skills: ■ Adoption Level

* REQUIRED EXISTING TABLET OR LAPTOP SKILLS:

- Entry Level – Novice
- Entry Level – Basic
- Entry Level – Standard
- Adoption Level
- Adaptation Level

See pages 8-9 for more details.

SESSION 5: SKYPE AND YAMMER – 5 PD POINTS

1. Skype (including using Skype to make calls and work collaboratively)
2. Yammer (various features useful for teaching and learning)
3. Applying TPACK, Bloom's Revised Taxonomy and SAMR

Required existing tablet skills: ■ Adoption Level

SESSION 6: MICROSOFT FORMS AND ONLINE ASSESSMENT APPS – 5 PD POINTS

1. Microsoft Forms (including app features, creating a quiz, and analysing results)
2. Online assessment apps (Windows-compatible)

Required existing tablet skills: ■ Adoption Level

SESSION 7: OFFICE MIX AND BLENDED LEARNING – 5 PD POINTS

1. Office Mix (including features and use of Mix in a classroom context)
2. Blended learning (understanding and application of the concept)

Required existing tablet skills: ■ Adaptation Level

SESSION 8: MICROSOFT EXCEL – 5 PD POINTS

1. Excel (basic features and uses, e.g. create, open, edit and save a spreadsheet)
2. Excel formulas (basic formulas for teachers)
3. Excel (advanced features, e.g. share and collaborate with Excel)

Required existing tablet skills: ■ Adaptation Level

SESSION 9: OFFICE SWAY AND THE MICROSOFT EDUCATOR COMMUNITY – 5 PD POINTS

1. Office Sway (create, add content, work with cards, designs and displays, add content to a Sway and share a completed Sway)
2. Microsoft Educator Community (access and use of the resources)

Required existing tablet skills: ■ Adaptation Level



WHAT PEOPLE SAY

“Since it was the first course of this nature I have ever done, the whole experience was good. It was challenging to work on a tablet only, but in the process I learnt a lot about navigating between different screens and using a stylus to enter information.”

– Course Participant





WINDOWS

DIGITAL LEARNING IN SCHOOLS FOR WINDOWS USERS

Understanding and implementing effective digital learning has become a critical skill for the modern teacher. This course starts with helping teachers gain an understanding of why and how to set up digital learning and teaching on Windows tablets for their schools, and progresses through modern digital teaching and learning practices, all the way to the gamification of education.

SESSION 1: WHY eLEARNING? – 5 PD POINTS

2 HRS

1. Learners in the 21st Century
2. Teachers in the 21st Century
3. Schools in the 21st Century
4. Understanding the theory behind eLearning and how to put it to practice (blended learning, TPACK, SAMR, RAT)

Required existing tablet skills: ■ Entry Level – Basic

SESSION 2: GETTING TECHNICAL – 5 PD POINTS

2 HRS

1. Devices (choosing tablet devices – specifications with a focus on storage, RAM, screen resolution, strength of screen, CPU)
2. Operating systems

Required existing tablet skills: ■ Entry Level – Basic

SESSION 3: MANAGEMENT AND USAGE OF ICTs IN PUBLIC SCHOOLS – 5 PD POINTS

2 HRS

1. Definition of ICT in school environment
2. The importance of managing ICT
3. Stakeholders in ICT at school
4. Writing school ICT management policies to enhance learning
5. Drafting an ICT Implementation Plan
6. Drafting an ICT Acceptable Use Policy

Required existing tablet skills: ■ Entry Level – Basic

SESSION 4: CONTENT FOR WINDOWS TABLET DEVICES – 5 PD POINTS

2 HRS

1. eBooks – eBooks, HTML5, ePub
2. Reflowable text, fixed layout
3. Developing your own eBooks
4. Choosing apps for your learners' needs

Required prior knowledge: ■ The content of **Know And Use Your Windows Device** sessions 1, 2 and 4.

Required existing tablet skills: ■ Entry Level – Standard



SESSION 5: APPS FOR TEACHERS FOR DEMONSTRATIONS AND CONTENT CREATION – 5 PD POINTS

2 HRS

1. Apps for demonstrations
2. Apps for content creation
3. Incorporation of apps in lesson plans
4. Integrated use of apps in the classroom (including TPACK, Bloom's Revised Taxonomy and SAMR)
5. eReader apps
6. Note-taking apps
7. Content creation apps

Required prior knowledge: ■ The content of **Know And Use Your Windows Device** sessions 1, 2 and 4.

Required existing tablet skills: ■ Entry Level – Standard

SESSION 6: ONLINE ASSESSMENT TOOLS – 5 PD POINTS

2 HRS

1. 21st Century learners and 21st Century assessment
2. Game-based apps for assessment
3. Web-based online assessment apps
4. Classroom management and communication apps

Required prior knowledge: ■ The content of **Know And Use Your Windows Device** sessions 1, 2 and 4.

Required existing tablet skills: ■ Adoption Level

SESSION 7: LEARNING MANAGEMENT SYSTEMS – 5 PD POINTS

2 HRS

1. Learning Management Systems (use and selection)
2. Examples of various Learning Management Systems

Required existing tablet skills: ■ Adoption Level

SESSION 8: GAMES TEACH TOO – 5 PD POINTS

2 HRS

1. A brief introduction to using games in education
2. Scavenger hunts and treasure hunts
3. QR codes (create and use)
4. Geocaching apps and games
5. Designing your own game

Required prior knowledge: ■ The content of **Know And Use Your Windows Device** sessions 1, 2 and 4.

Required existing tablet skills: ■ Adaptation Level

SESSION 9: THE GAMIFICATION OF EDUCATION – 5 PD POINTS

2 HRS

1. Understanding the concept and theory of gamification
2. Gamification (theory, concept, terminology)
3. Impact of gamification on learning
4. User experience of gamification via online apps and a classroom-based role-playing game

Required prior knowledge: ■ Confident user of a tablet or laptop and Apps.

Required existing tablet skills: ■ Adaptation Level



"This was very exciting. I would really like to take the course further and to use technology every time in my classroom. Thank you for the opportunity."

– Course Participant





YOUR LAPTOP

USING YOUR LAPTOP TO MAKE A REAL DIFFERENCE IN YOUR TEACHING

You will learn the key skills to work with the laptop, and then move on to creating, publishing and sharing what you have done using word-processing, spreadsheets and presentation tools – while being mindful of key pedagogical issues when introducing ICTs into the classroom. Furthermore, you will be able to enhance your classroom management and assessment with the laptop skills you develop. If you have recently (or not so recently) been given a laptop to use in your classroom, then this course is for you.

Session 1: Your first laptop is best done on a smartphone in conjunction with your laptop.

Sessions on how to use the Microsoft Teams app can be found in the Teaching Online course on pages 40 & 41.

SESSION 1: YOUR FIRST LAPTOP

2 HRS

1. The hardware
2. The operating system (Focus on Windows 10)
3. Understanding Apps
4. Turning it On and Off
5. Troubleshooting
6. Frequently Asked Questions (FAQs) about laptops
7. Troubleshooting technical issues
8. Caring for your laptop

Required prior knowledge: Aimed at absolute beginners
Required existing laptop skills: ■ Entry Level – Novice

SESSION 2: PRODUCING WRITTEN DOCUMENTS (USING MICROSOFT WORD) PART 1

2 HRS

1. Using a word processing app (Focus on Microsoft Word)
2. Opening and Saving documents
3. Basic formatting
4. Using Copy/Cut/Paste
5. Using Page view, page layout, page setup
6. Using Layout and paragraph formatting
7. Using Spelling and Grammar checking
8. Printing options
9. Useful Word formatting for teachers

Document created: Announcement
Required prior knowledge: Content in Session 1 of this course.
Required existing laptop skills: ■ Entry Level – Basic

SESSION 3: PRODUCING WRITTEN DOCUMENTS (USING MICROSOFT WORD) PART 2

2 HRS

1. Using Styles
2. Using more advanced Layout and Paragraph formatting
3. Inserting Bulleted lists
4. Inserting Numbered lists
5. Inserting Tables
6. Using the Show/Hide button
7. Inserting page and section breaks
8. Inserting Illustrations: Pictures
9. Adding a word to the dictionary
10. Adding a word to autocorrect
11. Using the Review tab – Thesaurus
12. Finding synonyms in text
13. Using the Find and Replace feature
14. Inserting basic headers and footers
15. Inserting automatic page numbering
16. Useful Word formatting for teachers

Document created: Classroom notes
Required prior knowledge: Content in Session 1 and Session 2 (Basic functions of Word) of this course
Required existing laptop skills: ■ Entry Level – Basic

SESSION 4: PRODUCING WRITTEN DOCUMENTS (USING MICROSOFT WORD) PART 3

2 HRS

1. Copying and pasting text from other documents
2. Inserting Multilevel lists
3. Inserting Tab settings
4. Inserting Text boxes
5. Tips for creating question and answer types in a document
6. Inserting Symbols
7. Inserting Maths equations
8. Using the Help function
9. Useful Word formatting for teachers

Document created: Assessment Test
Required prior knowledge: Content in Session 1, Session 2 (Basic functions of Word) and Session 3 (More advanced functions of Word) of this course
Required existing laptop skills: ■ Entry Level – Basic

SESSION 5: PROCESSING NUMERICAL DATA (USING MICROSOFT EXCEL) PART 1

2 HRS

1. Use data processing app (Focus on Microsoft Excel)
2. Transfer common features from word processing skills
3. Understand the basic concepts of Excel
4. Format and edit cells
5. Use the autofill feature
6. Use number formats
7. Resize rows and columns
8. Sort data
9. Format and edit spreadsheets

Document created: Class list
Required prior knowledge: Content in Sessions 1 and 2 of this course;
Required existing laptop skills: ■ Entry Level – Basic

SESSION 6: PROCESSING NUMERICAL DATA (USING MICROSOFT EXCEL) PART 2

2 HRS

1. Use formulae to perform calculations
2. Use basic functions to solve simple problems
3. Identify problems based on error indicators
4. Troubleshoot basic errors in formulae and functions
5. Work with sheets in a workbook
6. Perform calculations using Functions
7. Create graphs/charts from given data and choose appropriate graph types
8. Edit graphs
9. Troubleshoot basic problems in graphs
10. Useful formulae for teachers

Documents created: Mark sheet, graphs/charts
Required prior knowledge: Content in Sessions 1, 2 and 5 of this course;
Required existing laptop skills: ■ Entry Level – Basic

* REQUIRED EXISTING TABLET OR LAPTOP SKILLS:

■ Entry Level – Novice

■ Entry Level – Basic

■ Entry Level – Standard

■ Adoption Level

■ Adaptation Level

See pages 8-9 for more details.





SESSION 7: PREPARING PRESENTATIONS (USING MICROSOFT POWERPOINT)

- 2 HRS**
1. Use a presentation app (Focus on Microsoft PowerPoint)
 2. Explain the purpose of a presentation
 3. Transfer common features from word processing skills
 4. Create a new presentation
 5. Develop content in a presentation
 6. Design slides
 7. Insert animations
 8. Insert illustrations (shapes and pictures)
 9. Insert media (video, audio, screencast)
 10. Apply transitions to slides
 11. Insert and manipulate SmartArt graphics
 12. Record a presentation
 13. Identify characteristics of an excellent presentation

Document created: Lesson presentation

Required prior knowledge: Content in Sessions 1 to 4 of this course; content in sessions 5 and 6 of this course would be useful.

Required existing laptop skills: ■ Entry Level – Basic



SESSION 8: KEEPING THINGS TOGETHER (USING MICROSOFT ONENOTE)

- 2 HRS**
1. Use a note-taking app (Focus on Microsoft OneNote)
 2. Create and organise Notebooks Microsoft OneNote
 3. Open, Edit, Format, Save, Share Notes in Microsoft OneNote
 4. Add multimedia and other documents to a note
 5. Use templates
 6. A brief introduction to Microsoft OneNote in Education

Documents created: Various notes, lesson preparation template

Required prior knowledge: Content in Session 1 of this course; content in sessions 2 to 7 of this course would be useful.

Required existing laptop skills: ■ Entry Level – Basic



SESSION 9: MANAGING FILES

- 2 HRS**
1. File explorer
 2. App formats and extensions
 3. Rename files and folders
 4. Share files and folders
 5. External Storage Drives; Cloud storage

Required prior knowledge: Content in Session 1 of this course; content in sessions 2 to 8 of this course would be useful.

Required existing laptop skills: ■ Entry Level – Basic



SESSION 10: CONNECTING WITH THE WORLD

- 2 HRS**
1. How to connect to the internet
 2. Troubleshoot connection problems
 3. Use a browser effectively
 4. Make the most of email
 5. Safety online
 6. Online collaboration opportunities
 7. Online resources and copyright

Documents created: Email and email attachments

Required prior knowledge: Content in Session 1 of this course; content in sessions 2 to 9 of this course would be useful.

Required existing laptop skills: ■ Entry Level – Basic



SESSION 11: USING A DISPLAY DEVICE WITH YOUR LAPTOP

- 2 HRS**
1. Set up your device
 2. Frequently Asked Questions (FAQs) about data projectors
 3. Troubleshoot technical issues
 4. Pedagogical considerations for using displays

Devices covered: Data projector, document viewer, interactive whiteboard

Required prior knowledge: Content in Session 1 of this course; content in sessions 2 to 10 of this course would be useful.

Required existing laptop skills: ■ Entry level – Standard



SESSION 12: MAKING IT WORK WITH JUST ONE LAPTOP

- 2 HRS**
1. Pedagogical implications of using a laptop in a classroom (TPACK, SAMR)
 2. Your laptop as a display device
 3. Your laptop as content generator
 4. Your laptop and your smart phone
 5. Your laptop in the hands of your learners

Required prior knowledge: Content in Session 1 of this course; content in sessions 2 to 11 of this course would be useful.

Required existing laptop skills: ■ Entry level – Standard





TEACHING ONLINE

The COVID-19 pandemic and the lockdown taught us that learning and teaching can keep going if we move online. However, if online learning and teaching is to be effective, teachers and lecturers need the knowledge, skills, and values to do online learning well. This course is **not** available as your first free session.

This course is made up of sessions that will introduce you to the theory you need to be aware of to do online teaching well; introduce how to teach online synchronously, and how to prepare lessons for asynchronous teaching. You will **also** learn about Microsoft Teams as a platform for teaching online. The challenges posed by hybrid teaching are tackled as well. This course is made up of six sessions.

It is recommended that you complete the first session before completing the teaching synchronously and/or the teaching asynchronously session.

SESSION 1: FOUNDATIONS OF ONLINE TEACHING – 5 PD POINTS

This session develops a theoretical understanding of online teaching and provides a sound base for teaching and learning online whether synchronously or asynchronously. It has been designed as an introduction to the other sessions in this course but can stand alone as a broad introduction to the field.

Content overview

- Introduction to the possibilities of online teaching
- A theoretical framework for online teaching



SESSION 2: TEACHING SYNCHRONOUSLY – 10 PD POINTS

This session was designed to help a teacher prepare to present classes online synchronously. It covers issues of content preparation, online platform selection and the actual how-to of teaching online. Assessment and feedback are covered to ensure a full teaching and learning cycle. It is aimed at anyone new to the online teaching and learning environment and whose institution does not currently have an online learning platform.

Content overview

- Overview of the requirements of teaching synchronously online: what is needed, clarifying outcomes, and profiling target audience
- Available online platforms: brief introduction to each, the pros and cons of each, how to make the final choice
- Matching pedagogy and content to the selected platform
- Live presentations: preparation, running a session, assessment



SESSION 3: TEACHING ASYNCHRONOUSLY – 10 PD POINTS

This session was designed to help a teacher create videos using a smartphone and/or computer to teach asynchronously. It is aimed at anyone new to the online teaching and learning environment, or anyone new to making videos at home using (mostly) a smartphone.

Content overview

- Overview of the requirements of teaching asynchronously online: what is needed, clarifying outcomes, and profiling target audience
- Teaching with video: scripting and planning a video, recording spaces, camera and sound
- Distributing the videos: transfer, upload, and sharing videos
- Creating a shared online learning space for video distribution



SESSION 4: USING MICROSOFT TEAMS TO COMMUNICATE YOUR MESSAGE – 5 PD POINTS

This session has been designed to help anyone who needs to communicate their message develop the knowledge and skills using Microsoft Teams. This session goes into all aspects of the application and takes the user further than the overview provided in Session 2. For educators, this session is a useful addition to the rest of the course if they plan to offer online teaching full time or as part of a hybrid offering.

Content overview

- Creating your first meeting/teaching session
- Getting started with your meeting/teaching session
- Other useful things Microsoft Teams can do



SESSION 5: TEACHING SYNCHRONOUSLY WITH MICROSOFT TEAMS – 5 PD POINTS

This session has been designed to extend the learning of Session 4 by focussing on real life teaching and learning using Microsoft Teams by exploring classroom teaching opportunities provided by the app.

Content overview

- Introduction
- Starting teaching with Microsoft Teams
- Making online teaching interactive with Microsoft Teams
- Your learners and Microsoft Teams



SESSION 6: TEACHING EFFECTIVELY IN A HYBRID CLASSROOM – 5 PD POINTS

This session has been designed to introduce you to the knowledge and skills you need to teach effectively in a hybrid classroom in which some learners are present in the classroom, while other learners are participating in the lesson on an online platform at the same time.

Content overview

- Developing an understanding of hybrid teaching
- The hybrid teaching space
- Preparing to teach and learn in a hybrid classroom
- Pedagogical considerations of hybrid teaching

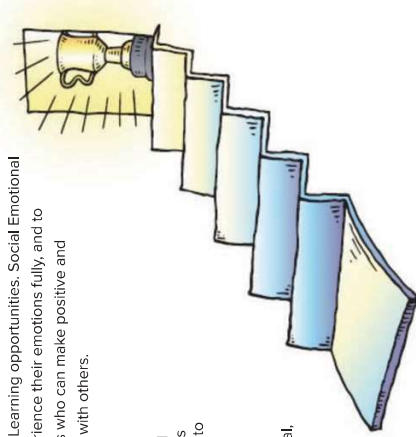




VIA AFRIKA STUDENT WELLNESS COURSES

The Via Afrika Student Wellness Courses are aimed at learners in Grades 11 and 12, as well as first year students at TVET colleges and other institutions of higher learning.

The courses form part of Via Afrika's commitment to providing Social Emotional Learning opportunities. Social Emotional Learning courses aim to help participants to understand their emotions, to experience their emotions fully, and to demonstrate empathy for others. Furthermore, the aim is to develop participants who can make positive and responsible decisions while they set and achieve goals in positive collaboration with others.



Social Emotional Learning has five competencies at its core

1. Self-awareness encompasses the skills to recognise your own emotions and to see how emotions have an impact on your mindset and behaviours. This is extended to the ability to acknowledge personal strengths and weaknesses to develop self-confidence.
2. Self-management encompasses the skills to take control and ownership of your mindset, thoughts, and emotions in all situations to enhance goal achievement.
3. Social awareness is the ability to empathise with others from different cultural, social, economic and other backgrounds to your own.
4. Relationship skills are the skills needed to create and maintain positive and healthy relationships with others.
5. Decision-making skills are the skills needed to guide how you choose to respond to situations, challenges and people in a positive way that leads to your personal success and wellness.

Via Afrika offers three courses with Social Emotional Learning at their core

1. **A mindset for success** aims to develop self-awareness, self-management and decision-making skills.
2. **Stress and me** aims to develop self-awareness, self-management, social awareness and decision-making skills.
3. **Stress, me and others** aims to develop self-awareness, self-management, social awareness, relationship skills and decision-making skills.



It is recommended that students complete the first course before the second and third courses. These courses are all delivered online in a learning management system.

Requirements for schools

1. A PC or tablet device
2. Internet connectivity and sufficient data
3. Zoom app downloaded for synchronous webinar format
4. A teacher to facilitate the session

Requirements for individual learners

1. A PC or tablet device
2. Internet connectivity and sufficient data

Course 1: A mindset for success

By the end of the course, the participant will:

- understand how we think and why we act as we do
- be able to say what a success mindset is
- understand how values, beliefs and attitudes play a role in our identity and our success
- know how to regulate our physiological and emotional state
- be able to create a goal on solid foundations.

Course 2: Stress and me

By the end of the course, the participant will:

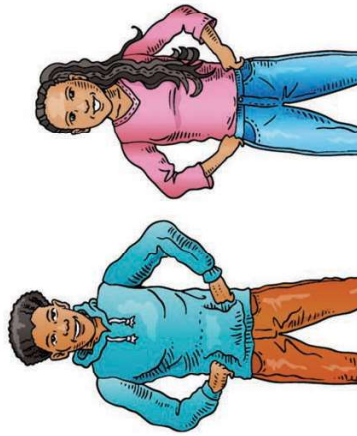
- understand how and why we respond to events in our lives
- be able to define negative stress
- be able to define positive stress
- understand there is an optimal way to respond to events that could be perceived as negative stressors
- be able to use activities in daily life to manage stress effectively.

Course 3: Stress, me and others

By the end of the course, the participant will:

- understand that our mindset has an impact on how we respond to others
- identify triggers that result in negative stress reactions to others
- know how to avoid triggers
- understand how to work effectively with stressed people in our lives
- be able to use activities in daily life to manage stress effectively.





How the courses match the Social Emotional Learning competencies

Competency	A mindset for success	Stress and me	Stress, me and others
Self-awareness	X	X	X
Self-management	X	X	X
Social awareness		X	X
Relationship skills			X
Decision-making skills	X	X	X

HOW WE OFFER THE COURSES

Online at www.VASStudentonline

- 60+ minutes of video per course
- Downloadable workbook
- Available in English and Afrikaans

Cost per course

- R100,00 VAT incl. per course per student
- R5 000,00 VAT incl. for a school with more than 50 students



WHAT PEOPLE SAY

"Thank you Via Afrika for giving me a chance to develop myself in ICT as a teacher. I have done many of your online training sessions. I am pleased and the training sessions are and were very useful for me. I have learnt about Coding and Robotics, Excel, YouTube and many other topics. I have acquired 60 SACE CPTD Points. Your training is from a beginner to an advanced level. You have very informative videos and notes. I was even able to do your courses using my cell phone, it was easy. If as a teacher you have never done training from Via Afrika you are missing a big opportunity for professional development as a teacher."

– **Nkosinathi Mzobi**, Deda Primary School, KwaZulu-Natal



"Bendingenamla wokwenza ikhosi kodwa kwafuneka ndiye kuqeqesho kuba ndim owayethumele isimemo. Ndathi ndakuqala ndathabatheka, ndade ndongeza iiseshoni ezintathu kwezi bendizithengile. Bendingazi lukhulu nge-eLearning, kodwa ngoku ngenxa kaVia Afrika ndinolwazi. Iseshoni yesi-5 endiyenzileyo ingokuqulunqa inkqubo ye ICT nendlela yokuyilawula ezikolweni. Xa ndikhasa izikolo ndiyakucebisa ootshala ukuba basebenzise izakhono ze-ICT kwinkqubo yabo yemihla ngemihla."

– **Koloka Sweetness Lwana**, Senior Education Specialist, Eastern Cape



"Ek en my vrou het vanoggend ingegaan vir die aanlyn-opleiding. Sy het sommer die hele sessie klaargemaak tot by die Badge Assessment en dit ook reggekry. Deur julle harde werk en my hulp kan sy ook nou praat van 'n rekenaarprogram wat sy gedoen het op die tablet. Nogmaals baie dankie!"

– **Russell Pitchers**, Prinspaal, Laerskool Warrenton



"Ingqeqesho yase-Via Afrika kwi-intanethi yimfundo esekelwe kwiwebhu (web-based learning). Ikunika i-thuba lokuqonga izinto ngendlela ongazange wayicingela. Uyakwazi ukuyenza ngexesha elikufaneleyo, ilula kwaye iyakuvumela ukuba ufumane ulwazi oluvela kwintuthuzelo yakho kwikhaya lakho kuyo nasiphi na isixhobo esisebenza ngombane okwazi ukufumana i-intanethi kuso. Ikunika ixesha elininzi lokuba uqhelane nomxholo owunikiweyo. Zininzi iikhosi umntu anokukhetha kuzo ezivumela ukuba utitshala, abacebisi ngokwezifundo kunye nabafundi bakwazi ukufunda nokuba baphi nanini na. Olu qeqesho lunika ootshala abasezidolophini nabasemaphandleni i-thuba lokuthatha inxaxheba kangangoko benesixhobo esinxulumeneyo kwi-intanethi. Ndiyabulela ngethuba Via Afrika!"

– **Patricia Nomfunda**, eLearning Coordinator, Eastern Cape



"I found the online training to be very well designed in terms of the quality of the content and delivery. It was an amazing learning experience. I now prefer taking other courses online rather than face-to-face like I did before. I just applied to take Master's degree through an online programme because of the wonderful experience I had."

– **Bonolo Sedupane**



"The online training was highly practical and relevant, enhances learning and retention with expert support and one can track progress."

– **Sanele Ian Thusi**

"As teachers we now focus on skills of jobs that are not yet there, but first step must be skills development for us teachers. Via Afrika online sessions unlocked my mind and gave me confidence to be in new digital world."

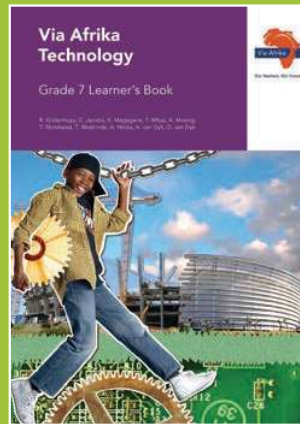
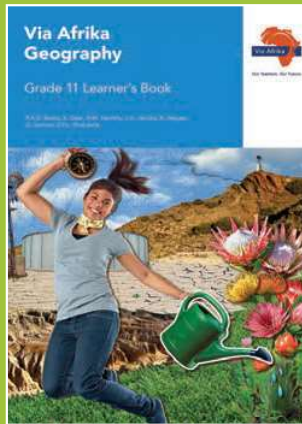
– **Course Participant**

"Now that every teacher has a smartphone, it's easy to do Via Afrika sessions on the go."

– **Course Participant**

WHAT ELSE WE DO

CAPS approved printed books Grades 1 - 12



Also available in digital formats with exciting enhancements like videos and interactive assets for PC and tablet devices.



Online social emotional learning courses for students at www.VAstudent.online

Course 1: A mindset for success for students

Course 2: Stress and me for students

Course 3: Stress, me and others for students

