

# ICT in Education Teachers' Course

## Welcome

### A] Course Introduction

This CD ROM has been developed to support the training of teachers to integrate ICT into their teaching practices. The materials, guides and activities are strongly aligned with the UNESCO ICT Competency Framework for Teachers (CFT).

While the course embraces the role ICT can bring to the classroom it is also not held prisoner by the need for high end or sophisticated technology platforms. The course can be deployed in areas of limited or no connectivity via CD ROM or memory stick as most of the resources have been previously downloaded and collected. There are also web and paper based versions of the lessons and guides.

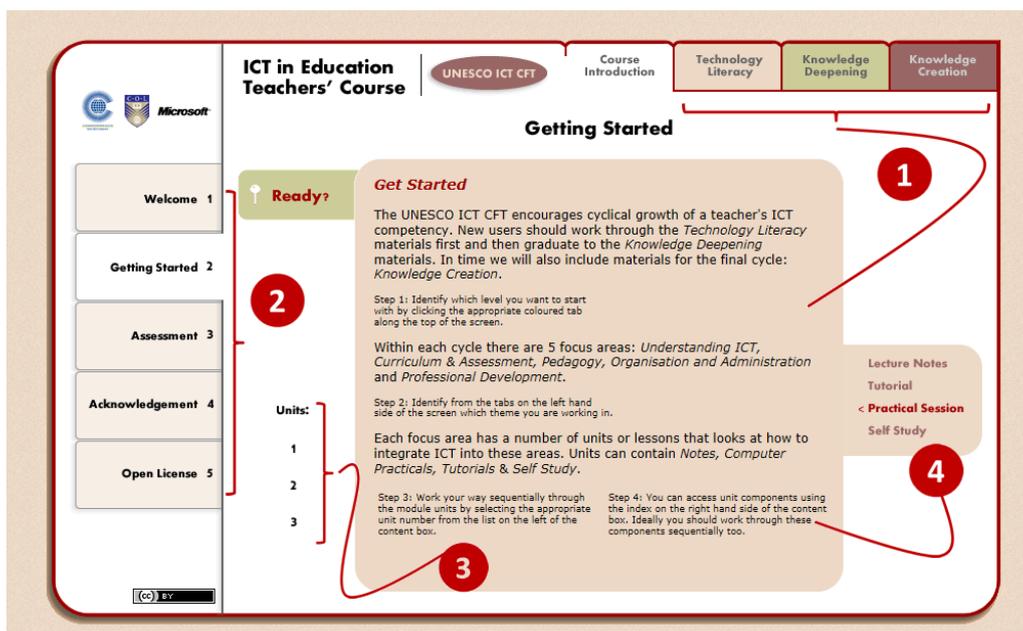
This course uses materials that are Open Education Resources (OER) or free to use for educational purposes, allowing the use and distribution, and in some instances the repurposing of the materials, at no additional cost. (See the Open License tab for more information).

But most importantly we hope the lessons are fun and engaging enough to introduce new possibilities and refresh the participant's passion for teaching and learning.

Open the UNESCO ICT CFT document [here](#).

### B] Getting Started with the CD-ROM

The UNESCO ICT CFT encourages cyclical growth of a teacher's ICT competency. New users should work through the *Technology Literacy* materials first and then graduate to the *Knowledge Deepening* materials. In time we will also include materials for the final cycle: *Knowledge Creation*. The guide below explains how best to navigate the CD ROM version of the ICT in Education Teachers'



**Step 1:** Identify which level you want to start with by clicking the appropriate coloured tab along the top of the screen.

Within each cycle there are 5 focus areas: *Understanding ICT, Curriculum & Assessment, Pedagogy, Organisation and Administration and Professional Development.*

**Step 2:** Identify from the tabs on the left hand side of the screen which theme you are working in.

Each focus area has a number of units or lessons that looks at how to integrate ICT into these areas. Units can contain *Notes, Computer Practicals, Tutorials & Self Study.*

**Step 3:** Work your sequentially through the module units by selecting the appropriate unit number from the list on the left of the content box.

**Step 4:** You can access unit components using the index on the right hand side of the content box. Ideally you should work through these components sequentially too.

## C] Assessment

This Teachers' ICT in Education Course is predominately competency based. Theory and specific technology skills covered here are merely components necessary to achieve the following larger objective:

*Create an educational environment within schools where ICT are used seamlessly by both educators and students in the pursuit of either quality teaching or engaged learning. ICT is also used to leverage high levels of administrative effectiveness and productivity.*

To this end a suggested assessment strategy is formulated here. The strategy is made up of formative **portfolio tasks** and a summative test or **examination** at the end of each cycle: Technology Literacy and Knowledge Deepening.

Portfolio tasks, identified by the icon on the right, have been selected from amongst the various activities that make up individual units. They have been selected because they most closely represent opportunities where learners have mastered the UNESCO ICT CFT competencies. Where possible a suggested mark allocation has been allocated to the task.



Portfolio Task

Examination opportunities exist at the end of each cycle. These demo papers test understanding of various theories and knowledge but also investigate a learner's ability to apply them. A memo has been included. These documents can either be used for real summative assessment or for revision purposes.



Exam Paper

### Technology Literacy: Portfolio 65%, Examination 35%

The following activities make up the portfolio tasks for the Technology Literacy cycle:

- Classroom & Policy Report (Module 1, Unit 3 - TL.4.b.)
- Spreadsheet Markbook (Module 2, Unit 5 - TL.4.j.)
- Multimedia Presentation (Module 3, Unit 4 - TL.3.c.)
- Computer Classrooms (Module 4, Unit 2 - TL.5.b.)
- Teacher Productivity (Module 5, Unit 1 - TL.6.a.)

The course facilitator will ask for these activities to be submitted.

The demo examination paper and memo below can be used to revise this cycle's content and theory. The course facilitator will test you using a similar paper under examination conditions.

- [Demo examination paper](#)
- [Memorandum](#)

### **Knowledge Deepening: Portfolio Tasks 65%, Examination 35%**

The following activities make up the portfolio tasks for the Knowledge Deepening cycle:

- Learning Activity (Module 1, Unit 1 - KD.1.a)
- Adapt & Create a Rubric (Module 2, Unit 4 - KD.2.b)
- PBL Assignment (Module 3, Unit 4 - KD.3.f)
- ICT as a Collaboration Tool (Module 4, Unit 4 - KD.4.f)
- Lifelong Learning (Module 5, Unit 1 - KD.6.a)

The course facilitator will ask for these activities to be submitted.

Use the demo examination paper and memo below to revise this cycle's content and theory. The course facilitator will test you using a similar paper under examination conditions.

- [Revision examination paper](#)
- [Memorandum](#)

### **Grade Spreadsheet**

Facilitators can use the ICT in [Education Grade Spreadsheet](#) to help them track student progress

## **D] Acknowledgements**

The following institutions and organisations are thanked for their important contributions in the development of the original version of this ICT in Education Teacher's course.

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- Neil Butcher
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- Clinton MacLoed

## E] Open License



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