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| **Activity** | **The Traditional Approach** | **The ICT Approach** |
| Planning | Printed forms or specially designed books provide templates that teachers can fill out for planning their lessons. |  |
| Assessing | Paper-based assessments are taken by students in the classroom and teachers physically mark these. |  |
| Keeping Records | Files and specially designed books are used to keep a record of documents, such as lesson plans, marks and syllabi. |  |
| Coordinating and Communicating | Exchanging notes and using paper diaries are common ways in which teachers coordinate meetings and other events. Several teachers also rely on notice boards or word of mouth to pass on information. |  |
| Collaborating | Teachers physically meet to discuss and brainstorm their ideas. |  |
| Challenges: |  | |