



Education and Culture DG

Lifelong Learning Programme

eTQF

A Framework to
Support Teachers' CPD
in the use of ICTs

eTeach

Programme

Facilitator Induction Manual



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What is eTeach Programme?

eTeach programme is an ICT training programme designed especially for teachers and tutors across all education levels. The programme is designed to be delivered as a first step in continuous professional development in the use of ICT in teaching and learning. All teachers will gain from the learning experience and achieve the practical computer literacy needed to participate in this new technological era where computers are used for everyday situations and as a powerful learning tool.

The programme incorporates some of the fundamental steps needed to access and use ICT in teaching and learning:

- familiarisation with the computer, desktop and devices commonly used in education (scanner, data projectors, interactive whiteboard)
- manipulating different file formats for personal and educational purposes
- creating documents for teaching and learning purposes e.g. lesson plans, quizzes, marking schemes
- creating presentations with different resources/data
- using various tools and programmes for creating and manipulating digital media
- navigating the Internet and communicating via emails and incorporating them into teaching practice
- understanding the benefits and uses of ICT in teaching and learning

Aims

eTeach aims to increase ICT competence of teachers who are late adapters and/or not everyday users of ICT and to facilitate their use of computers and the Internet for personal and professional use. It also aims to enhance the quality and level of ICT knowledge among new and existing users of the computer. In particular, the hope is to facilitate those who have a fear of technology or have had a previous negative learning experience thus improving their confidence and motivation in using new technologies. It also supports the utilisation of various educational ICT resources.

How does it work?

eTeach can be adapted to suit the needs of an individual group of teachers or support self-directed learning. The content of the course should appeal to the teacher practical needs, thereby encouraging active participation, self-direction and above all an enjoyable learning experience. Adults generally want to immediately apply new information or skills to current problems or situations. So the course content must be relevant and meaningful to the concerns and desires of the teachers. This will be achieved through the use of relevant examples and exercises related to different education levels.

Target Group

This programme has been designed for teachers with no or little ICT skills for personal and professional use. There is a variety of reasons for such situation. Some teachers, especially older ones, simply could have had no contact with ICT during their initial education, others might teach a subject that does not require the use of new technologies and some might simply suffer from the human fear of unknown or fear being confronted with their digital-native students. Whatever the reason is they have the right to participate in the Information Society and this programme is designed to give them a hand with taking the first step.

To increase motivation and active involvement, adult participants need to take full responsibility for their own learning. The Programme Facilitator should therefore involve them in the planning and decision making process regarding the content and timeframe from the beginning of the course. They need to have control over their learning and be able to decide as much as possible on what, how and when they want to learn. Adults need to be able to integrate new ideas with what they already know. They learn because they need the new knowledge and skill to apply to real-life situations and they will be motivated if they can apply it into practice.

Learning Outcomes

At the end of the course teachers and tutors will be familiar with the Personal Computer and be able to access and use a number of programs, use e-mail and navigate the Internet for personal and professional use. They will be aware of the different ways of using ICT in the classroom and will be able to incorporate some aspects of ICT in their teaching and learning practice.

As the course progresses the participants will be assessed by the facilitator at which time they will demonstrate a working knowledge of the course content. These assessments will be on an on going basis with exercises to be completed with each module.

The eTeach programme should improve teacher's competency in the use of ICTs, increase motivation and give confidence in using new technologies in every day life and in the classroom.

Manuals

In designing this programme we have produced two manuals to be used during implementation – the Training Manual and the Facilitator Induction Manual.

The Training Manual can be used by the programme participant as a tool to aid the learning process.

The Facilitator Induction Manual offers a practical guide for trainers who wish to teach eTeach programme to teachers and tutors across all education levels. It incorporates modules covering use of basic ICT tools for practical everyday and professional use in the education.

The Facilitator Induction Manual can be also used by teachers and tutors as a supporting tool for self-directed learning. This manual will help structure their professional development in the use of ICTs in education.

The introduction to the eTeach Programme explains how it can be adapted to suit different teaching situations, the practicality of the

programme content and the aims of the programme with regard to enhancing the quality level of ICT competency for the target group.

Other areas covered include:

- Content of modules
- Assessment system
- Resources

Class Settings

One to One

eTeach Programme can be taught on a one to one basis, although the curriculum will remain the same the module content and delivery can be adjusted. This has the advantage of allowing the learner to determine the pace of the learning.

Small Group

The size of this group may vary from two to four people and this allows for more facilitator - participant interaction. The modules content may again be adapted to suit this particular group. The bonding and interaction between the teachers may allow the weaker participant to attain a higher level of proficiency than they would have in a larger class room setting and the teaching pace can be adapted to suit the module outline.

Class

The size of the class may vary from six people up, however the advantages of teaching aids, data projector and resource packs will make the learning environment a pleasant teaching experience using exercises. Assessment will be on going throughout the 6 modules and the pace allows the teachers to learn the subject material in a stress free relaxed environment.

Self-directed learning

The eTeach Programme also allows for self-directed learning. However, for those who have no previous experience with computers it is recommended to find a peer tutor/mentor who might support the learner with issues that are not explained in the manual or require further investigation.

The facilitator should be aware of the needs of the target group and their previous IT experience. This could influence the length of the programme, modules selection, the resources used and the length of each module. The delivery methods and assessment may also need to be adjusted.

Teaching Methods

The following teaching methods can be used to teach this programme:

Lecture:

Lectures can be given to give information quickly to maximise attention

Demonstration:

Demonstrations can be used with verbal guidance to draw attention to key points or to envisage the practicality of ICT in a classroom. Demonstrations of examples of good practices in the use of ICT in the classroom are highly recommended to increase participants' motivation level.

Step by Step/Guided practice:

Practice can follow immediately after the demonstration and also during the lesson to ensure the participants understand the lessons.

Work through/Practical experience:

Work through can be used to consolidate new learning.

Observation:

Observation will enable the facilitator to assess the participant's progress and work with the weaker participants who may be having difficulties.

Consolidations:

Consolidations will ensure the participants apply their learning to practical situations.

Questions and Answers:

Questions and Answers can be used to assess participant's previous knowledge and check progress.

Recapitulation:

Recapitulations of the previous lesson can take place to help the participant remember the previous subject.

Reflection:

Reflection should stimulate the professional development of the teacher in the use of ICT and provoke deeper understanding of the covered topics.

Summary of the Programme Content

Computer parts and devices

The teachers on completion of this module should be familiar with main computer parts and devices common in education. They should be able to:

- Turn off/Shut down the computer properly.
- Recognise menu bar icons and general desktop Icons.
- Use both menu and shortcuts from desktop.
- Access programs from start menu, Microsoft Word, Microsoft PowerPoint, Media player, and accessories.
- Use scroll bars.
- Input data, spacebar, shift keys, control keys, caps lock, tab key, numbers, and cursor keys (arrow), backspace and delete, enter or hard return key.
- Learn minimize/maximize/restore windows resize/ close window and switch between windows from task bar.
- Understand the practical applications of a scanner, data projector and interactive whiteboards
- Computer ergonomics

File management.

Teachers will learn how to:

- Create a folder
- Save a file
- Name a file or folder
- Retrieving a document
- Copy a folder
- Access data from folder
- Rename a folder
- Delete folder

Creating a document for teaching and learning

In this module teachers will develop the skills to create a basic document of relevance to their teaching activities:

- Create new documents and save work
- Recognise and use toolbars, use tools on formatting menu and toolbar menus to enhance document, bold, italic, underline, change font colour and background, bullets and numbering and alignments etc.
- Use cut, copy, paste, spell check (ABC) and undo button, change font size and appearance.
- Insert date from menu bar, insert border, Insert clip art and format same, demonstrate moving clipart.
- Spell-check and proof-read same, setting margins, and paper size and orientation, preview document and print hard copy.

Creating a presentation for teaching and learning

In this module teachers will learn how to create presentations using Power Point for teaching and learning:

- Create slides, add text and format it
- Choose slide design and layout
- Insert pictures and other content
- Apply a theme for the presentation's overall look
- Add header and footer
- Print handouts and notes
- View different display modes and play slideshow
- Embed videos into presentations (advanced level)

Using digital media for teaching and learning

Teachers will learn how to use the digital media as a teaching tool:

- Recognise different file formats related to audio, video or pictures
- Use different programs for opening and editing multimedia files (e.g. Paint, Media Player, Windows Movie Maker)
- Use digital camera (Take pictures and make videos)
- Download pictures from the camera, save on the computer and reuse in Word document or Power Point presentation.
- Download audio or video files on/from the computer or external devices (e.g. mp3 players)

Internet

Teachers will learn how to use the Internet in teaching and learning:

- Use Internet Explorer or similar browser
- Recognise all icons on your browser tool bar
- Enter a domain name in the address bar.
- Find and use a search engine
- Carry out a search using a known search engine
- Select correct links, refine search to a particular site

Email

Teachers will learn about the educational uses of email and how to:

- Open an email account with a service provider
- Access email and be familiar with mailbox functions
- Send and receive an email
- Add an attachment and send same

Overview of Modules

eTeach is a learning programme that can be delivered in a wide range of formats to benefit all participants. This section of the Facilitator Induction Manual sets out a structure for delivery in a large group or class setting and is based on 6 Modules. The duration of each module depends on the target group and the teachers' previous IT experience.

Each module is described in respect of the aims, lesson content, learning outcome, recommended teaching methods & resources and the continuous assessment. The programme can be delivered to small groups or on a one-to-one basis and in these circumstances the trainer or learning facilitator can devise a tailored approach taking into account the learners existing knowledge of IT, learning style, capacity to learn and personal preferences.

eTeach can also be used as a tool for self-directed learning. In this case it is recommended for the learner to find a tutor/mentor to support with any possible problems or queries that might arise throughout the course.

General Health and Safety

Before commencement of the training the facilitator will introduce the standard protocol regarding safety procedures in the computer room and the equipment being used. Teachers will be introduced to fellow teachers and the course material. Teachers will be given instruction on general ergonomics, the building layout, fire procedures etc.

Module 1

Aims

This module will familiarise teachers with the keyboard, computer components and mouse movement. Teachers will become comfortable with the desktop appearance as well as devices that can be used in the classroom such as scanner, data projector, and interactive whiteboard. The teachers will be introduced to the personal computers filing system, organisation of files and folders.

Content

- Familiarise teachers with computer, desktop, system box which contains the (CPU) Central Processing Unit, mouse, and keyboard,
- Familiarise teachers with external devices such as scanner, data projector and interactive whiteboard
- Start up computer and explain desktop icons, taskbar, and Start menu
- Open the Application Microsoft Word
- Type in some text to familiarise teachers with keyboard.
- Use Shift keys Cap lock, Space bar, Delete keys, and Arrow keys
- Save work to folder
- Close all programs and shut down correctly
- Introduction to file management
- Explaining the Computer Filing System and the purpose of a folder to store files
- Explaining the different file types and icons
- Create a folder in my documents or relevant location
- Explanation of 'Save as' and 'Save' functions
- Save a file to a folder
- Retrieve document
- Name a file/copy a file/rename a file/delete a file
- Recognise different types of files and their icons and assign to appropriate program/application
- Exercise

Learning Outcomes

The participants on completion of this module should be able to:

- switch on/shut down and restart computer and recognize the icons on the desktop, open Microsoft Word, use keyboard and mouse, close program and shut down the computer,
- describe the use of scanner, data projector and interactive whiteboard
- explain the Computer Filing System,
- save, find and retrieve their own work from designated location on the computer
- name a file/rename a file and delete unwanted files.

Recommended Teaching Methods & Resources

Lecture and Demonstration

Data projector

Training Manual

Continuous Assessment

Exercises from the Training Manual

Module 2

Aims

Participants will become familiar with Microsoft Word and will be able to create a document to enhance teaching and learning.

Content

- Explanation of the use of Microsoft Word in teaching and learning
- Open Microsoft Word
- Minimize, Maximize, Restore, Exit
- Introduce toolbars and menus in Microsoft Word Window
- Bold/Underline/Italics
- Change Font, Style, Size, and Colour
- Aligning text left, right, centre and justify
- Menu and shortcut toolbar Cut/Copy/Paste
- Insert date, Bullets and Numbering
- Spell-check document
- Insert Clipart and format picture layout
- Page setup and orientation
- Add Borders and Shading
- Spell check, Proof read, Save document
- Print Preview
- Print
- Practice Exercise

Learning Outcomes

The participants on completion of this module should be able to produce, edit and save a basic document for teaching and learning, e.g. a lesson plan, a quiz, a marking scheme.

Recommended Teaching Methods & Resources

Data projector
Training Manual

Continuous Assessment

Exercises from the Training Manual

Module 3

Aims

Participants will become familiar with Microsoft Power Point program and will be able to create a presentation for education purposes.

Content

- Explanation of the use of Power Point in teaching and learning
- Open a new presentation
- Add new slides
- Change style and choose layout for the slides
- Add text, pictures and music
- Add animation
- Play slide show
- Print slides, handouts and notes
- Practice Exercise

Learning Outcomes

On completion of these module participants should be able to use Microsoft Power Point to produce a simple presentation on an education-based example.

Recommended Teaching Methods & Resources

Data projector
Training Manual
www.eteachnetwork.eu

Continuous Assessment

Exercises from the Training Manual and/or eTeach Community of Practice (www.eteachnetwork.eu)

Module 4

Aims

Participants will familiar with the use of digital media as a teaching tool, focussing on some basic tools and programs that allow to store, edit and open different media files.

Content

- Explanation of the use of digital media in teaching and learning
- Explaining the different programs for opening media files (Paint, Windows Media Player, Win Amp, various cd and dvd players)
- searching files on the computer or the Internet
- opening them in relevant program
- using digital camera and download pictures on the computer
- using mp3 and mp4 player, iPods and download files from and on
- using mobile phone for recording, storing and using various forms of digital files
- using Windows Movie Maker programme for creating movies and slideshows for educational purposes
- Practice Exercise

Learning Outcomes

On the completion of this module participants should have an understanding of the variety of digital media available, be able to use different programmes to open them, operate digital camera and other tools used for recording, storing and displaying digital media files, create a movie/slideshow using Windows Movie Maker.

Recommended Teaching Methods & Resources

Data projector

White board

Training Manual

eTeach Community of Practice (www.eteachnetwork.eu)

Continuous Assessment

Exercises from the Training Manual and/or from the eTeach Community of Practice

Module 5

Aims

The participants will gain competency in accessing the Internet using a browser, entering a web address, navigating using a search engine and incorporating Internet resources into teaching practice.

Content

- Explanation of the use of Internet in teaching and learning
- Explaining the equipment needed e.g. Computer, telephone line or modem or wireless connection, Internet software
- Explanation of Internet Safety
- Explanation of Browsers e.g. Internet Explorer
- Open Internet Explorer, explanation of Home Page
- Navigate Tool Bars and dropdown menus
- Searching using Search Engine, Refining Search, Saving in Favourites or as Bookmarks
- Practice Exercise

Learning Outcomes

On completion of this module participants should be able to open Internet Explorer from the start menu or shortcut on the desktop and surf the Internet to identify online resources related to their subject area and save them to Favourites or Bookmarks.

Recommended Teaching Methods & Resources

Data projector

White Board

Training ManualeTeach Community of Practice (www.eteachnetwork.eu)

Continuous Assessment

Exercises from the Training Manual and/or from the eTeach Community of Practice

Module 6

Aims

Participants will be able to create and access an email account, send and receive emails and add attachments when necessary.

Content

- Explanation of the educational uses of e-mail
- Explain Email, Set up email address at e.g. Hotmail (Windows Live!), Gmail
- Understanding Email homepage and Logging on
- Navigate web mail box, e.g. Inbox, Compose, Address Book
- Send Emails, CC, BCC, and Subject
- Open Emails, Replying, Forwarding and Deleting
- Sending an Attachment, Opening an Attachment
- Log out of email
- Practice Exercise

Learning Outcomes

The teachers should be able to compose an email and send an attachment. They should also be able to open forward and reply to received emails.

Recommended Teaching Methods & Resources

Data projector

Access to Internet/Facilitator email account

Training Manual

eTeach Community of Practice (www.eteachnetwork.eu)

Continuous Assessment

Exercises from the Training Manual and/or eTeach Community of Practice

Assessment

The objective of the eTeach assessment is to show that the teacher is confident using the Personal Computer and to be able put the knowledge gained into practical personal and education use.

There are various assessment forms to be used in the eTeach Programme:

- Continuous assessment through completion of exercises and positive assessment of each exercise made by the trainer, enhanced portfolio content used to validate competency and award the eTeach qualification.
- Final assessment will be based on successful completion of a consolidation exercise that combines the new knowledge and skills acquired throughout the programme modules and require the integration of several technologies into teaching and learning activities. of the acquired ICT skills in a subject specific presentation.

Quality Assurance

Quality Assurance system has to be put in place in order to achieve high quality and comparable results among different eTeach course participants.

eTeach Quality Assurance principles:

1. All exercises completed by course participants are assessed by the facilitator.
2. The exercises are collected after the course and retained in the organisation that carried out the course.
3. The facilitator authenticates/testifies the positive completion of the course of each participant by filling in an eTeach Trainer Record Review form. The trainer should tick all modules positively completed by the participant, sign the form and send to the certification organisation.
4. The certification organisation verifies the eTeach Trainer Record Review forms for each participant and approves for candidate's certification.
5. The certification organisation occasionally might arrange a control visit in the organisation that provided eTeach Programme.

Programme Resources

- Facilitator Induction Manual
- Training Manual

Other resources of relevance in each country where the course is delivered should be accessed by the facilitator. Additional tutorials and resources are available from the eTeach Community of Practice www.eteachnetwork.eu

<http://www.etqf.eu>

<http://www.eteachnetwork.eu>

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