Participant Handbook

IT Coordinator in School

Qualifications Pack - IT Coordinator in School

SECTOR : ElectronicsSUB-SECTOR : IT Hardware

• OCCUPATION : E-learning Management

• REFERENCE ID : ELE/Q 4701





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Welcome Note

Dear Participant,

Welcome to the Course for IT Coordinators!

Technology has brought a huge difference in teaching as well as learning. The new generation is getting at better at learning the new devices and their programs. It does not come as a surprise if a fifth grader makes a blog about his projects... or explores an interactive diagram to learn how the brain functions.

The task at hand is for the teachers to cope. Most likely, we did not have advanced e-learning mediums when growing up ourselves. We may have learnt by the traditional methods of blackboards and textbooks. They are effective as well. But we now have more engaging, visually rich and powerful mediums. They can help you capture the minds and imagination of this younger generation. Why ignore its potential?

This new generation has many other distractions in the form of internet, video games, and TV. Therefore, some people believe that e-learning is not only 'nice' but 'necessary.'

Learning never stops at the end of any course. We hope to equip you with the skills and knowledge so that you can practise them on the job. This will enable you to assist other teachers and students make the best use of technology in the school.

We wish you all the best!

Thank you.





E-Learning Curriculum

At the end of this module, you will be able to:

use the e-learning software in the school;



- list the subjects;
- list the learning units of the e-learning software;
- identify topics for creating content;
- schedule a timetable;
- use internet to download relevant information.

Session Plan				
1	E-learning Software in the School			
2	Planning and Scheduling the Content			
3	On Job Training (OJT)			
4	Key Learnings			
5	Worksheet			



E-Learning Software in the School

What is e-learning

E-learning is essentially the network-enabled transfer of skills and knowledge. E-learning content is packaged and delivered via e-learning softwares.

E-learning softwares are programmed applications in which all the information is housed. Ideal e-learning softwares have a user-friendly interface design. All the information is chunked into small units and categorized in a logical flow, if applicable. Any other facilities and features (such as Highlighter, Calculator, etc.) are also accessible easily.

E-learning softwares help bring a whole lot of information at fingertips. They can be delivered via various applications. Refer the table for more information.

E-learning Applications and Processes	Medium of Delivery	
Mak hasad laawing	Internet	
Web-based learning	Intranet/extranet	
	Intranet/extranet	
Computer-based learning	Audio or video tape	
	CD-ROM	
Virtual classrooms	Internet	
Digital collaboration	Satellite TV	





Advantages of e-learning

- It can work from any location and any time. E-learners can go through training sessions from anywhere, usually at anytime.
- It can be updated easily and quickly. Online e-learning sessions are especially easy to keep up-todate because the updated materials are simply uploaded to a server.
- ♦ It can lead to increased retention and a stronger grasp on the subject. This is because of the many elements that are combined in e-learning to reinforce the message, such as video, audio, quizzes, interaction, etc.
- It has the ability to revisit or replay sections of the training that might not have been clear the first time around.
- ♦ It can be easily managed for large groups of students.
- ♦ It can accommodate different learning styles and facilitate learning through a variety of activities.
- ♦ It develops knowledge of the Internet and computers skills that will help learners throughout their lives and careers.
- Successfully completing online or computer-based courses builds self-knowledge and self-confidence and encourages students to take responsibility for their learning.

IT Coordinators in schools are suggested to participate in learning opportunities to build their understanding of how e-learning technology can be used in classrooms.

Moreover, they should help students to:

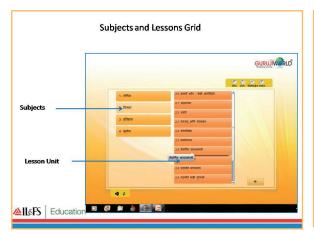
- become self-regulated learners determine their own learning goals and plans
- establish what they already know
- test their own learning

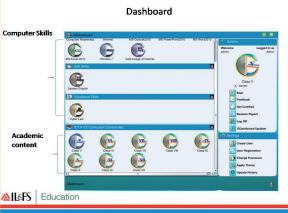


Planning and Scheduling the Content

GurujiWorld

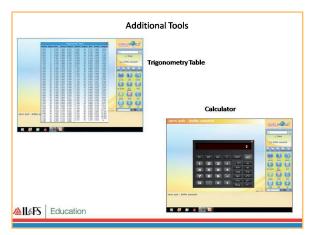
Before we get into the planning and scheduling of content, we will look at how data is generally organised. As an example, we have chosen the e-learning application called GurujiWorld. Refer the snapshots provided here.



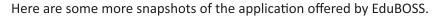




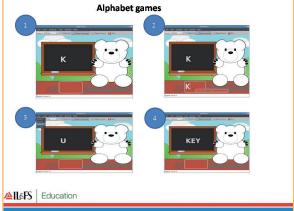




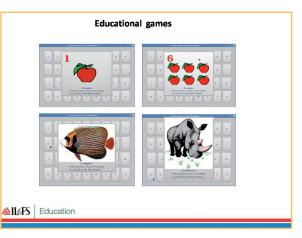


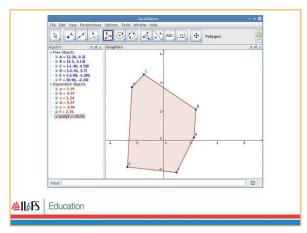


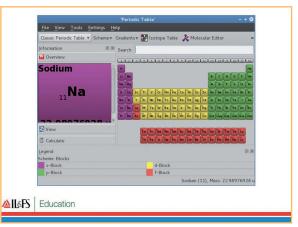












Exercise: 1

Analyse the e-learning package currently being offered by in your school and answer the following questions.

Nake a list of all the subjects.					
Now analyse how each subject is chunked into smaller units. Is it different from the textbook?					
Is the navigation easy?					
Which facilities does the e-learning package provide in each subject to make it more engaging					
Which facilities do you find the most helpful?					
Which feature do you think is missing and would be helpful if incorporated?					
Identify topics for creating content					





8.	Schedule a timetable for a month covering at least five different subjects.
F	
	cise 2
Use	internet to research the following topics:
•	How technology can aid learning and write your understanding in the space provided



Make a note of the duties performed by you everyday.

Day 10	
Duties to be performed	Details
Installation of e-learning software	
Co-ordination with customer care	
Troubleshooting hardware problems	
Hardware operated	
Installation and trouble shooting e-learning software	
Interaction with teachers	
List of requirements by teachers	
Delivered e-learning content	
Created e-learning content	





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