

Participant Handbook

IT Coordinator in School

Qualifications Pack - IT Coordinator in School

- ◆ **SECTOR** : Electronics
- ◆ **SUB-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
Web-based learning	Internet Intranet/extranet
Computer-based learning	Intranet/extranet Audio or video tape CD-ROM
Virtual classrooms	Internet
Digital collaboration	Satellite TV



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.

Subjects and Lessons Grid

Subjects

Lesson Unit

IL&FS Education

Dashboard

Computer Skills

Academic content

IL&FS Education

Navigation within the lesson

Additional Tools

Content of the lesson

IL&FS Education

Questions

Objective questions

IL&FS Education

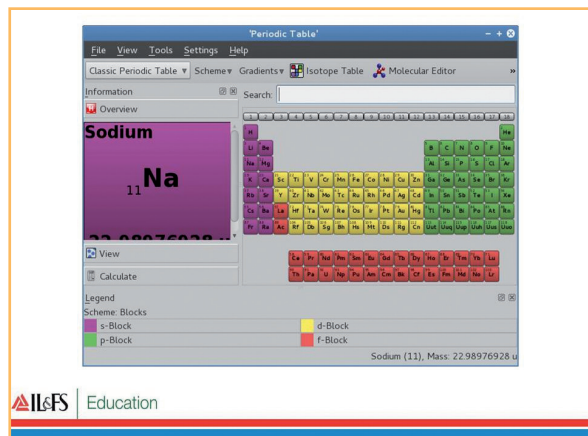
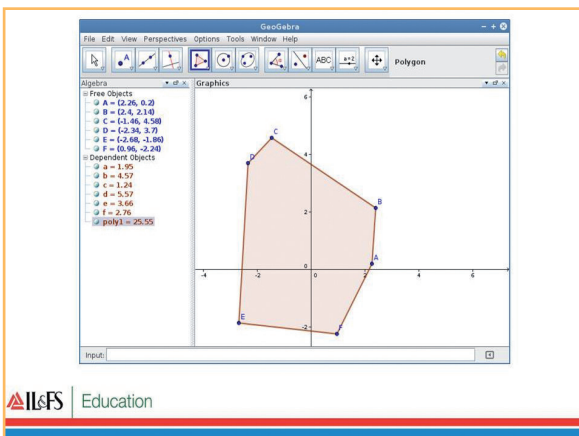
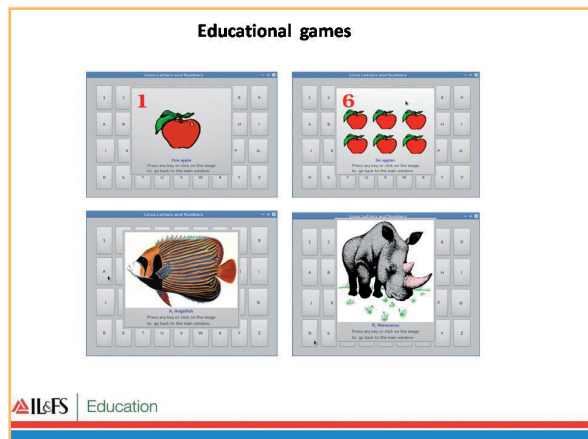
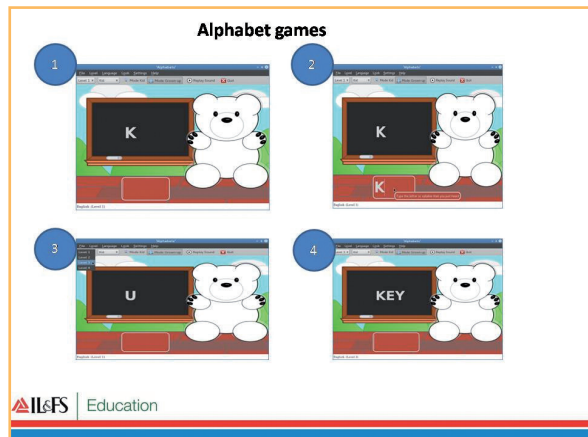
Additional Tools

Trigonometry Table

Calculator

IL&FS Education

Here are some more snapshots of the application offered by EduBOSS.



Exercise: 1

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

- 1. Make a list of all the subjects.

- 2. Now analyse how each subject is chunked into smaller units. Is it different from the textbook?

- 3. Is the navigation easy?

- 4. Which facilities does the e-learning package provide in each subject to make it more engaging?

- 5. Which facilities do you find the most helpful?

- 6. Which feature do you think is missing and would be helpful if incorporated?

- 7. Identify topics for creating content



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