# ICT Essentials of Teachers Workshop Programme

## Introduction

Rwanda’s Vision 2020 aims to transform the country into a knowledge-based, technology-led and middle income society by the year 2020. Information and Communication Technology (ICT) is considered as a ubiquitous tool that will energize the country socio-economic development. Enhancing teacher capabilities in and through ICT is one of the strategies used by the Government of Rwanda to develop a high-quality skills and knowledge base, leveraging ICT across various socio-economic sectors of the country. Training teachers in ICTs will increase the resource base and improve education delivery at all levels, hence the need to institutionalize ICT usage and

training for all teachers.

The Rwanda ICT Essentials for Teachers provides benefits for both educators and learners in education for improved teaching and learning processes to better learner outcomes, from increased learner engagement to seamless communication with educators which provides robust opportunities that ICT offers for the social development of knowledge based-economies for education. The Rwanda ICT Essentials for Teachers is based on the UNESCO ICT Competency Framework for Teachers (ICT CFT) a framework that outlines the competencies that teachers need to integrate ICT into their professional practice. The ICT CFT is a result of a partnership between UNESCO, CISCO, INTEL, ISTE and Microsoft.

## Objectives

This workshop is the launch of a pilot of the ICT Essentials for Teachers and is targeting a group of 30 teachers to ascertain the suitability of the course materials and methodology. The participants will…

1. Be familiar with the blended learning methodology
2. Can interact with the digital materials using the ICT Essentials for Teachers Learning Management System.
3. Be introduced and know how to contact to the team of ICT Essentials facilitators
4. Complete 9 units of study from the ICT Essentials curriculum
	1. Policy and ICT
	2. Hardware
	3. Troubleshooting ICT Problems
	4. Educational Internet
	5. Word processing
	6. eMail & Social Media
	7. Graphics Software
	8. Record Keeping (Spreadsheets)
	9. Project-Based Learning
5. Be ready to continue their studies online.

## Monitoring and Evaluation

This pilot has been designed to elicit data on the appropriateness of the materials and the methodology used in the course. There are two opportunities during the face to face workshop where data can be collected. A baseline study is to be completed by the teachers during the first session on day one using a questionnaire and then an interim study will be conducted in the last session on day 5. A final questionnaire will be completed by the participants directly after the examination in week 6 of the training.

## Schedule

The following workshop schedule outlines the different sessions

### Monday 30th January 2017

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| --- | --- | --- | --- |
| Time | Session | Objective | Facilitation |
| 08h30-10h30 | Orientation & Baseline Study | Make sure all participants can log in and interact with the digital materials and are familiar with the LMS. Participants are required to complete the baseline study | Andrew Moore, Gervais Sezirahiga, Celestin Mudenge |
| 10h30-11h00 | Tea |  |  |
| 11h00-13h00 | Unit 1a: Policy and ICT | Explain how existing and planned national policies impact classroom practices and how classroom practices correspond to and support policies related to ICT. | Herbert Ngamije & Vincent Nyirigira |
| 13h00-14h00 | Lunch |  |  |
| 14h00-16h30 | Unit 1b: Policy and ICT | Continued | Herbert Ngamije & Vincent Nyirigira |
| 16h30 | Close |  | Andrew Moore |

### Tuesday 31st January 2017

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| --- | --- | --- | --- |
| Time | Session | Objective | Facilitation |
| 08h30-09h00 | Introduction & Recap | Review day 1’s lessons | Andrew Moore |
| 09h00-10h30 | Unit 2a: Hardware | Explain Basic ICT Concepts, Use and demonstrate the use of common hardware  | Vedaste Uwishema & Herbert Ngamije |
| 10h30-11h00 | Tea |  |  |
| 11h00-13h00 | Unit 2b: Hardware | Continued | Vedaste Uwishema & Herbert Ngamije |
| 13h00-14h00 | Lunch |  |  |
| 14h00-17h30 | Unit 3: Troubleshooting ICT Problems | Demonstrate ability to perform basic maintenance and repair on hardware and assist in software troubleshooting. | Joseph Sserwanja & Theodore Ngendahayo |
| 17h30 | Close |  | Vincent Nyirigira |

### Wednesday 1st February 2017

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| --- | --- | --- | --- |
| Time | Session | Objective | Facilitation |
| 08h30-09h00 | Introduction & Recap | Review day 2’s lessons | Vincent Nyirigira |
| 09h00-10h30 | Unit 4: Educational Internet | Describe the functions and purposes of internet in the classroom and demonstrate the capability of using internet. | Theodore Ngendahayo & Joseph Mugabo |
| 10h30-11h00 | Tea |  |  |
| 11h00-13h00 | Unit 4b: Educational Internet | Continued | Theodore Ngendahayo & Joseph Mugabo |
| 13h00-14h00 | Lunch |  |  |
| 14h00-17h30 | Unit 5a: Word Processing | To explain basic ICT concepts, use and demonstrate the use of software applications (particularly Word Processor). | Celestin Mudenge & Gervais Sezirahiga |
| 17h30 | Close |  | Vincent Nyirigira |

### Thursday 2nd February 2017

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| --- | --- | --- | --- |
| Time | Session | Objective | Facilitation |
| 08h30-09h00 | Introduction & Recap | Review day 3’s lessons | Vincent Nyirigira |
| 09h00-10h30 | Unit 5b: Word Processing | Continued | Celestin Mudenge & Gervais Sezirahiga |
| 10h30-11h00 | Tea |  |  |
| 11h00-13h00 | Unit 6a: eMail & Social Media | Demonstrate the capability of using internet including e-mail, search, and social media functions in classwork. | Justine Niyonsaba & Gilbert Iragena |
| 13h00-14h00 | Lunch |  |  |
| 14h00-15h30 | Unit 6b: eMail & Social Media | Continued | Justine Niyonsaba & Gilbert Iragena |
| 15h30-17h30 | Unit 7a: Graphics Software |  |  |
| 17h30 | Close |  | Vincent Nyirigira |

### Friday 3rd February 2017

|  |  |  |  |
| --- | --- | --- | --- |
| Time | Session | Objective | Facilitation |
| 08h30-09h00 | Introduction & Recap | Review day 3’s lessons | Vincent Nyirigira |
| 09h00-10h30 | Unit 7: Graphics Software | Describe the purpose and basic functions of graphics software to create a simple graphic display.  | Jean de la Paix Nkurunziza & Vedaste Uwishema |
| 10h30-11h00 | Tea |  |  |
| 11h00-13h00 | Unit 8: Record Keeping (Spreadsheets) | Use ICT to support class administration through the keeping of a digital class record system using a spreadsheet package. | Jean de la Paix Nkurunziza & Justine Niyonsaba |
| 13h00-14h00 | Lunch |  |  |
| 14h00-17h30 | Unit 9: Project Based Learning | Manage student project-based learning activities in a technology-enhanced environment to support collaboration. | Gilbert Iragena & Vincent Nyirigira |
| 17h30-18h00 | Going Forward & Interim Study | The online units are introduced before the group breaks up to continue studies via the Internet. Participants are required to complete the Interim study before they depart. | Vincent Nyirigira |

## Online Study Component: Units 10-14

The following units will be studied and facilitated online after the completion of the workshop. The online materials and activities can be accessed from the Moodle Learning Management System at <https://ict-essentials-for-teachers.moodlecloud.com>

Login and password details will be finalised during the orientation session on Monday

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| **Unit of Study** | **Dates** | **Facilitators** |
| Unit 10: ICT & the Physical Environment | Sun 5th - Sat 11th February 2017 | Joseph Mugabo &Justine Niyonsaba |
| Unit 11: ICT to Support Traditional Pedagogy | Sun 12th - Sat 18th February 2017 | Jean de la Paix Nkurunziza & Theodore Ngendahayo |
| Unit 12: ICT & the Curriculum | Sun 19th - Sat 25th February 2017 | Vedaste Uwishema & Celestin Mudenge |
| Unit 13: ICT to Support Assessment | Sun 26th - Sat 4th March 2017 | Gilbert Iragena & Joseph Sserwanja |
| Unit 14: ICT for Professional Development | Sun 5th - Sat 11th March 2017 | Herbert Ngamije & Gervais Sezirahiga |
| Examination | Sun 12th - Wed 15th March 2017 | Andrew Moore |
| Final M&E Questionnaire | Thu 16th – Sun 19th March 2017 | Andrew Moore |