UAP Vanuatu Training 24-28 August 2015 - Tablets and Educational Apps - Facilitators Guide

This training is in 3 groups based on the needs assessment. Some of group 1 who have other ICT skills can move to the G2 and 3

Group	Skill Levels	Approx numbers	Facilitator	Assistants
1	Not used Android	28	DL	2
2	Some experience with Android	18	GH	1
3	Some experience with Android	17	YL	1

List of handouts and resources to be used

Hand out	Format	Contents	Distribution
User Guide to the tablets and Android 4.1.1	PDF	Alcatel user guide p 1-14 Selected pages from Google Nexus 7	On COP
Worksheet	.Print	List of the apps provided in a matrix with space to write observations next to each - Categories to choose from - Column to write curriculum categories - Column to write teaching method / ICT use (pedagofy) List of additional recommended apps	Print
Categories for curriculum and ICT pedagogy (teaching methods using ICT)	PPT	A few slides to explain categories prior to exercise	On COP
Asset list with participants names		To write down TRR asset numbers of tablets lent to teachers	

Other resources needed

- Projector with speakers
- Laptop with Droid@Screen installed
- Tablet for demonstrations, fully charged and with the screen saver/sleep setting turned to always on

- Flash drives with Sugar on a Stick
- A COP forum for this session with a few posts starting discussions about
    - Sharing of lesson ideas with the OERs (from the first sessions) and the apps, and curriculum linkages
    - Classroom management – what are your ideas on managing the use of the tablets in your school
    - General evaluation of the session 3 and 4.

Training schedule

The duration is indicative only, the groups move at different paces.

	Duration (min)	Activity	.Description
1	10m	Handout tablets	Participants are told they are responsible for the tablets and must hand them back in good condition on Friday Participants queue for tablets, write the serial number next to name and sign for it
2	10m	Work stations and COP	Participants sit at workstations and log in to COP. Facilitator demonstrates - access the training module and view resources including • Basic guide to the tablet and Android basics • PPT • Worksheet • Forum • Self assessment
3	5m	Go through hardware features	Participants open the user guide (PDF on the COP) onto their screens Using Droid@Screen the facilitator explains the features • Hardware buttons • Camera • Battery • Cards and other user slots • Micro USB • Power the tablets on • Show how to power off. They try and power on again.
4	10m	Essential operating system features	Facilitator demonstrates (ask participants to wait then try). User guide should be displayed on participants screens. • Lock screen – swipe to right • Home screen – swipe sideways • Home, back, background apps buttons • Common settings • All settings • Apps screen • Open an app (Camera, Gallery) and hide it • Drag Chrome to Home screen • Participants try. Write down the above on white board. They can take pictures with camera etc.
5	10 min	Connecting to Wi-Fi	Demonstrate and allow them to try • Common settings (remind them) • Connect to the UAP Wi-Fi • Forget/reconnect (practice making sure know if it is connected and how to change connection) • Show how to turn wireless on/off

6	15m	Logging on to the portal and viewing resources	Demonstrate and allow time to try • Start Chrome Browser • Log on to Portal • Make sure everyone has Internet access at this point • Allow 10 minutes to access resources on Portal • Write a few websites on the white board for them to try accessing Internet ○ Government/TRR/Ministry of Education/VITE/AUF etc
7	5m	Intro to TRR educational apps	Hand out worksheets. Indicate the list of apps. Demonstrate only. Ask participants to put their tablets down and watch. • A few of the best TRR apps (include Cam Scanner)

8	5m	Introduction to Exercise on TRR apps
		
		(brief slideshow)
			Bring up slide show and explain that, as they go through the apps, we want them to think about
			  (a) curriculum linkages (including subjects, age groups/grades)
			  (b) teaching methods / how the app could be used in teaching, lesson activities, student work etc
			
			As you present the slides, discuss the below:
			
			Curriculum linkages. You might prompt them by asking "can you think of a subject or lesson where any of those apps could be useful?" Which age groups?
			
			Use slides (prepared by DL) to help the participants start thinking about how the apps can be used as part of a teaching and learning activity. This is about teaching methods, classroom management, and ICT pedagogy.

9	50 min	Exercise	Explain the worksheets. Go through the categories. Participants will: • Work their way through the apps. Tell them to choose those apps they think may be interesting and not just in alphabetical order. • Write next to the app name, any categories that they think might apply. Or write down new categories of your own. Take notes concerning curriculum linkage and ways they could be used to promote educational outcomes, Using the space provided • Also note any difficulties
10	15 min	AFTER TEA BREAK FULL GROUP Demonstration of Sugar and ODK	David Leeming will give a short demonstration of Sugar on a Stick and ODK
11	10 min	Discussion	• Get feedback from people. Ask them to stand up and explain their ideas. • Tell them there is a forum where they can share their lesson ideas and curriculum linkages (show on COP) • Discuss classroom management – how to prepare nd make sure a whole class session with the tablets goes to plan
12	20 min	How to add and delete apps	Ask them to put down their tablets and watch. Refer to the list in handout of recommended apps by the contractors. Explain that there is a problem with memory, but we need to install at least two

		Using Google Play to add additional apps	apps • Dolphin Browser (because it is needed to view some of the content that uses Flash) • Open Data Kit app or ODK Collect, to be used in the next day's project workshop. Demonstrate Google Play. Explain this is how they can find thousands of new apps, mostly free • Start Google Play and show features: • Search • Side panel • My apps • Settings • Auto update (turned off) Demonstrate searching for and installing Dolphin Browser • Participants install Dolphin Browser • Repeat with ODK Collect Refer them to the list of other apps we recommend (list on the COP training module resources) • Demonstrate installing a small one (Sound Wave) and uninstalling it again • Allow them to try installing and uninstalling
13	5m	Using Dolphin Browser to view Flash resources	Demonstrate Dolphin Browser to view Flash. • Start Dolphin Browser • Access some Internet websites • Access the portal and view e-learning for kids. • When a Flash resources is viewed the first time, download Flash apk and install • Verify Flash content is displaying properly

14	10 min	Care and maintenance	Wrap up any activities and get everyone to put tablets down and focus on new topic.
			• Say we will look at power, updates and memory management, and general care. (on whiteboard)
			• Ask participants if they have any particular questions of concerns
			• Possible answers (brainstorm write on whiteboard)
			    ○ Security / theft
			    ○ Misuse – bad websites
			    ○ Distraction in class / use of Facebook, limiting access to apps only
			    ○ Protecting from water
			    ○ Supervision especially with young children
			    ○ The micro USB is very fragile
			    ○ Protection of screens from scratching etc
			• Add classroom management to the list

15	10 min	Power management	Bring in the trolleys. We have 2 trolleys but each group will be at different pace so it should be OK. • Explain the charging, show on the tablet the charge indicator. • Explain that a teacher needs to have the tablets all fully charged in the morning – you can't have tablets going flat in the middle of a lesson. • Participants group around the trolley. Explain features. • Allow them to try attaching a tablet to charging cable, view the response of the tablet (verification). Highlight fragile nature of microUSB • Have a discussion about practical issues at the schools. Who will do this. Can students plug/unplug them? How to manage this and make it

			secure.
16	10 min	Reflection	Wrap up and spend 5 minutes evaluating what they have learned. • Outline what they should have learned (checklist from the module) • They can leave comments and self evaluation on the forum • Remind them to try replying to the forum questions if they have time in the evening and after the workshop