

Web-in-Class

<p>Description</p>	<p>Teaching/training is 100% face-to-face and delivered in a conventional classroom. Learning activities are facilitator-led and include a range of structured activities including the use of some technology.</p> <p>Prerequisite skill and equipment needs to participate in web in class activities will reflect the method of delivery and planned learning activities.</p> <p>This checklist identifies:</p> <ul style="list-style-type: none"> ▪ Skills and equipment teachers will need to use technology in the classroom ▪ Equipment and support an organisation can provide to support Web-in-Class delivery <p>And includes a:</p> <ul style="list-style-type: none"> ▪ A baseline ICT Skills Self-assessment for learners to identify their existing digital literacy skills
<p>Examples</p>	<p>Examples of Web-in-Class Activities</p> <ul style="list-style-type: none"> ▪ Watch Youtube videos in a class group ▪ Watch a presentation ▪ Internet Research ▪ Internet based quizzes, games etc ▪ Use computer programs to document research, tell a story or record activities such as presentation, word processing or spreadsheet software ▪ Internet based collaborative activities such as Discussion Boards or Padlet, ▪ Using digital images from Phone or camera (video & still) ▪ Computer based learning activities using a Learning Management system such as Moodle
<p>Resources</p>	
<p>Teachers</p>	<p>Resources Page 7-9</p>
<p>Learners</p>	<p>Examples: Intel Easy Steps Skills Checklists See Pg. 7</p>
<p>Organisation</p>	<p>Resources Page 7-9</p>

Teacher Self-Assessment Checklist – Web-in-Class

This checklist will help you identify skills you need to deliver a range of technology based learning activities in the classroom.

E Skills	Yes	No	Not Sure
I communicate with my organisation/s and learners through telephone calls & Short Message Service (SMS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am able to preview a document in print view, select correct printer settings and print document	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am able to use a photocopier to reproduce learner work samples and work sheets/instructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am able to send and receive emails and manage attached files	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can create and apply a signature to PDF documents such as Pre-accredited Moderation Summary or a work contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am able to create and manage files and folders on my computer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am able to store information on a portable storage device, for example: A USB Flash drive or DVD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can use word processing, presentation and spreadsheet applications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am able to conduct effective internet searches for learning materials such as Youtube videos or links to learning sites	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am able to connect a computer to a projector, smart TV, or interactive whiteboard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am able to present information through a projector, smart TV, and/or interactive whiteboard. For example: videos (YouTube and DVD's), slideshows, or web pages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am able to access computer settings to change screen resolution, improve presentation output quality, size or focus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can use a digital recording device such as a camera or mobile phone to capture images & recordings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can copy digital images from a camera or mobile phone to a computer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can use basic photo editing tools to manage digital images	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I know who to approach for help and mentoring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Organisation Self-Assessment Checklist – Web-in-Class

Use this checklist to identify resources you will need to support Web-in-Class delivery.

E Skills	Yes	No	Not Sure
We have a fast and reliable internet connection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We have up-to-date internet security software	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We can provide teachers with access to internet, an email account and work space if necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We have a data show and/or interactive whiteboard and/or smart TV	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We have a computer lab/room or laptops with internet access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We regularly maintain computers and laptops including updating software	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We have up-to-date word processing software such as Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We have up-to-date presentation software such as Microsoft Office Power Point	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We have up-to-date spreadsheet software such as Microsoft Office Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We have a digital camera for class activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We have mobile devices for class activities such as tablets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We have the capacity to play Youtube videos in class	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We are able to provide resources such as USB flash drives to teacher and students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We have digital copies of a range of learning activities such as work books	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We have user manuals for all equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We have electronic versions of policy and procedures such as Student Codes of Conduct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We can provide professional development training for staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We can provide timely technical support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Learner Self-Assessment Checklist

We will use computers to complete some of the work in this course. Use the checklist below to help identify the skills you have and identify areas which you need to develop.

E Skills	Yes	No	Not Sure
Computer			
I can start a computer and shut it down properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can log in to a computer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can point, click, double click and select text with the mouse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can scroll using the mouse or the keyboard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can know how to use the keyboard to enter information into the computer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can navigate toolbars, windows, menus and dialogue boxes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can use the minimise, restore and maximise buttons to resize windows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can find programs/applications on the computer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can create, name and save files to a specific location on my computer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can create and name folders to manage my files	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can save files and folders to a USB memory stick	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can use a word processing application (program)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can use a spread sheet application (program)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can use a presentation application (program)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internet and Email			
I have access to the internet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can enter a URL into an internet browser address bar to access a web page	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can use the Internet browser's navigation tools to go back, forward and to switch between tabs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can login to a webpage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I have access to an email account	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can send and receive emails with attachments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Help			
I know how to contact my teacher when I need assistance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Action Plan			
Actions		Due Date	Completed
Action 1			
Action 2			
Action 3			
Action 4			
Reviewed By:		Date:	

Resources

This is list of resources which can be used for professional development and used to develop technology based learning activities which will enhance learner's digital literacy skills.

Gcflearnfree.org

A series of online tutorials covering a range of topics including information technology, Microsoft Office, maths, reading and job seeking skills.

<http://www.gcflearnfree.org/>

Tools Directory by Joan Hart

A directory of learning and performance tools has been collected over many years by Joan Hart. The tools have been organised into categories and can be used in Web-in-Class learning activities.

<http://c4lpt.co.uk/directory-of-learning-performance-tools/>

VET Teachers E-learning Toolkit

The Toolkit identifies the minimum web and desktop-based functionality requirements needed to support e-learning in vocational education and training (VET) organisations
It is supported by "Commonly used E-Learning Applications and Tools in VET" a lists of applications that VET e-learning practitioners find useful in developing and delivering E-learning
The license requirements for the tools are listed and most tools are free to use.

http://e-standards.flexiblelearning.net.au/implementation/vet_teacher_e-learning_toolkit/index.php

Intel Easy Steps Online

Intel's digital literacy program is a modular learning program which develops skills in basic technology and is supported by the ACFE Board as an option for pre-accredited digital literacy delivery.

<https://easystepsonline.intel.com/>

Digital Literacy for Mobile Phones

This is a free resource kit develop by AMES which aims to develop digital literacy skills and literacy and language skills in culturally and linguistically diverse (CALD) adult learners. It can also be used with other learners such as those in foundation skills programs.

<https://www.ames.net.au/ames-bookshop-detail/-digital-literacy-for-mobile-phones%3A-resource-kit/96>

Internet Basics

An Australian government website that takes learners through the basics of using the internet.

<http://www.internetbasics.gov.au/>

Copyright Law

Teachers often create learning activities and need to ensure compliance with copyright law as it relates to text, images, video, sound recordings, artistic works and music. They need to ensure that learners are aware of copyright when they undertake research activities.

The *Australian Copyright Council* is an independent, not for profit organisation which represents peak bodies for Australian artists and content creators.

<http://www.copyright.org.au/>

Smartcopying is the official guide to copyright for schools and TAFEs in Australia and is managed by the National Copyright Unit.

<http://www.smartcopying.edu.au/copyright-guidelines/copyright---a-general-overview/1-1-what-is-copyright->

Creative Commons licences provide a simple standardised way for individual creators, companies and institutions to share their work with others on flexible terms without infringing copyright. The licences allow users to reuse, remix and share the content legally.

<http://creativecommons.org.au/learn/licences/>

Videos

There is a comprehensive range of videos available which cover many topics and can be used in different ways to support learning.

Teacher tube is a free, education-based community for sharing instructional videos and content for teachers and students.

<http://www.teachertube.com/>

Youtube is a free video sharing community which is open to everyone.

<https://www.youtube.com/?gl=AU>

Vimeo is a free video sharing community which has the option of purchasing a Vimeo Pro account to access more features.

<https://vimeo.com/help/basics>

Professional Development

21st Century Skills online course

This course is self-paced and delivered fully online. It is designed for teachers and develops digital literacy skills which can be used in blended delivery and e-learning.

Gippsland Connect Moodle <http://gippslandlearnlocal.trainingvc.com.au/>

ACFE funded PD sessions

The Adult, Community and Further Education Board supports quality teaching by providing personal development opportunities for Learn Local managers and teachers.

Information is provided to managers via email and can also be accessed here:

<http://www.education.vic.gov.au/training/providers/pages/profdev.aspx>

<http://www.education.vic.gov.au/training/providers/learnlocal/Pages/operationaltools.aspx>

<http://www.vetcentre.vic.edu.au/events>

Computer Skills

The GCFLearnFree.org program is an online repository of tutorials which provide tuition in 21st Century skills. These tutorials are free and range from ICT skills through language and literacy. Technology tutorials.

<http://www.qcflearnfree.org/technology>

TAE Skill Set: TAESS00009 Address Foundation Skills in Vocational Practice

Taking the Lead

This online learning reflects the skill set; TAESS00009 Address Foundation Skills in Vocational Practice

This skill set is made up of three units of competency: TAELLN411 Address adult language, literacy and numeracy skills, TAELLN412 Access resources and support to address foundation skills in vocational practice, and TAELLN413 Integrate foundation skills into vocational training delivery. Advice is available re: the collection of evidence for possible accreditation of these units of competency.

<http://www.takingthelead.com.au/online-professional-development-2014>

Webinars and training days

Adult Learning Australia <https://ala.asn.au/>

VET Development Centre <http://www.vetcentre.vic.edu.au/events>

Gippsland Connect <http://gippslandlearnandconnect.acfe.vic.edu.au/Newsletters+and+Events>

Free On-line Courses

Coursera <https://www.coursera.org/courses>

MOOC List Australia <https://www.mooc-list.com/countrys/australia>

MOOCs at Boxhill TAFE <http://mooc.bhtafe.edu.au/course/index.php>

Gippsland Connect Wiki

The checklists are available for download here:

<http://gippslandlearnandconnect.acfe.vic.edu.au/Project+Templates>