

## STF Cascade District Training Agenda 2013 - 14 - Science

<b>Day 1</b>					
<b>Topic</b>	<b>Time</b>	<b>Structure</b>	<b>Objectives/ Outcomes</b>	<b>Participants Work</b>	<b>Handout to participants</b>
Inauguration of workshop and sharing the agenda for the STF workshop	10.00 – 10.30	Introduction/ discussion	The objectives of the workshop. Understand agenda		1. Detailed Agenda
Participant Information Collection	10.30 – 11.00	Hands – On	Collection of participant information	Participants enter their information on a google doc	2. <a href="https://docs.google.com/forms/d/1C">https://docs.google.com/forms/d/1C</a>
Sending emails with attachments	11.00 – 1.00	Hands – On	Share with each other and the STF mailing list the resources and mind maps generated so far	1. Participants access email; RP will create email ID for those who dont have 2. Access STF emails 3. Attach files, compose message and send emails	3. Emailing hand-out
<b>Lunch Break</b>					
Internet is a resource for learning	2.00 – 5.00	Demo and hands-On	1. What is the internet? 2. How to access materials on internet? 3. How to use it for resources? 4. Different sources and perspectives of information. 5. Personal enrichment. 6. Internet allows us to learn more in different ways. 7. Skills of using internet	1. How to search on internet – address bar, search 2. Downloading files 3. Saving pages offline 4. Downloading images 5. Downloading videos 6. How to copy link and add in document? 7. Copyright and license	4. Various kinds of useful websites – List Hand-out on accessing and using a browser - address bar, navigation tools; window – scroll bar. 5. Hand-out for creating a meta document for a resource library
<b>Day 2</b>					
Mindmaps to connect and complete concepts	9.00 – 11.30	Group work	1. Using mind maps to list the various concepts to be taught (not definitions) 2. Using mind maps to navigate a topic	1. Participants create a set of mind maps for exploring a topic 2. Using that mind map look for appropriate resources	6. Hand out for using Freemind, connecting nodes, making a set of mind maps, links and images
Image editing using GIMP	11.30 – 1.00	Hands – On	Editing photographs for size and resolution	1. Creating a set of 3 images for their topic	7. Simple GIMP tutorial.odt
<b>Lunch Break</b>					
Image editing using GIMP	2.00 – 4.00	Hands – On	Editing photographs for size and resolution	1. Creating a set of 3 images for their topic	7. Simple GIMP tutorial.odt
The current context of the Class 9 textbook. What do we need? Organising resources	4.00 – 5.00	Presentation and group work	1. What are difficult areas? 2. How to look for resources – for teacher use, for classroom use. 3. What description to give for resource	1. Identify topics 2. List concepts/ areas of difficulty 3. What resources does teacher need – additional information 4. Activities for class	8. Textbook analysis framework – Science.odp
<b>Day 3</b>					
Introduction to the KOER – how resources have been developed and how to use for classrooms	9.00 – 11.00	Presentation and discussion	1. What is KOER and how resources are arranged 2. Accessing KOER 3. Contributing to KOER 4. What is possible with KOER	1. Resource Persons demonstrate and explain KOER	9. How to navigate KOER hand-out

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Building personal resources for teaching	11.00 – 1.00	Group work	1. Build resource library for their use 2. Continue from previous day – put it by file type and activity	1. Participants learn to access resources and compile for one concept	
<b>Lunch Break</b>	<b>1.00 – 2.00</b>				
Working with KOER	2.00 – 5.00	Group work	1. What is KOER and how resources are arranged 2. Accessing KOER 3. Contributing to KOER 4. What is possible with KOER	1. Participants must visit the KOER website for their topic 2. Look at resources arranged 3. Download a resource 4. Make suggestions and modifications 5. Send these modifications to STF	<a href="http://karnatakaeducation.org.in/KC">http://karnatakaeducation.org.in/KC</a>  <a href="http://karnatakaeducation.org.in/KC">http://karnatakaeducation.org.in/KC</a>
<b>Day 4</b>					
CCE - Introduction to the concept, needs and strategies	9.00 – 10.00	Discussion	Present a framework for how we can develop CCE for science		10. CCE Framework and Ideas – Mind Map and teacher resources on Assessment Portal. <a href="http://karnatakaeducation.org.in/KC">http://karnatakaeducation.org.in/KC</a>
Advanced Text Processing with inserting images, links, headers, footers, heading. Review and Edit-Record-Changes	10.00 – 1.00	Demo and hands-On	1. Creating documents with images, texts, etc 2. Formatting and simple layout	1. Participants must make a multi page document formatted on resource.	5. Hand-out for creating a meta document for a resource library (already handed out)
<b>Lunch Break</b>	<b>1.00 – 2.00</b>				
ICT tools for teaching learning	2.00 – 3.30	Demo and hands-On	Resource persons demonstrate select ICT resources for classroom teaching	1. Pictures 2. Videos 3. Simulations	11. ICT Textbook
Building personal resources for teaching	3.30 – 5.00	Group work	1. Build resource library for their use 2. Continue from previous day – put it by file type and activity	1. Participants learn to access resources and compile for one concept 2. Share with science STF the meta document with details of resources accessed	
<b>Day 5</b>					
Teachers share their personal digital libraries and assessment approaches for review	9.00 – 10.30	Group work	Review of activity contribution by groups	1. Participants must review and contribute resources to one other topic other than their own	
Uploading videos on youtube, photos on Picasa	10.30 – 11.30	Hands – On	Uploading videos and images	1. Upload one video/ image	12. Uploading on youtube and picasa

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Working with KOER	11.30 – 1.00	Presentation and group work	1. Contribution to the wiki	1. Participants must share their resource document created with STF 2. Participants must send atleast one activity to <a href="mailto:koer@karnatakaeducation.org.in">koer@karnatakaeducation.org.in</a> through the Contribute page on the KOER	
Lunch Break	1.00 – 2.00				
Review and discussion	2.00 – 3.00	Presentation and discussion	Review and finalisation of resource contributions	1. The reviewers of each topic must present their review comments	
Video Editing	2.00 – 3.00	Hands – On	Video Editing demo	1. Resource Persons demonstrate Open Shot	13. Hand out for Open Shot
Feedback on process	3.00 – 4.00	Hands – On	Feedback on KOER and process	1. Participants must share feedback om googledocs 2. Upload workshop photos on Picasa	
Closing and way forward	4.00 – 4.30	Discussion	Discussion on way forward		Show the video "How the machine is using us - The Machine is using us - <a href="http://www.youtube.com/watch?v=NLIG">http://www.youtube.com/watch?v=NLIG</a>

Subject Teacher Forum Agenda - District Training

A

- 1
- 2
- 3
- 4

Day 1

Topic

Registration

- 6
- 7
- 8
- 9

Time

10:00-

10:30

Pre-Test & Discuss 10.30 –

Course Agenda

11

Computer Literacy

5

B

11.00 –

12

Computer Literacy – 12.00 –

Word Processor

1

Lunch Break 1.00 – 2.00

Computer Literacy – 2.00 –

Kannada Typing – 3.00

IBUS

Listing the school

3:00 –

records and writing 4:00

Annual school

reports

C

E

F

How Objectives/ Outcomes Resource Required

Registration 1.Registration Form 2. Training

Agenda/module 3. Stationary

Fill out a Know participants Computer knowledge 1. Pre-Test Questionnaire 2. Detailed

questionnaire and skill levels Discuss Agenda of Agenda  
& discuss workshop  
agenda of  
workshop

Demonstration

& Hands On

Focus on Computer-hardware & software. 1. Presentation by faculty 2.

\* Thin clients and desktop computers. Computer Literacy – Handout

\* Operating system & Application Software

(Windows and Ubuntu – Open Office ) and

applications

Open Office - Opening, menu & tools, file  
formats, formatting text, header footer, track  
changes, comments, saving file

Hands-on Kannada typing using different Unicode 1. Word Processor Kannada Typing–  
fonts. Indian Language Typing Process , 2. Handout Newspaper articles on  
why do we need to use unicode font why we must use unicode fonts.

Other languages used in schools will  
also be demonstrated and practised

Discussion 1. Create school report template Annual School Report, feedback  
form and Observation Schedule-  
Sample Template

Hands-on

Page 1

Word Processor – Handout Use the  
following reports : School program  
documentation, school grants

Subject Teacher Forum Agenda - District Training

A

10

Advanced features  
of Word Processor

11 Recap

12 Day 2

13 Recap Day 1

14

B

C

F

4.00- Hands-on Inserting tables, pictures, page formatting, Word Processor – Handout

5.20 print setup Hyper link, Find & replace,

Grammar and spelling, inserting  
objects(files), foot note, converting to PDFs

5:20 – Open Summarise Day 1

5:30 Discussion

Faculty take down notes of discussion

Discussion Recalling previous days sessions, discuss day 2 agenda

Spreadsheet and basic features of spreadsheet, menu, tools & formulas. file formats, formatting cells, tabulation, formulas, inserting/deleting row&columns, naming, inserting, copy - sheet saving file, hide feature, page set-up for printing, heading for each page, making PDFs.

Faculty Notes

9:30-

10:00

Spreadsheet Basics 10:00 –

10:30

Spreadsheet

10.30 –

applications

1

Presentation

Hands-on

15

16 Lunch Break

E

Presentation prepared by faculty

1. Spreadsheet – Handout 2. Mid-

Day meal students profile( 2011-

2012), Budget and planning,

students evaluation , admission

records, equittance, cash book and

ledgers, )

Data Management 1.00 – 2.00 Spreadsheet 2:30 – Hands-on Advanced formula – standards & variables, 1. DISE/SEMIS data template , ICT

2:00 – Advanced 5:20 sorting, filtering, analysis - data pivoting, equipment maintenance data , Stock

Presentation sheet consolidation

2:30 Register

5:20 – Open Summarise Day 2

5:30 Discussion

Faculty take down notes of discussion

Time Structure Objectives/ Outcomes

Resource Required

17

18

19 Recap

20 Day 3

21 Topic

Difference between data collection and data Faculty prepare Presentation  
reporting and data analysis, designing and  
developing common formats

Page 2

Subject Teacher Forum Agenda - District Training

A

22 Recap Day 2

23

Spreadsheet

Advanced

24 Lunch Break

25

Presentation(.odp)

Applications

B

9:30-

10:00

10:00 –

1:00

Resources

Recap

28

29 Day 4

30 Recap Day 3

31

32

33

Tools in

Mathematics

Lunch Break

Tools in Science

34 Tools in Social

Science

35 Tools in languages

Discussion

Hands-on

1.00 – 2.00

2:00 –

Presentation

2:30

Presentation –

26 advanced features 2:30 –

4:00

27 School ICT

C

4:00 –

5:20

5:20 –

5:30

Hands- On

Open

Discussion/De

mo

Open

Discussion

9:30-

Discussion

10:00

10:00 – Hands-on

1:00

1.00 – 2.00

2:00 –

Hands-on

2:30

2:30 –

Hands- On

4:00

4:00 –

Hands-on

5:20

E

F

Recalling previous days sessions, discuss Faculty Notes

day 3 agenda

Advanced formula – standards & variables, 1. QMT template 2. Spreadsheet –

sorting, filtering, analysis - data pivoting, Handout .

sheet consolidation , graphs/charts, sheet

links

Slide layout, slide design, slide transition, Presentation prepared by faculty



insert/delete slides, copying tables ,  
pictures and graphs, hyperlinking, printing  
options

Preparing annual school activity report HM bring photos of school events

Educational Tools, including freemind , CDs  
available in schools, School Tech Plan -  
Intel

Summarise Day 3

Recalling previous days sessions, discuss  
day 4 agenda

Geogebra, Bruch

Phet, Step

Make a list of available school  
resources

Faculty take down notes of  
discussion

Educational tools

Faculty Notes

1. Handout

1. Handout

Marble, K Stars, Stellarium

K Lettres, K Hangman

Page 3

1. Handout

1. Handout

Subject Teacher Forum Agenda - District Training

A

36 Recap

37 Day 5

38 Recap Day 4

39

40

41

42

43

44

Internet and  
networking

(Applications)

Internet

Applications

(Browsing the

Internet )

Internet  
Applications  
Lunch Break  
Email – Advanced  
applications,  
Connectivity, Bulk  
SMS, Social  
Networking  
Hardware  
Troubleshooting

45 Post- Test

46 Feedback

B

C

E

F

5:20 – Open Summarise Day 4 Faculty take down notes of

5:30 Discussion discussion

9:30- Discussion Faculty Notes

10:00

10:00 –

10:30

10:30 Hands- On Recalling previous days sessions, discuss

-12:00 day 4 agenda

World wide web, types of networks,  
browser, safety, file sharing, Using browser,  
address bar, search engine,  
bookmarks, govt websites, google  
translate, google docs, forms, download,  
Using unicode languages

Presentation

12.00 – Hands- On

1

1.00 – 2.00

2.00 –

Hands-on

3.3

3.30 –

4

4:00 –

4:30

4:30 –

5:30

Faculty to prepare presentation  
List of department websites , other  
relevant websites, DSERT & NCERT  
Textbooks available online  
HRMS site browsing & uploading  
composing, sending, attaching -  
Handout – Emails  
Compressing files, signature, calendar,  
group emails, searching, folder creation &  
filtering, chatting, Creating contact lists,  
Using way2sms(bulk SMS). Lecture on  
social networks  
Demonstration How to solve frequent computer troubles-  
Faculty prepare Presentation  
& Hands On  
disk clean-up, desktop organisation.  
Different file formats. Compressing files  
Fill out a  
Assess participants learning from workshop 1. Post-Test Questionnaire  
questionnaire  
Open  
Participants feedback about the training  
Discussion  
programme  
Faculty Notes  
Page 4