Plot 9A
Ntinda View Crescent
Naguru, Kampala,
Uganda

www.edify.org

September 10th 2024

The Director,

.....
Dear Sir/Madam,

Re: Upcoming training and support activities aimed at boosting ICT capacity in your school

As part of our EdTech Program, we discover our partner schools' technology needs and then provide tailored solutions and support, including training, resources, and EdTech acquisition loans. Edify helps to integrate education technology for partner schools by providing installation and set-up of computer labs and software, continuous training, and guidance on effective implementation in the classroom for schools that have used loans to purchase equipment.

Technology is becoming part and parcel of all aspects of daily life, and by providing access and supporting positive use, schools have additional tools to help them operate more efficiently. Students with access to technology acquire marketable skills increasingly needed in the world of work. We believe that equipping students with digital skills will prepare them for a bright future and improve their employability.

To support your school in leveraging technology effectively, we have partnered with ***Sharebility Uganda Limited*** (the bearers of this letter), to conduct a technical assessment, offer training, and provide follow-up support. Our goal is to ensure your school:

1. Establishes a functional computer lab.
2. Integrates ICT into teaching and learning (Digital Pedagogy).
3. Supports ICT innovation on the side of the learners (EdTech Clubs).
4. Develops local e-content for classroom use and implements a comprehensive e-learning strategy.
5. Uses technology for administrative purposes, supported by a solid ICT policy.

We are excited to work with you in boosting your school's ICT capacity and enhancing digital learning experiences.

We therefore request you to kindly cooperate with our above-mentioned partner, and should you have any further questions Please don't hesitate to contact me on +256772084745, jmbaziira@edify.org or smukasa@edify.org+256774000667.

Sincerely,

Josephats Mbaziira
Country Director, Edify Uganda.



Sharebility Uganda Limited

EduTech |Software| Website Services
Digital Library| eLearning | Content Creation
Digital Marketing | Training & User Support

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Makerere Innovation and Incubation Center, Kla.

To:
The Director / Headteacher

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September 10, 2024

Dear Sir/ Madam,

RE: INVITATION TO TRAINING OF TRAINERS (TOT) WORKSHOP ON EDUCATION TECHNOLOGY

As we begin the new school term, we are excited to invite your school to any one of scheduled 1-day Training of Trainers (ToT) workshops on EduTech (Education Technology), encompassing both hands-on and minds-ons activities aimed at enhancing ICT integration within your school's teaching, learning and administrative processes. The training will cover a range of topics: from essential ICT skills for teaching, learning and assessment to content creation (professional documents and multimedia), online collaboration, digital safety, digital pedagogy & e-learning, ICT policies and tools for school administration, as outlined in the *Sharebility EduTech Course Syllabus* attached for your reference.

The workshops will take place from 9:00 AM to 5:00 PM at the venues and dates listed below. You can choose to attend one nearest to you, but please call Ms. Peace Najodo on MTN No. 0777191767 or Mr. Andrew Kedi on Airtel No. 0702269970 to confirm attendance for better preparations:

1. Wed 18th Sept 2024- Kampala (Central Region) at Da Jakaranda Park, Muteesa 1 Rd, Rubaga Division, Kampala City.
2. Sat 21st Sept 2024- Iganga (Eastern Region) at Breath of Life Nursery and Primary School, Bunya Road, Iganga Town Council.
3. Tue 24th Sept 2024- Kakumiro (Western Region) at Mummy's Care Junior School, Igayaza Town Council, Kakumiro District
4. Sat 28th Sept 2024- Gulu (Northern Region) at Mt. Olive Good Shephard on Kampala Road, near Speak FM, Gulu City.

Deliverables:

- Teachers retooled to support fellow teachers on Education Technology in teaching, project work, and administration, with opportunities to participate in professional learning communities (PLCs) within their area.
- Patrons trained on running clubs to support ICT integration and innovation on the side of the students.
- Staff equipped with practical skills and resources to maintain and secure the school's devices / computer lab in good working conditions.
- Each school will receive a free 32GB flash drive with support resources, sample strategic plans, and software tools for EdTech integration.

Logistics:

- Meals will be provided for participants, but we kindly ask schools to cover their transport costs.
- Each school is encouraged to send three participants, including the ICT teacher, Director of Studies, and Headteacher/Director.

We are looking forward to your active participation, to enhance your school's ICT capacity and prepare educators to integrate technology effectively in the classroom, in line with the recommendations of the Digital Agenda Strategy 2024/25 - 2030/31 recently launched by Ministry of Education and Sports.

Best Regards,

Rogers Mukalele
DIRECTOR, SHAREBILITY UGANDA LIMITED
& MASTER TRAINER

***Mob**: 0776960740 / 0706060740*
***Email**: director@sharebility.net*

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10 SEP 2024
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Sharebility EduTech Course Syllabus

Module 1: Basic ICT Skills for Teaching and Learning — Duration: 62 hrs

Unit 1.1 (20 hrs)	Unit 1.2 (8 hrs)	Unit 1.3 (14 hrs)	Unit 1.4 (15 hrs)	Unit 7 (5 hrs)
ICT Essentials	**Internet and Email**	**Digital Content Creation – Video**	**Web 2.0 - Cloud, Online Collaboration, Social Media, and AI**	**Digital Safety**
1.1.1 Overview and Importance of ICT Integration in Teaching and Learning	1.2.1 Introduction to the Internet and its Educational Uses	1.3.1 Recording Instructional Videos Using Mobile Devices	1.4.1 Introduction to Cloud Collaboration Tools and Their Benefits in Education	1.5.1 Introduction to Digital Safety and Its Importance in Education
1.1.2 Understanding Hardware and Software	1.2.2 Connecting to the Internet & Navigating Web Browsers on Desktop and Mobile	1.3.2 Recording and Editing Videos on PCs with Basic Tools e.g ClipChamp, Capcut, etc	1.4.2 Using Google Drive for File Storage, Sharing, and Backup	1.5.2 Understanding and Preventing Virus Infections on Devices
1.1.3 Booting, Navigating, and Shutting Down a Computer	1.2.3 Using Search Engines and Evaluating the Credibility of Sources	1.3.3 Video Editing Techniques such as Trimming, Converting	1.4.3 Collaborating in Real-Time with Google Docs, Slides, and Sheets	1.5.3 Addressing Health Issues Related to Prolonged ICT Use, such as Eye Strain and Ergonomics
1.1.4 Organizing and Managing Files and Folders	1.2.4 Advanced Search, Downloading Different File Types, Images, and Videos	1.3.4 Adding Text, Sound, and Effects to Enhance Videos	1.4.4 Creating and Distributing Surveys using Google Forms	1.5.4 Understanding Cybersecurity Threats and Protecting Against Online Risks
1.1.5 Creating and Formatting Professional Documents (e.g., exams)	1.2.5 Setting Up and Managing Email Accounts	1.3.5 Uploading and Sharing Educational Videos via YouTube	1.4.5 Leveraging Social Media for Professional Development and Classroom Engagement	1.5.5 Safe Online Behavior and Digital Citizenship for Teachers and Students
1.1.6 Entering Data in Spreadsheets and Using Basic Formulas and Functions	1.2.6 Organizing Emails, Composing Messages, and Handling Attachments	1.3.6 Creating Interactive Multimedia Content for Lessons (e.g., H5P, Active Presenter)	1.4.6 Designing Visually Appealing Graphics and Presentations with Canva	
1.1.7 Designing Presentations with Multimedia Elements	1.2.7 Identifying Spam, Phishing, and Other Malicious Emails	1.3.7 Integrating Video Content into Your Teaching Practice	1.4.7 Publishing and Sharing Content Online through Blogs, ePortfolios, and Websites	
1.1.8 Using Advanced Document Features like Mail Merge and TOC	1.2.8 Understanding and Practicing Netiquette in Online Communication	1.3.8 Using ICT Tools to Create Digital Content Accessible to Learners With Special Needs (SEN)	1.4.8 Ensuring Data Security and Privacy in Cloud-Based Tools and Social Media	
1.1.9 Saving, Exporting, and Printing Documents, Spreadsheets, and Presentations			1.4.9 Exploring the Basics of AI Tools for Educational Content Creation	
1.1.10 Troubleshooting Common Hardware and Software Problems			1.4.10 Utilizing AI for Automating Grading and Personalizing Student Learning Experiences	

NB: Units with Focus on Special Needs Education (SEN) have been color highlighted .

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Sharebility EduTech Course Syllabus

Module 2: Digital Pedagogy & eLearning — Duration: 33 hrs

Unit 2.1 (5 hrs)	Unit 2.2 (8 hrs)	Unit 2.3 (12 hrs)	Unit 2.4 (8 hrs)
Foundations of Digital Pedagogy	**Planning for Technology Integration in Teaching**	**Digital Pedagogy Tools and Subject-Specific Applications**	**Facilitating e-Learning and Collaboration**
2.1.1 Introduction to Digital Pedagogy and Models: TPACK and SAMR	2.2.1 Integrating ICTs in Schemes of Work and Lesson Plans	2.3.1 Overview of Digital Pedagogy Tools and Their Applications in Various Subjects	2.4.1 Hosting and Managing Online Meetings for Virtual Classes (Zoom, Meet, etc.)
2.1.2 Understanding the Role of ICT in Enhancing Teaching and Learning	2.2.2 Principles of Designing Inclusive Lesson Plans Catering for Learners with Special Needs	2.3.2 Use of Offline and Online Digital Libraries (OERs, Rachel, Kolibri, Internet in a Box, Britannica, HeLP, Sharebility, etc.)	2.4.2 Developing and Administering Online Forums and Platforms (Google Sites, Blogger, WordPress)
2.1.3 Exploring Digital Pedagogy Tools for Effective Teaching	2.2.3 Utilizing Internet and Digital Content Creation Tools for Lesson Preparation	2.3.3 Assessment Tools and Platforms (Hot Potato, Kahoot, Google Forms, etc.)	2.4.3 Using Learning Management Systems (LMS) like Google Classroom, WordPress TutorLMS, and Moodle
2.1.4 Case Studies of Successful Digital Pedagogy Implementation	2.2.4 Planning ICT Use in Competence-Based Classwork and Project Work	2.3.4 Integrating Subject-Specific Digital Tools (e.g., Geogebra for Math, Canva for Art)	2.4.4 Best Practices for Online Course Design and Delivery
2.1.5 Preparing for the Future: Emerging Trends in Digital Pedagogy and eLearning	2.2.5 Class Presentation Techniques and Projection Management	2.3.5 Exploring Interactive Simulations and Virtual Labs (e.g., Phet, Cyber School)	2.4.5 Integrating Assistive Technologies (e.g., Screen Readers, AI Speech-to-Text tools, etc) in e-Learning
2.1.6 Understanding Different Types of Disabilities & Identifying the Unique Digital Pedagogy Needs of Learners with Disabilities		2.3.6 AI-Based Devices and Digital Pedagogy Tools for Special Educational Needs (SEN) Students	
		2.3.7 Evaluating the Impact of Technology Integration on Learning Outcomes	

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Sharebility EduTech Course Syllabus

Module 3: ICT Tools for School Administration and Non-Teaching Staff — Duration: 43 hrs

Unit 3.1 (6 hrs)	Unit 3.2 (15 hrs)	Unit 3.3 (12 hrs)	Unit 3.4 (4 hrs)	Unit 3.5 (6 hrs)
Developing and Implementing School ICT Policies	**ICT Tools for School Management and Administration**	**Digital Libraries and Resources Management**	**Supporting ICT Integration and Innovation**	**Managing ICT Infrastructure and Resources**
3.1.1 Understanding the Importance of School ICT Policies	3.2.1 Introduction to School Management Systems (SMS)	3.3.1 Introduction to Digital Libraries and eLibraries	3.4.1 Organizing Training Sessions and Workshops for Staff Development	3.5.1 Budgeting for Hardware and Software Acquisition and Maintenance
3.1.2 Crafting Acceptable Use Policies (AUPs) for Students and Staff	3.2.2 Exploring Administrative Software Tools for Admissions, Timetabling, Library, and Report Cards Preparation	3.3.2 Exploring Open Educational Resources (OERs) and Online Databases	3.4.2 Fostering a Culture of Continuous Learning and Technological Adaptability Among Staff	3.5.2 Cataloguing and Monitoring School ICT Infrastructure and Resources
3.1.3 Implementing a Bring Your Own Device (BYOD) Policy	3.2.3 Managing Financial Operations: Fees Collection, Bursar, Accounting	3.3.3 Managing and Curating Offline Digital Resources with Kolibri or Moodle	3.4.3 How to Run Supportive Communities for ICT Integration and Innovation on the Side of The Learners (EduTech Clubs)	3.5.3 Planning and Managing School Internet Connectivity and Networking
3.1.4 Creating Computer Lab Regulations	3.2.4 Using Parent-Teacher Communication Tools (Bulk SMS, Mailing Lists, WhatsApp Broadcasts)	3.3.4 Supporting Teachers' and Students' Research through Digital Libraries	3.4.4 Collaborating with External Partners for ICT Initiatives and Resources	3.5.4 Implementing Procedures for Regular ICT Maintenance and Upgrades
3.1.5 Secure & Ethical Compliance in ICT Usage	3.2.5 Enhancing School Publicity with Websites/Blogs, YouTube Channels, and Social Media Accounts	3.3.5 Training Librarians on the Use of Library Management Databases	3.4.5 Case Studies of Successful ICT Integration and Innovations for Learners with Special Needs	3.5.5 Addressing Cybersecurity Concerns in School ICT Systems
3.1.6 Ethical & Policy Considerations & Role of ICT in Supporting SEN Education	3.2.6 Implementing Free Google Workspace for Education and Corporate School Emails	3.3.6 Integrating Digital Libraries into the School's ICT Strategy		3.5.6 Evaluating the Impact of ICT Investments on School Operations
3.1.7 Developing a School ICT Policy for Sustainable ICT Integration	3.2.7 Catering for ICT tools for SEN Learners			

NB: Units with Focus on Special Needs Education (SEN) have been color highlighted

Proposed model / activities for promoting ICT Integration in Education / EduTech

Activity	Focus / Details	Deliverables
Trainings for school **ICT Champions / Patrons**	• Overview and Resources for the Sharebility EduTech Course Syllabus • Installation of Vital School Lab Software and Learning Resources, including tools & content for special needs • Lab Care and Maintenance • Running EduTech Clubs for students at School to develop 21st Century skills and integrate ICT in project-based learning (*Touch Typing / Challenges, Innovation, Programming, Creating digital content (videos, animations, Web Design etc*).	• Teachers retooled to Support Fellow Teachers on ICT Integration in teaching, project work and administration (ToTs). • Patrons trained on forming and supporting an ICT club. • Patrons can use Provided Skills and Resources to Maintain Devices Lab. • **Champions can p**articipate in / lead professional learning communities in their area.
Follow Up Training Sessions	• Weekly Online '*Have2Give'* Sharing Sessions with ICT Champions to share more tips, resources, skills to cover the Sharebility EduTech Course Syllabus. • Session recordings and sharing through YouTube, WhatsApp Groups and Mailing List • Physical PLCs (Professional Local Communities) engagements to expound on what has been covered in the online *Have2Give* sessions.	• Sessions recordings shared for later reference. • Continuous follow-up • Community based activities thorough PLCs (Professional Local Communities)
Physical School Support / follow-up Visits	• School visits for progress checkup and mentorship ahead of annual exhibition events	• Schools ready to participate in the Annual Conferences and Exhibition like NCC, SESEMAT, WordCamps, Edify EduTech Summit, etc.

Cohort 1 Invited Schools

1. 4Ds Kindergarten and Primary School, (Wakiso District)
2. Active Quest Junior School, (Mukono District)
3. Agape Nursery and Primary School, (Wakiso District)
4. Alarm Technical & Peace Building Centre- Pader, (Pader District)
5. All Nations primary school, (Wakiso District)
6. All Saints Preparatory School-Bulenga, (Wakiso District)
7. Amazing Grace Nursery and Primary School, (Wakiso District)
8. Amazing Grace Schools, (Wakiso District)
9. Amazing Nursery and Primary School, (Wakiso District)
10. Banda Redstar Nursery and Primary School, (Wakiso District)
11. BBCN Foundation School, (Wakiso District)
12. Beezy Mumz Montessori Nur and Primary School, (Kampala District)
13. Bishop George Sinabulya Mpigi,-Bukina Jjalamba, (Mpigi District)
14. Blessed Hope Secondary School-Nakaseke, (Nakaseke District)
15. Blessed Toddlers and Junior School, (Wakiso District)
16. Blessed View Primary School-Wakiso, (Wakiso District)
17. Braces Parents' Schools, (Wakiso District)
18. Bright Future Orphanage Children's Care Center - Kiwanyi, (Iganga District)
19. Broadway Nursery and Primary School, (Mityana District)
20. Bulindi Parents Nursery and Primary School, (Hoima District)
21. Cardinal Nsubuga Nursery and Primary school-Lubaga, (Kampala District)
22. CITY STAR NURSERY AND PRIMARY SCHOOL, (Hoima District)
23. Faith Home Of Champions Nursery and Primary School, (Kakumiro District)
24. Gac Learning Centre - Mayuge, (Mayuge District)
25. Gayaza Road Triangle Secondary School, (Wakiso District)
26. GLORY TO GLORY EDUCATION CENTRE, BUJUUKO, (Mpigi District)
27. Godwin Junior School - Njeru, (Buikwe District)
28. Grace Of God Primary School - Naibowa, (Kamuli District)
29. HAPPY HOURS NURSERY AND PRIMARY SCHOOL, (Hoima District)
30. High Way Junior School-Bwaise, (Kampala District)
31. His Grace Junior School- Kavule, (Wakiso District)
32. His Grace Kindergarten & Primary School, (Kampala District)
33. Homeward Junior School, (Kampala District)
34. Hope and Grace Christian School, (Mityana District)
35. Hope For Joy High School, (Buikwe District)
36. Iganga Superior Academy Bulamagi, (Iganga District)
37. Jireh Comprehensive School, (Buikwe District)
38. Jordan Crossers Schools-Matugga, (Wakiso District)
39. Joy Centre for Education Buikwe, (Buikwe District)
40. Just A Boy Orphanage School Buikwe, (Buikwe District)
41. Kigombya Junior Parents School, (Mukono District)
42. Kikunyu Infant and Primary School, (Mpigi District)
43. King David Junior School-Nakirebe, (Mpigi District)
44. Kings College Bamunanika, (Luwero District)
45. Kira Education Centre, (Wakiso District)
46. Kyaggwe Christian Junior School, (Mukono District)
47. Light Glory Primary School-Gulu, (Gulu District)
48. Makindye Mother Care Nursery and Primary School, (Kampala District)
49. Makindye Trinity Nursery & Primary School, (Kampala District)
50. Mandela Junior School Mayuge, (Mayuge District)
51. Mandexcel Juniour School, (Hoima District)
52. Masanafu Primary School, (Kampala District)
53. Menorah Academy Nakasongola, (Nakasongola District)
54. Mild Care Nursery and Primary School - Mayuge, (Mayuge District)
55. Mother Teresa Day Nursery and Boarding Primary School-Gulu, (Gulu District)
56. Mpambire Parents Primary School, (Mpigi District)
57. Mpigi Christian High School, (Mpigi District)
58. Multiple Junior School Buikwe, (Buikwe District)
59. Nakaseke Christian School - Primary, (Nakaseke District)
60. Namanve High School Naggalama, (Mukono District)
61. Namusiisi Light View Primary School- Iganga, (Iganga District)
62. Nile High School - Luuka, (Luuka District)
63. Noah's Ark Christian Nursery & Primary School-Omoro, (Omoro District)
64. Parental Care Nursery and Primary School, (Kakumiro District)
65. Praise Junior School Lugazi, (Buikwe District)
66. Prosperous Day Primary School-Bulaga, (Wakiso District)
67. Rimma Kindergarten & Junior School, (Wakiso District)
68. Roseline Kindergatten and Primary School, (Mukono District)
69. Royal Giant High School, (Mityana District)
70. Sancy Nursery and Primary school-Pader, (Pader District)
71. Saviour Nursery and Primary school-Gulu, (Gulu District)
72. Shalom Christian School-Gulu Agung-MAIN CAMPUS, (Gulu District)
73. Sharp Children's Centre Primary School - Mayuge, (Mayuge District)
74. Smarties Early Learning Centre, (Kampala District)
75. St Anny's Junior Day and Boarding School, (Mityana District)
76. St Mary's Bunyana Junior School Mukono, (Mukono District)
77. St. Anthony Junior School - Butansi, (Kamuli District)
78. St. Henry's Preparatory School Butoolo, (Mpigi District)
79. St. Peter & Paul Nursery and Primary School-Wakiso, (Wakiso District)
80. Star Junior School-Mpigi, (Mpigi District)
81. Star Parents Primary School, (Mubende District)
82. Star Senior School Jjeza, (Mpigi District)
83. Steade Foundation Junior School, (Wakiso District)
84. Sure Steps Nursery and Primary School, (Mpigi District)
85. Talents Secondary School-Mityana, (Mityana District)
86. Tena City Primary School, (Mukono District)
87. The Cranes Junior School Buikwe, (Buikwe District)
88. The Living Trust Nursery and Primary School-Omoro, (Omoro District)
89. Trinity Nursery and Primary School Mpigi, (Mpigi District)
90. True Vine Education Centre-Pader, (Pader District)
91. Trust Learning Centre-mubende, (Mubende District)
92. Uganda Martyrs High School-Kiboga, (Kiboga District)
93. Verona High School - Mutundwe, (Wakiso District)
94. Victoria Model Secondary School, (Luwero District)
95. VICTORIOUS JUNIOR SCHOOL KAMULI, (Kamuli District)
96. VICTORY NURSERY AND PRIMARY SCHOOL, (Kakumiro District)
97. Vision for Africa Primary School- Kamuli, (Kamuli District)
98. Voice of Hope Nursery & Primary School, (Gulu District)
99. Winners Daycare Primary School, (Buikwe District)