

## 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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### 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)
<b>Foundations of Digital Pedagogy</b>	<b>Planning for Technology Integration in Teaching</b>	<b>Digital Pedagogy Tools and Subject-Specific Applications</b>	<b>Facilitating e-Learning and Collaboration</b>
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	

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

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### 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			

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

Activity	Focus / Details	Deliverables
<p>Trainings for school <b>ICT Champions / Patrons</b></p>	<ul style="list-style-type: none"> <li>• Overview and Resources for the Sharebility EduTech Course Syllabus</li> <li>• Installation of Vital School Lab Software and Learning Resources, including tools &amp; content for special needs</li> <li>• Lab Care and Maintenance</li> <li>• Running EduTech Clubs for students at School to develop 21<sup>st</sup> Century skills and integrate ICT in project-based learning (<i>Touch Typing / Challenges, Innovation, Programming, Creating digital content (videos, animations, Web Design etc).</i>)</li> </ul>	<ul style="list-style-type: none"> <li>• Teachers retooled to Support Fellow Teachers on ICT Integration in teaching, project work and administration (ToTs).</li> <li>• Patrons trained on forming and supporting an ICT club.</li> <li>• Patrons can use Provided Skills and Resources to Maintain Devices Lab.</li> <li>• <b>Champions can</b> participate in / lead professional learning communities in their area.</li> </ul>
<p>Follow Up Training Sessions</p>	<ul style="list-style-type: none"> <li>• Weekly Online 'Have2Give' Sharing Sessions with ICT Champions to share more tips, resources, skills to cover the Sharebility EduTech Course Syllabus.</li> <li>• Session recordings and sharing through YouTube, WhatsApp Groups and Mailing List</li> <li>• Physical PLCs (Professional Local Communities) engagements to expound on what has been covered in the online <i>Have2Give</i> sessions.</li> </ul>	<ul style="list-style-type: none"> <li>• Sessions recordings shared for later reference.</li> <li>• Continuous follow-up</li> <li>• Community based activities thorough PLCs (Professional Local Communities)</li> </ul>
<p>Physical School Support / follow-up Visits</p>	<ul style="list-style-type: none"> <li>• School visits for progress checkup and mentorship ahead of annual exhibition events</li> </ul>	<ul style="list-style-type: none"> <li>• Schools ready to participate in the Annual Conferences and Exhibition like NCC, SESEMAT, WordCamps, Edify EduTech Summit, etc.</li> </ul>