

Structure of the 10-day Induction Training programme on ICT in Education

10-Day Induction	Session theme	Demo topic	Session theme	Demo topic
Day 01	CWW-01	Introduction to the ICT course How to access a web page and navigate	CWW-02	Searching and downloading information
Day 02	CWW-03	Accessing and managing resources (text, images, pictures)	CWE-01	Email Email services
Day 03	CWW-04	Accessing resources and managing (Audio and video files)	CWE-02	Email forums
Day 04	CWW-05	Transacting through internet	IWICT-01	Connecting to internet (hardware)
Day 05	CWW-06	Sharing information (Blogs)	IWICT-02	Storage devices
Day 06	EVAL-01		IWICT-03	Connecting different peripherals
Day 07	CWICT-01	Processing text	CWICT-02	Combining different resources in a single document
Day 08	CWICT-03	Working with spreadsheets	PIE-01	Open educational Resources
Day 09	PIE-02	Content representation (Concept maps)	ROBD-01	Open for suggestions
Day 10	EVAL-02		EXHIBITION	

CWW- Connecting with the world

CWE- Connecting with each other

IWICT- Interacting with ICT

CWICT- Creating with ICT

PIE- Possibilities in Education

ROBD-Reaching out and bridging divides

EVAL- entails a test, a portfolio of all work done during the course and assignments

Each session is of 3 hour duration, one hour set aside for demonstration followed by hands-on activity for 2 hours. There are 2 sessions per day totalling upto 18 sessions for 9 days.

Theme-wise break up of each session

Theme	Topic	Break up of the session
CWW-01	How to access webpage and navigate	<ul style="list-style-type: none"> • Browser • Demonstrating a website
CWW-02	Searching and downloading information	<ul style="list-style-type: none"> • Search engine • Keyword search • Advanced search
CWW-03	Accessing and managing resources	<ul style="list-style-type: none"> • Accessing and downloading various information • (text, images, pictures) • How to save downloaded information • Copyright and safety issues
CWW-04	Accessing and managing resources	<ul style="list-style-type: none"> • How to search, download and save (audio and video files) • How to bookmark, add favourites • How to manage browsed data, history for future use
CWW-05	Transacting through internet	<ul style="list-style-type: none"> • e-banking • e-shopping • e-courses • e-journals • e-books • e-newspapers • internet radio
CWW-06	Sharing information	<ul style="list-style-type: none"> • Creating blogs • Photo albums (Picasa)
CWE-01	E-mail	<ul style="list-style-type: none"> • creating an e-mail ID • structure of an e-mail window • creating mail folder • adding email addresses to contact list • cc, bcc, to forward, reply • attachments
CWE-02	E-mail forums	<ul style="list-style-type: none"> • Creating e-groups • Ethical issues concerning e-mail forums • (e-mail habits, language and

		etiquettes)
IWICT-01	Connecting to internet	<ul style="list-style-type: none"> • Modem • Data card • connection speed • bandwidth • LAN • WiFi
IWICT-02	Storage devices	<ul style="list-style-type: none"> • Hard disk • CD • DVD • Pen drive • Floppy disk
IWICT-03	Connecting different peripherals	<ul style="list-style-type: none"> • speaker • printer • projector • external hard drive • camera/webcam
CWICT-01	Processing text	<ul style="list-style-type: none"> • creating and formatting a document
CWICT-02	Combining different resources in a single document	<ul style="list-style-type: none"> • insert images/graphic/picture • hyperlink • table • graph/chart
CWICT-03	Working with Spreadsheets	<ul style="list-style-type: none"> • cells • formulae
PIE-01	Open Educational Resources (OER)	<ul style="list-style-type: none"> • How to access, contribute • Case studies
PIE-02	Content representation (Concept maps)	<ul style="list-style-type: none"> • Software available to create concept map • How to create concept map
ROBD-01	Open for suggestions	<ul style="list-style-type: none"> • community radio • audio books

Demonstrative Template

Day 1

CWW-01: Connecting with the world.

Demo 1: How to access a web page and navigate

Objectives

To introduce the participants:

- Internet as a means of accessing information
- Skills of information access and the tools available

Activity/Discussion

1. Using a browser

- Menu items and their utility
- URL and address bar
- Settings and preferences.

2. Demonstrating a website

Features

- Home page
- Resources available
- About us
- Contacting the website
- Is it free/paid/registered?

Navigation

- Links available on the page- internal, external
- Opening a link from a webpage- new tab, new window
- Browsers back button vs forward button.

3. Show different kinds of websites.

- Public service websites (IRCTC)
- Online newspapers
- Collaborative websites (Wikipedia)

Handouts

- Handout-1 → Browser, different types and its components.

- Handout-2 →URL and hyperlinks.

Hands-on

- The participants access different websites (addresses should be provided to them) and list the sites they navigate to.
- Summarize the features of some websites.
- Open any webpage and locate hyperlinks.
- Use the navigation buttons to go back and forth between webpages.

Outcomes from the session

- Information is essential; Information is digital and can be accessed through connecting.
- Ability to navigate in a website
- How ICTs are transforming the way we communicate and access information

Evaluation

Each student will make relevant entries in her/his e-portfolio. The teacher will also make observations about the session and make note on the problems encountered, if any.

Session requirements

Please also make a list of the hardware, software and other materials required for conducting each session