Interactive Learning and Teaching

A school-based continuing professional development course
for primary level community school teachers

Short Reference
for the Introductory Training to Teachers (typical steps)

Preparations

- ☐ I am the iAct **Zonal Facilitator (**typically the ZIC)
- ☐ I went through the facilitation **training** by the iAct District Facilitators (incl. DRCC)
- ☐ I have my copy of the Zonal In-Service Coordinators **Facilitation Guide** with my notes
- ☐ Teachers know the **training date** and what is expected from them for the iAct course
- ☐ **Venue** is prepared, food and **refreshments** are arranged for
- ☐ Official iAct **registration form** (attendance register) is available as empty print-out
- ☐ **Agenda** is prepared, to be shared with the participants at latest at the training
- ☐ One **tablet** per school available (two, if a school has more than 5 course participants)
- ☐ Sufficient **solar** systems available (one for each school without charging opportunity)
- ☐ One copy of the **Study Guide Set** (two books) per participant available
- ☐ One copy of the **Teacher's Guidelines** per tablet/school available
- ☐ Training **materials** available (like flip chart, marker pens, Bostik, or Tack Tack)
- ☐ **EMIS** number of each participating school entered in tablets* and noted on their backs
- ☐ Final check of everything you expect to happen   *Password = iact2017

Start of the orientation/training event

- ☐ Recapitulate your potential answers to typical or particularly **difficult questions**
- ☐ Imagine the **sequence** of the workshop activities, final check of each programme step
- ☐ Ask arriving participants to fill in the official iAct **registration form** (attendance register)
- ☐ **Welcome** to all participants, round of introductions, icebreaker activity
- ☐ Circulate iAct **registration form** (attendance register) to complete remaining gaps
- ☐ Provide **overview** on what the training will cover: background / use of tablet and course app / hardware management / registration / study group formation / progress reports
- ☐ Discuss the teacher's expectations and what will / won't be covered in the training

Navigation exercise and registration in the i-act app

- ☐ Distribute one **Study Guide Set** to each participant and explain its use with the tablet
- ☐ Distribute one **tablet** per study group (=school) and make everyone to switch it on
- ☐ Explain how to start the **iAct app** and how to always get back to the **main menu**
- ☐ Ask one person of each study group to follow your instructions for doing the **registration**
- ☐ Repeat until all participants have successfully registered as well as sent the **SMS code**
- ☐ Exercise opening videos and pdf files, finding the meaning of words marked in red and doing a weekly test by running the **sample unit** (including the role play on mutual filming)

Grasping the spirit of interactive learning

- ☐ Explain the videos' purpose and discuss the **shift in focus** from teaching to learning
- ☐ Explain the value of the **African Stories**
- ☐ Discuss the **value of an interactive approach** (and the importance to know how to address challenges)
- ☐ Emphasize the interactive learning style of the iAct course and exercise **mutual filming**

Final repetition of main points before releasing the participants

- ☐ Check again that the **data** of all participants are captured in the i-act registration form, particularly whether all participants have sent the **registration code** as text message
- ☐ What is the course **timing and duration** (recollection of the tablets after term 2)?
- ☐ How are the school-based **study groups** expected to organize their joint work?
- ☐ How does the printed **Study Guide** fit with the tablet and why it is for personal use?
- ☐ What are the main **tablet functionalities** (iAct course, mutual filming)?
- ☐ How to find your way around the course on the tablet (**navigation, pdf, videos**)?
- ☐ How to use the individual features of the tablet (**registration** of new users and **login**)?
- ☐ Where to get **help** in case of difficulties (FAQs on tablets, calling facilitators or hotline)?
- ☐ Importance of the **weekly tests** and of sending the **codes** to reflect progress
- ☐ **Guidelines** for using and looking after the tablet and solar charging system