

OLPC Oceania

Teacher Training Guide (v7.7.08)



OLPC Oceania Teacher Training Strategy

Please find below a basic outline of teacher training for the Pacific. This will be updated as we implement and fine tune the process according to our successes and feedback.



Introduction to the OLPC vision

- About OLPC - the vision, the mission, the 5 principles
- Concepts of the technologies - learning, creating and collaborating. Understanding that this is not a laptop project
- Constructionist learning, the concept of a learning project
- Guided learning, the role of the teacher
- OLPC around the world
- OLPC Oceania
- OLPC and this country

Introducing the XO

- The hardware
- The software
 - Open Source
 - Designed for children
- Power issues
 - How to use/ access power in the various circumstances
- Sharing content
- Sharing activities
- The server - managing and maintaining the classroom

Introduction to Activities

- All the activities on the XO
- How to download new activities and remove activities
- How to share activities
- How to integrate XO activities into the classroom - open discussion and documentation into wiki
 - Ideas for new activities - refer to 'participating in the community'
 - Top 5 apps and how to apply in the classroom for each participant
- Need some basic tasks to demo the power of the activities and collaboration - todo

Introduction to the Internet

- What is the Internet?
- Finding reputable knowledge online
- Internet safety - child safety, spam, appropriate content, the role of teachers
 - Compare with the importance of street safety. Digital safety is no less important
- Communicating on the Internet - email, blogs, instant messaging & chat, social networking, virtual worlds
- Online communities - how to find them, how to get involved, good netiquette

Educational resources

Finding resources

- Wikipedia
- Education portals - eg TKI - TKI is a bilingual portal and web community which provides quality- assured educational material for New Zealand teachers, school managers, and the wider education community.
- Wikieducator - an open learning resource for the Commonwealth
- Solomon Islands SchoolNet links to educational resources, and OER repositories
- XO Activities - Teacher tools

Generating content

- On the XO/ XS - including Moodle
 - Solomon Islands SchoolNet Moodle
- The tools for creating lesson plans
- Public content - wikipedia, wiki commons, flickr, youtube

Evaluation

- Discussion about what outcomes teachers/ admins/ parents want to see - build into template evaluation

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- Talking to the teachers about how to determine the outcomes of the XO in the classroom
 - Improvement plans for using XOs

Teacher support

- How to find/ create documentation
- Basic troubleshooting
- How to get answers to questions/ issues
- Participating in the community

Forums

- UNESCO Teachers of the Future Initiative - forums for Pacific Islands teachers

Technical training

- Configuration of all components (APs, server, XOs)
- How to reimage
- Higher level troubleshooting
- Technical support
- Pulling the XO apart

Parent consultation

- What does OLPC mean for you and your child
- Parents responsibilities
 - Looking after the laptop
 - Safety matters - charging, surfing
 - Creating rules for sharing at home
- Signature for parents agreement

Feedback

- Discussion with teachers/ admins about what worked, what didn't

Timing of training

Allowing plenty of time for teacher training is really important, including followup training post the initial deployment. Below is a rough guide to a training schedule that could be used or improved upon.

Initial training

Day 1

- Intro to project and the XO
- Need to ensure there is hands on. Turning on the laptops and a couple of wow- factor tasks (including activities such as record) with the focus on the full activities run down the next day.
- Homework task - Each participant to tell something new they found on their own

Day 2

- Introduction to all activities
- Homework task - Download and learn about a new activity (not Doom!)

Day 3

- Introduction to the Internet and email
- Education resources
- Homework task - start a gmail account and email the training coordinator

Day 4

- Evaluation
- Teacher support
- Feedback

Day 5

- Distribution of XOs to students with teachers coordinating and doing the intro/ training

The parents consultation and the admin training happen simultaneously somewhere throughout the process (before the XO distribution) and they require about only a couple of hours for the parents and up to a day for the admins depending on infrastructure complexity and admin familiarity with ICT.

Followup sessions

A follow up session is suggested a few weeks after the initial training

- Summary of all the above - mainly led by the needs of the community
- Discussion on issues, blockers
- Discussion on unexpected consequences (positive and negative)
- Discussion about progress, usefulness, how to improve

Messages

- Remember to have fun!
- Encourage experimentation and learning
- Share with others - includes knowledge and documentation
- Be prepared to learn from children
- Child ownership

OLPC Oceania/ Training/ Lesson Plans/ Introduction to the OLPC vision

This is a lesson plan for facilitators of OLPC Oceania trials and roll- outs in the Pacific Islands region, associated with OLPC Australia and OLPC New Zealand. For more information on OLPC Oceania [click here](#). For the full list of lesson plans, [click here](#)



This training programme is based on the schedule used in PNG as part of the “8- country trials”. It constitutes the minimum teacher training input recommended. It would be preferable to increase the time allocated to this training substantially. We recommend that even in deployments where only one class is receiving laptops, all the teachers in the school should be trained. (In fact, they will probably demand to be trained!!). In addition, if any education officials are present, they can also be trained at the same time. *Feedback: At Dreikir in PNG, the Head Teacher invited his counterparts from two nearby primary schools and the District Education Advisor and District Standards Officer.*

OLPC Oceania Teacher Training: Lesson 1: Introducing the OLPC Vision

This lesson is primarily intended to be given to teachers at the participating schools. However, it may be used for any occasion where facilitators wish to raise awareness of the OLPC amongst a group of people. You will of course wish to pitch the presentation to match.



Outcomes

After this lesson, participants will understand:

- OLPC - the vision, the mission, the 5 principles
- The concepts of the technologies - learning, creating and collaborating. Understanding that this is not a laptop project
- Constructionist learning, the concept of a learning project, "learning by doing"
- Guided learning, the role of the teacher
- OLPC around the world
- OLPC Oceania
- OLPC and this country

Information pack

- Information on the OLPC Vision
 - Download as odt
 - Download as pdf

Videos (available only via offline media)

- OLPC Peru video (as shown at the May Countries Meeting in Boston).
- OLPC PNG videos (Dreikikir, Gaire)
- OLPC Solomon Islands video (Bekabeka)

Handouts

- Printed handouts of the information pack (above) for each participant
- Some copies of expanded information for the school office. It is nice to prepare some bound copies. Examples of useful information include:
 - OLPC model in Nepal, a research paper by Saurev Dev Bhatta (May 2008). To download, [click here](#) This is a very useful discussion of how ICT can improve quality and reduce disparity in a country's education system, and how the XO laptops can positively affect determinants of student outcomes.

Equipment

- Laptop computer to show the video resources
- Some XOs



Preknowledge

Requirements for the facilitator You will be fully conversant with the core principles of OLPC. You must be comfortable with the contents of the information pack, and it would be helpful to be aware of any linkages with the country's education system. Discussion of the topics with senior educationalists in the country before giving the training is desirable. We also recommend you read the OLPC Model in Nepal paper (above) or the commentary on OLPC News

Lesson Plan

This lesson will normally be given as presentation given by the facilitator, in an informal friendly style, with frequent opportunities for discussion and feedback. The lesson plan is really just a guide.

Introductions

1. Introduce yourself, Pacific Islands style (explain who you are, what brought you here, about your family)
2. Record the names and titles of those present.

A first look at the laptops

1. Briefly show them the laptops

OLPC around the world

1. Introduce them to the OLPC project. A brief history of OLPC



Activity

1. Gather the teachers around the XO's and summarise a few key features
2. ***This is a learning tool for children, not an office computer!***
3. View Video - OLPC Peru

Education Theory

1. Explain the 5 core principles
2. Explain constructionist education theory



Activity

Have a discussion about "learning by doing"

- How might the computers improve access and quality?
- To what extent is "Learning by doing" used in the country's education system?

OLPC in Oceania

1. Explain the Pacific Digital Strategy and how OLPC and RICS are components
2. Briefly explain the history of OLPC Oceania leading up to the multi- country trials
3. Briefly outline future prospects



Activity

View videos of OLPC Oceania

1. PNG: Dreikikir, Gaire
2. Solomons: Bekabeka

OLPC in this country

1. Describe any OLPC initiatives in this country
2. Give names of key officials and partners
3. Introduce the schedule for the trial or deployment



Discussion

Discuss what has to be arranged and what the appropriate timings will be to fit into the school timetable. The Principal/ Head Teacher will take a lead role. Identify and resource/ equipment issues. Agree on a timetable and record it.



Summary

Summarise key points

OLPC Oceania/ Training/ Lesson Plans/ Introducing the XO

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OLPC Oceania Teacher Training: Lesson 2: Introducing the XO



Outcomes

After this lesson, participants will understand:

- The hardware
- The basics of the software
- What sharing activities means
- What inviting means

The following user guides are available:

- View Getting Started guide on laptop.org
- Download the Getting Started guide in PDF format (*go to the link above and download the current version from there*)
- [http://laptop.org/go/User_Guide Simplified User guide by the OLPC Community]]

Feedback: The Getting Started guide is preloaded on the XO; Start the browser and find it in the library

Handouts

- If possible, have a few printed, bound copies of the "Getting Started" guide for the school office. At 103 pages it may not be practicable to give one to each teacher.

Equipment

- One XO per teacher/ participant. It is recommended to provide laptops already prepared with names and colours entered. Otherwise, this can distract from the training. Laptops should be fully charged beforehand.
- Facilitator needs 2 XOs to demonstrate
- School server if available with active antenna to enhance collaboration



Preknowledge

Facilitators

Facilitators will have read the entire "Getting Started" guide and be familiar with the XO, especially:

- all the loaded activities
- how to share and invite
- the few known bugs (*click here to list a few*)

Teachers/ Participants

- Trainees will have completed the *Introduction to the OLPC Vision* lesson

Methodology



Working with large classes/ groups

Large groups should be split into smaller ones for the demonstrations. In such cases, the facilitator can explain what the demonstration will be, then each co- facilitator can demonstrate to smaller groups.

Lesson Plan



Objectives

1. Understand the basics and physical features
2. Learn about the 4 screens
3. Learning how to start and stop an activity
4. Learn what sharing and inviting means

Basics and Physical features

1. Give each trainee gets a laptop in it's box
2. Ask trainees to open the box, take the laptop out and insert battery if needed. Put all packing and charger back into the box.
3. Ask Trainees to try and open the laptops themselves. This can be fun.
4. Gives feedback and demonstrate the following, with trainees following instructions
 - Inserting/ removing battery
 - Opening and closing laptop
 - Opening and closing the ears (Ask what they are....the *ears* of the laptop)
 - Rotating the screen and closing it in e- book mode
 - Demonstrate turning the laptop on
 - Explain the LED lights (demonstrate with a power adapter if available)
 - Show the USB and audio ports
 - Show how to use the power adapter



Activity

- Trainees try out what they have been shown at their own pace, with help from facilitator
- When ready, trainees can try to turn the laptop on



Assignment

- What do the buttons on the screen surround do?
 - Can you find out how to turn the laptop off?
- Discussion: trainees give feedback
 - Facilitator summarises

Show them how to force the laptop off with the power button if they really get stuck.

The 4 screens

1. Ask everyone to turn on their XOs and ask feedback on what they see.
2. Explain that there are 4 "screens" or "views" on the XO. Write them on the board. Hold up an XO and change between views.
3. Show them the button on the keyboard to change views



Activity

- Trainees try out changing views using the button
- Discuss with them what they see
- Give feedback on what the views mean

Touch pad

1. Hold up an XO and show them the touch pad. Ask if anyone knows what a computer "mouse" is.
2. Explain it has two buttons, left and right, which can be "clicked"
3. Ask trainees to try moving the arrow cursor about and see what happens



Assignment

Using the touch pad:

- Find out the serial number of your laptop
- Change between views using the touchpad
- Start an activity
- Shut the laptop down

Ask if anyone had problems moving the cursor around. Describe the jumping cursor problem and give them instructions how to fix it:

- Press on all 4 corner buttons of keyboard for a good 10 seconds
- Put chalk dust on the touchpad
- Reboot



Summary

The Facilitator gathers the trainees around him/ her and demonstrates

- How to change views using the touchpad
- The frame, how to make it appear/ hide using both touchpad and top right corner key
- How to shut the laptop down, or reboot, using the touchpad
- How to start an activity (subject of next lesson)

Making and removing friends

- Tell them to go to Neighbourhood View
- Explain how to make friends



Activity

Trainees practice making and removing friends

How to start and stop an activity

1. Ask everyone to go to the home view
2. Explain the icons on the bottom are called activities, for which training will be given in the next lesson
3. Ask them to move the cursor arrow to see the names of some activities
4. Hold an XO up and demonstrate how to start an activity, describing what happens as it starts up
5. Show them how to shut the activity down from the home view



Activity

- Start any activity and then shut it down again using the home view



Assignment

It is possible to shut down an activity from inside, without going to home view. Find out how to do this.

- Facilitator gives feedback

Learn what sharing and inviting means

This session is in preparation for the following lesson. Gather all the trainees around you (or in smaller groups) and demonstrate sharing using one of the activities.

1. In order to make things clearer, get them to shut down all the XOs and reboot your two demonstrators
2. Have 2 XOs ready before you, visible to the group
3. Start up Write activity on one and demonstrate typing some letter and changing fonts
4. Change the second XO to Neighbourhood view
5. Show them changing from *Private* to *My Neighbourhood* from the *Activity tab*
6. Show them the icon appearing on the second XO neighbourhood view
7. Start it up from the icon
8. Demonstrate that the laptops are now sharing
9. Shut down the activities on both

Now demonstrate invite, using the Measure activity

1. Start Measure on one XO

2. Go to Neighbourhood view and locate the second XO and invite it
3. Show the group the icon apperas on the activities bar of the second XO, and start it
4. Change each to "Begin Measure". This is a great demo with two laptops undeniably working as a pair



Activity

Free session. Trainees try to replicate inviting and sharing. Suggest the Record activity. *Feedback: By this stage the group skills will be spread across a range with some advancing quicker than others. This session will allow you to help those who are slower and allow everyone to self evaluate*



Summary

Summarise what they should have learned, and write up a list on the board



Self assessment

Ask trainees to check against the list and seek help if they are unsure



Assignment

Trainees can take the laptops home. The home work will be to try out at least two activities and be prepared to explain to the group what the activity does, in the next lesson

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OLPC Oceania Teacher Training: Lesson 3: Introduction to Activities

This training is designed to give the teachers enough knowledge of the XO to allow them to help each other and sustain self- learning.



Outcomes

After this lesson, participants will:

- Know about each activity in the G1G1+Speak pack supplied,
- Have at least a basic skill level in the most popular activities
- Understand at least the concept of sharing activities and inviting
- Have enough confidence to learn more, through sharing and consulting with other teachers and students
- Start to think about integrating XO activities into the classroom

The following user guides are available:

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Handouts

- If possible, have a few printed, bound copies of the "Getting Started" guide for the school office. At 103 pages it may not be practicable to give one to each teacher.

Equipment

- One XO per teacher/ participant. It is recommended to provide laptops already prepared with names and colours entered. Otherwise, this can distract from the training. Laptops should be fully charged beforehand.
- Facilitator needs 2 XOs to demonstrate
- School server if available with active antenna to enhance collaboration



Preknowledge

Facilitators

Facilitators will have read the entire "Getting Started" guide and be familiar with the XO, especially:

- all the loaded activities
- how to share and invite
- the few known bugs (*click here to list a few*)

Teachers/ Participants

- Trainees will have completed the *Introducing the XO* lesson

Methodology



Working with large classes/ groups

This lesson requires a more student focused approach. The facilitator can explain what the demonstration will be, then each co- facilitator can demonstrate to smaller groups.

Lesson Plan

The lesson will be mainly a series of demonstrations, "learning by doing" and feedback. We start with a recap of experiences so far.

Reflecting on what we have learned so far

Feedback: *Teachers give feedback on their experiences with the laptops at home, since the last lesson*

- What are some of the activities people discovered
- What did they like best?
- Can they suggest some ways in which the laptops can be used in class?
- What problems did they have?



Reflection

Summarise learnings so far, and highlight:

- Starting and stopping activities (including from the *Activity* tab of an activity)
- Sharing and inviting



Activity

Spend 20 minutes starting and stopping activities and trying out sharing and inviting

- Sharing with **Record**
- Inviting with **Measure** or **Memorise**

Introduction to the more accessible activities

For each activity below, the facilitator (or facilitators, if divided into groups) can demonstrate 2- 3 activities then allow time for trainees to experiment themselves. It is recommended to start in the order below.



Reflection

Remind the trainees that the laptops are intended for young children. This is not an office computer! When you try the activities, imagine the kinds of skills a 6 year old would be acquiring

Speak

Demonstrate:

- Typing and speaking back
- Changing to another dialect (point out that local languages could be set up)

TamtamMini

Demonstrate

- Increase the volume control
- Change instruments
- Start and change drums

Record

Demonstrate

- Taking photos and naming them
- Point out the video and audio
- Changing to/ from full screen
- Saving and retrieving photos in the Journal (this introduces the Journal)

Write

Demonstrate

- Writing text and changing font size and colour
- Inserting a photo from the Journal
- Inserting a table
- Saving and retrieving a file
- Reading a Word document (insert a flash drive with a suitable file)

Paint

Demonstrate (this is a suggestion, use your own creativity!!)

- Select paint brush and draw some black lines, make a closed shape
- Select bucket tool
- Change colour to bright red
- Use bucket tool to fill
- Select a star shape and create a star
- Change colour again, select bucket tool and fill the star bright yellow



Activity

- Write these activities on the board
- Trainees go back and try these activities, facilitators assist
- Allow a good hour for this
- Start to point out sharing, especially to the quicker trainees

Feedback: *Ask trainees to give feedback on*

- Ideas they have for using the activities in their teaching
- Any problems they had



Assignment

Assignment 1

- Using the Neighbourhood View, locate a few friends sitting nearby and add them to the Friends View.
- Start any activity, and locate the "Activity Tab" at the top and click it. Now change "Private" to "My Neighbourhood". What can you see on the Neighbourhood View?

Assignment 2

- Close all activities and reboot.
- Start the Chat activity
- Go to your friend's view and select someone and "Invite" them
- Look at the Home page on your friend's laptop. What can you see?

The following allow an easy entry point into sharing activities. If possible show how to make friends with a small group, and then invite from the Friends' View.

Memorise

Demonstrate

- Start and share with My Neighbourhood
- Reload game
- Load different game (Sounds)

Calculator

Demonstrate

- Start and do sum sums
- Point out that they should use the cursor rather than the keyboard
- Change to scientific calculations
- Now share

Record

Demonstrate

- Sharing using the photo mode in Record
- For fun, have one teacher outside with another facilitator, get them to share photos so that it is obvious

Chat

Demonstrate Chat with two laptops



Activity

- Write these activities on the board
- Trainees go back and try these activities with sharing and inviting, facilitators assist
- Allow a good hour for this

Feedback: *Ask trainees to give feedback on*

- Further ideas they have for using the activities in their teaching
- How can the laptops help with introducing more group work (trainees give examples)
- How can the laptops help with a more child- centred teaching style?
- Any problems they had

Homework



Assignment

Homework

- Try some of the other activities and find out what they do
- Use the Browse activity to locate the Library and find one book to tell the class about later
- Find and read the "Getting Started" guide in the Library, using the Browser
- When you are home, see if you can see any other XO's in your Neighbourhood View. If so, share some activities and see if they join in



Summary

Facilitators summarise what has been learned today

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