

**“BASIC ICT SKILLS”
TRAINING OF TUTORS FROM PTCs AND NTCs
HELD AT KIBULI S.S
(10th – 14th) January 2005.**

The workshop was organized by the Ministry of Education and Sports, sponsored by Microsoft Partners in Learning (PIL) and conducted by SchoolNet Uganda.

The workshop was attended by 25 participants drawn from Primary Teacher Colleges (PTCs) and National Teacher Colleges (NTCs).

Objectives of the Workshop

The workshop had four main objectives. These were:

1. To introduce the participants to the available technologies and how they could be used in the teaching-learning environment.
2. To showcase of some examples of how ICT can be used in the school. Examples included: a presentation by a head teacher to a PTA meeting, presentation by students to parents, presentation on laboratory techniques, and presentations from other resource persons.
3. To initiate participants in the process of creating content which can be used in the classroom. During the workshop, participants created examples in the subjects of Mathematics, Geography, Sports and Foundations of Education.
4. To introduce participants to the use of E-mail and Internet so that they can research the information and use it in the teaching.

Workshop Coverage:

Four modules were covered in the workshop. These were:

1. E-mail and Internet to enable participants carryout research for information that can be used in the classroom.
2. Microsoft Word to enable participants produce professional documents like Newsletters, brochures, letters etc
3. Microsoft Excel to enable participants compute and analyze students` performance or work.

4. Microsoft Power point to enable participants produce professional presentations.

Opening Ceremony

The workshop was opened on 10th Jan 2005.

Speech by Guest of Honour (Opening Ceremony).

The workshop by officially opened by Mr. Nsumba Lyazi, Assistant Commission Secondary (Comprehensive) who stood in for the Director of Education.



The Guest of Honour welcomed all the participants on the basic training and stated that there two categories of people that is tutors from PTCs and NTCs. He said that the training would continue with the support of the Ministry of Education and Sports and Microsoft Partners in Learning as a key to the workshop.

The Guest of Honour mentioned that ICT is being taken as one of the critical activities which are aimed at equipping Teacher trainers with skills to use their wok and to use such skills to teach our teachers.

He further stated the roles of ICT in Education and these roles include: -

1. Easy administration at all levels.
2. It enhances knowledge and skills.
3. It enhances the training learning process and makes Education more relevant.

The Guest of Honour also stated the three key factors that facilitate the success of ICT and these include: -

1. Infrastructure such as Computer and Internet.
2. Policy guidance and changes.
3. Human resource capacity.

He said that the expectation from the participants was to train more five participants who weren't able to attend the workshop and also the participants to use ICT in the PTCs and NTCs.

Mr. Nsumba-Lyazi on behalf of the Ministry of Education and Sports thanked Microsoft Partners In Learning (Ms PIL) for sponsoring the workshop, SchoolNet Uganda for conducting the workshop, Head Teacher and staff of Kibuli SS for hosting the workshop and the participants for sacrificing their time to come to the Workshop.

Closing Ceremony

The workshop was opened on 14th Jan 2005

Presentations by Participants

The participants made presentations regarding what they learnt in the Workshop and also made suggestions on the way forward.

What did they learn?

Microsoft Word

Using a Newsletter produced using Microsoft Word by one of the groups, participants demonstrated to the Guest of Honour that they had learnt how to make professional documents like newsletters, brochures, and letters. They did this through inserting graphics e.g. photographs, inserting more than two columns to make it more organized, inserting tables, formatting the document etc.

They promised to report on the "Basic ICT Skills " Train-of-Trainers workshop to their principals using the same format.

Microsoft Excel

Using a Worksheet produced using Microsoft Excel by one of the groups, participants demonstrated to the Guest of Honour that they had learnt how to enter data in a cell, format the cells, resize them, merge and also change their color. In the data and logical analysis, the participants learnt how to find the average and total of given data, finding the highest marks, lowest marks, and 2nd highest and lowest marks.

They further demonstrated how they had used the 'IF' function that can be used determine whether one has passed or failed and the V-lookup function used for grading the students marks and commenting on one's marks.



Microsoft PowerPoint

Using a Worksheet produced using Microsoft PowerPoint by one of the groups, participants demonstrated to the Guest of Honour that that they had learnt how to create professional presentations through creating slides and adding new slides, inserting graphics like photographs especially from the Internet, adding a background to make it look more attractive, animating slide text etc.

Challenges and Suggestions.

The representative of the participants presented the following challenges and suggestions to the Guest of Honour.

Challenges

1. There is inadequate trained human resource at the PTCs and NTCs.
2. There is unstable or no power supply at the PTCs and NTCs.
3. The unfavorable computer ratio that is little computers and many people want to learn how to use them.
4. Some people are reluctant to change.

Suggestions

1. The need for each college to access Internet.
2. Each college should have a fully equipped laboratory.
3. There should be a sensitization workshop for college managers.

Speech by Guest of Honour (Closing Ceremony)

The workshop was closed on the 14th January 2005 by Mr. Kiyondo, Commissioner for Teacher Education.



The Guest of Honour on behalf of the Ministry of Education and Sports expressed gratitude to the Microsoft Partners in Learning for sponsoring the workshop, SchoolNet Uganda for conducting the workshop and Kibuli S.S for hosting the workshop.

The Guest of Honour took off time to respond to the participants' suggestions. He mentioned that only nine (9) out of the forty-five (45) PTCs had Internet access and none of the ten (10) NTCs had Internet.

The Ministry of Education and Sports with development partners to progressively equip all teacher-training colleges with ICT facilities and Internet.

He further stated that they need to have support from their principals who need to be ICT sensitive otherwise what they've have learnt will stop there. Sensitization of Principals was extremely important and requested SchoolNet Uganda to play a great role in organizing sensitization workshops for principals of Teacher Training Colleges.

The Guest of Honour requested SchoolNet Uganda to look at the possibility of conducting a Technical Workshop for the Teacher trainers to equip them with skills of trouble shooting.

He concluded by thanking Microsoft Partners in Learning for sponsoring, SchoolNet Uganda for conducting and all the participants for attending the workshop.

Report made by:
Kakinda Daniel Lugudde
Lead Trainer for the Workshop
Executive Director,
SchoolNet Uganda

Appendix: List of Participants

No.	Name	Institution	Title	Phone	Email	Box
1.	Kakinda Daniel	SchoolNet Uganda	Lead-Trainer	077-820167	dkakinda@kakinda.com	70997 Kampala.
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17.	Kamya Andrew K.S	NTC Mubende	Asst. Lecturer	075-532178, 071-546538	andrewkamya@yahoo.co.uk	158, Mubende.
18.	Kaggwa Jalhia	MoES	Secretary	077421888	kaggwajallia@yahoo.com	UDC- 4 th Floor- Secondary Department.
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20.	Kakinda Allan	Namilyango College	Student (Training	077-820167	akakinda2@yahoo.com	7091, Kampala.

			Support)			
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23.	Olaa John Baptist P'aryemo	Gulu Core PTC	Tutor	075-951606 078-831282	jolaaperyemo@yahoo.com	789, Gulu.
24.	Olupot Charles	Canon Apolo PTC	Tutor in charge of ICT project	077-578920	olpt2000@yahoo.ie	83, Fort Portal Kabarole.
25.	Kiggundu Emmanuel	Kibuli SSS	Teacher (Physics/ICT) (Lab Support)	077-408919	ekiggundu@hotmail.com	4216, Kampala.
26.	Nansubuga Aisha	Kibuli SSS	Teacher (ICT)	077-523572	nansub_a@yahoo.com	4216, Kampala.
27	Ayub Kalema Golooba	SchoolNet Uganda	Co-Trainer (Lab Support)	077-592826	agkal@yahoo.com	70997 Kampala.