

TL Module 2: Curriculum & Assessment

Unit 4: School Records



Objectives:

Teachers can set up a record keeping system using a school-wide system (UNESCO ICT-CFT 2.3).



Duration:

Total of 2 notional hours and 10 minutes – 2 hour computer practical session with 10 minute reflection activity.



A] Computer Practical (2 hours 10 minutes)

Notes to Facilitator

This session's aim is to introduce participants to the idea of collaborative databases containing school and class data. For the purposes of this practical, two free simple school administration packages have been identified:

SchoolTool (<http://schooltool.org/>)

which runs off Ubuntu or Fedora Linux v9 operating systems

TS School (Std. Ed.) (<http://ts-school.com>)

which runs off a Microsoft Windows OS.

However, these should be replaced if there is a standardised package that is a requirement of the education ministry. It is best that the facilitator has installed one of these packages on the server and loaded some test data onto the database. Allow participants to access the database for the tasks identified below.

Use an introduction like the one below to provide the participants with an understanding of what they will experience:

“We have spent considerable time looking at how ICT can enhance teaching and learning. But another area where ICT can bring value to education is in school administration – that is, the collection, storage and reporting of school information. For example, computers are being used for enrolments, class allocation, attendance and timetable generation. The generation of student grades and their reports is another major advantage for educators. Using a database of students generated at the time of enrolment and drawing on the marks and comments loaded onto the system by students' various teachers, a school administration program can generate professional-looking school reports for each student in the school. Besides report generation, the systems can also be used to send district, provincial and national education authorities summaries of the schools' statistics to help with education planning. The tools are, however, only as good as the teachers who

provide the data. In this practical we will introduce you to such a system and provide you with some experience of the different modules that make up the system.”

Task 1: Accessing a School Administration Package (5 Minutes)

The facilitator will take you through the steps required to open the school administration program.

Task 2: Initial Evaluation of the Program (25 Minutes)

Explore the program and, using MS Word, list as many different program functions as you can determine. Be ready to offer items from your list at the end of the task. The facilitator will develop a comprehensive list from the class input.

Struggling? Look at these program manuals to guide you:

SkoolTool: <http://book.schooltool.org/>

TS School: <http://www.ts-school.com/tutorials.php>

Task 3: Report Creation – Setting up a Subject Class (30 Minutes)

We are going to demonstrate the ‘power’ of working collaboratively with other members of staff to develop professional-looking term reports. In this task you will be required to set up a new subject and select students for your class. The facilitator will guide you through the process.

Need Help? Here are the steps for TS School:

http://www.ts-school.com/manuals/subject_class.php#setup

Task 4: Report Creation – Setting up Grades (20 Minutes)

In this task you will be required to set up the grade system for your subject. The facilitator will guide you through the process.

Need Help? Here are the steps for TS School:

<http://www.ts-school.com/manuals/subjects.php>

Task 5: Report Creation – Loading Information (25 Minutes)

In this task you will be required to load some test data, specifically some examination marks for your ‘test’ class and supporting comments. Again, the facilitator will take you through the steps.

Need Help? Here are the steps for TS School:

<http://www.ts-school.com/manuals/examination.php>

Task 6: Report Creation – Report Printing (15 Minutes)

This section will be demonstrated by the facilitator. He will show how the school administration program coordinator (...most likely you!) will set out the report template and then draw on the information the class has loaded to develop a single report. Remember that this only has to be done once per grade and then all the reports can be generated by the computer.

Task 7: Reflection (10 Minutes)

As a group discuss your school processes. Would such a system add value, improve productivity? There are free versions of these software packages so what would need to be done to get one of them installed and most importantly to get staff buy in to using them?



Resources Used in this Lesson Unit

SchoolTool (<http://schooltool.org/>) (© Free Software)

TS School (Std. Ed.) (<http://ts-school.com>) (© Free Software)