



Digital Literacy

Teacher Training Course Module

A Microsoft course adapted based on UNESCO ICT CFT and ICT Essentials for Teacher for Rwanda

Microsoft Innovative Educator

This course covers Beginner and intermediate levels of UNESCO ICT CFT



Outline



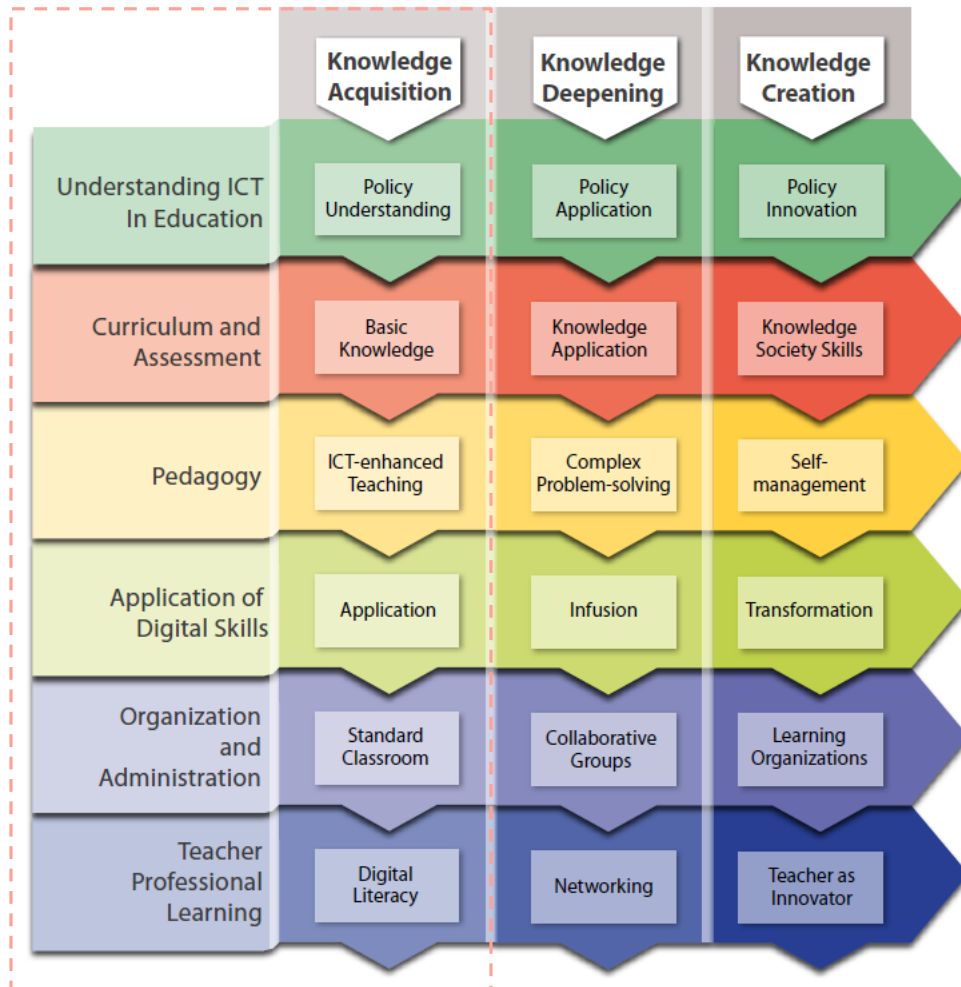
- UNESCO ICT competency framework for teachers (CFT)
- Microsoft Innovative Educator, <https://education.microsoft.com/en-us/resource/18485a7b>
- How to e-learning (elearning.reb.rw)
- How to use Content Access Point



UNESCO ICT Competency Framework for Teachers (ICT CFT)



Beginner Intermediate Advanced



The UNESCO ICT Competency Framework for Teachers (ICT CFT) Version 3 is a tool to guide pre- and in- service teacher training on the use of ICTs across the education system. It is intended to be adapted and contextualized to support national and institutional goals. Its target audience is teacher-training personnel, educational experts, policy-makers, teacher support personnel and other professional development providers

The Digital Literacy training course is aligned to UNESCO ICT-CFT to ensure that the teachers have the knowledge about using technology in classroom and basic ICT skills.

The course focuses on Microsoft tools through the adapted ICT framework. It is limited on the first level of **knowledge acquisition** and a certificate testing is provided by Microsoft.



ICT Essentials for Teachers



- The training course is also referenced to the ICT Essentials for Teachers for Rwanda which is based on the UNESCO ICT CFT.
- The ICT CFT is a result of a partnership between UNESCO, CISCO, INTEL, ISTE and Microsoft.
- The Rwanda ICT Essentials for Teachers draws from a set of competencies clustered around 6 major education focus areas and focuses on the Technology Literacy growth phase of knowledge acquisition:
- The ICT Essentials for Teachers for Rwanda provides benefits for both educators and learners in education for improved teaching and learning processes to better learner outcomes, from increased learner engagement to seamless communication with educators which provides robust opportunities that ICT offers for the social development of knowledge based-economies for education.

www.unesco.org/new/fileadmin/MULTIMEDIA/FIELD/Nairobi/ictrwanda.pdf

- On completing the Technology Literacy growth phase the teachers will:
 - **Outcome 1** ... have good basic ICT skills (Office suite, Learning Management System and Internet environments);
 - **Outcome 2** ... be able to integrate ICT into teaching and learning, school administration and use ICT for continuous professional development;
 - **Outcome 3** ... use ICT skills in attainment of curriculum learning objectives;
 - **Outcome 4** ... uses ICT to access learning resources and promote research;
 - **Outcome 5** ... use technology-based learning project and problem solving learning skills;
 - **Outcome 6** ... be ICT literate and use ICT pedagogy in teaching and learning for promoting creativity and innovation;

- The Rwanda ICT Essentials for Teachers course is an example of blended learning as it includes both face to face sessions and online work

- The following are the expected key competencies teachers will have at the end of the course

| Area of educational focus | Key competencies |
|---------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Understanding ICT in Education | Explain how existing and planned national policies impact classroom practices and how their classroom practices correspond to and support policies related to ICT. |
| Curriculum and Assessment | Demonstrate how various ICT can be used in the curriculum. Demonstrate how various ICT tools can be used to improve assessment |
| Pedagogy | Explain the importance of ICT tools to support students' acquisition of school subject matters knowledge and use presentation software and digital resources to support instruction and problem solving in the classroom. Manage student project-based learning activities in a technology-enhanced environment to support collaboration |
| ICT | Explain basic ICT concepts, use and demonstrate the use of common hardware Demonstrate ability to perform basic maintenance and repair on hardware and assist in software troubleshooting Explain basic ICT concepts, use and demonstrate the use of software applications (particularly Word Processor) Explain basic ICT concepts, use and demonstrate the use of graphics software |

| Area of educational focus | Key competencies |
|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <p>Describe the functions and purposes of the internet in the classroom and demonstrate the capacity of using internet. Explain the importance of ICT tools to support students' acquisition of school subject matters knowledge and use presentation software and digital resources to support instruction and problem solving in the classroom</p> <p>Demonstrate the capability of using including e-mail, and social media functions in classwork</p> |
| Organization and Administration | <p>Organise ICT to suit learning needs in either a computer lab or classroom setting</p> <p>Use in the administration of the classroom and school</p> |
| Teacher Professional Learning | <p>Locate necessary resources that help to acquire additional subject matter and pedagogical knowledge for professional development</p> |

Microsoft Certified Educator

I. Work with computers

Digital Literacy

<https://education.microsoft.com/en-us/resource/18485a7b>

This learning path will introduce you to the different parts and types of the computer and their functions. You will also learn the difference between operating systems and applications and their functions. Peripherals and portable storage devices will be discussed as well.

Course module summary

- What are the primary functions of a computer?
- What is the difference between computer hardware and software?
- What are the primary hardware parts that make up a computer?
- What are the common types of personal computing devices?

Knowledge check question – interact with a computer



Which of these devices is not a computer?

- a) A desktop
- b) A laptop
- c) A tablet
- d) A monitor



Knowledge check question – interact with a computer



Which of these devices is not a computer?

- a) A desktop
- b) A laptop
- c) A tablet
- d) A monitor - Correct! A monitor is not a computer.**



Knowledge check question – interact with a computer



Which of the following parts of a computer is considered as input device?

- a) Speakers
- b) Screen
- c) Keyboard
- d) Motherboard

Which of the following parts of a computer is considered as input device?

- a) Speakers
- b) Screen
- c) Keyboard - Correct! A keyboard is an input device.**
- d) Motherboard



Knowledge check question – interact with a computer



Harold needs to purchase a computer as they're starting university. What they want is a computer with a built-in keyboard to type their lecture notes, and to work on their assignments at home. They'll also need various applications and programs installed on the computer to complete their assignments.

What is the best type of computer for their needs?

- a) A desktop
- b) A laptop
- c) A tablet
- d) A smartphone



Knowledge check question – interact with a computer



Harold needs to purchase a computer as they're starting university. What they want is a computer with a built-in keyboard to type their lecture notes, and to work on their assignments at home. They'll also need various applications and programs installed on the computer to complete their assignments.

What is the best type of computer for their needs?

- a) A desktop
- b) A laptop - Correct! A laptop is a portable device with built-in keyboard.**
- c) A tablet
- d) A smartphone

COURSE CONTENT

- Parts and types of the computer and their functions.
- Peripherals and portable storage
- Introduction to core features of Microsoft Office
- Opening MS word
- Saving a word document
- Typing a text in MS word
- Printing a word document



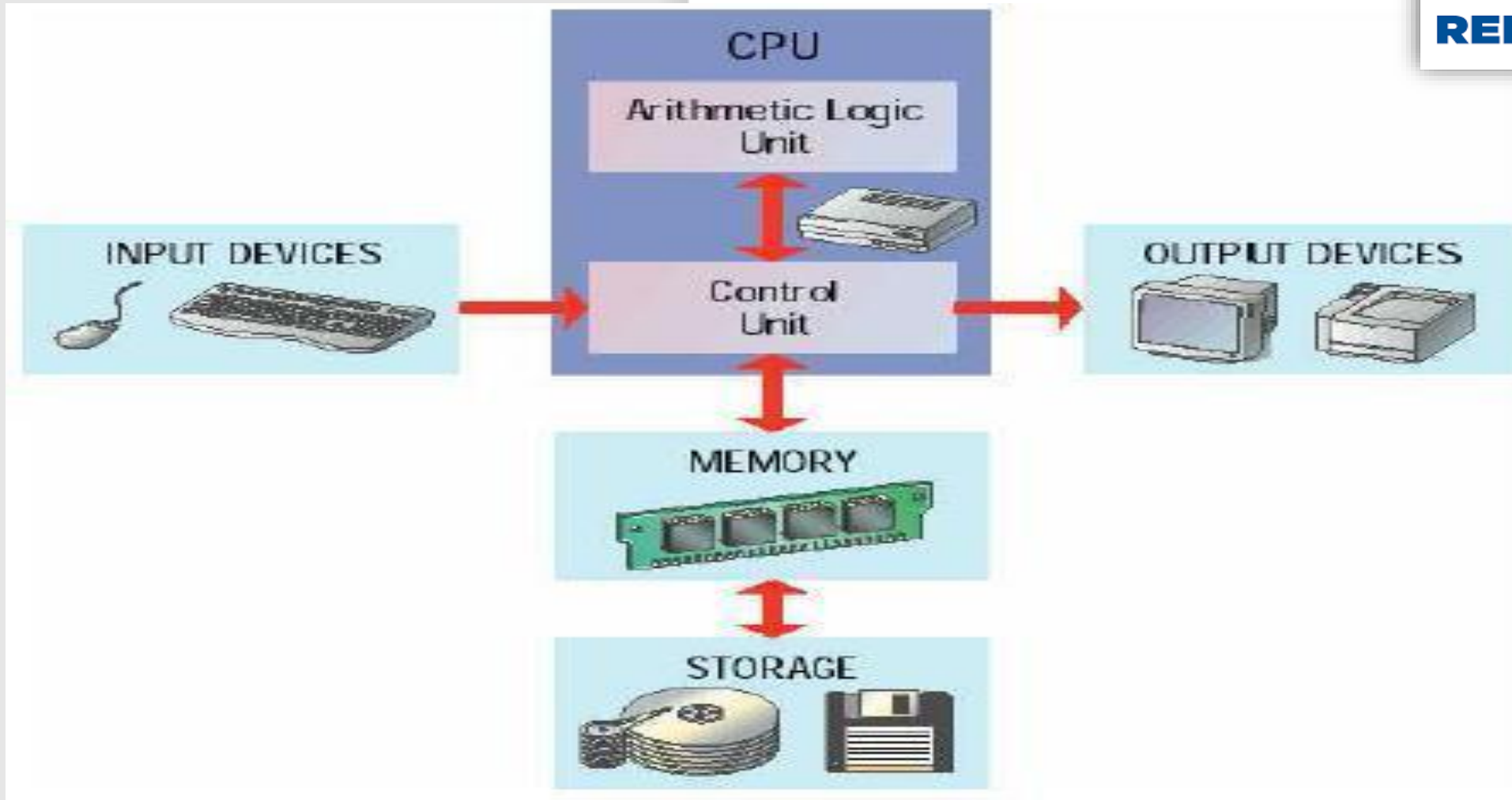
Parts and types of the computer and their functions.

A computer being an electronic device that accepts data, processes data, stores data and outputs data; this leads to the fact is four main functions are:

- ◆ Inputting
- ◆ Processing
- ◆ Storing and
- ◆ Outputting

Hens, all its parts are responsible for the four functions as follows:

- Input devices (keyboard, mouse, microphone, ...)
- Processor
- Memory (primary/ internal and secondary/ external)
- Output device (Screen, speaker, printer, ...)



Peripherals and portable storage

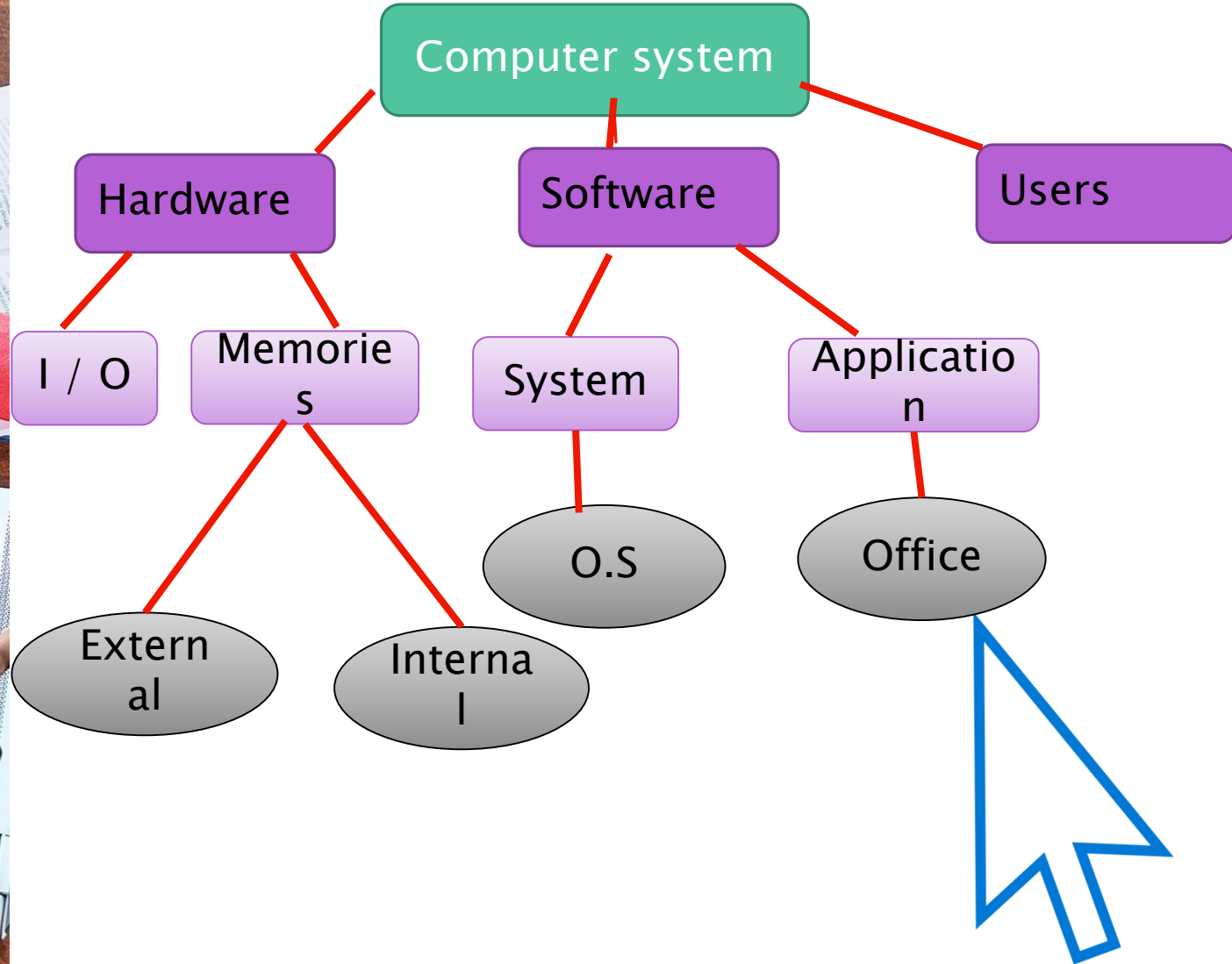
Compute peripherals are devices used surrounding the computer and used when connected to it.

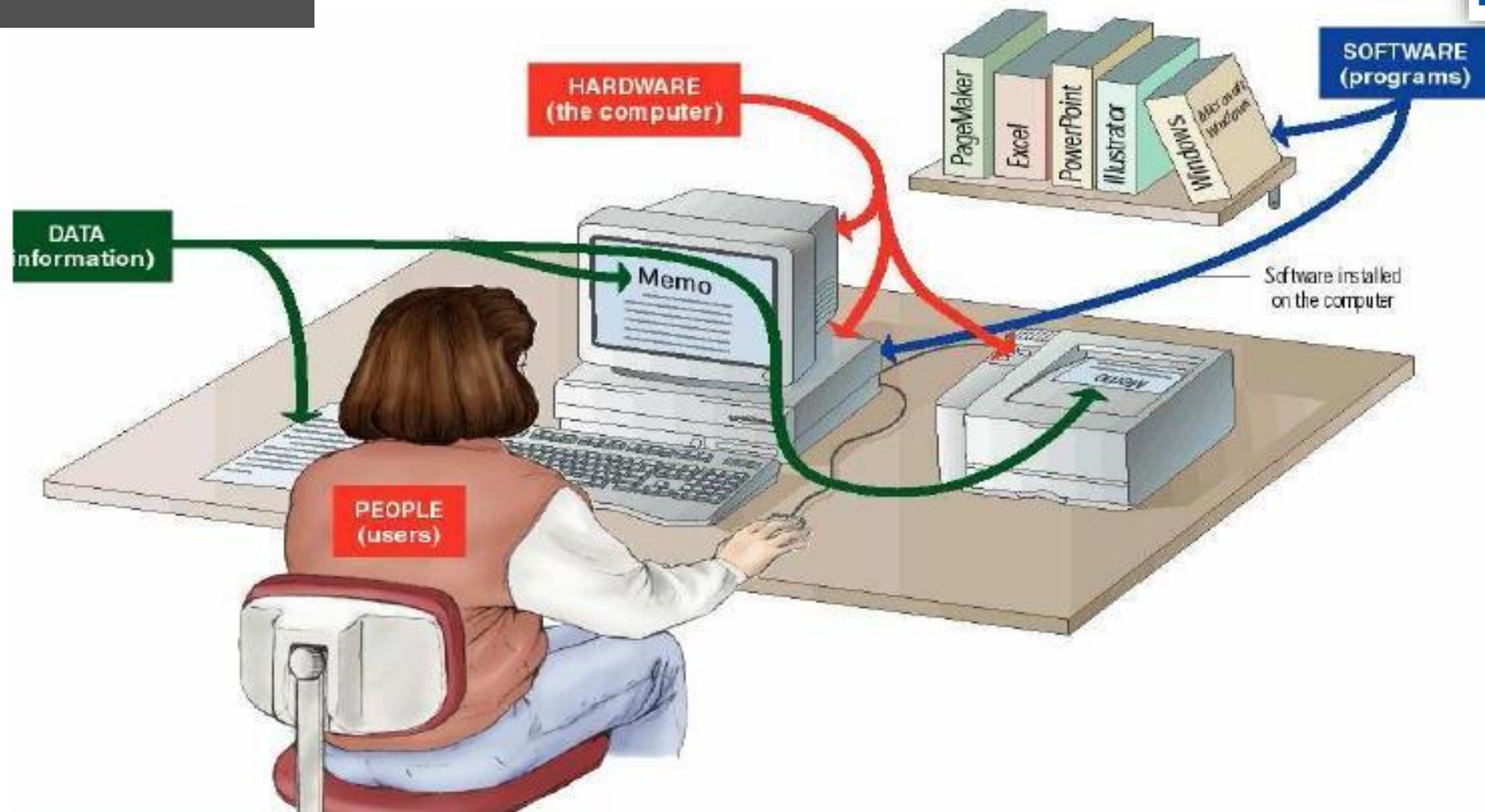
e.g: Mouse, some keyboards, speaker, scanner, printer,

Potable storages are removable storage devices used to store information out from the computer for the next use of some precaution measures.



Introduction to core features of Microsoft Office





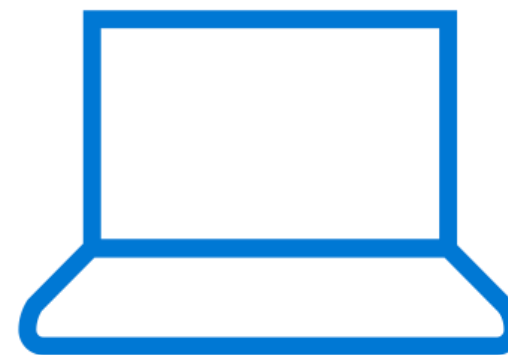


Opening MS word

MS Word is one of the Microsoft office suit of programs, used for word processing (Dealing with texts and letters)

To launch MS Word follow the steps:

- Click Start button
- Choose all apps / scroll till you reach Word 2016
- Click MS Office
- Choose MS Word





Typing a text in MS word

Once MS word is opened, it appears with Tabs, Ribbon and white paper with a text area.

The text typed in the text area is formatted according to the user's wish.





Saving a word document

document is created, a user wishes to keep it. This is done using the File tab as follows:

Click File tab

Click save as

Enter the file name (type)

Select file location

Click save button

Which of these functions is a task of an operating system?

- a) Managing computer hardware
- b) Showing the user the working area
- c) Allowing the user to type
- d) Allowing the user to interact with the screen

Which of these functions is a task of an operating system?

- a) Managing computer hardware - Correct! This task is one of the functions of the operating system.**
- b) Showing the user the working area
- c) Allowing the user to type
- d) Allowing the user to interact with the screen

An operating system is the most important on the computer.

- a) Hardware
- b) Software
- c) Peripheral device
- d) Application

An operating system is the most important on the computer.

- a) Hardware
- b) Software - Correct! An operating system is the software that manages all the other hardware and software.**
- c) Peripheral device
- d) Application

What happens when you select the "Minimize" button at the top of an application window?

- a) The window closes
- b) The window hides until restored
- c) The window goes full screen
- d) The window moves to the side of the screen

What happens when you select the "Minimize" button at the top of an application window?

- a) The window closes
- b) The window hides until restored - Correct! The application is still working, and you can restore it.**
- c) The window goes full screen
- d) The window moves to the side of the screen



Knowledge check question – use a computer (slide 4 of 4)



For MS Word, which menu to save a new document?

- a) Tab
- b) Home
- c) File
- d) Save as

For MS Word, which menu to save a new document?

- a) Tab
- b) Home
- c) File – Displays many options among which we choose save option**
- d) Save as

Try-it: Find the right application

Open the Paint app on your computer.

1. Explore the features of this app.
2. What do you think you can use it for?



Which one is an operating system?

- a) Notepad
- b) Microsoft Word
- c) Microsoft Windows
- d) Paint

Which one is an operating system?

- a) Notepad
- b) Microsoft Word
- c) Microsoft Windows - Correct! Microsoft Windows is the most popular operating system.**
- d) Paint

Which one is an output device? (Choose all that can work)

- a) keyboard
- b) Mouse
- c) Monitor
- d) Speaker
- e) Microphone
- f) Scanner
- g) Printer

Which one is an output device? (Choose all that can work)

- a) keyboard
- b) Mouse
- c) Monitor – Displays what the user can see or read**
- d) Speaker – Plays sound out from the computer**
- e) Microphone
- f) Scanner
- g) Printer – Allows to get hard copies out from the computer**



You can use the portable storage devices to:

- a) Improve storage abilities of your computer.
- b) Transfer files from computer to another computer.
- c) Save a copy in a safe location.
- d) All of the above.

You can use the portable storage devices to:

- a) Improve storage abilities of your computer.
- b) Transfer files from computer to another computer.
- c) Save a copy in a safe location.
- d) **All of the above - Correct! Portable storage devices make storing and dealing with files easier.**

These devices can be connected to a computer through Bluetooth technology except:

- a) Speakers
- b) Mouse
- c) Hard drive
- d) Headphones

These devices can be connected to a computer through Bluetooth technology except:

- a) Speakers
- b) Mouse
- c) Hard drive - Correct! A hard drive needs to be connected directly to a computer. This affects the speed of accessing stored files.**
- d) Headphones

II. Create digital content (**Microsoft Word**)

Digital Literacy

In this learning path, you will be introduced to Microsoft Office. You will learn how to perform the basic functions in Microsoft Word. You will learn how to interact with text, pictures, lists and other types of objects. You will also deal with PDF files.

Course module summary

- What is Microsoft Office?
- What can I use Microsoft Office for?
- How can I access Microsoft Office?

Knowledge check question – introduction to Microsoft Office

You want to access Microsoft Word and other Microsoft Office apps from your laptop without installing any software. You do not have an Office subscription. Which of the following Microsoft Office offerings is your best option?

- a) Office 365
- b) Office Online
- c) Office 2016
- d) None of the above

Knowledge check question – introduction to Microsoft Office

You want to access Microsoft Word and other Microsoft Office apps from your laptop without installing any software. You do not have an Office subscription. Which of the following Microsoft Office offerings is your best option?

- a) Office 365
- b) Office Online - Correct! Office Online does not need to be installed or have a subscription.**
- c) Office 2016
- d) None of the above

Course module summary

- Change font size, font style.
- Underlines bold a text and change color.
- Copy and paste, cut and paste.
- Insert a table.
- Delete row, delete column, add row, add column.

Try-it: Create a document in Word

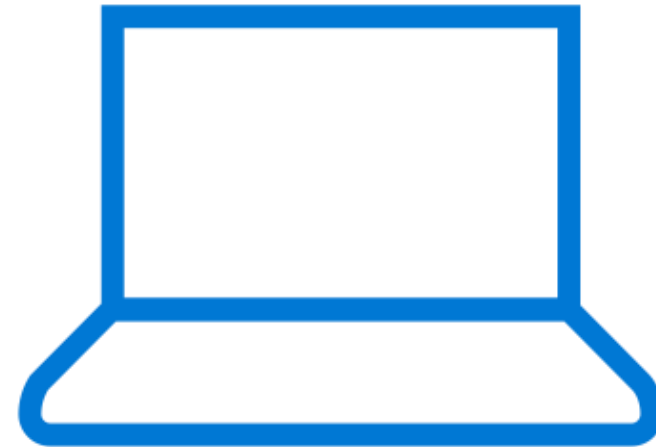
Follow the steps below to create a blank document in Word:

1. Go to the **File** menu.
2. Select **New**.
3. Select **Blank Document**.
4. Type a message into the document.



Try-it: Save a document

Challenge: Create a new file and save to your computer's desktop



Which of the following types of content would Microsoft Word be most appropriate to use for?

- a) Numerical spreadsheets
- b) Letters
- c) Slide presentations
- d) Formulas and calculations

Which of the following types of content would Microsoft Word be most appropriate to use for?

- a) Numerical spreadsheets
- b) Letters - Correct! Microsoft Word is the best application for letters.**
- c) Slide presentations
- d) Formulas and calculations

To create a Word document, you will go to the File menu and choose:

- a) Open
- b) New
- c) Print
- d) Save

To create a Word document, you will go to the File menu and choose:

- a) Open
- b) New - Correct! This selection will create a new document.**
- c) Print
- d) Save

Which of the following file extensions are Word documents typically saved with?

- a) .xls
- b) .docx or .doc
- c) .ppt
- d) .word

Which of the following file extensions are Word documents typically saved with?

- a) .xls
- b) .docx or .doc**
- c) .ppt
- d) .word

To print a document in Word, you should go to the menu.

- a) File
- b) Home
- c) Review
- d) Page Layout

To print a document in Word, you should go to the _____ menu.

- a) **File - Correct! In the File menu you will find "Print."**
- b) Home
- c) Review
- d) Page Layout

Course module summary

- Change font size, font style.
- Underlines bold a text and change color.
- Copy and paste, cut and paste.
- Insert a table.
- Delete row, delete column, add row, add column.

Text formatting

Open a blank document in Word and use the text formatting features to practice formatting text:

- Type a sentence into the blank document.
- Make it bold.
- Select one word of the sentence and make it green.
- Select the full sentence and make the font size 16.

abc ✓



Check text spelling and grammar

1. Write a few sentences in your document that are grammatically incorrect and include misspelled words.
2. Select each word that Word underlines and use the suggestions to select the proper word or phrase.

abc ✓



Try-it: Find and replace text

Try to use the find and replace feature on your document



- Insert a 5x8 table
- Format it to:
- Merge the 2 up-left cells
- Remove the last column
- Add a 6th row

Practical work



To select a whole line of text in Word, you can:

- a) Click to the left of the text.
- b) Click to the right of the text.
- c) Select the first word in the text.
- d) Select the last word in text.

To select a whole line of text in Word, you can:

- a) Click to the left of the text. - Correct! This action will select whole line.**
- b) Click to the right of the text.
- c) Select the first word in the text.
- d) Select the last word in text.

Which of the following commands opens the Replace feature?

- a) Ctrl+R
- b) Ctrl+S
- c) Ctrl+H
- d) Ctrl+N

Which of the following commands opens the Replace feature?

- a) Ctrl+R
- b) Ctrl+S
- c) Ctrl+H - Correct! This command will open the Replace feature.**
- d) Ctrl+N

MS office objects

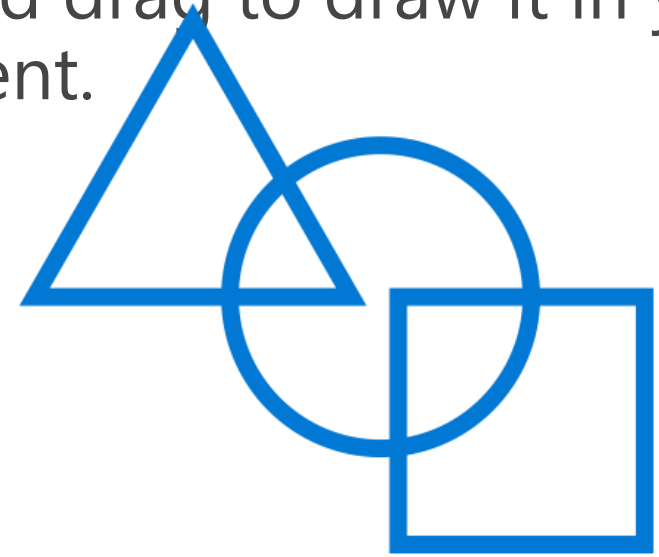
- Shapes
- wordArts
- Picture
- Tables



Try-it: Add shapes in Word

Follow the steps below to insert a shape in your document:

1. Select **Insert** > **Shapes**.
2. Select the shape you want to add.
3. Click and drag to draw it in your document.



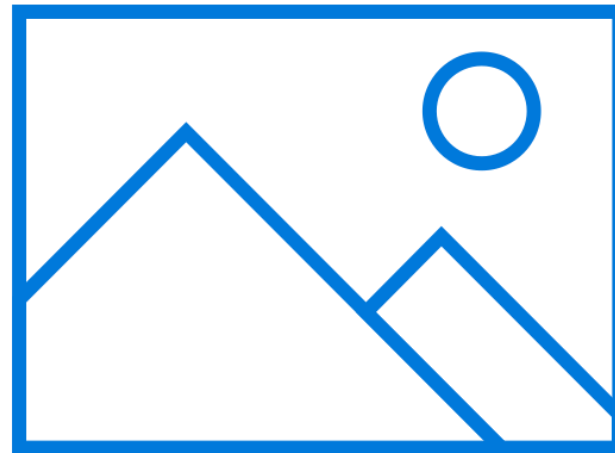
Try-it: Add WordArt in Word

Try to add your name at the beginning of your document using your favorite WordArt effect.



Try-it: Add pictures in Word

Challenge: Find a photo of a dog online and insert it into your document.



Knowledge check question – format and edit objects in Word

Which of the following menus should you use to insert WordArt?

- a) Design
- b) Draw
- c) Insert
- d) View



Knowledge check question – format and edit objects in Word

Which of the following menus should you use to insert WordArt?

- a) Design
- b) Draw
- c) Insert - Correct! Under this menu, you can insert WordArt.**
- d) View

Knowledge check question – format and edit objects in Word

From which menu can you apply a design to a table you've already created?

- a) Insert**
- b) Design**
- c) Layout**
- d) View**

Knowledge check question – format and edit objects in Word

From which menu can you apply a design to a table you've already created?

- a) Insert
- b) Design - Correct! Under this menu, you can apply a design for a table.**
- c) Layout
- d) View



Try-it: Add page numbers

Try to add page numbers to the bottom right corner of your document.

1 2 3 4 . . .

Try-it: Write an equation

Now it's your turn. Try to add an equation to your document using your mouse.

$$1 + \frac{nx}{1!} + \frac{n(n-1)x^2}{2!} + \dots$$

When you add page numbers to a document, the page numbers will always be displayed in the:

- a) Left of the top of the page.
- b) Right of the bottom of the page.
- c) Center of the bottom of the page.
- d) You can choose where to add page numbers.

Knowledge check question – discover more Word features

When you add page numbers to a document, the page numbers will always be displayed in the:

- a) Left of the top of the page.
- b) Right of the bottom of the page.
- c) Center of the bottom of the page.
- d) You can choose where to add page numbers.**

Knowledge check question – discover more Word features

From which of the following menus can you apply a theme?

- a) Design
- b) Draw
- c) Insert
- d) View

Knowledge check question – discover more Word features

From which of the following menus can you apply a theme?

- a) Design - Correct! Under the Design menu, you will find many themes that you can apply to a document.**
- b) Draw
- c) Insert
- d) View

Course module summary

- When might you want to save a document as a PDF file?
- How can you convert a document to PDF?
- How can you edit PDF files in Microsoft Word?
- Print MS Word document (All pages, Current page and Custom page)

Try-it: Create PDF files in Word

Follow the steps below to save a document as a PDF file:

1. Select **File** > **Save As**.
2. Select a folder to save your document in on your computer or in OneDrive.
3. In the **Save As** text box, select **PDF (*.pdf)**.
4. Select **Save**.

PDF



To convert a document to PDF file you should go to:

- a) File>Open
- b) File>Save As
- c) File>Share
- d) File>Options

To convert a document to PDF file you should go to:

- a) File>Open
- b) File>Save As - Correct! File>Save As will give you the option to save the document and choose the format for the saved file.**
- c) File>Share
- d) File>Options

Create digital content (**Microsoft Excel**)

Digital Literacy

In this learning path, you will be introduced to Microsoft Office. You will learn how to perform the basic functions in Microsoft Excel. You will also learn about MS Excel features, how to enter data into a cell, Inserting Rows and columns and manipulate data using formulas.

Introduction to Microsoft Office

Course module summary

- What is Microsoft Excel?
- What can I use Microsoft Excel for?
- How can I access Microsoft Excel?

Knowledge check question – introduction to Microsoft Office

For MS Excel, what is indicating columns?

- a) Cells
- b) Columns
- c) Letters
- d) Numbers

Knowledge check question – introduction to Microsoft Office

For MS Excel, what is indicating columns?

- a) Cells
- b) Columns
- c) Letters**
- d) Numbers

Knowledge check question – introduction to Microsoft Office

For MS Excel, what is indicating rows?

- a) Cells
- b) Columns
- c) Letters
- d) Numbers

Knowledge check question – introduction to Microsoft Office

For MS Excel, what is indicating rows?

- a) Cells
- b) Columns
- c) Letters
- d) Numbers**

Work with Excel documents

Course module summary

- Opening and closing MS excel
- Saving an excel workbook.
- To enter data into a cell , text orientation
- Copy and Pasting, cut paste.
- Merging and splitting cells
- Inserting or deleting rows and columns Columns
- Insert, copy, delete, move rename a sheet
- Formulas & Functions (ADD, MULT, SUSTR, DIV, MIN, MAX, AVERAGE)
- Ranking

Try-it: Create a document in Excel

Follow the steps below to create a blank document in Word:

1. Go to the **File** menu.
2. Select **New**.
3. Select **Blank workbook**.
4. Type a text into the cells.

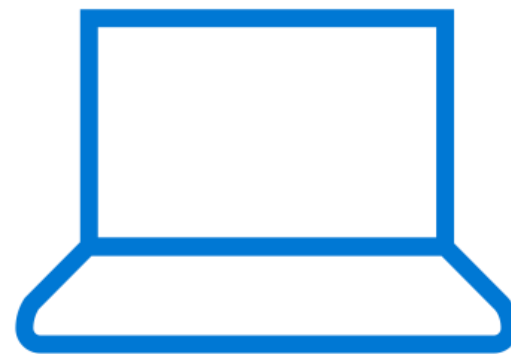




Try-it: Save a workbook



Challenge: Create a new file and save to your computer's desktop



Knowledge check question – work with workbooks

Which of the following types of content would Microsoft Excel be most appropriate to use for?

- a) Numerical spreadsheets
- b) Letters
- c) Slide presentations
- d) Formulas and calculations

Knowledge check question – work with workbooks

Which of the following types of content would Microsoft Word be most appropriate to use for?

- a) Numerical spreadsheets
- b) Letters
- c) Slide presentations
- d) Formulas and calculations**

Knowledge check question – work with workbooks

To create an new workbook, you will go to the File menu and choose:

- a) Open
- b) New
- c) Print
- d) Save

Knowledge check question – work with workbooks

To create a new workbook, you will go to the File menu and

- a) Open
- b) New - Correct! This selection will create a new workbook.**
- c) Print
- d) Save

Knowledge check question – work with workbooks

Which of the following file extensions are Excel documents saved with?

- a) .xls
- b) .docx or .doc
- c) .ppt
- d) .word

Knowledge check question – work with workbooks

Which of the following file extensions are Word documents saved with?

- a) **.xls**
- b) **.docx or .doc**
- c) **.ppt**
- d) **.word**

Knowledge check question – work with workbooks

To print a document in Excel, you should go to the 

- a) File
- b) Home
- c) Review
- d) Page Layout

PRACTICAL WORL

| <i>STUDENTS NAMES</i> | MARKS | | | | | | |
|-----------------------|----------------|---------------|--------------|-----------------|--------------|------------|-------------|
| | MATH/30 | SET/20 | SS/20 | KINYA/30 | TOTAL | AVG | RANK |
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Create digital content (Microsoft Power Point)

Digital Literacy

In this learning path, you will be introduced to Microsoft Office. You will learn how to perform the basic functions in Microsoft Power Point. You will learn how to interact with objects in MS Power Point and create your own presentation.

Introduction to Microsoft Office

Course module summary

- What is Microsoft Power Point?
- What can I use Microsoft Power Point for?
- How can I access Microsoft Power Point?

Work with Power Point presentation

Course module summary

- Opening MS power point
- Closing MS power point
- Add text in ppt.
- Adding new slides
- Choose a theme.
- Delete a slide.
- Insert objects (Picture, Shapes)
- Slide show (Animation & Transition)
- Printing a Power Point document (Slides per page)



Try-it: Create a document in Power Point

Follow the steps below to create a blank document in Word:

1. Go to the **File** menu.
2. Select **New**.
3. Select **Blank Presentation**
4. Type a message into the document.








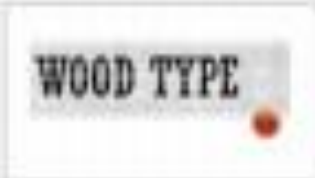


PowerPoint - PowerPoint

New

Search for online templates and themes

Suggested searches: Presentations Business Industry Education Labels Charts Personal

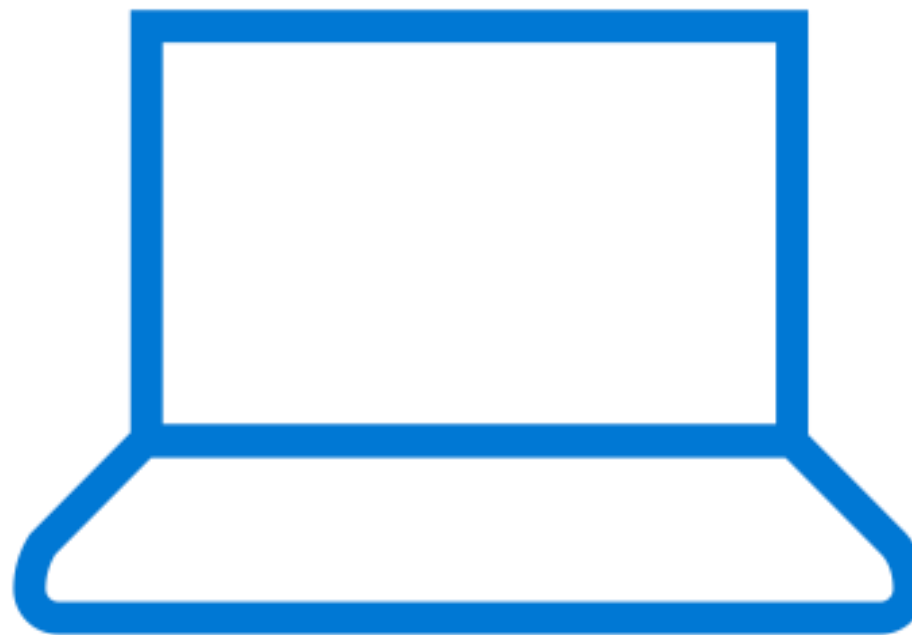
FEATURED PERSONAL

| | | | |
|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
|  |  |  |  |
| Blank Presentation | Welcome to PowerPoint | MSU Template | Gallery |
|  |  |  |  |
| Parcel | Wood Type | Ion Boardroom | Quotable |



Try-it: Save a presentation

Activity: Create a new file and save to your computer's desktop



Knowledge check question – work with MS Power Point

For a Power Point presentation, one Page is called:

- a) A sheet
- b) A page
- c) A presentations
- d) A slide

Knowledge check question – work with MS Power Point

For a Power Point presentation, one Page is called:

- a) A sheet
- b) A page
- c) A presentations
- d) A slide**

Knowledge check question – work with MS Power Point

To create a Power Point presentation, you will go to the File menu and choose New or press:

- a) CTRL + O
- b) CTRL + N
- c) CTRL + P
- d) CTRL + S

Knowledge check question – work with MS Power Point

To create a Power Point presentation, you will go to the File menu and choose New or press:

- a) CTRL + O
- b) CTRL + N**
- c) CTRL + P
- d) CTRL + S

Knowledge check question – work with MS Power Point

Which of the following file extensions are presentations typically saved with?

- a) .xls
- b) .docx or .doc
- c) .ppt
- d) .word

Knowledge check question – work with MS Power Point

Which of the following file extensions are presentation typically saved with?

- a) .xls
- b) .docx or .doc
- c) .ppt**
- d) .word

Knowledge check question – work with MS Power Point

To print a document in Word, you should go to the menu.

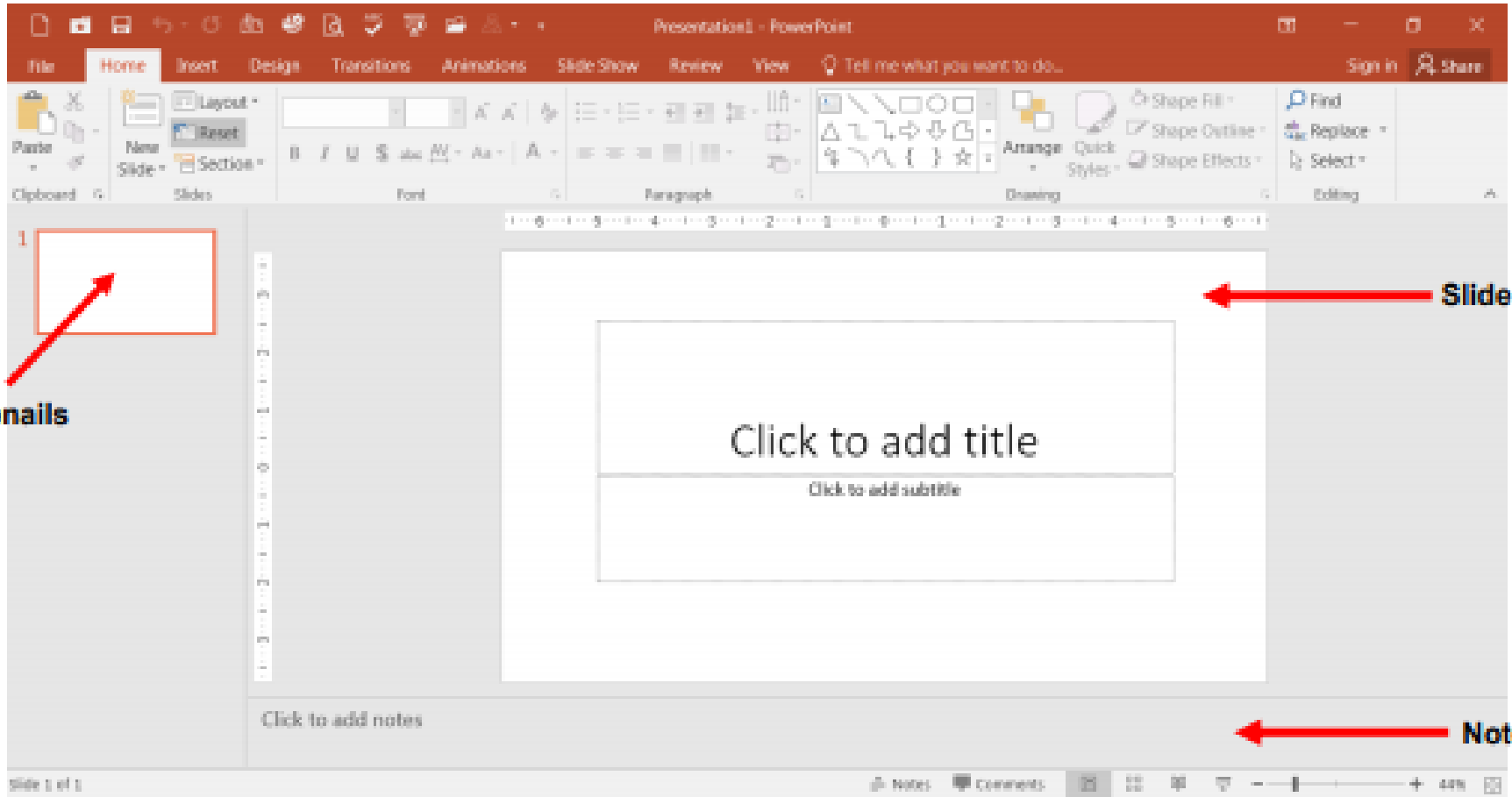
- a) File
- b) Home
- c) Review
- d) Page Layout

Try-it: Create a presentation

When you create a Blank Presentation in PowerPoint, the workspace opens in Normal view. Normal view is divided into three areas:

- 1) **Slide Pane** - shows the full layout of a slide
- 2) **Thumbnails** – shows slide thumbnails
- 3) **Notes Pane** – used to input text relevant to a specific slide





Thumbnails

Slide Pane

Notes Pane

Normal View

Slide Sorter View

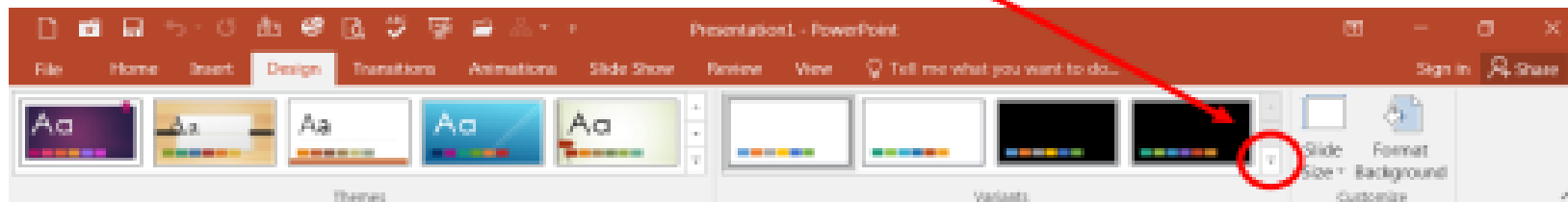
Slide Show View

Formatting a presentation

- PowerPoint provides a wide variety of themes that apply a distinctive look to the text, bullets, background colors, and graphics in a presentation.
- Using a theme is a big time-saver and immediately adds a professional touch to your presentation.
- You can apply a theme when you create a new presentation and you can change the theme as many times as you want.

To Apply a Theme:

- 1) Click on the **Design tab**
- 2) Select one of the themes in the Themes group





To Format Text

1. Click within the placeholder
2. Select the text to format
3. Click on the Home tab
4. Click on the formatting buttons in either the Font or Paragraph groups
5. You can also use the Mini Tool Bar that appears when the text is selected

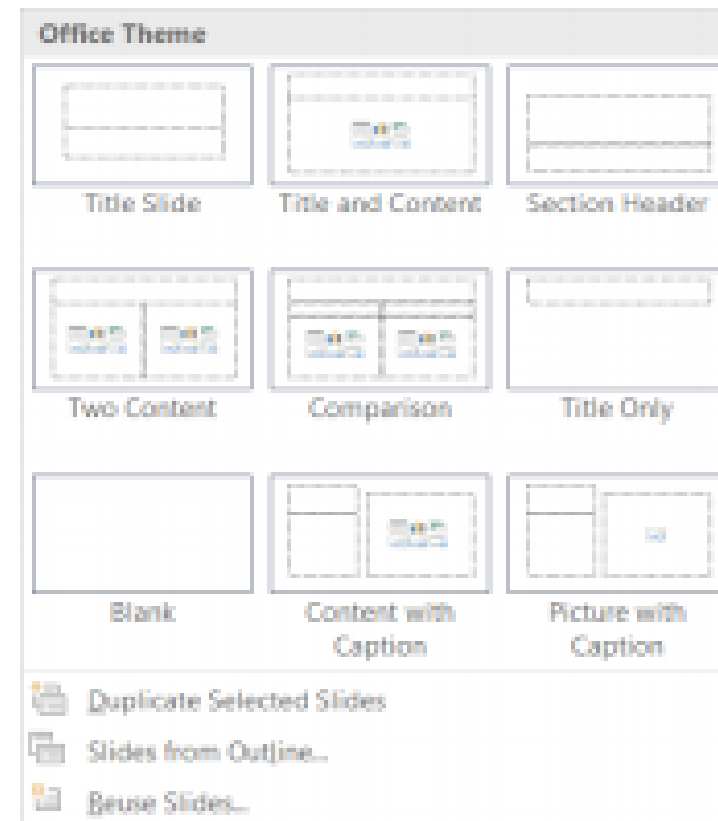
abc ✓

Adding New Slides

Each slide in PowerPoint has a slide layout.

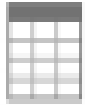
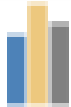



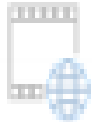
Slide layouts contain formatting, positioning, and placeholders for all of the content that appears on a slide.

PowerPoint includes nine built-in slide layouts:



Content Slides:

- If you choose a slide with content, you will have six types of content to choose from.
- Click on the type of content you want to create and PowerPoint will provide the tools needed to create it

| Tables | Charts | Smart Art Graphics | Pictures | Online Pictures | Video |
|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
|  |  |  |  |  |  |

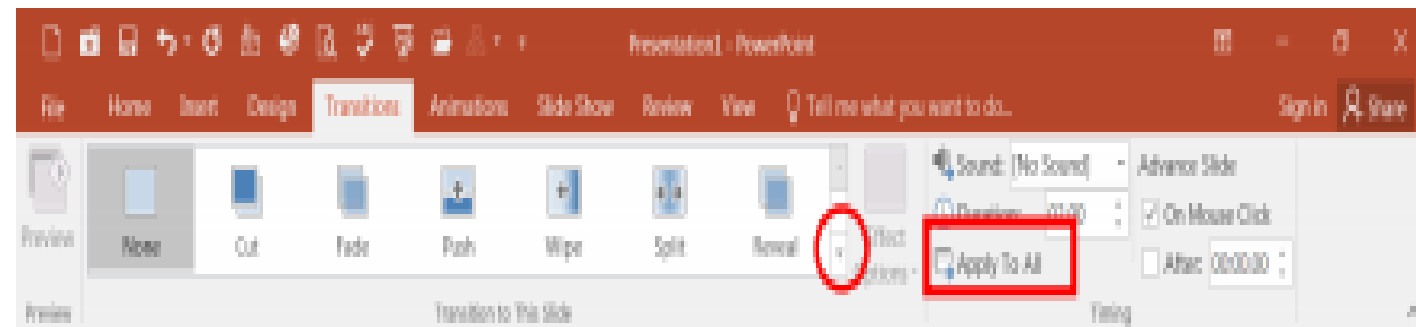


Transitions

A transition is a special effect that determines how a slide appears as it enters or leaves the screen.

To Apply Transitions:

- 1) Click on the **Transitions** tab
- 2) Click on the drop down arrow in the Transition to see a listing of all available transitions
- 3) Click on the transition you want to apply
- 4) Click on **Apply to All** to apply the transition effect to the entire presentation

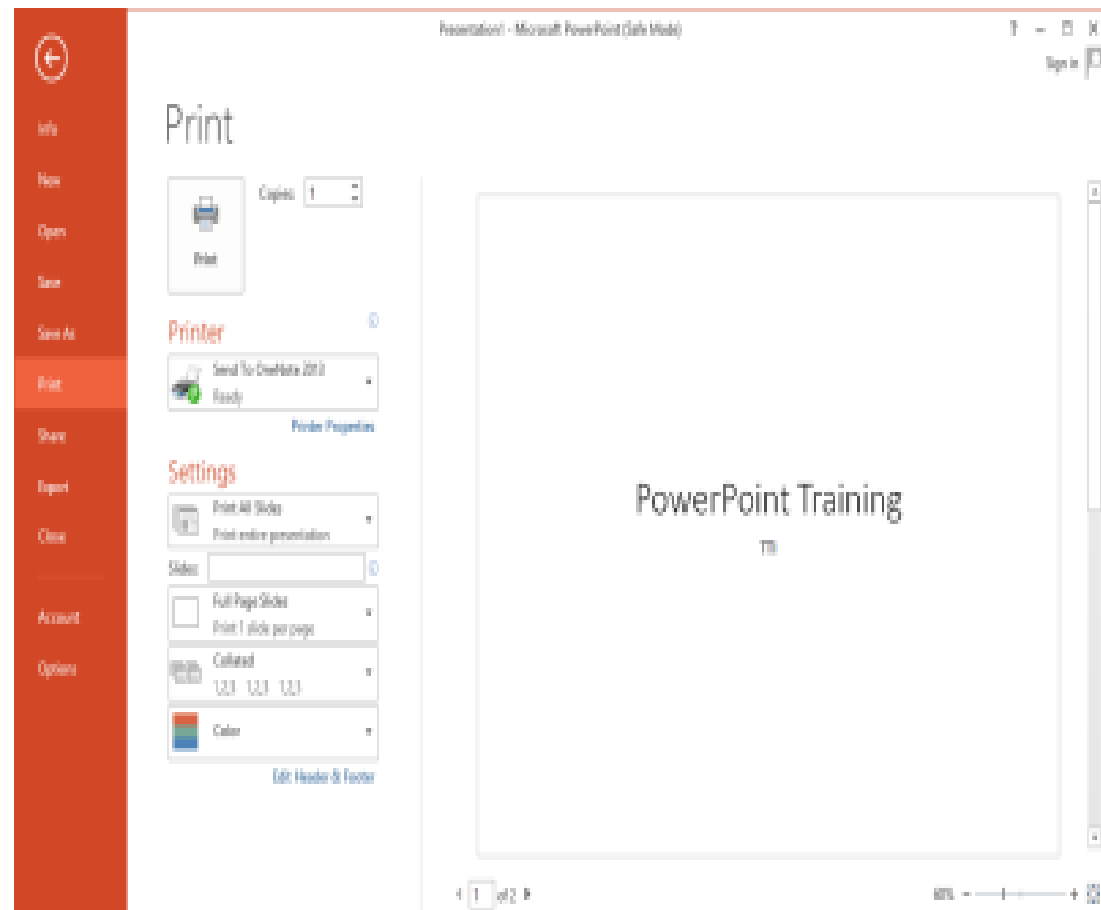


Printing

To Print a presentation:

- 1) Click on the File tab
- 2) Click on Print

- Under **Settings** click on Print All Slides or select one of the options to print:
 - Print All Slides – print entire presentation
 - Print Selection – only print the selected slides
 - Print Current Slide – only print the current slide
 - Custom Range – enter specific slides to print



Printing Handouts

- Click on Full Page Slides or choose from the following:
 - Print Layout

Full Page Slides

Notes Pages

Outline

- Handouts

Choose between

1 – 9 slides per page (horizontal or vertical)

Knowledge check question – format and edit text in Power Point

PowerPoint includes ----- built-in slide layouts:

- a) 6
- b) 9
- c) 12
- d) 15

Knowledge check question – format and edit text in power point

PowerPoint includes ----- built-in slide layouts:

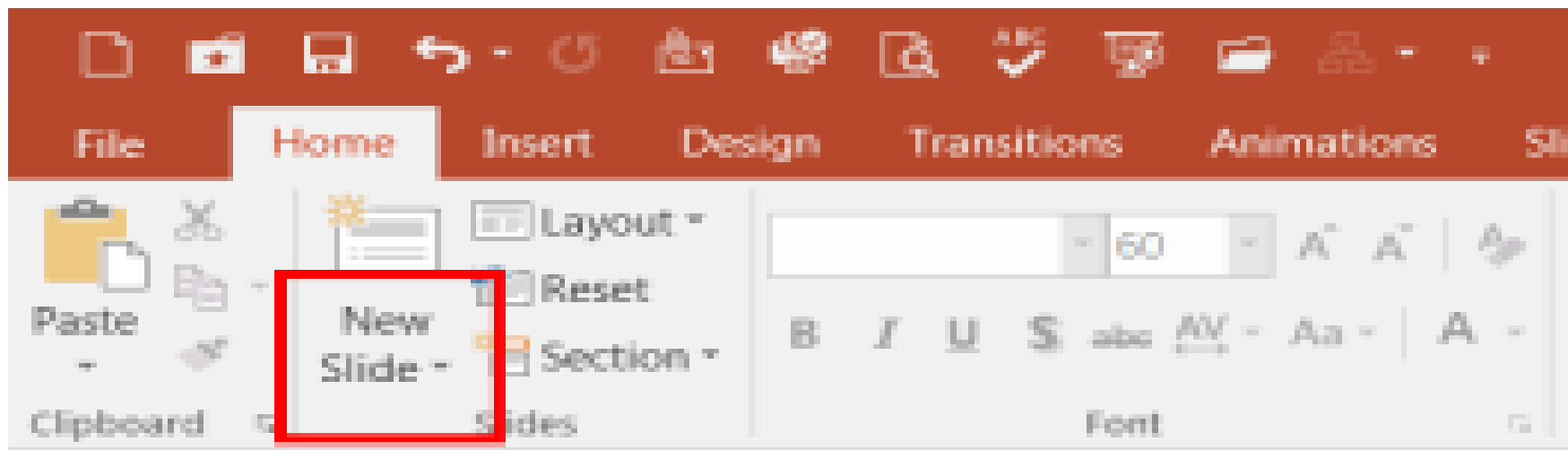
- a) 6
- b) 9**
- c) 12
- d) 15

Knowledge check question – format and edit text in Power

Point

The figure bellow shows how to ----- under the Home tab

- a) Creating a new presentation
- b) Change the slide layout
- c) Insert a new slide
- d) None of the above

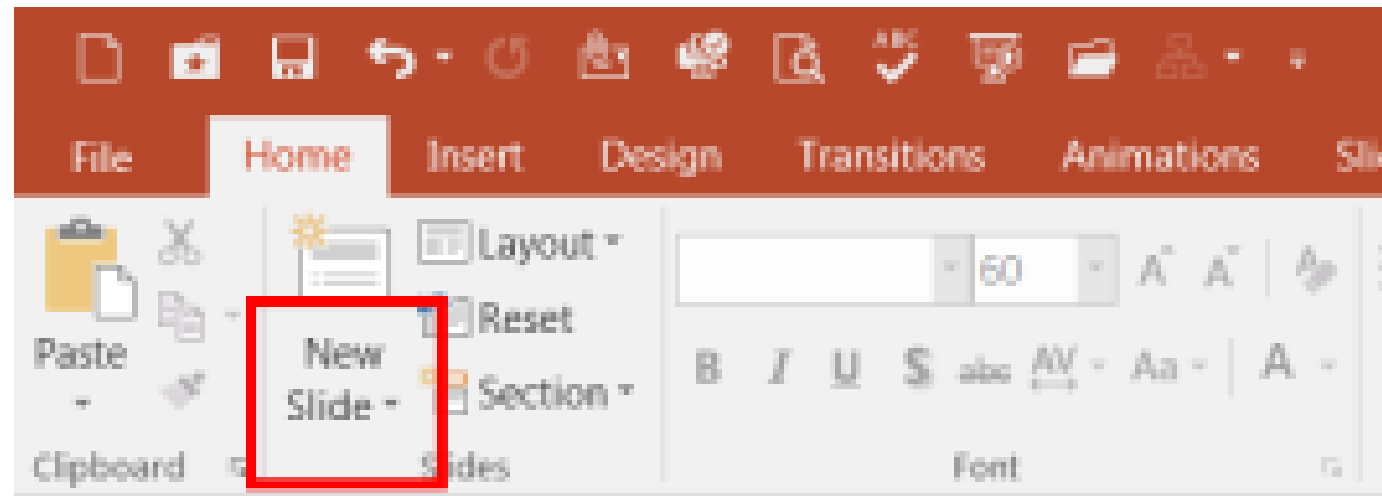


Knowledge check question – format and edit text in Power Point

Point

The figure bellow shows how to ----- under the Home tab

- a) Creating a new presentation
- b) Change the slide layout
- c) Insert a new slide**
- d) None of the above



Knowledge check question – format and edit text in Power point

To save presentation we use this shortcut

- a) Ctrl+R
- b) Ctrl+S
- c) Ctrl+H
- d) Ctrl+N

Knowledge check question – format and edit text in Power

Point

To save presentation we use this shortcut

- a) Ctrl+R
- b) Ctrl+S**
- c) Ctrl+H
- d) Ctrl+N

Access information online

In this learning path, you will become familiar with the concept of the internet and how to access it. You will also be introduced to the World Wide Web and how to access it using a web browser. In addition to that, search engines will be covered, including how to use them effectively and how to evaluate the results.

Get connected

Course module summary

- What can we do using the internet?
- What is the internet?
- How can you connect to the internet?

Common uses of the internet

1. Communicate with people across the world, access and share information.
2. Do business with others without being in the same place.
3. Play games with people we've never met.
4. Learn and share knowledge and so much more.



Try-it: Connect a Windows 10 device to the internet using Wi-Fi

Check the Wi-Fi connection status of your computer.

Are you connected to a network?

Are there any networks that you have access to join?

Knowledge check question – get connected

What does it mean when a computer is "online"

- a) The computer is fully charged.
- b) The computer is waiting to connect to the internet.
- c) The computer is connected to the internet.
- d) The computer is powered on.

Knowledge check question – get connected

What does it mean when a computer is "online"

- a) The computer is fully charged.
- b) The computer is waiting to connect to the internet.
- c) The computer is connected to the internet - Correct! Being online means you can access resources on the internet.**
- d) The computer is powered on.

Knowledge check question – get connected

Which of the following terms does not apply to the internet?

- a) Massive
- b) An application
- c) A network
- d) Global

Knowledge check question – get connected



Which of the following terms does not apply to the internet?

- a) Massive
- b) An application - Correct! The internet is not an application. It is a network.**
- c) A network
- d) Global

Knowledge check question – get connected

Which of the following is a wireless option for connecting to the internet?

- a) Ethernet
- b) Wi-Fi
- c) Router
- d) Modem

Knowledge check question – get connected

Which of the following is a wireless option for connecting to the internet?

- a) Ethernet
- b) Wi-Fi - Correct! Wi-Fi is a wireless option.**
- c) Router
- d) Modem

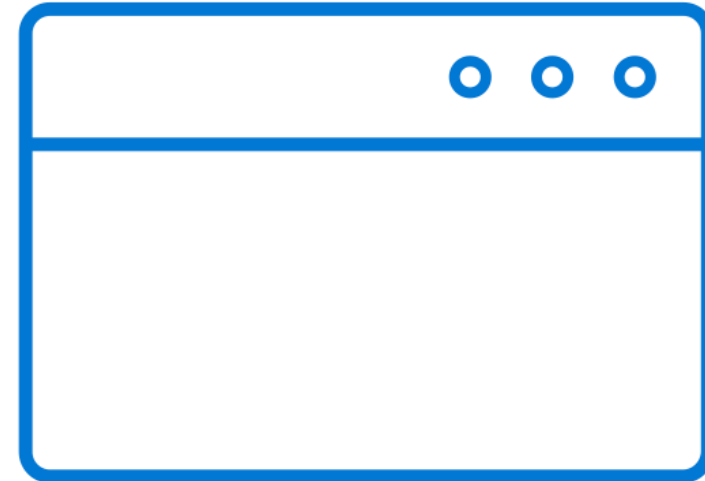
Browse the web

Course module summary

- What is the difference between the internet and the web?
- What is a website?
- What is a web browser?
- Introduction on the concept of the internet
- how to access it using a web browser
- searching content from Google
- copy content from google and paste it to word document.
- Introduction on the concept of the internet
- how to access it using a web browser
- searching content from Google
- copy content from google and paste it to word document

Using web browsers to browse the web

1. Access digital content on the web using a web browser, like Microsoft Edge, as a tool to access and interact with content on the web.
2. Navigate between webpages using a web browser by first typing a webpage URL into the web browser.





Completing basic online research

1. Do some online research using Google to identify the main parts of a human body.
2. Read reviews written by others about the human body you are looking for.
3. Compare or put combine the information you get from different sources.
4. Copy the information to your word document and save it



Knowledge check question – browse the web

To access the World Wide Web, you need to use:

- Notepad
- Microsoft Edge
- Microsoft Word
- Microsoft Windows

Knowledge check question – browse the web

To access the World Wide Web, you need to use:

- Notepad
- **Microsoft Edge - Correct! Microsoft Edge is a web browsing application.**
- Microsoft Word
- Microsoft Windows

Knowledge check question – browse the web

Which of the following features of the browser allows you to open multiple webpages in the same window?

- a) Tabs
- b) Favorites
- c) History
- d) Address bar

Knowledge check question – browse the web

Which of the following features of the browser allows you to open multiple webpages in the same window?

- a) **Tabs - Correct! Tabs allow you move between different webpages.**
- b) Favorites
- c) History
- d) Address bar

Knowledge check question – browse the web



Which of the following opens a new webpage when clicked?

- a) A hyperlink
- b) A webpage
- c) A URL
- d) A tooltip

Knowledge check question – browse the web

Which of the following opens a new webpage when clicked?

- a) **A hyperlink - Correct! A hyperlink stores a link to a webpage.**
- b) A webpage
- c) A URL
- d) A tooltip



Search the web

Course module summary

- Why are search engines useful?
- How can you find content on the web using a search engine?
- How can you evaluate the credibility of an online source of content?
- Why is it important to think critically about the messages we come across online?



Try-it: Conduct a simple keyword search using Bing

Use a search engine to search for your favorite food.

What types of search results did you get?

What surprised you about these results?





Try-it: Compare search results returned by Bing

Use a search engine to find the capital city of a certain country. Botswana for example. Challenge ourselves to see who will find the answer first.

What search term helped find the right answer?

Were there any search terms that weren't as helpful?

-
-
-
-

Knowledge check question – search the web

The search results that you receive from a search engine can include:

- Images
- Webpages
- Videos
- All of the above

Knowledge check question – search the web

The search results that you receive from a search engine can include:

- Images
- Webpages
- Videos
- **All of the above - Correct! Search results can contain images, videos, webpages and many other types of content.**

Knowledge check question – search the web

Which of the following is not research engine?

- a) Google
- b) Microsoft Bing
- c) Yahoo
- d) Baidu
- e) Ask
- f) All of the above.

Knowledge check question – search the web



Which of the following is not research engine?

- a) Google
- b) Microsoft Bing
- c) Yahoo
- d) Baidu
- e) Ask
- f) **All of the above.**

Knowledge check question – search the web

- Website Vs Webpage Vs browser. Write **true** or **false** for each of the statements:
- A **Web browser** is the program you are using to view **WebPages** and **Websites**. _____
- The **Web** sites you view are coming from the **Internet**. _____
- A home page is the default **Web page** your **browser** will automatically load when you open your **browser** and type the **Web Address**. _____
- **Webpage** usually contains content regarding a single entity type. _____
- It is preferred, to make the most sense, to use one-word **website / webpage** over **Web site** and **web page**. _____

Communicate online

Digital Literacy

This learning path will show you how to communicate online effectively using email. You will be introduced to web applications that are used for instant messaging including voice and video calls.

Communicate using email

Course module summary

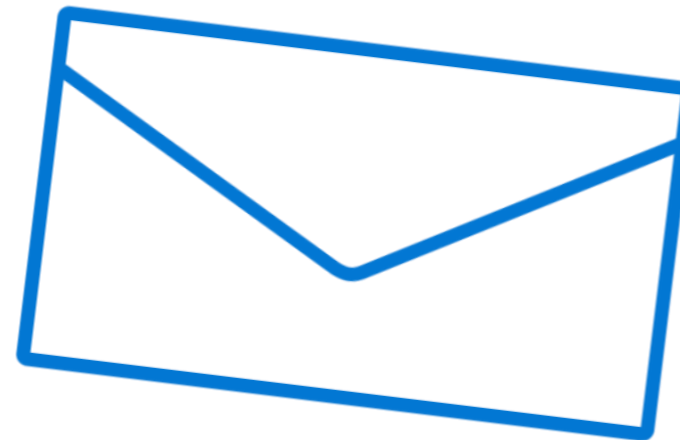
- When is it appropriate to send an email?
- How can you get started with using email?



Using email

A web service that:

1. Allows you to communicate with friends, family, and others online.
2. Allows you to send and receive mail electronically using the internet.





Try-it: Signing up for email

1. Choose a provider.
2. Create an email address.
3. Create an account.





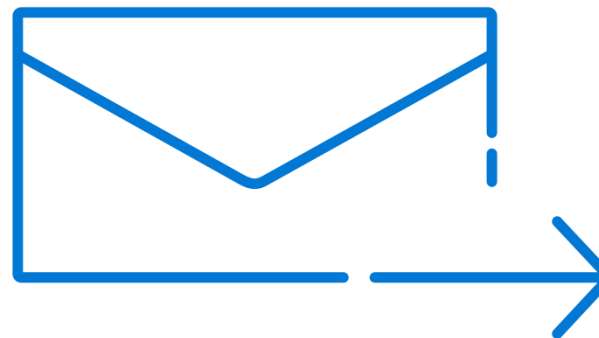
Using your email interface

Your mail interface might look a bit different if you're using a different email provider or a different version of Outlook, but the features are mostly the same, which contains:

1. An inbox where messages are usually listed with the name of the sender, subject of the email message, and date and time email was received.
2. Folders appear in the folders pane besides the message list, which helps with organizing emails.
3. A compose pane where you can write, edit, format, and send an email message.
4. There are more features of mail, but these are primary parts of the interface to help read, organize, reply to, and send email.

Try-it: Sending an email example

1. Log into your email account.
2. Select the option to compose a new message.
3. Input the recipient, enter your own email address.
4. In the subject line, enter "My first email."
5. In the body of the message, type "Thanks for reading my first email message."
6. Use the editor to change the word "first" to a bold font style.
7. Send the message.



Knowledge check question – communicate using email

When you sign up for an email account, which of the following will you create?

- a) An email address
- b) An email number
- c) An account number
- d) A payment plan

Knowledge check question – communicate using email

When you sign up for an email account, which of the following will you create?

- a) An email address - Correct! You create your email address, which is a unique address.**
- b) An email number
- c) An account number
- d) A payment plan

Knowledge check question – communicate using email

Which of the following parts of the email interface do you use to view the contents of a message you have received in Outlook?

- a) Inbox
- b) Reading pane
- c) Drafts
- d) Compose pane

Knowledge check question – communicate using email

Which of the following parts of the email interface do you use to view the contents of a message you have received in Outlook?

- a) Inbox
- b) Reading pane - Correct! The reading pane is where a message is displayed.**
- c) Drafts
- d) Compose pane

Knowledge check question – communicate using email

You can use email to send:

- a) Text
- b) Photos
- c) Videos
- d) All of the above

Knowledge check question – communicate using email

You can use email to send:

- a) Text
- b) Photos
- c) Videos
- d) All of the above - Correct! You can use email to send text, photos, videos, and many types of content.**

Knowledge check question – communicate using email

You receive a message from your manager about a project. A new person joins your team and you need to share the project details with them. Which of the following actions should you use to share the email with your new coworker without also sending the message to your manager?

- a) Reply to the email and add your new coworker as a recipient.
- b) Forward the email to your new coworker.
- c) Reply to the email and bcc your new coworker.
- d) Reply all to the email.

Knowledge check question – communicate using email

You receive a message from your manager about a project. A new person joins your team and you need to share the project details with them. Which of the following actions should you use to share the email with your new coworker without also sending the message to your manager?

- a) Reply to the email and add your new coworker as a recipient.
- b) Forward the email to your new coworker. - Correct! This action will send the email to your coworker only.**
- c) Reply to the email and bcc your new coworker.
- d) Reply all to the email.

Chat online

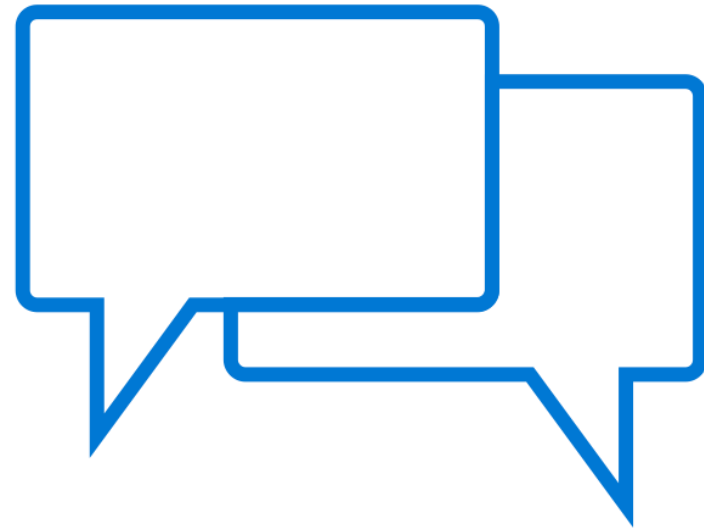
Course module summary

- Creating an email
- Accessing your email
- Sending an email
- creating an email
- Accessing your email
- Sending an email
- Attaching a file



Activity: Chatting online

1. Create a Google account
2. Log into your account
3. Create a new message
4. Attach a file you want
5. Send it your trainer and copy your neighbor



Getting Started with office 365 for Education

What is O365 for Educators?

Office 365 is a staple set of tools for educators, it includes education specific functionality such as classroom notebooks in OneNote and educator-specific collaboration tools in Teams, assessment and communication tools.

Microsoft O365 gives schools, teachers, and parents all the resources they need to move to a remote classroom with confidence. It is accessible on either mobile, tablet, PC or browser

Potential benefits of Office 365

Value:

- Allows for easy sharing and co-editing of materials with colleagues.
- Keeps materials organized in the classroom and across departments.
- Work still happens in the familiar Microsoft apps.

What you can do with Office 365

In time you have Microsoft account,

- You can set up outlook and be able to send and receive emails for easy and smooth communication
- With OneDrive (1TB =1000 GB Storage), you can store your important files and be able to access and share them anytime, anywhere you are from any device (Computer, phone etc)
- You will have access to the normal office applications (Word, Excel, power point etc). You can access them through the browser for instant document authoring or download the office desktop latest versions

With Office 365 You have access to **OneNote and Class Notebook apps. These apps allow you to quickly and easily create a "class notebook" for you as a teacher and for your students in order to collaborate. You can create a class notebook for every class you teach.**

OneNote Class Notebook is organized into four parts:

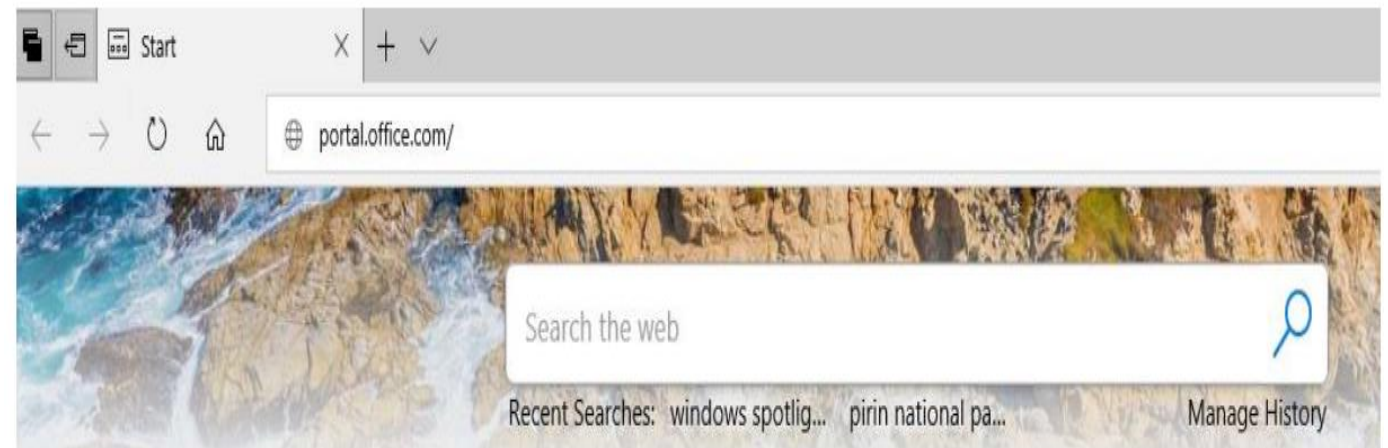
- 1. Student Notebooks:** A private notebook shared between the teacher and each individual student. Teachers can access every student notebook, while students can see only their own.
- 2. Content Library:** A read-only notebook for students where teachers can share handouts and other instructions materials with students.
- 3. Collaboration Space:** A notebook for everyone in class to share, organize, and collaborate.
- 4. Teachers-Only:** A notebook for teachers where students can not see the contents in this notebook. Co-teachers, including team teachers, substitute teachers, or para-educators are added to this Class Notebook and they have a light of read/write and access to the Teacher-Only section group.

With O365 You have access to **Microsoft Teams** which is the digital hub for teaching and learning in O365 for Education. Microsoft Teams allow educators to do the followings :

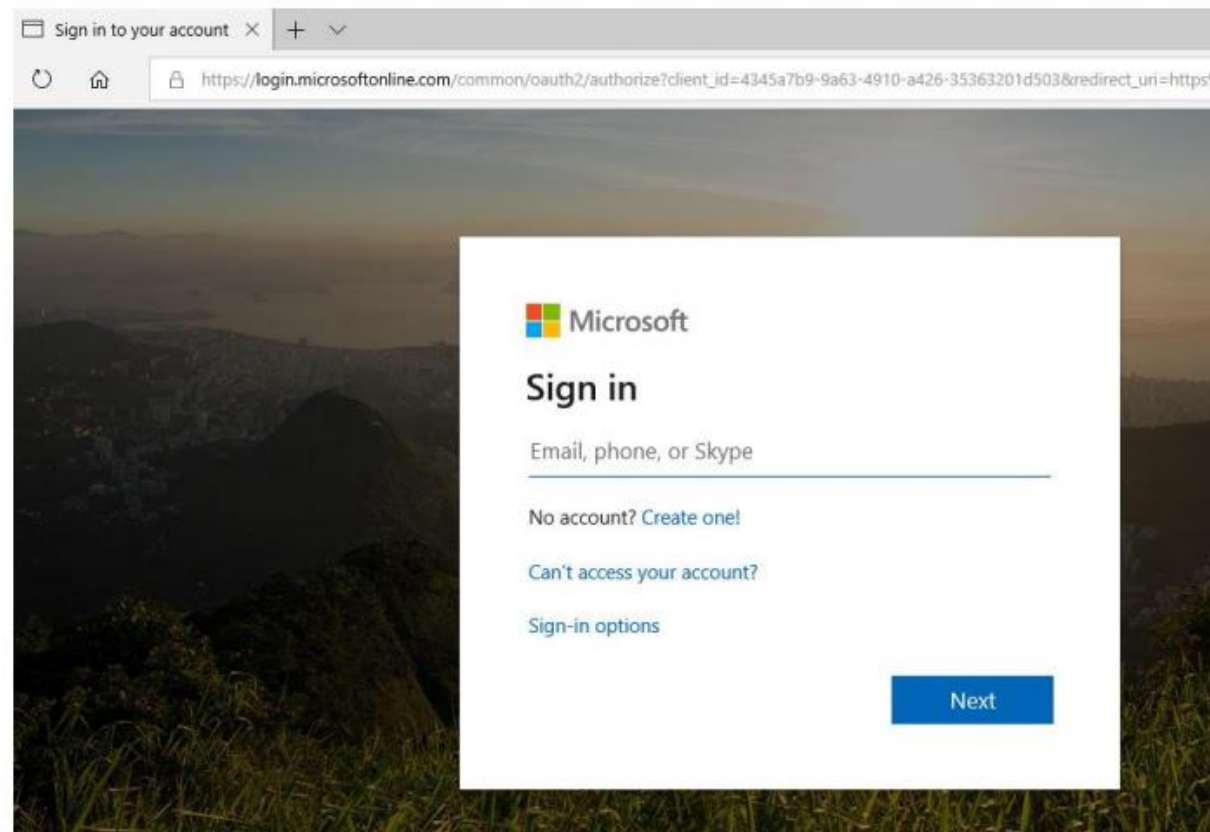
- Professional Learning Communities (PLC's) meet Microsoft Teams
- Manage Teacher Workflows in Microsoft Teams
- Creating a Class in Microsoft Teams
- Individualize Learning using apps in Microsoft Teams
- Increase Student Engagement with Conversations in Microsoft Teams

A Step by Step guide to accesses Office 365

- STEP 1: Opening preferred browser (eg: Microsoft Edge, Chrome, Mozilla Firefox etc)
- STEP 2: Typing: “portal.office.com” in browser URL bar (Find the below example) - Then Pressing enter on the Keyboard



➤ STEP 3: We are redirected to the login screen - see below



STEP4 : Enter your work email in the field (eg: LastNameFirstName@reb.ac.rw) and click Next



Sign in

abahefred@reb.ac.rw

No account? [Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)

Next

- **STEP 4:** You are prompted to enter your password, Please enter your password and click **Sign in**



Microsoft

← abahefred@reb.ac.rw

Enter password

.....

[Forgot my password](#)

Sign in

- **STEP 5:** If you want the browser to remember your logins, click YES or No if you don't want.



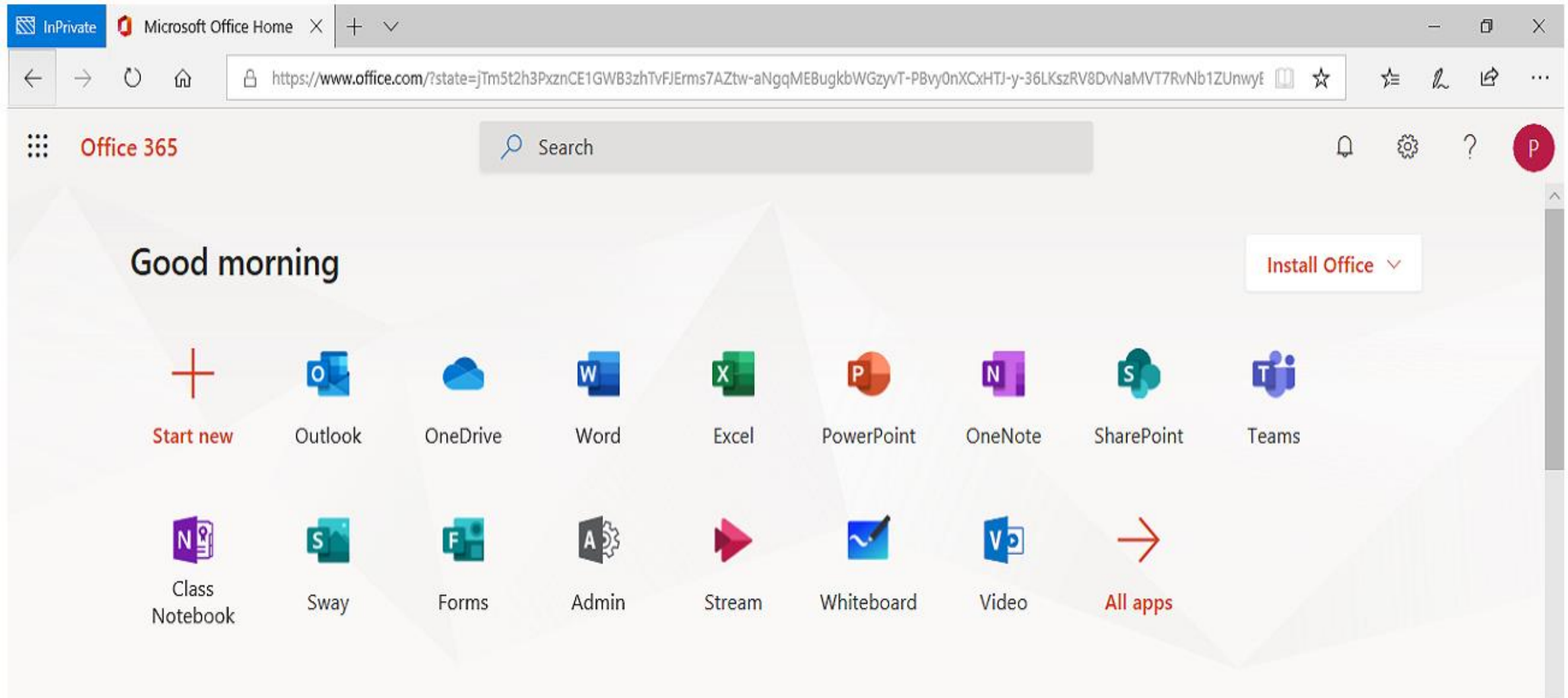
The screenshot shows a Microsoft sign-in dialog box. At the top left is the Microsoft logo. Below it is the email address 'abahefred@reb.ac.rw'. The main heading is 'Stay signed in?'. Below this is the text 'Do this to reduce the number of times you are asked to sign in.' There is a checkbox labeled 'Don't show this again' which is currently unchecked. At the bottom right, there are two buttons: a grey 'No' button and a blue 'Yes' button.

➤ **STEP 6:** If It is your first time in office 365, you'll get the following screen, close it by clicking X and proceed



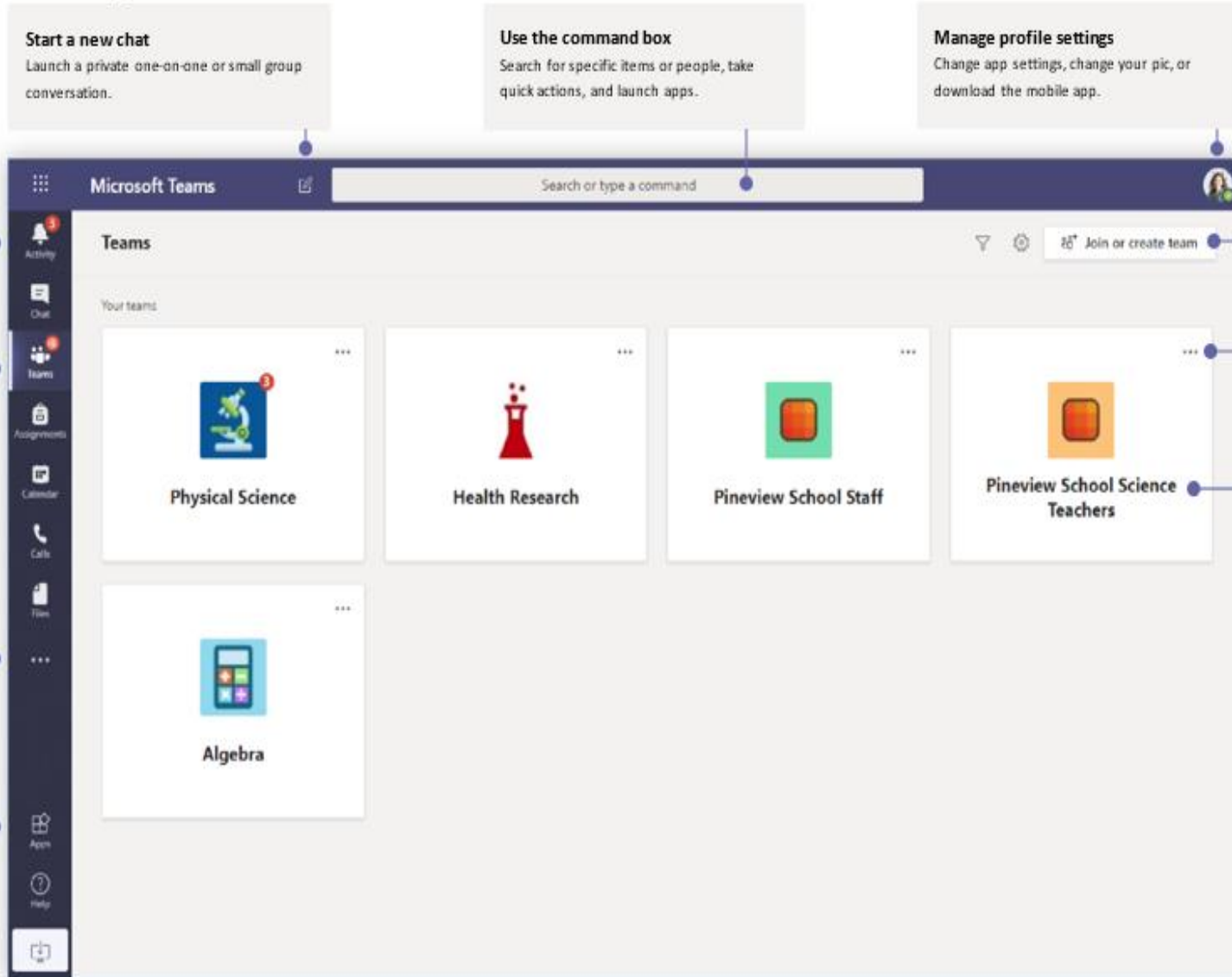
➤ STEP 7: There you are! Congratulations , Now you have access to all office 365 applications

to all office 365 applications



MS Teams

QUICK START GUIDE



Start a new chat
Launch a private one-on-one or small group conversation.

Use the command box
Search for specific items or people, take quick actions, and launch apps.

Manage profile settings
Change app settings, change your pic, or download the mobile app.

Navigate Microsoft Teams
Use these buttons to switch between Activity Feed, Chat, your Teams, Assignments, Calendar, and Files.

View and organize teams
Click to see your teams. Drag team tiles around to reorder them.

Find personal apps
Click to find and manage your personal apps.

Add apps
Launch Apps to browse or search apps you can add to Teams.

Join or create a team
Find the team you're looking for, join with a code, or make one of your own.

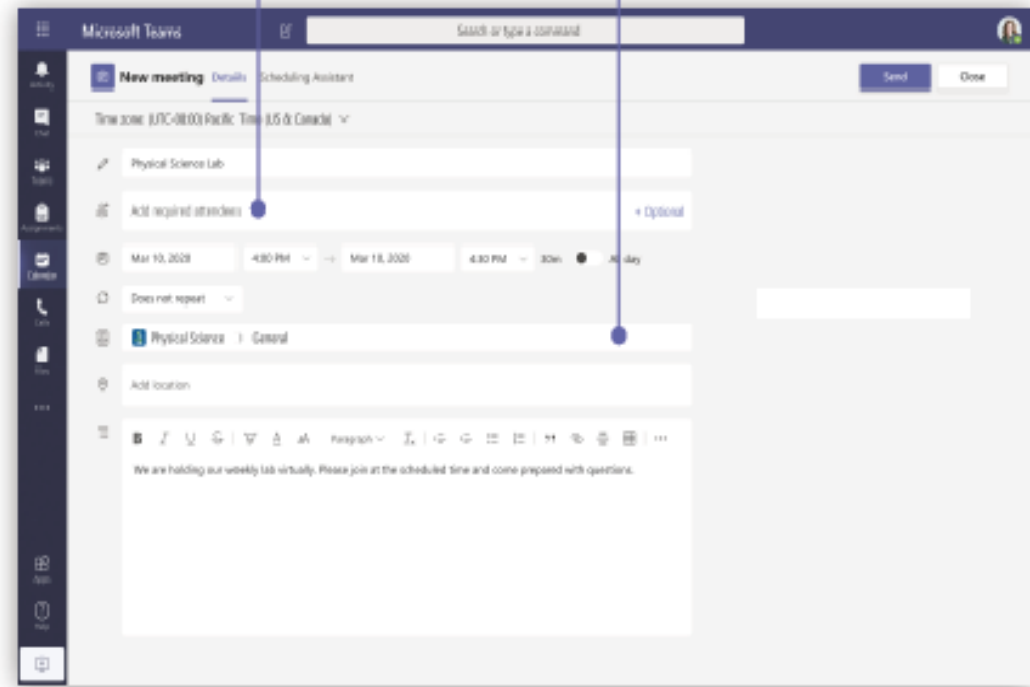
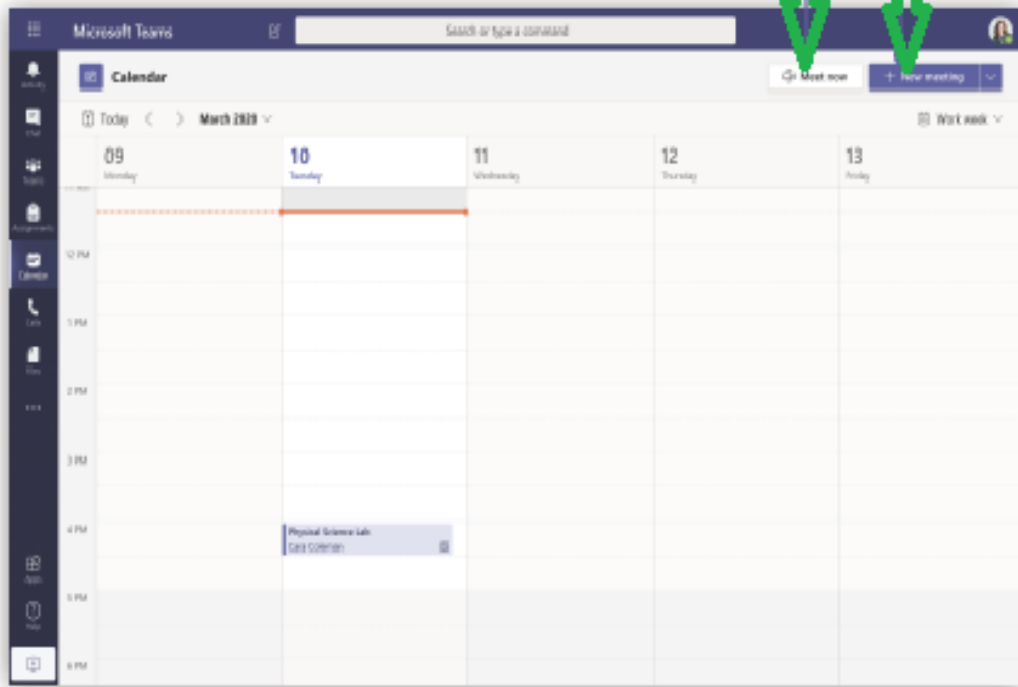
Manage your team
Add or remove members, create a new channel, or get a link to the team.

View your team
Click to open your class or staff team.

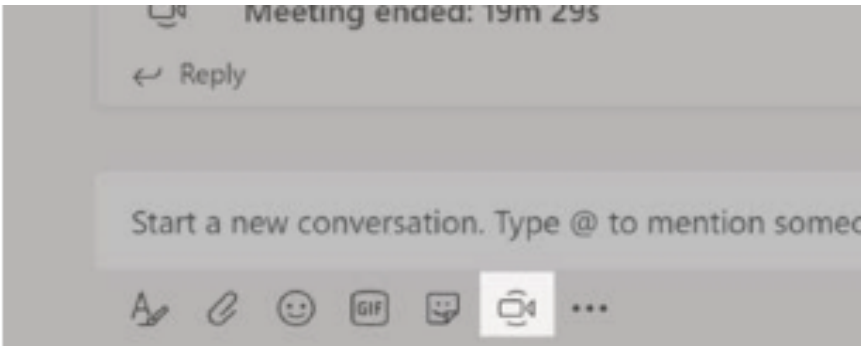
What is a team?
You can create or join a team to collaborate with a certain group of people. Have conversations, share files and use shared tools with the group – all in one place. That group could consist of a class of students and educators, a group of staff and educators collaborating on a topic, or even a group for a student club or other extracurriculars.

Schedule a meeting with your class team

- Start a meeting right away**
Add participants directly to a meeting that starts right away.
- Add new meeting**
Schedule a new meeting for live discussion with up to 250 people or schedule a live event for a broadcasted event with a wider audience.
- Invite individuals to a meeting**
Invite one or more individuals to your meeting. Meeting recordings and resources shared during the meeting will be organized within the meeting history item in your Chat view.
- Invite a channel to a meeting**
Invite your whole class or working group to a meeting by selecting a channel to host the meeting. Meeting recordings and resources shared during meetings will be organized within the selected channel.

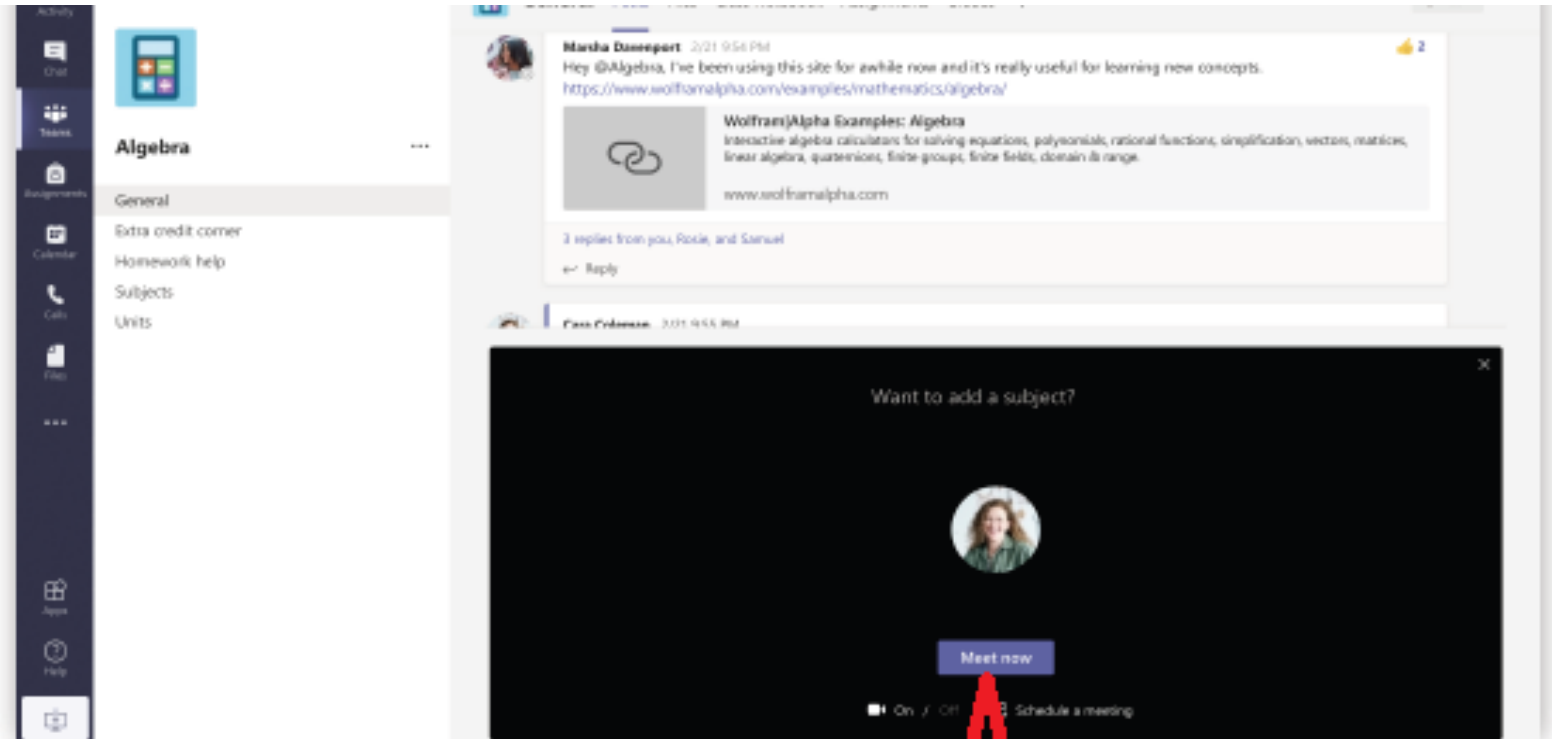


Schedule a meeting with your class team



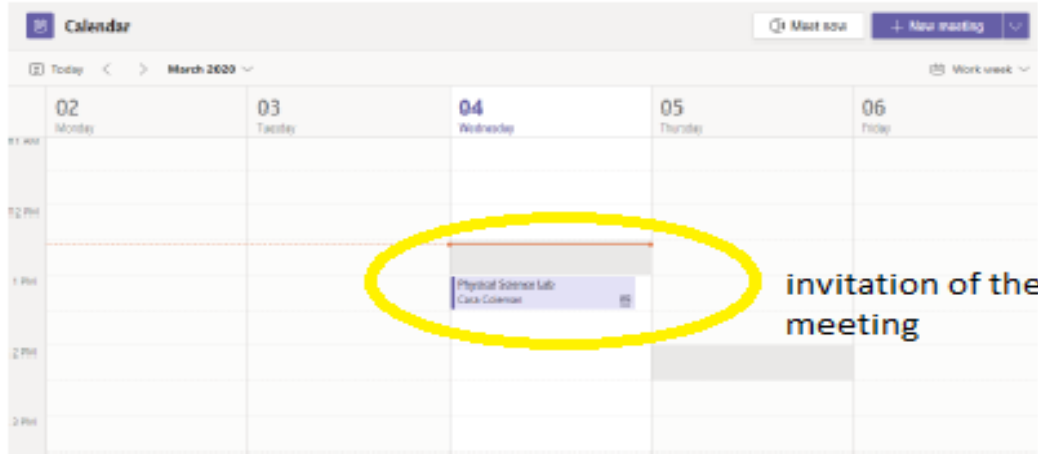
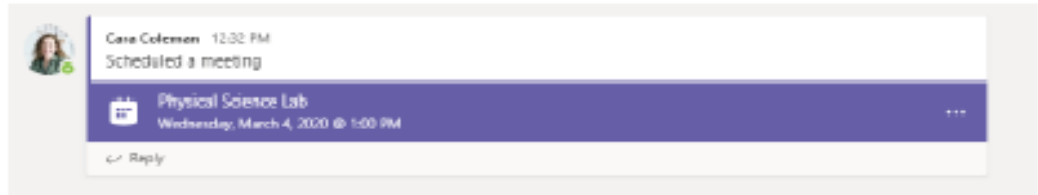
Click **Meet now** under the message box to start a live meeting in a channel. If you click **Reply** to a message, then the meeting will be attached to that conversation. If you wish to start an independent meeting that is not tied to a channel, then follow the instructions on the previous page by selecting **Calendar > New Meeting**.

You can invite people to the meeting or ask them to join it directly from the channel.

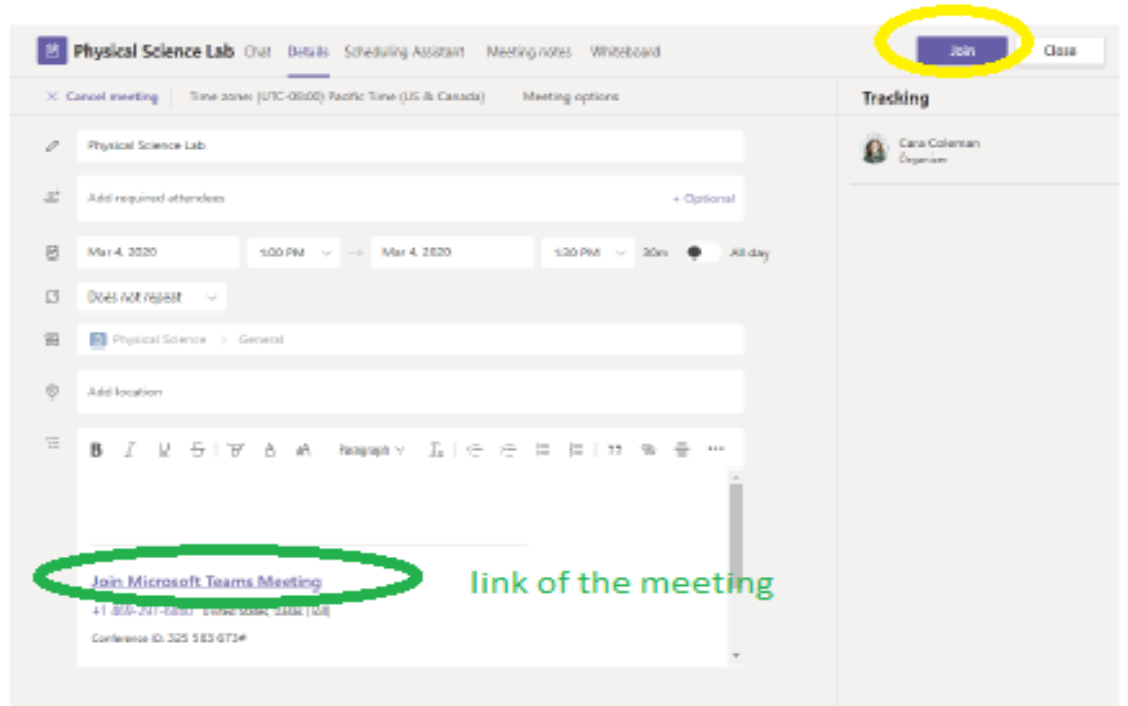


Select **Meet now** to start the meeting right away or **Schedule a meeting** to schedule the meeting for the future. Members of the channel will see an invitation for the meeting in their calendar if you decide to schedule it for later.

JOIN A MEETING

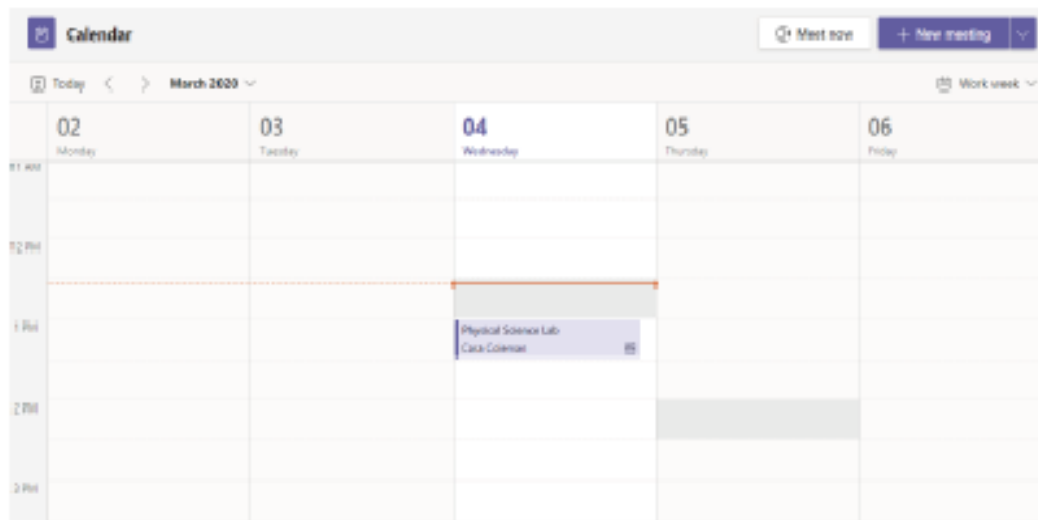
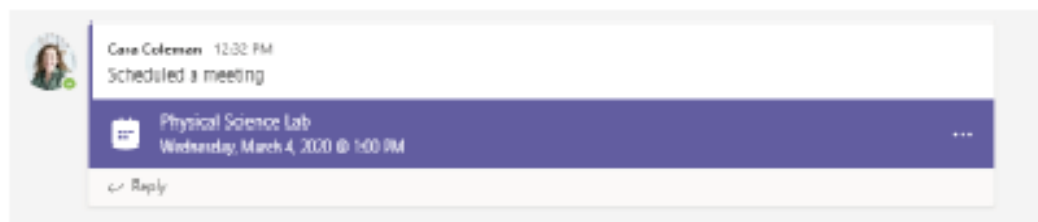


Find the meeting invitation in the channel of your team or on your Teams calendar.

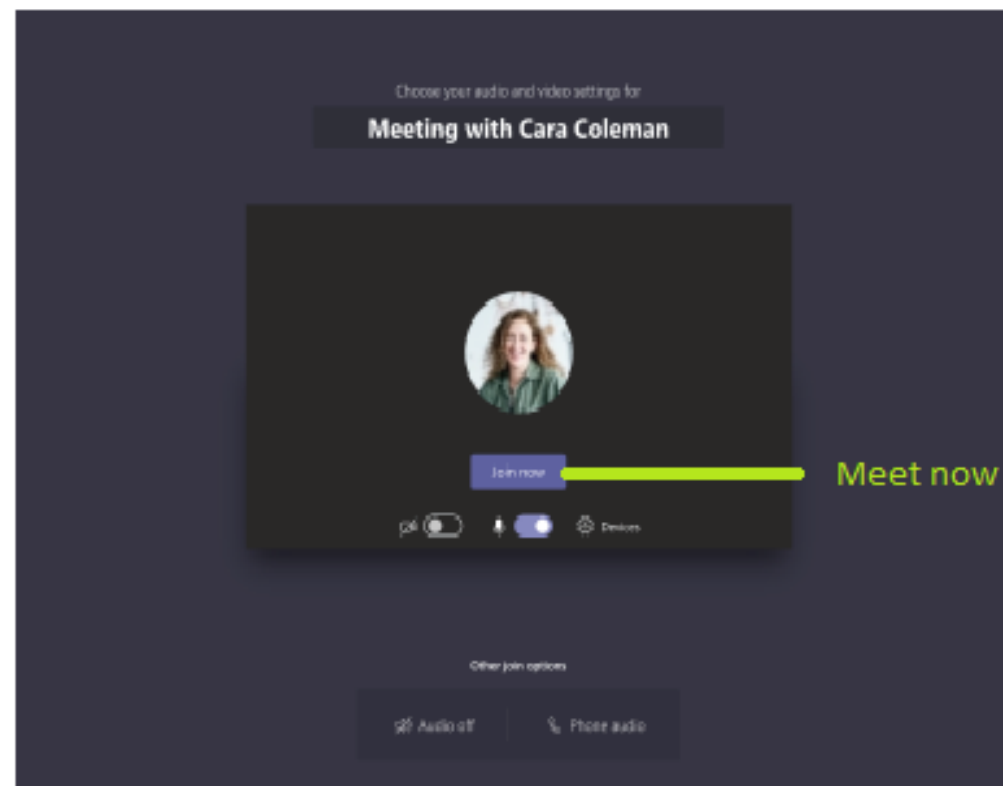


Open the meeting and click Join to join the meeting.

Join a meeting

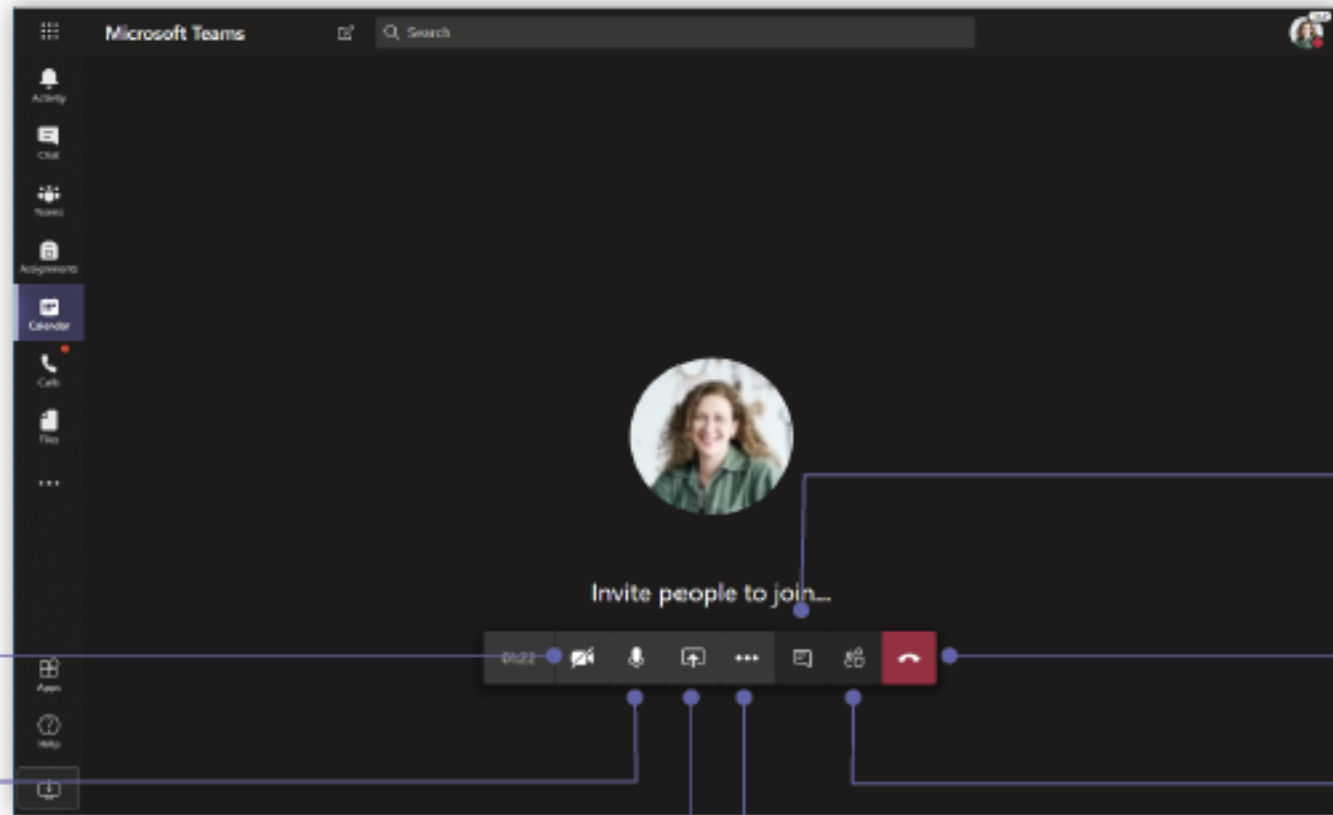


Find the meeting invitation in the channel of your team or on your Teams calendar. Click to open the meeting item and select Join.



Double-check your audio and video input, turn on the camera, and unmute your microphone to be heard. Select Join now to enter the meeting.

Participate in the meeting



The image shows a screenshot of the Microsoft Teams interface during a meeting. The top bar includes the Microsoft Teams logo and a search bar. On the left, a vertical sidebar contains icons for Activity, Chat, Teams, Assignments, Calendar, Calls, and Files. The main area displays a circular profile picture of a woman and the text "Invite people to join...". Below this is a control bar with several icons: a video camera (muted), a microphone (muted), a screen share icon, a three-dot menu, a chat icon, a meeting options icon, and a red hang-up button. Annotations in green text with blue lines pointing to specific icons provide the following instructions:

- send and read message**: Points to the chat icon in the meeting options menu.
- leave a meeting**: Points to the red hang-up button.
- add participant**: Points to the meeting options icon.
- share your screen**: Points to the screen share icon.
- Access additional call control**: Points to the three-dot menu icon, with sub-points: "-start recording of the meeting" and "-change your device setting".
- turn your video on or off**: Points to the video camera icon.
- mute and unmute yourself**: Points to the microphone icon.

One note

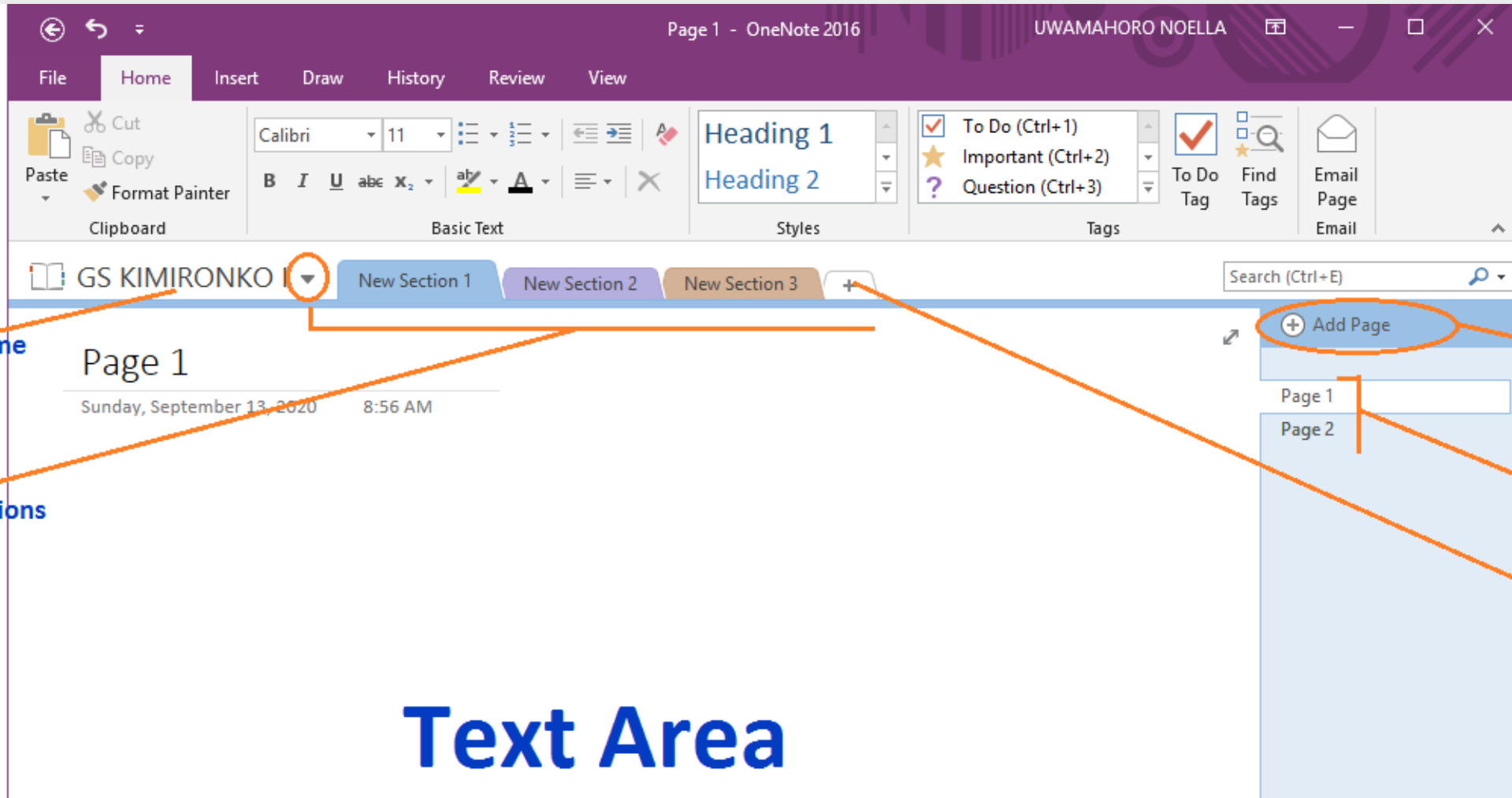
Introduction

- Microsoft OneNote is an application that helps educators to create digital notebooks that support academic standards and education outcomes across disciplines and tasks, such as writing, reading, mathematics, science, history,
- Students may use OneNote across content areas and grade levels, and use OneNote to compile and organize unstructured information, research, and content. OneNote also supports research, collaboration, information management, communication, note taking, journaling, reflective writing, and academic requirements.

This topic concerns :

- Learning how OneNote is organized and how to quickly find materials within notebooks
- Learning to create, add, and share pages and content
- Learning ways to utilize digital ink and the replay features within the OneNote app

I. HOME TAB FEATURES



Notebook name

Notbook Sections

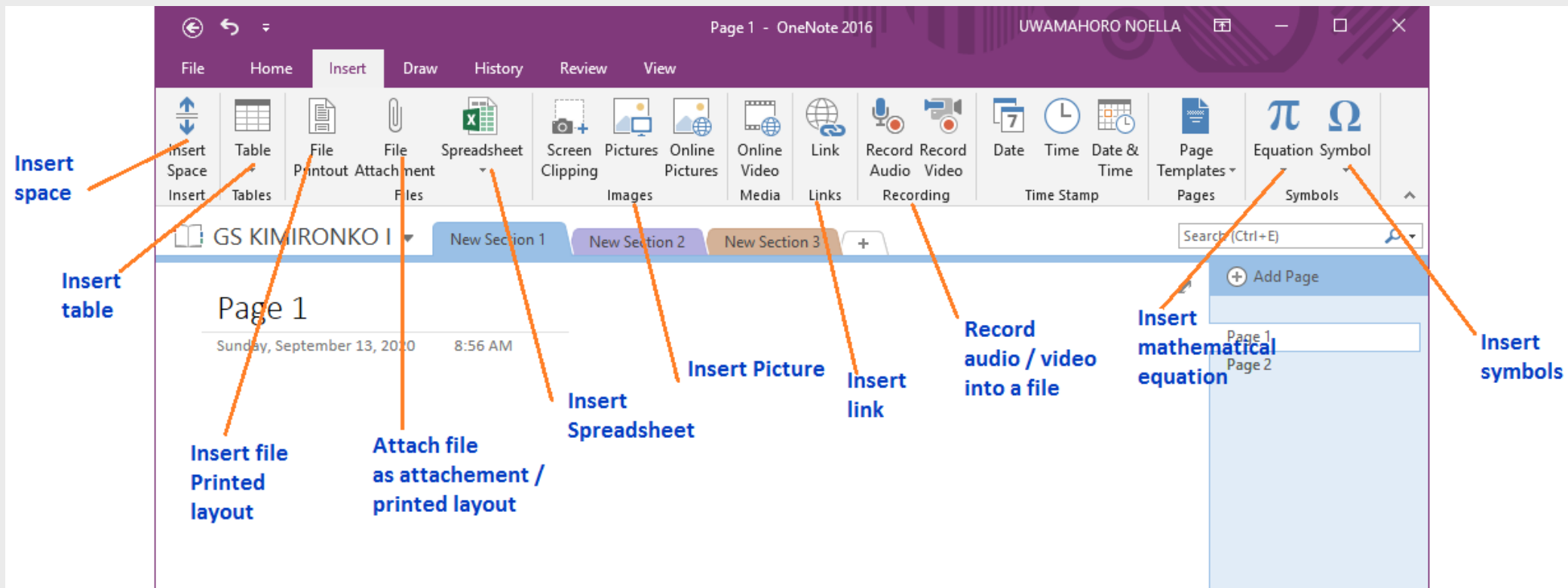
Text Area

Add New Page

Section Pages

Add New Section

2. INSERT TAB FEATURES



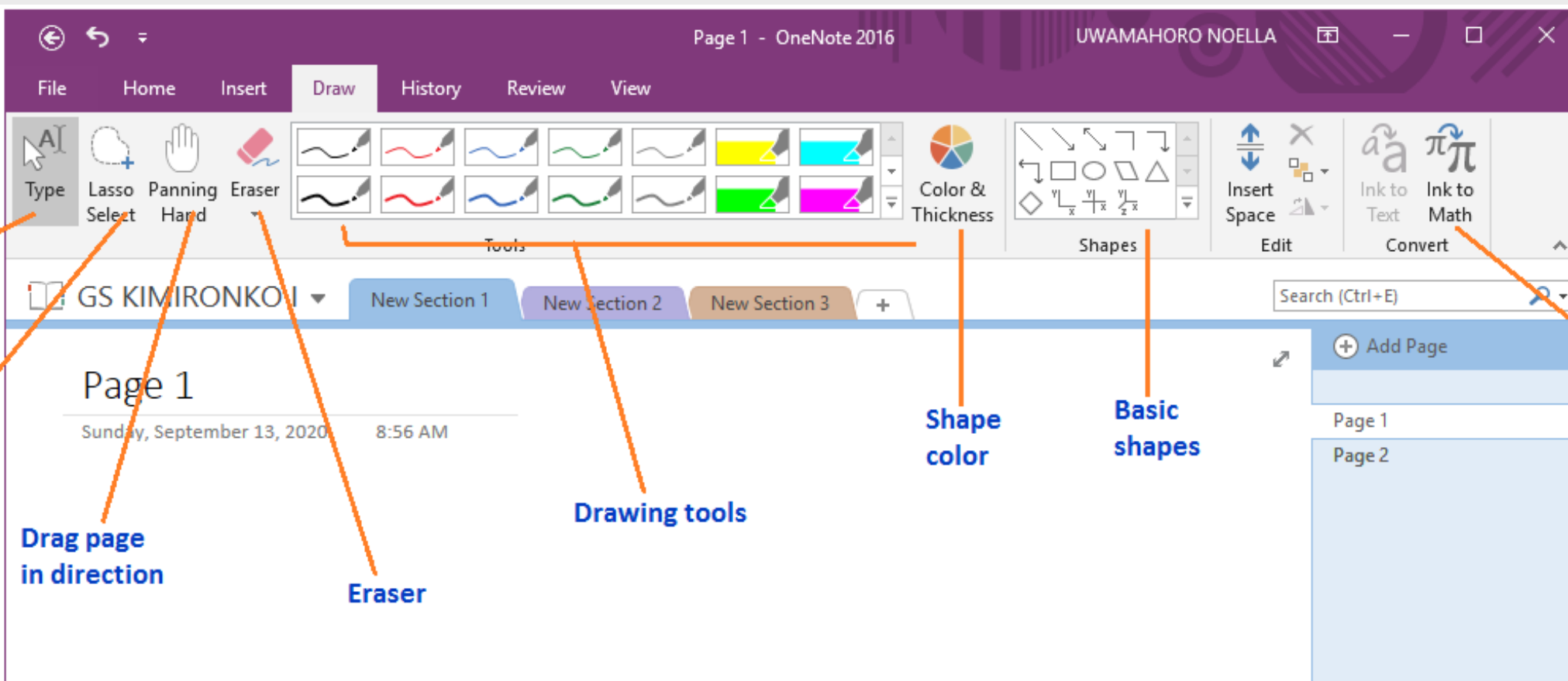
The screenshot displays the Microsoft OneNote 2016 interface with the Insert tab selected. The ribbon contains the following groups of features:

- Insert Space**: Insert Space, Insert Tables
- File**: File Printout, File Attachment Files
- Spreadsheet**: Spreadsheet
- Images**: Screen Clipping, Pictures, Online Pictures
- Media**: Online Video, Link, Links
- Recording**: Record Audio, Record Video
- Time Stamp**: Date, Time, Date & Time
- Pages**: Page Templates
- Equation Symbol**: Equation, Symbol

Callouts with orange arrows point to the following features:

- Insert space**: points to the Insert Space icon.
- Insert table**: points to the Insert Tables icon.
- Insert file Printed layout**: points to the File Printout icon.
- Attach file as attachment / printed layout**: points to the File Attachment icon.
- Insert Spreadsheet**: points to the Spreadsheet icon.
- Insert Picture**: points to the Pictures icon.
- Insert link**: points to the Link icon.
- Record audio / video into a file**: points to the Record Audio and Record Video icons.
- Insert mathematical equation**: points to the Equation icon.
- Insert symbols**: points to the Symbol icon.

3. DRAW TAB FEATURES



ONE NOTE CLASS NOTEBOOK

OneNote Class Notebook helps teachers:

- Deliver content
- Work collaboratively and individualize instruction
- Distribute assignments
- Provide private feedback or
- Share with parents

CONT ...

- **2. Content Library**

- **Publish course materials to students**
 - Teacher can edit the content
 - Student can only view the content

CONT ...

3. Teacher-Only Section

- **A private space for teachers**
- Teacher can edit the content
- Student cannot view the content

CONT ...

- **Student Notebooks**

- **A private space for each student**

- Teacher can edit the content
- Student can edit his or her own content and can't view others' notebooks

Teacher's Guide on REB e-Learning Platform

Link: [Teacher Guide On Reb eLearning Platform.pdf](#)

REB E-learning platform

REB has established an online learning platform to help students continue with their studies, while at home. Students keep learning and are supported by their teachers and parents using the REB eLearning platform

<https://elearning.reb.rw/>.

Getting into REB eLearning platform is made easy. Follow below user guide/steps for **self- registration** to access different learning and teaching resources online.

The platform is accessible on Laptops, desktops, tablets, and smartphone. Two options are available, website and mobile application.

Note: If you do not register you can still access the content, however, you cannot interact with teacher/tutor neither do activities/assessments.

Aims and objectives

1. 1.1. Aims

To provide an introduction to use an online learning environment with the eLearning platform of the Rwanda Basic Education Board.

1.2. Objectives

After completing this orientation, teacher will be able to

- Navigate the REB eLearning platform
- Create own courses and add necessary instructional material
- Conduct formative assessment of the course
- Take attendance

Teacher guide – introduction

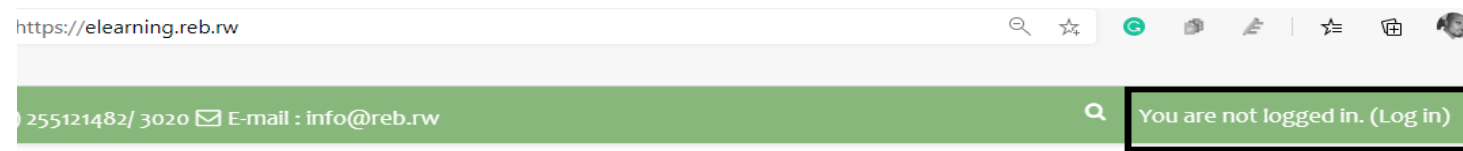


- In this guide, teacher will be introduced to the basics guidelines of entering in the REB eLearning platform, create and manage an online course.
- This orientation referred at the same time as taking notice of what is displayed on screen.
- The actual appearance on screen is governed by settings on one's own computer and as a result, what you see may be slightly different from what is shown in the examples.
- Please follow the steps in the order shown until you have completed the sections on entering the courses and basic navigation.

Entering the REB e-learning platform

by using any browser like Chrome, Mozilla, internet explorer, opera..., write this website address:

https://elearning.reb.rw/and you get the following interface:



After clicking on log in button on the top right side, fill with your credentials: username and password in the following form.



REB e-Learning Platform

Forgotten your username or password?

Cookies must be enabled in your browser 🛡️


Remember username

Some courses may allow guest access

Log in

Log in as a guest

Log in using your account on:

 Login with Office365 account

Is this your first time here?

For full access to this site, you first need to create an account.

Create new account

Notice that:

- You can search for your credentials from <https://rebsearchengine.azurewebsites.net/>
- Or you get your credentials from the administrators of the system (refer to the support contact section)
- When logged in, your names will appear on top right side of your page
- If any problem persists, send your query to this e-mail: info@reb.rw or [contact any person from the support list available on the platform.](#)

How to recover my forgotten password



If you don't remember your password, you can request a new password at the login site. In the above page, just click on "forgotten your username or password?" It is highlighted in below page.

A screenshot of the REB e-Learning Platform login page. The page title is "REB e-Learning Platform". On the left, there is a login form with fields for "Username / email" and "Password", a "Remember username" checkbox, and a green "Log in" button. On the right, there is a "Log in as a guest" button and a link "log in using your account or:" followed by a "Log in with Office365 account" button. A red box highlights the link "forgotten your username or password?" in the top right area of the page.

- You will be asked to provide your email address used in this system.
- A message will be sent to you through the indicated email address.
- In your email message, click the link to reset your password.
- In case the problem persists, contact any person from the support staff or send your query to info@reb.rw

Add a new course



- Open this link **www.elearning.reb.rw**
- log in using your course creator/teacher credentials (username & password)
- At bottom you should have a box to add new course, after clicking on **enroll me here** and then **enroll me**.

NB: If you don't have an account of course creator on REB-eLearning platform, use contacts that are on the REB eLearning platform.



The screenshot shows a web application interface for managing courses. On the left is a vertical sidebar with navigation options: Dashboard, Site home, Calendar, Private files, My courses, Si Physics, CHEMISTRY SENIOR 4, 5 AND 6, Create an Online Learning Environment (Google Classroom & Moodle Cloud), and Design a 'Flipped' Classroom. The main content area features the REB logo at the top left. Below it is a large orange heading 'TTC Curriculum'. Underneath the heading is a breadcrumb trail: 'Dashboard / Courses / Available PDF Books For Reading and Syllabi / TTC Curriculum'. To the right of the breadcrumb is a 'Manage courses' button. Below the breadcrumb is a search bar containing the text 'Available PDF Books For Reading and Syllabi / TTC Curriculum'. Under the search bar is a search form with the label 'Search courses', an input field, a 'Go' button with a magnifying glass icon, and an 'Add a new course' button. At the bottom right of the main content area is a 'Show all' button.

Topic 0 should be the general introduction which should comprise the following:

- Welcome message
- The course's aim
- Intended learning outcomes (for the whole course), not more than 4
- Facilitator's contacts
- Teaching and learning resources and activities (for general, and not specific purpose)

Topic 1, 2, 3, it should comprise the following:

- The title
- A very short summary of the content of 3 to 5 lines, not more!
- The learning outcomes: these are mandatory for learners to guide themselves and to be focused! the maximum is 3 learning outcomes
- The resources: e.g. notes, PPT, book chapter, web link to a page, a video, etc.
- The activities: e.g. assignments, quiz, and most importantly a forum. With the latter, the course creator sets an [open ended question to stimulate interactions and discussions among students](#).





Fill the form for new courses




1

2

Course image ? Maximum file size: 1000MB, maximum number of files: 1

Files


You can drag and drop files here to add them.

Accepted file types:

- Image (GIF) .gif
- Image (JPEG) .jpg
- Image (PNG) .png

▶ Course format

▶ Appearance

▶ Files and uploads

3

▶ Files and uploads

▶ Completion tracking

▶ Groups

▶ Role renaming ?

Save and return Save and display Cancel

There are required fields in this form marked !.

4

Explanations of key fields

General

Under this point, you are requested to provide the following information which are very important for a course description:

- **Courses full name:** this is the name of the course. It is displayed as a link on courses lists on the front page and on the dashboard and in reports
- **Short name:**
- **Courses category:**
- **Courses start date:** from this date, the course is available for enrolled students
- **Courses end date:** this is the last day the course will disappear for students
- **Courses id number:** this is the place of id number for a course. It is an optional information.

Description

Under this point, you provide the course summary and an image of the course if it exists.

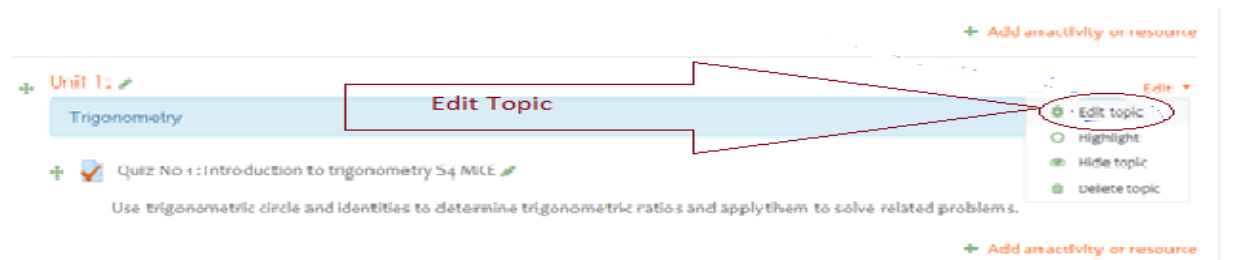
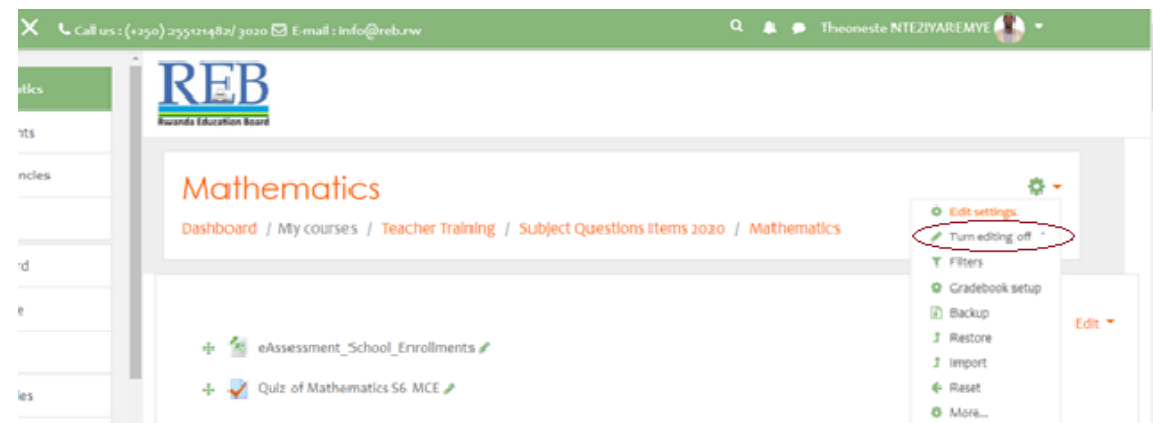
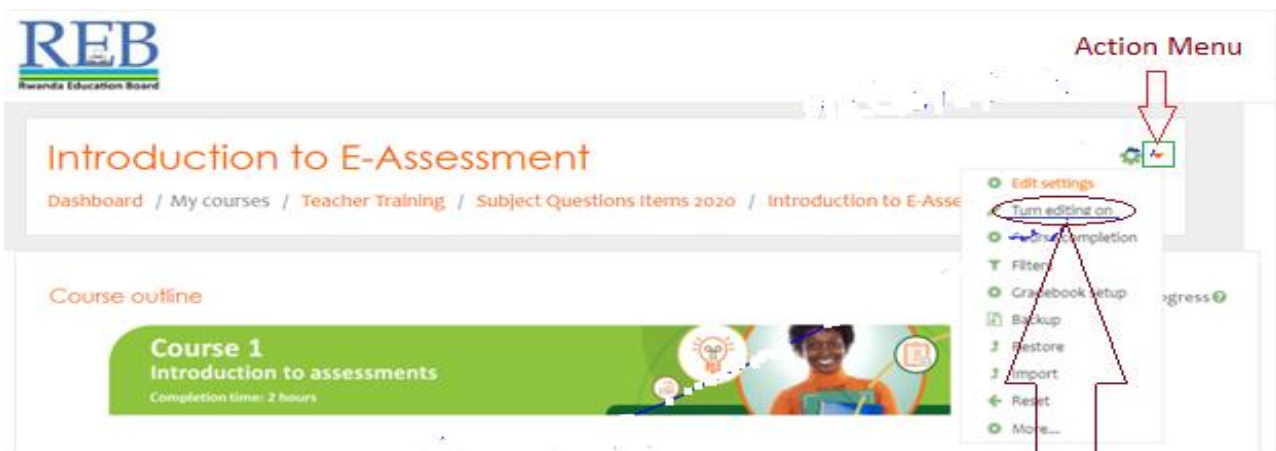
- **Courses summary:** the summary appears on the courses listings page; it should be brief highlighting the course description
- **Courses image:** image to illustrate the courses

Courses format

Format: based on teaching style, it may be weekly or topic (chapters/unit) format then click the button save

Adding topics

Before you do any editing in your course, in the below screen, click on **action menu** and select **turn editing on**.



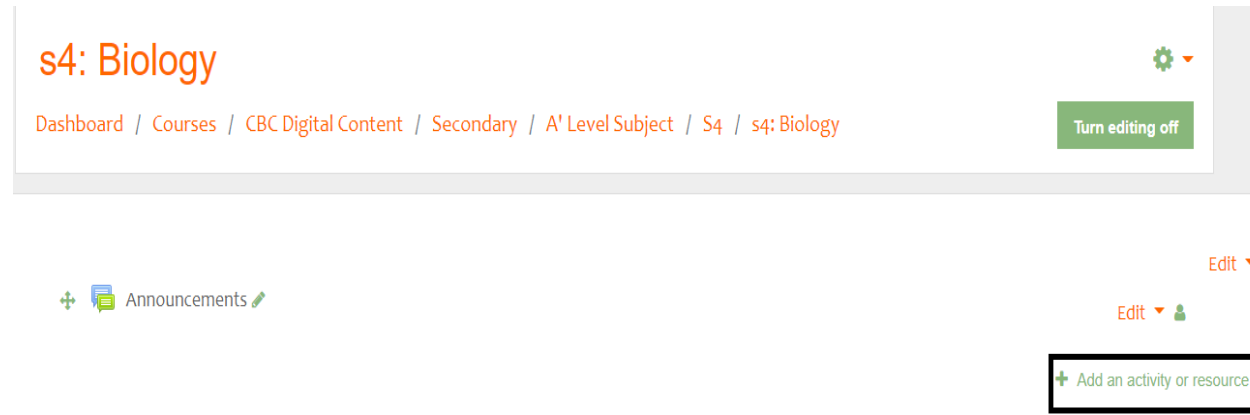
Adding Resources

A resource is an item that a teacher can use to support learning, such as a file (pdf, ppt, word, excel, link, etc).

The following are steps that you need to follow in order to add a resource in a course:

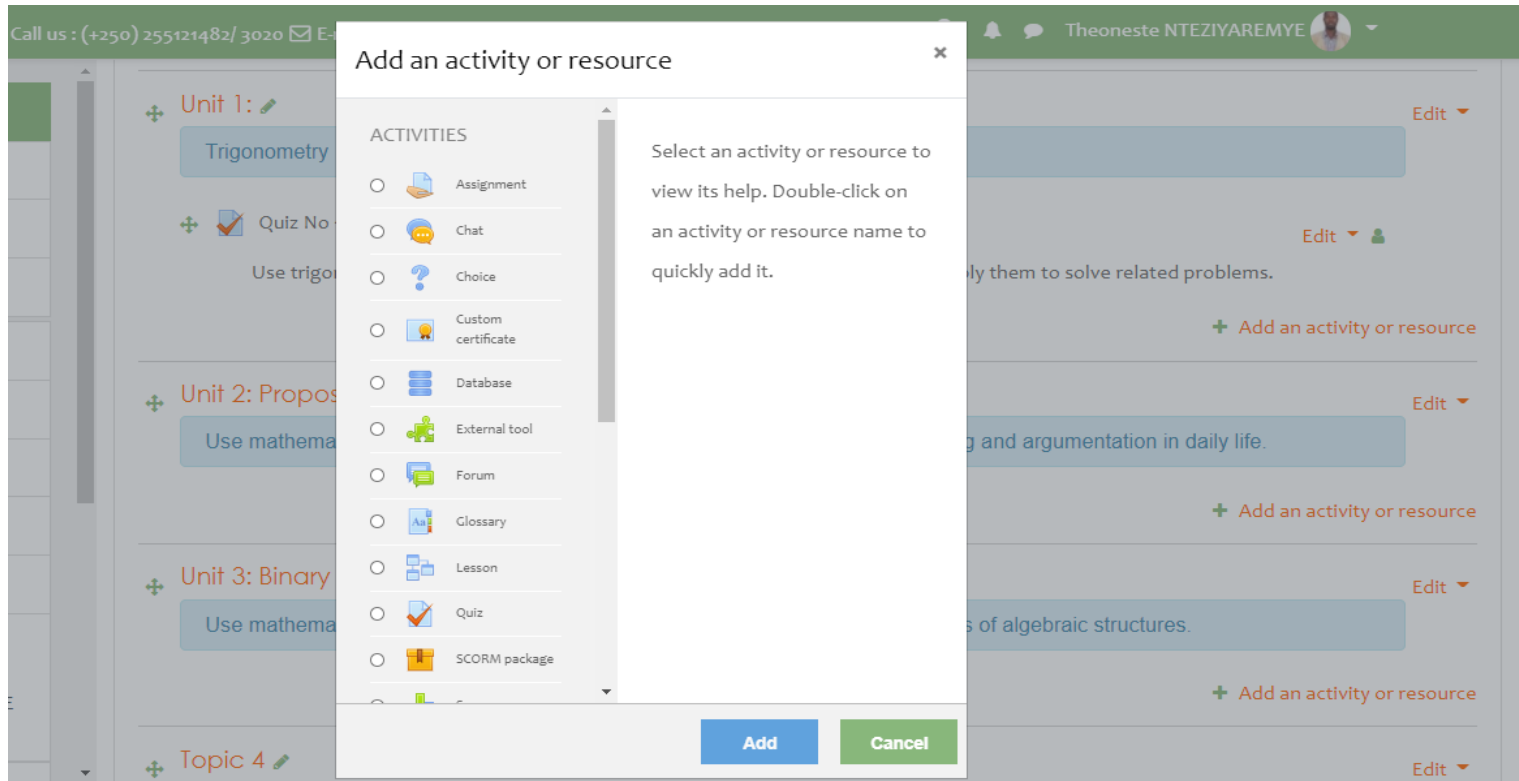
- log in to the platform
- go to the desired course
- ensure editing is turned on
- go to the topic / week where you would like the new resource or activity to be placed
- select either the 'add a resource...' or 'add an activity...' menu
- select the appropriate option from the pull down list

The button of add an activity/resource is highlighted in the example below taken from one uploaded course.



After clicking that button add an activity or resource, from the window below,

- choose a type of resource that you want to add in your course.



- Choose the resource to add (mostly files and folders).
- Give it a name to appear and attach it

Adding activities

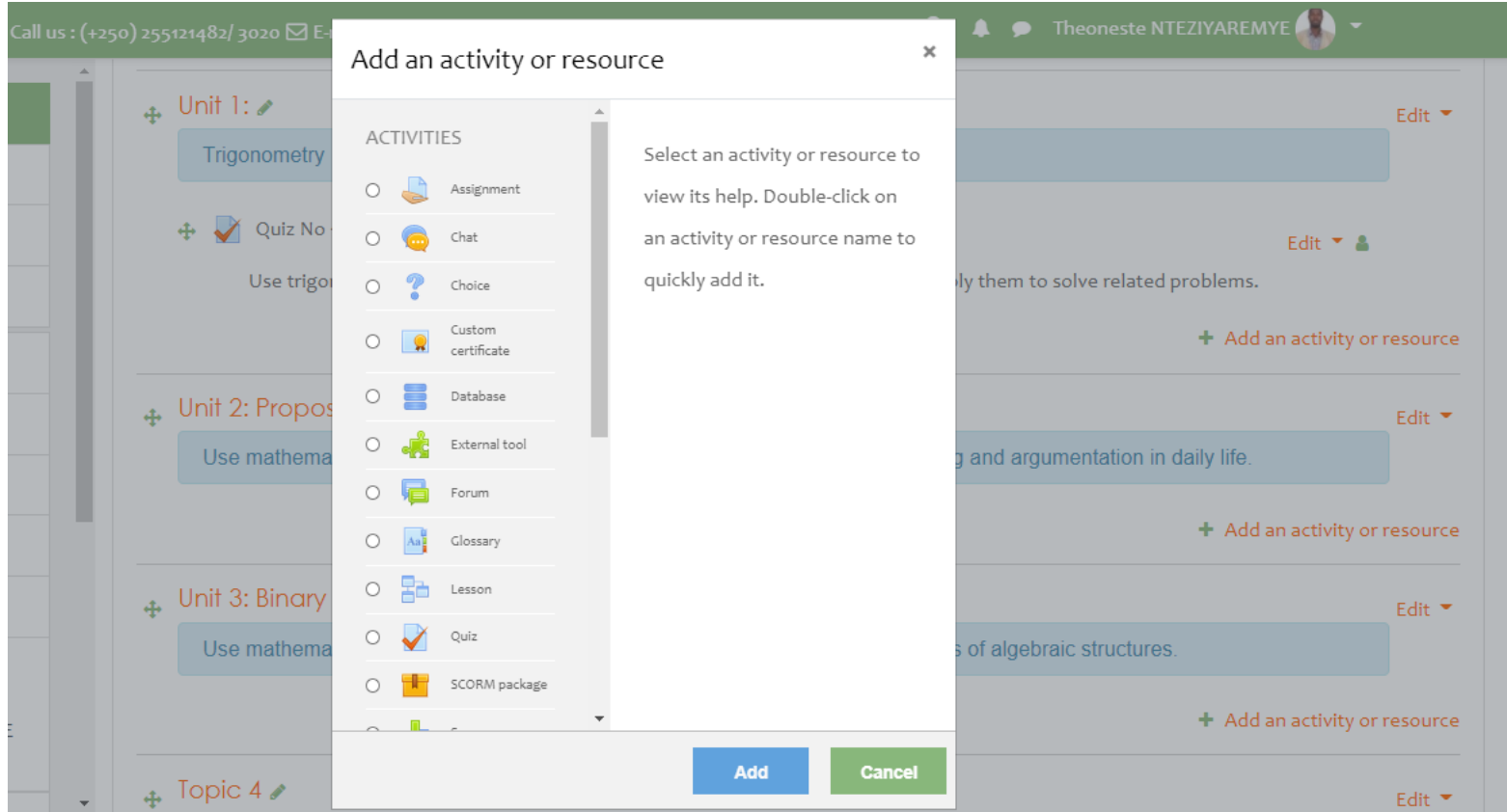
Remember that, for any change/ modification in the courses, you need to click on turn editing on.

An activity is an item that a teacher can use to engage the learner participation in the courses.

It is the interactive learning segment for a student in a course.

To add an activity, follow these steps:

- Log in into your eLearning
- Go to the desired courses
- Ensure editing is turned on
- Go to the topic / week where you would like the new activity to be placed
- Select the button 'add an activity or resource'
- Select the appropriate option from the pull down list.



The screenshot shows a user interface for adding an activity or resource. A modal window titled "Add an activity or resource" is open, displaying a list of activity types with radio buttons for selection. The background shows a course structure with units and topics, and a list of content items with "Add an activity or resource" buttons.

Call us : (+250) 255121482/ 3020 E-
Theoneste NTEZIYAREMYE

Add an activity or resource

ACTIVITIES

- Assignment
- Chat
- Choice
- Custom certificate
- Database
- External tool
- Forum
- Glossary
- Lesson
- Quiz
- SCORM package

Select an activity or resource to view its help. Double-click on an activity or resource name to quickly add it.

Add **Cancel**

Unit 1:
Trigonometry
Quiz No
Use trigo
Unit 2: Propos
Use mathema
Unit 3: Binary
Use mathema
Topic 4

ly them to solve related problems.
+ Add an activity or resource
Edit
g and argumentation in daily life.
+ Add an activity or resource
Edit
s of algebraic structures.
+ Add an activity or resource
Edit

- Select the activity and click on **add**.
- Give it a name and follow required instructions.

Adding an Assignment

From the window in the previous slide, you have seen that there are different types of activities in which there is assignment.

An assignment is an activity as it engages the learner participation where feedback is needed.

The steps followed to add an assignment in a course are given below.

Step 1: identify the section where you want to add the assignment

Step 2: click on "add activity or resource" at bottom of your section /topic block

Step 3: on the list of activities, choose "assignment"

Step 4: give the clear name to your assignment.

For the questions and guidelines for the assignment should be written in the description block or you attach them as additional file

Adding a quiz

A quiz is also an activity as it engages the learner participation where feedback is needed.

The steps followed to add a quiz are:


Step 1: identify the section where you want to add the assignment

Step 2: click on "add activity or resource" at bottom of your section /topic block

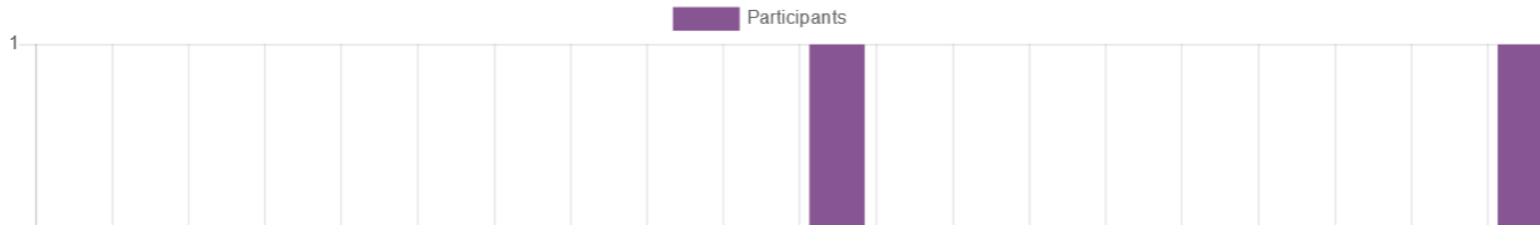
Step 3: on the list of activities, choose "quiz"

Step 4: give the clear name to your quiz and the guidelines for assignment should be written on description block or attach quizzes as additional file.

Grading is done afterwards as the following figure

| | First name / Surname | Username | ID number | Email address | Mobile Phone | Department | Institution | City/town | Country | State |
|-----------------------------------------------------------------------------------|---------------------------------|---------------|-----------|-------------------|--------------|------------|-------------|-----------|---------|------------|
|  | HAGUMA Joseph Review attempt | joseph_haguma | | hamajos@gmail.com | | | | Nyagatare | RW | Never subm |
| | HAGUMA Joseph Review attempt | | | | | | | | | Finish |
| | Overall average | | | | | | | | | |

Overall number of students achieving grade ranges



Adding a forum

A forum activity courses enables participants to have asynchronous discussions i.e. discussions that take place over an extended period of time.

Step 1: identify the section where you want to add the forum

Step 2: click on "add activity or resource" at bottom of your section /topic block

Step 3: on the list of activities, choose "forum"

Step 4: give the clear name to your forum and the guidelines for it should be written on description block or attach them as additional files.

Adding Chat



The chat activity course enables participants to have text-based, real-time synchronous discussions.

The chat may be a one-time activity or it may be repeated at the same time each day or each week.

Chat sessions are saved and can be made available for everyone to view or restricted to users with the capability to view chat session logs. Chats are especially useful when the group chatting is not able to meet face-to-face, such as:

- Regular meetings of students participating in online courses to enable them to share experiences with others in the same courses but in a different location;
- A student temporarily unable to attend in person chatting with their teacher to catch up with work;
- Students out on work experience getting together to discuss their experiences with each other and their teacher;
- Students can use eLearning chat like the way Whatsapp works, but simply within education members, note that these chat are recorded in the eLearning reports;

- A question and answer session with an invited speaker in a different location;
- Sessions to help students prepare for tests where the teacher, or other students, would pose sample questions.

The following are steps to add a chat:

Step 1: identify the section where you want to add the chat;

Step 2: click on "add activity or resource" at bottom of your section /topic block;

Step 3: on the list of activities, choose "chat";

Step 4: give the clear name to your chat and the guidelines for it should be written on description block or attach them as additional files;

Step 5: schedule for session, join open and join closed;

Step 6: click save and display.

→ To start the chat you / students will click on [click here](#) to enter the chat now;

→ the new chat room will be open;

Students enrolment

It is the act of adding/giving access to the students in the course. Two main enrolment methods are available:

Self enrolment

It is the method where users can choose to enroll themselves into a course, either immediately by clicking "\enroll me in this course" or by typing in an enrolment key they have been given.

In your course, click the participants link from the navigation drawer (or, for non-boost themes, click users in the course administration block);

Click the cogwheel/gear icon and click enrolment methods (or for non-boost themes, expand the users link and click enrolment methods). Enable self-enrolment and set the key to share with your students.

Manual enrolment

This is an enrolment method done by the teacher by adding one by one or as cohort

go to 'enrolment methods' from the gear menu, in the navy drawer participants link (or in course administration > users in the administration block if you are using a theme other than boost);

click the 'enrol users' icon in the edit column opposite manual enrolment; - select users from the not enrolled users list, using ctrl + click to select multiple users

click the add button to add the users to the enrolled users list

Participants

Match

+ Add condition

10 participants found

First name

Surname

- Enrolled users**
- Enrolment methods
 - Guest access
 - Self enrolment (Student)
- Groups
- Permissions
 - Check permissions
- Other users

Auto Attendance
Block

Attendance
Users List
Report

Feedback
Autoattend 2.6.0

Attendance

Attendance
Take attendance
Add
Report

Course category report

Grading assignment and quizzes

You can view each student's submission, and enter grades and feedback on individually. This method ensures feedback is saved after you review each student's submission.

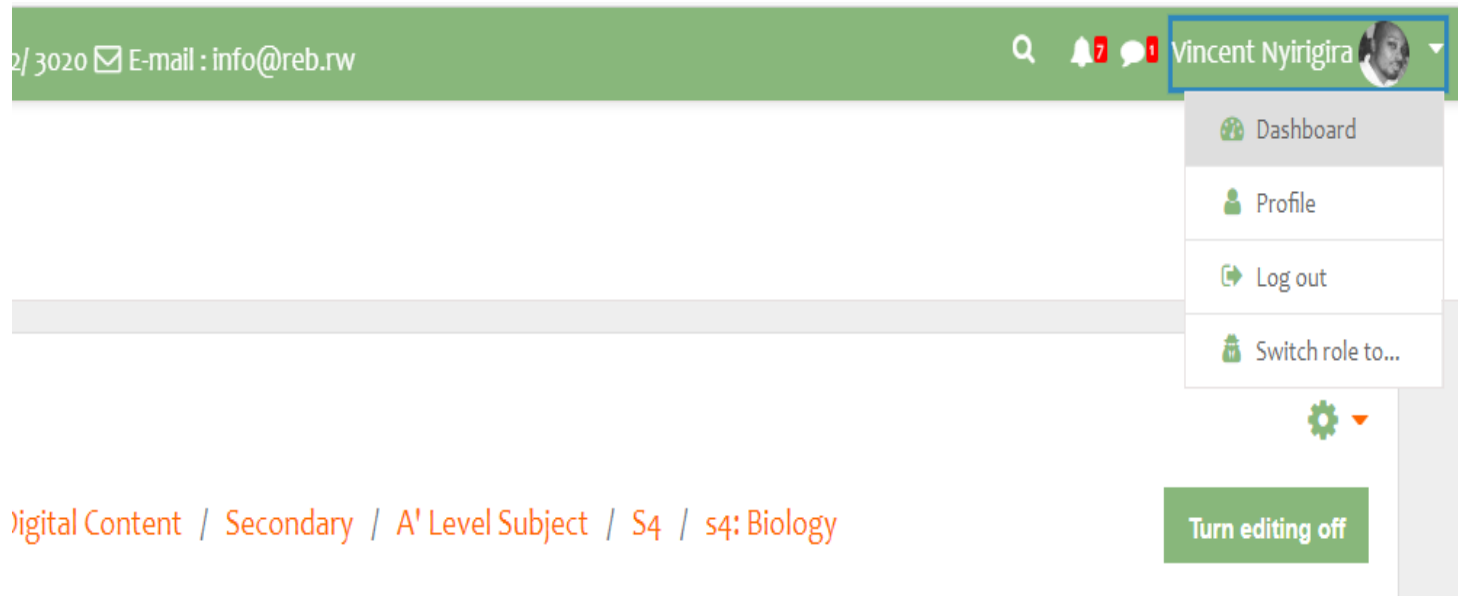
Hereafter are the steps to be followed to grade assignments and quizzes:

- On your course page, click the name of an assignment activity. The assignment page will open and display the description of the assignment and a summary of submissions.
- Below the summary, click view/grade all submissions. The view/grade all submissions page for the assignment will open.

- Below the submissions table, under the options heading, there are settings that let you control which students to show in the table.
- To change the number of students shown on the page, select a value from the assignments per page drop-down menu.
- To filter the table to show only those students with submissions, or submissions that require grading, use the filter drop-down menu.
- As you set options, the page will automatically refresh to reflect changes.
- If there is more than one page of students, below the table, you'll see links with page numbers, next, and previous.
- To grade a student's submission, in the grade column for the student, click grade. The grading page will open

How to edit your profile

Your profile is your identity, to access it, click on your name at the top of the screen, next to the "preferences" link. For making any modification, choose what to do from your user account sub menus



NB: Students navigate in the courses by reading each and every given instruction by their teacher.

Adding Attendance

Step 1- Find your category and course

Once you have logged in, you will see a menu of all courses available on the system. Then, find the course category your subject area is found.

Course categories

▶ Available PDF Books For Reading and Syllabi (5)

▶ Career Guidance and Counseling

▼ CBC Digital Content (43)

▶ Pre-Primary (14)

▶ Primary (1)

▼ Secondary (4)

For example, A 'Level subject and Click on S4,
then choose the subject area such S4: Biology

▼ A' Level Subject

▷ S4 (19)

▷ S5 (19)

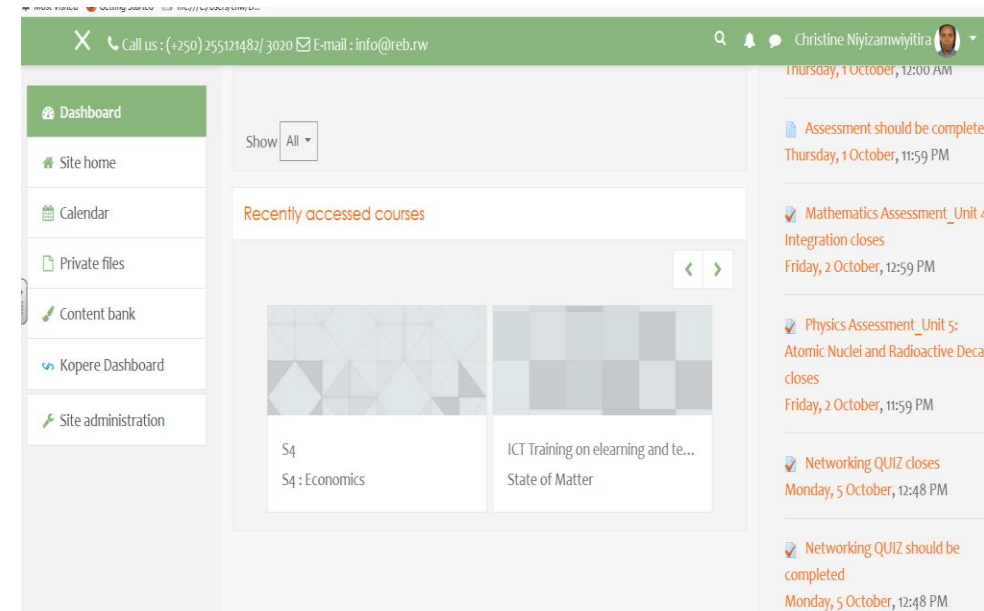
▷ S6 (19)

🔄 S4: subsidiary Mathematics

🔄 s4: Biology

🔄 S4: Chemistry.

Quick Navigation through Dashboard



The screenshot displays the REB dashboard interface. At the top, a green header bar contains contact information: "Call us : (+250) 255121482 / 3020" and "E-mail : info@reb.rw". A user profile for "Christine Niyizamwiyitira" is visible in the top right corner, along with the date and time "Thursday, 1 October, 12:00 AM".

On the left side, a vertical navigation menu lists several options: "Dashboard" (highlighted in green), "Site home", "Calendar", "Private files", "Content bank", "Kopere Dashboard", and "Site administration".

The main content area features a "Show All" dropdown menu. Below this, a section titled "Recently accessed courses" displays two course cards:

- S4: Economics
- ICT Training on elearning and te... State of Matter

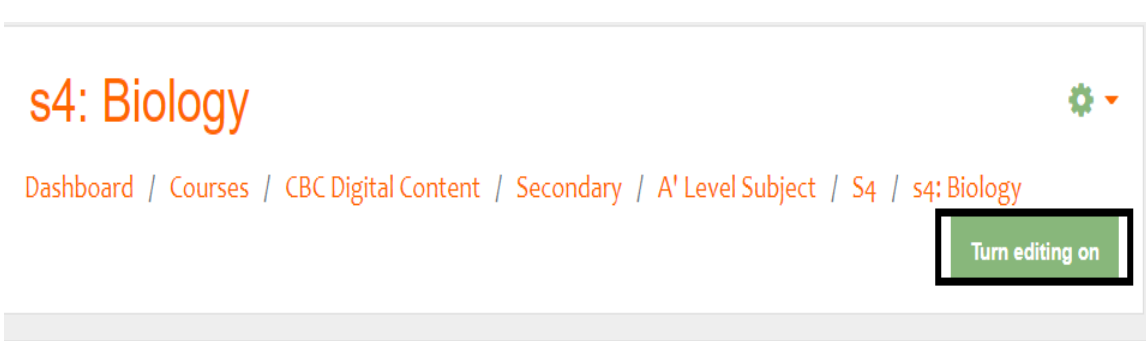
On the right side, a vertical list of notifications is shown, including:


- Assessment should be completed Thursday, 1 October, 11:59 PM
- Mathematics Assessment_Unit 4 Integration closes Friday, 2 October, 12:59 PM
- Physics Assessment_Unit 5: Atomic Nuclei and Radioactive Decay closes Friday, 2 October, 11:59 PM
- Networking QUIZ closes Monday, 5 October, 12:48 PM
- Networking QUIZ should be completed Monday, 5 October, 12:48 PM

Step 2- Turn editing on

Once you have clicked on the course you will see a page that looks like this. To be able to edit this page click on the button that says, “**Turn Editing On**” at the top-right hand side of the page.

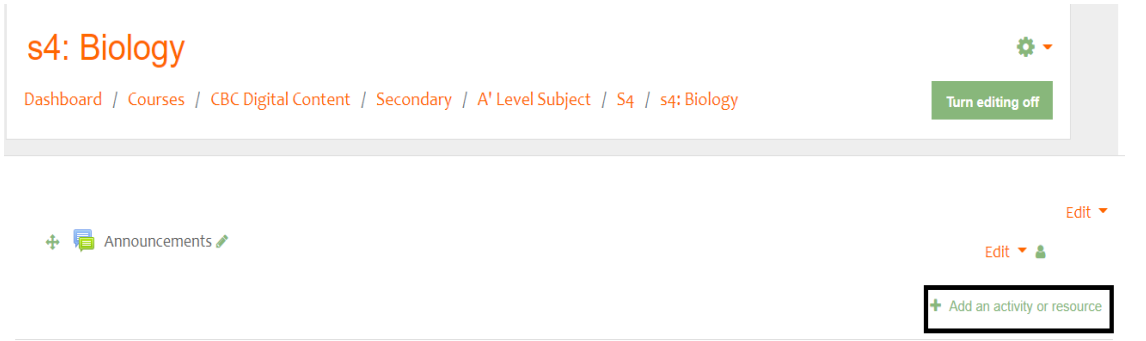
You will now see that there are grey icons and words that say ‘edit’ that appear on the page. This means editing is on.




s4: Biology 

Dashboard / Courses / CBC Digital Content / Secondary / A' Level Subject / S4 / s4: Biology


Turn editing on






s4: Biology 

Dashboard / Courses / CBC Digital Content / Secondary / A' Level Subject / S4 / s4: Biology

Turn editing off

Announcements 

Edit 

Edit  

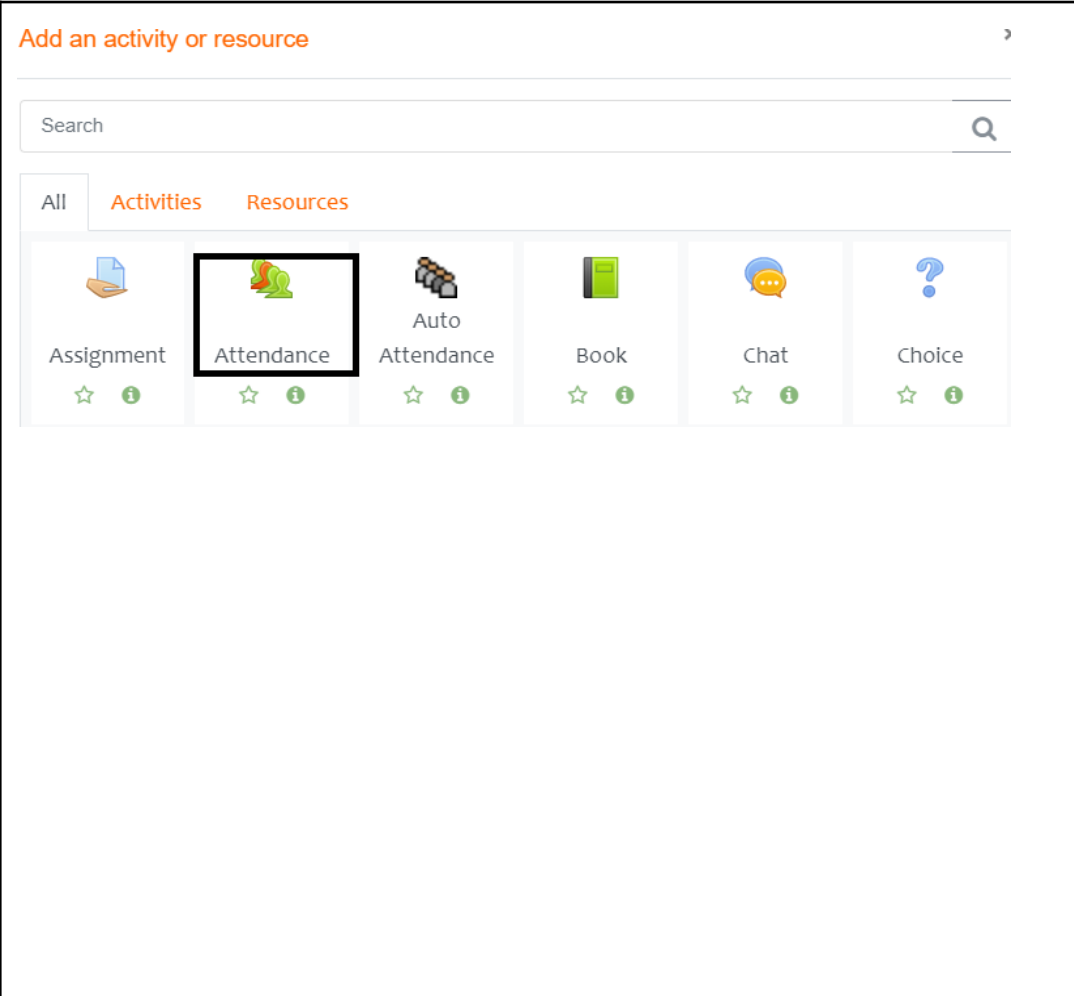
+ Add an activity or resource

Step 3- Select Attendance

Find the area in the curriculum where you would like to add your attendance for example “Unit 1”
Click on the link that says, “Add an activity or resource”.

You will now see a menu for all the different kinds of activities you can add.

Click on the “Quiz” option and then click on the “Add” button.



The screenshot shows a user interface for adding activities or resources. At the top, there is a search bar and a dropdown menu currently set to 'All'. Below the search bar, there are two tabs: 'Activities' and 'Resources'. A grid of activity options is displayed, including 'Assignment', 'Attendance', 'Auto Attendance', 'Book', 'Chat', and 'Choice'. The 'Attendance' option, which features a green icon of three people, is highlighted with a black rectangular border. Each option includes a star icon and an information icon.



Attendance settings

Grade settings :: S4 : Economics

| # | Acronym | Title | Grade | Description | Display | Order |
|---|---------|-------|-------|-------------|-------------------------------------|-------|
| P | P | P | 2 | Present | <input checked="" type="checkbox"/> | 1 |
| X | A | A | 0 | Absent | <input checked="" type="checkbox"/> | 2 |
| L | L | L | 1 | Late | <input checked="" type="checkbox"/> | 3 |
| E | E | E | 1 | Early | <input checked="" type="checkbox"/> | 4 |
| G | G | G | 0 | General | <input type="checkbox"/> | 5 |
| S | S | S | 0 | Special | <input type="checkbox"/> | 6 |
| Y | N | N | 0 | Not Called | <input checked="" type="checkbox"/> | 7 |

Restore defaults

Update

Attendance reports

Sessions Add Session Report Users List Class Settings Grade Settings Maintenance Return

Attendance Report :: S4 : Economics

Download in Excel

Download in Text

All taken

| First name / Surname | ID | G | % | P | A | L | E | N | 28/09 |
|-----------------------|----|---|------|---|---|---|---|---|-------|
| Elie Ntamitondero | - | 0 | 0.0% | 0 | 1 | 0 | 0 | 0 | A |
| Edison Hakizimana | - | 0 | 0.0% | 0 | 1 | 0 | 0 | 0 | A |
| Wilber Musimire | - | 0 | 0.0% | 0 | 1 | 0 | 0 | 0 | A |
| ishimwe harriet | - | 0 | 0.0% | 0 | 1 | 0 | 0 | 0 | A |
| Kwizera Aline | - | 0 | 0.0% | 0 | 1 | 0 | 0 | 0 | A |
| ganza owen | - | 0 | 0.0% | 0 | 1 | 0 | 0 | 0 | A |
| Albert Knox | - | 0 | 0.0% | 0 | 1 | 0 | 0 | 0 | A |
| KIRIMIMANA Daudiwandé | - | 0 | 0.0% | 0 | 1 | 0 | 0 | 0 | A |

Content Access Point

User Manual



INTRODUCTON

A Content Access Point is a wireless access point with an integrated digital content e-learning platform, which provides an easy-to-use interface and storage unit that can be loaded with educational materials that students can access without requiring access to the Internet.

Pre-loaded Content

Content is pre-loaded allowing students and teacher access to connect quickly and easily. Teachers can also create and upload their own lesson plans. It is lightweight, portable and can easily be mounted to the wall with included hardware. The current pre-loaded content is based on the current textbooks used in primary schools.

Flexible Connectivity

The device offers multiple connection options and includes a battery providing up to 5 hours of continuous

How to use a CAP (Content Access point)

Getting started for Admin

Package contents

- Content Access Point
- Power supply
- Mounting kit
- Quick start Guide for Admin, Teacher and student

GET TO KNOW THE DEVICE

Content Access Point - Top View





| | |
|-----|------------------------------|
| 1. | System LED status |
| 2. | 3G/4G LTE LED status |
| 3. | Power button |
| 4. | Factory reset button |
| 5. | Wall – mount holes |
| 6. | WI-FI MAC Address label |
| 7. | Micro SD slot |
| 8. | Power plug |
| 9. | WAN Ethernet Port |
| 10. | WAN Ethernet LED status |
| 11. | WAN Ethernet activity status |

Ports

The device has four ports

- WAN Gigabit Ethernet
- USB 3.0 (USB 2.0 Compatible)
- Micro-SIM (Accessible by removing bottom cover)
- Micro SD

Device placement location

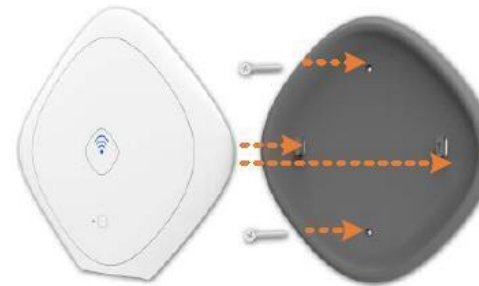
For the best signal put the Content Access Point:

- In an open area
- High off the floor
- Away from the wall
- Away from the magnetic and large metal object
- At least one (1) meter from the client device

Mounting

The Content Access Point come with mounting kit. To mount it follow the diagram below;

Mounting diagram



Setup

1. Connect the power supply



2. Power up the device by pressing and holding the power button for 2 seconds
3. *Power button*



POWER OFF

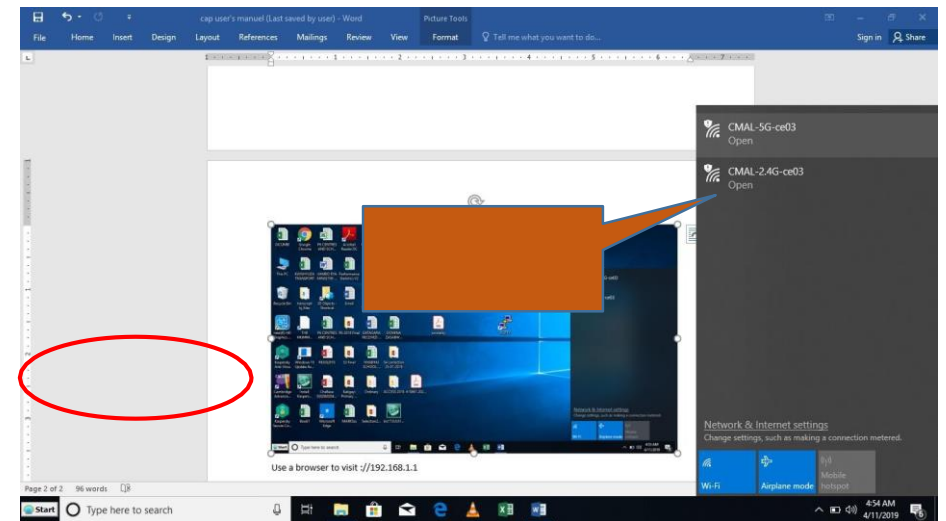
Turn on by pressing the power button over 5 seconds. Login to your CAP

Connect to your CAP ROUTER

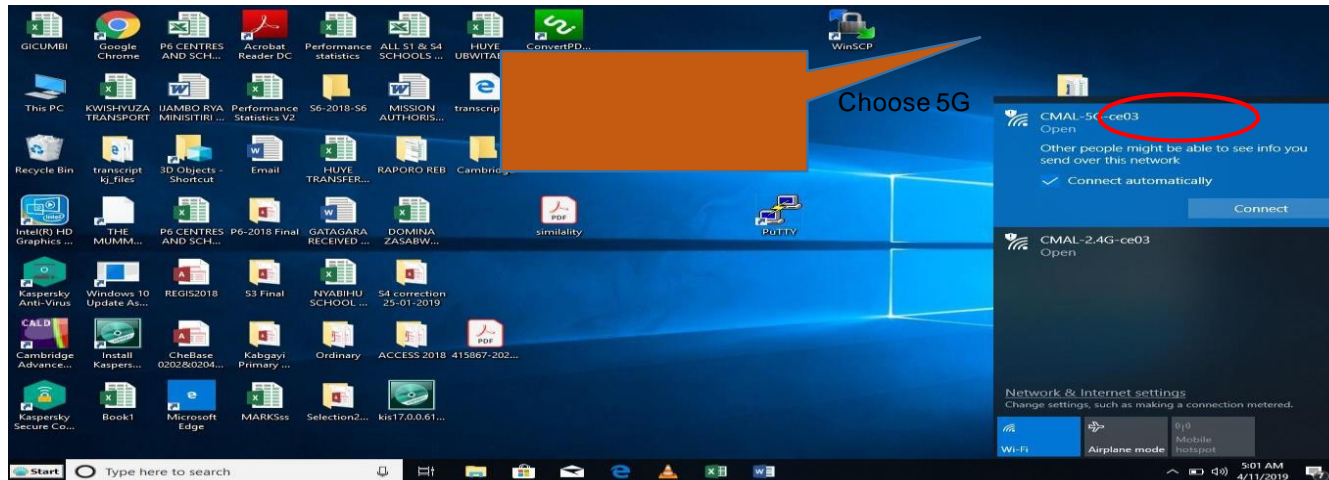
Step1: How to access the system (Content Access point)

- Open your computer
- Go to network and sharing center
- Find WI-FI

Go to your Computer Network and sharing center and Find WIFI

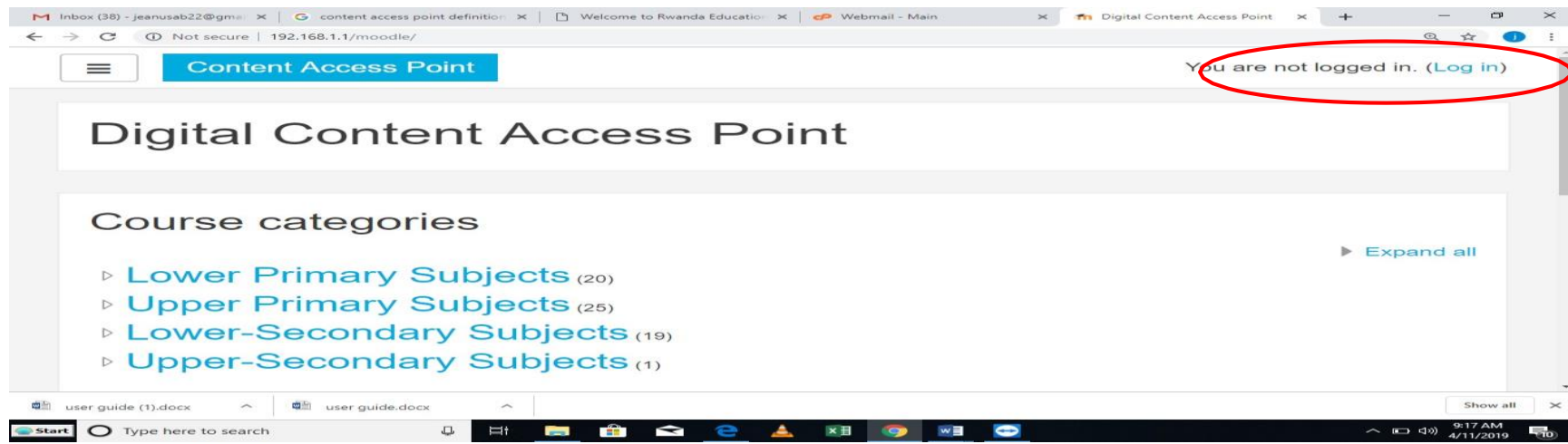


- Connect to 5G and wait as indicated in the figure above

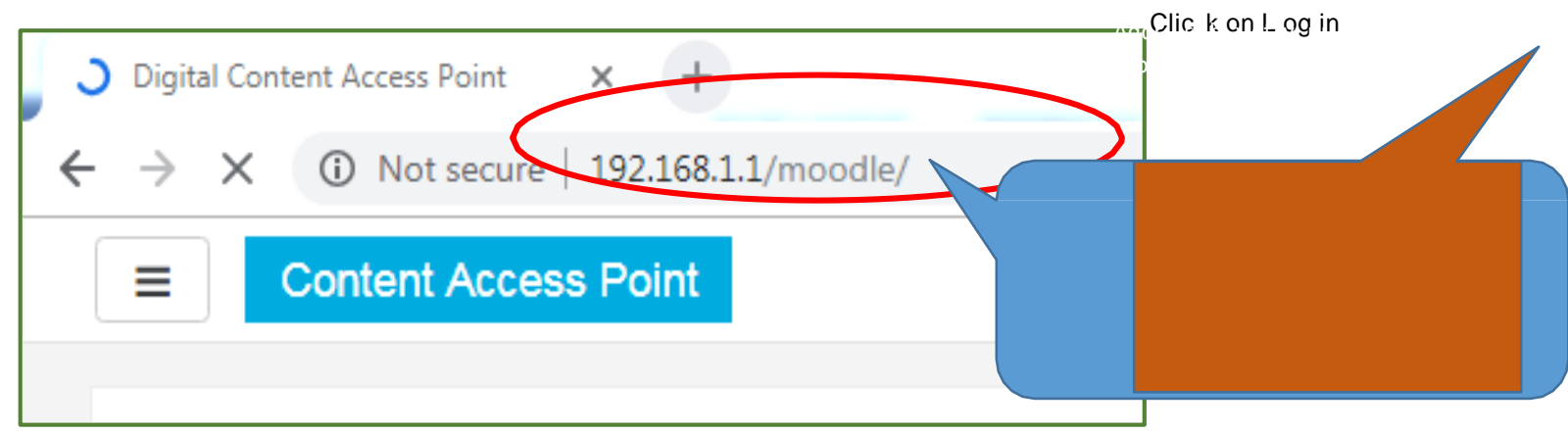


NB: The above indicated last four characters are not fixed; it will depend on mac address of the device (CAP).

Redirect to browser: my. Content (make sure in the address box of your favorite it is written my. Content /Moodle



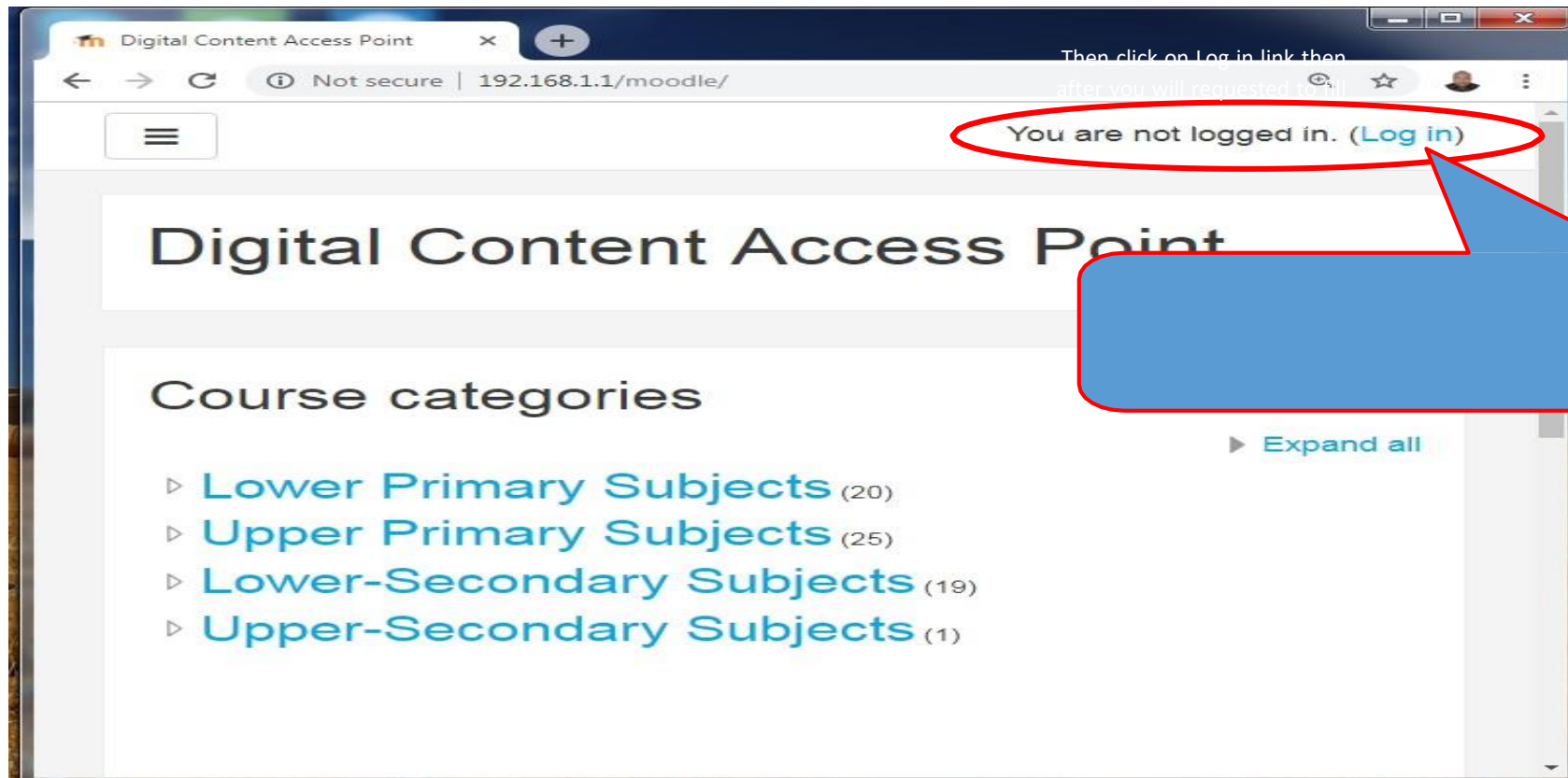
After to be connected on CMAL-5G-db9d the browser (mozira Firefox, google chrome, internet explorer...) will be opened automatically depend on what are default on your computer. When it is not opened automatically you can write it the address box my.content or 192.168.1.1/Moodle.

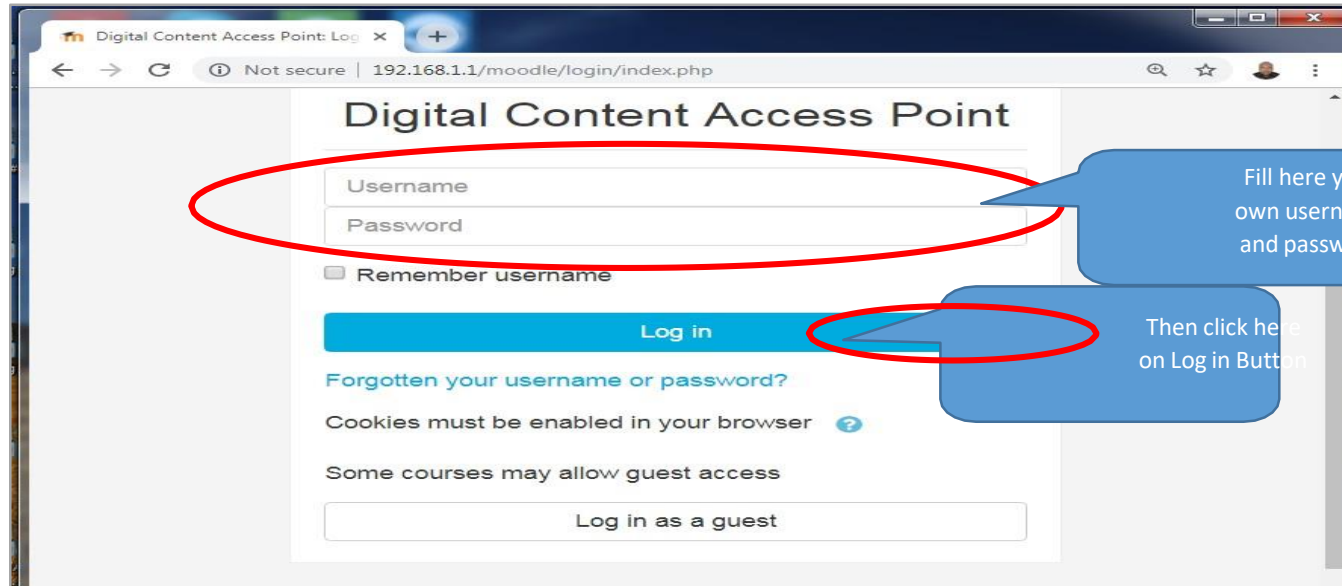




Step 2: Log in

This step allows enrolled user to access the system through the own username and password and username and password must be personal. If you are not an admin, remember to login through the specific subject.





For the first time login, the default username is “admin” and Password is “*Admin1#”.

Click enter

1. www.unesco.org/new/fileadmin/MULTIMEDIA/FIELD/Nairobi/ictrwanda.pdf
2. <https://education.microsoft.com/en-us/resource/18485a7b>
3. [Teacher Guide On Reb eLearning Platform.pdf](#)