S1 ICT BY KABS ICT RESOURCE CENTER

Evaluation Grid / Scoring Guide With Expected Responses

ITEM 1

Competency (Basis of Assessment)	Evidence: Skill/Ability Exhibited/Score	Score
Provides a focused introduction	- Produces a focused introduction	01
Explains how ICTs can be used for virtual sessions	- Identifies and explains 5 or more methods/tools (e.g., video conferencing platforms, streaming tools, LMS). - Identifies and explains 3-4 methods/tools. - Identifies and explains 1-2 methods/tools. - Identifies and explains 1 method/tool. - No response.	04 03 02 01 00
Identifies and explains safety precautions	- Identifies and explains 5 or more precautions (e.g., access control, data privacy, secure technology). - Identifies and explains 3-4 precautions. - Identifies and explains 1-2 precautions. - Identifies and explains 1 precaution. - No response.	04 03 02 01 00
Conclusion	- Provides a relevant conclusion	01

ITEM 1 - Expected Response

The use of ICT tools enables Busia Public Library to extend its services beyond physical boundaries, offering students and readers in remote areas access to enriching experiences such as live reading sessions with authors. To ensure successful and secure virtual interactions, appropriate tools and safety measures must be implemented.

a) Using ICTs to Conduct Live Reading Sessions with Authors

To facilitate live sessions, Busia Public Library can follow these steps:

1. **Setting Up Hardware and Connectivity**:

   o **Hardware**: Equip the library with a reliable computer, webcam, microphone, and speakers for clear audio-visual communication.

   o **Internet Connectivity**: Ensure a high-speed internet connection to support uninterrupted streaming and interaction.

2. **Selecting and Configuring Software**:

   o **Video Conferencing Tools**: Use platforms such as Zoom, Microsoft Teams, or Google Meet for hosting live sessions. These tools allow for video and audio communication, screen sharing, and chat interaction.

   o **Live Streaming Options**: Consider platforms like YouTube Live or Facebook Live to reach a wider audience if interactive features are not required.

   o **Learning Management Systems (LMS)**: Integrate with platforms like Google Classroom, Moodle, wplms, to share session schedules, supplementary materials, and reading content.

3. **Engaging Participants**:

   o Share session details, such as meeting links, timing, and guidelines, via email, school networks, or social media platforms.

   o Use interactive tools (e.g., polls, Q&A, chat features) to encourage active participation.

4. **Recording and Sharing**:

   o Record the sessions for participants who are unable to join live and share links through the library's online portal.

b) Safety Precautions for Participants in Virtual Sessions

Participants must follow these safety measures to ensure secure and respectful engagement:

1. **Access Control**:
   - Use unique meeting IDs and passwords for each session to restrict unauthorized access.
   - Enable waiting room features to screen and admit participants manually.

2. **Data Privacy**:
   - Avoid sharing sensitive information, such as personal phone numbers, email addresses, or physical locations, during live sessions.
   - Use generic usernames instead of full names if privacy is a concern.

3. **Appropriate Communication**:
   - Encourage participants to use respectful language and follow guidelines for engaging with the author and other attendees.
   - Monitor chat rooms for inappropriate behavior and disable the chat feature if necessary.

4. **Secure Technology**:
   - Ensure participants use updated software and antivirus protection on their devices to avoid malware risks.
   - Advise against clicking suspicious links shared during the session.

5. **Safety for Younger Participants**:
   - For minors, require parental consent or supervision during sessions.
   - Educate students about the risks of interacting with strangers online and the importance of reporting any suspicious behavior.

6. **Environment and Breaks**:
   - Advise participants to use a quiet, well-lit space for the session to avoid distractions.

○ Encourage breaks after every hour to prevent fatigue and eye strain.

By leveraging ICT tools and following strict safety guidelines, Busia Public Library can successfully host virtual reading sessions with authors, fostering a love for reading and learning among students and readers across Uganda. Ensuring secure and respectful participation will enhance the program's effectiveness and reach.

ITEM 2 Evaluation Grid

Competency (Basis of Assessment)	Evidence: Skill/Ability Exhibited/Score	Score
Provides a focused introduction	- Produces a focused introduction	01
Identifies and explains hardware devices for the presentation	- Identifies and explains 5 or more hardware devices (e.g., projector, laptop, speakers, microphone). - Identifies and explains 3-4 devices. - Identifies and explains 1-2 devices. - Identifies and explains 1 device. - No response.	04 03 02 01 00
Explains how each hardware device supports the presentation	- Provides detailed functions for 5 or more devices. - Provides detailed functions for 3-4 devices. - Provides detailed functions for 1-2 devices. - Provides functions for 1 device. - No response.	04 03 02 01 00
Conclusion	- Provides a relevant conclusion	01

ITEM 2 - Expected Responses

Delivering a presentation to a large audience requires reliable and suitable hardware to ensure clear communication and engagement. For the entrepreneurship workshop, the facilitator must use devices that effectively display multimedia content and accommodate the needs of the attendees.

Recommended Computer Hardware Devices and Their Functions

1. **Laptop or Desktop Computer**

   o **Function**:

      - Acts as the central device for storing and running multimedia files, such as images, videos, and product designs.

      - Enables the facilitator to control the presentation and access online platforms for live demonstrations.

2. **Projector**

   o **Function**:

      - Projects the presentation onto a large screen, ensuring visibility for all 80 attendees, even at the back of the room.

      - Displays images, videos, and product designs in high resolution.

3. **Projection Screen**

   o **Function**:

      - Provides a clear and smooth surface for displaying the projected content.

      - Enhances the quality of the images and videos by reducing glare or distortions.

4. **Speakers**

   o **Function**:

      - Amplifies audio from videos or live demonstrations, ensuring clarity across the large hall.

      - Helps attendees hear explanations and instructions without strain.

5. **Microphone**

    o **Function**:

    - Allows the facilitator to speak clearly to all attendees, ensuring the presentation is audible.

    - Can be handheld, wireless, or headset-based, depending on mobility needs.

6. **Clicker/Remote Control**

    o **Function**:

    - Enables the facilitator to navigate through slides and multimedia content from a distance.

    - Improves engagement by allowing the facilitator to move freely while presenting.

7. **Power Backup (UPS)**

    o **Function**:

    - Ensures uninterrupted power supply to the devices in case of outages.

    - Protects hardware from power surges that could damage equipment.

8. **External Storage Device (e.g., external hard disk, USB flash Disk)**

    o **Function**:

    - Serves as a backup for presentation files in case of computer failure.

    - Allows the facilitator to transfer files to other devices if needed.

9. **Cables and Connectors (HDMI/VGA)**

    o **Function**:

    - Connects the laptop or computer to the projector and speakers.

    - Ensures seamless transmission of audio-visual content.

Steps for Setup

1. Position the **projector** and **projection screen** at the front of the hall for maximum visibility.
2. Connect the **laptop** to the projector using an HDMI or VGA cable, and test the connection.
3. Set up **speakers** and connect them to the laptop for clear audio.
4. Test the **microphone** to ensure it works without feedback or noise issues.
5. Organize the **clicker/remote control** for easy navigation of slides.
6. Ensure **power backup (UPS)** is functional to avoid disruptions.

By using the recommended hardware devices, the facilitator can deliver an engaging and impactful presentation during the entrepreneurship workshop. Proper setup and testing of these devices will ensure a smooth, professional experience for all 80 attendees.

ITEM 3 - Evaluation Grid		
Competency (Basis of Assessment)	**Evidence: Skill/Ability Exhibited/Score**	**Score**
Provides a focused introduction	- Produces a focused introduction	01
Suggests appropriate methods for file transfer	- Suggests and explains 5 or more methods/tools (e.g., cloud storage, file transfer services, messaging apps). - Suggests and explains 3-4 methods/tools. - Suggests and explains 1-2 methods/tools. - Suggests and explains 1 method/tool. - No response.	04 03 02 01 00
Explains steps for each suggested method	- Explains detailed steps for 5 or more methods/tools. - Explains detailed steps for 3-4 methods/tools. - Explains detailed steps for 1-2 methods/tools. - Explains detailed steps for 1 method/tool. - No response.	04 03 02 01 00
Conclusion	- Provides a relevant conclusion	01

ITEM 3 - Expected Response

In urgent situations, ICT tools and online platforms offer effective alternatives for transferring large files without physical media. By leveraging these tools, the journalist can send the required files to the editor quickly and securely.

Suggested File Transfer Methods and Steps

1. **Cloud Storage Services**

   o **Description**: Platforms like Google Drive, Dropbox, or OneDrive allow users to upload files and share them with others via links or email invitations.

   o **Steps**:
       1. Connect the external hard drive to a computer and access the saved files.

       2. Open a cloud storage platform (e.g., Google Drive).

       3. Upload the photos and video footage from the external hard drive to the cloud.

       4. Generate a shareable link or send an email invitation to the editor.

       5. Notify the editor and ensure they have access to the files.

2. **File Transfer Services**

   o **Description**: Services like WeTransfer, SendAnywhere, or Filemail enable large file transfers quickly without requiring recipients to have an account.

   o **Steps**:
       1. Access the external hard drive files on the computer.

       2. Visit a file transfer service website (e.g., wetransfer.com).

       3. Upload the files to the service platform.

       4. Enter the editor's email address and include a message (optional).

       5. Send the files and share the confirmation email or link with the editor.

3. **Email Attachments** (For Small Files)

   o **Description**: Email services like Gmail or Outlook allow file attachments up to a specific size limit (usually 25 MB per email).

   o **Steps**:

      1. Open an email platform and compose a new message.

      2. Attach small-sized photos or video clips from the external hard drive.

      3. Enter the editor's email address and subject line.

      4. Send the email and ensure the editor confirms receipt.

4. **Messaging Apps with File Sharing**

   o **Description**: Applications like WhatsApp, Telegram, or Microsoft Teams enable file sharing directly through chats.

   o **Steps**:

      1. Access the files on the external hard drive via a computer or mobile device.

      2. Open the messaging app and start a chat with the editor.

      3. Attach and send the files through the app's file sharing feature.

      4. Confirm with the editor once they've received and downloaded the files.

Conclusion

Using cloud storage platforms, file transfer services, or messaging apps, the journalist can quickly and efficiently send files to the editor without relying on the physical external hard drive. Each method ensures accessibility, depending on file size and urgency.

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