KAGUMO TEACHERS' TRAINING COLLEGE

DIPLOMA IN SECONDARY TEACHER EDUCATION

ICT INTEGRATION IN EDUCATION

PROJECT – (JAN -APRIL 2025)

INSTRUCTIONS TO TEACHER TRAINEES

a. *This project consists of **FOUR** tasks.*
b. *Carry out all the tasks **individually**.*
c. *Carry the project using appropriate productivity tools.*
d. *The project will be done in a duration of **four** weeks.*

FOR ASSESSOR'S USE ONLY

TASK	MAXIMUM SCORE	TRAINEE'S SCORE
1	30	
2	25	
3	50	
4	05	
Total	**110**	

This paper consists of **5** printed pages.

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TASK ONE: Analysing Assessment Scores

Blessed Junior School administration intends to computerize learning assessment analysis in their school. As a teacher trainee on practicum in the school, you have been tasked to use a spreadsheet productivity tool to analyse assessment scores for Grade 7.

Open a spreadsheet program and carry out the following tasks:

a) Generate randomly a list of forty (40) learners include the admission number, Learner's names, and Gender. (4 marks)

b) Add labels for all the learning areas in the worksheet created (2 marks)

c) Use a function to generate random scores between 45 and 95 for all learners in all the learning areas. (2 marks)

d)
   (i) Add a worksheet tittle with the school's name and assessment name (2 marks)

   (ii) Format the worksheet title and the cells containing the worksheet data to enhance appearance using at least six formatting features. (3 marks)

   (iii) Give the workbook and worksheet appropriate name (2 marks)

e) Compute the following.
   (i) Mean score for all subjects. (2 marks)

   (ii) Total scores for each learner. (2 marks)

   (iii) The performance levels for each learner using a logical function based on the grading criteria. The grading criterion should be developed based on the learners total scores in all the learning areas using the performance levels: Exceeds expectation; Meets expectation; Approaches expectation; Below expectation. (5 marks)

   (iv) Create a frequency table showing the number of learners in each performance level. (3 marks)

f) Create a bar chart to compare the number of learners in each performance level. (3 marks)

TASK 2: Word Processing Activities

A Grade 7 Creative Arts and Sports teacher is planning to create lesson notes on the Strand; Creating and Performing, Sub strand; Football. The learning outcomes to be covered include:

- Executing shooting skill.
- Executing trapping skill.
- Performing dribbling skill.

As a teacher trainee on practicum attached to the teacher, you have been tasked to use the Internet to search for relevant information on the learning outcomes and create notes.

a) (i) Create an online word processor file. (2 marks)

   (ii) Configure the file so that it is accessible to each member of the group in groups of three. (2 marks)

b)
   (i) Each group member should upload their research findings to the online file. (5 marks)

   (ii) Organise the uploaded notes from each group member into the three skill areas in the learning outcomes. (2 marks)

c) Download the online file created and save it as an offline word processor file. (1 mark)

d) Apply consistent style formats to the titles and text in the downloaded document. (3 marks)

e) (i) Add a graphic for each skill area in the document. (2 marks)

   (ii) Format the added graphics to enhance the appearance of the document. (2 marks)

f) Add the following to the document:

   (i) Appropriate header; (1 mark)

   (ii) Page numbers. (1 mark)

g) Generate a table of contents for the document. (2 marks)

h) Export the document to Portable Document File (PDF) format. (2 marks)

TASK 3:

Using Desktop Publishing application to design a poster, prepare a presentation, use online conferencing tools. There is an upcoming online conference for Diploma in Secondary Teacher Education Colleges in Kenya, whose theme is "ICT Safety and Ethics in the learning process". In preparation for the conference, perform the following **tasks:**

1. a) Use a Desktop Publishing application to design a poster for the conference. The poster should contain the following:

    i) Appropriate heading   (1 mark)

    ii) Date and timelines for the conference   (2 marks)

    iii) Objectives of the conference   (1 mark)

    iv) A relevant graphic   (2 marks)

    v) Formatting styles: Bold, font size, font color and borders to enhance the appearance of the poster.   (4 marks)

  b) Save the publication as POSTER.   (1 mark)

2. a) Using presentation software, prepare a presentation with 8 to 10 slides for use in the conference. The presentation should have slides with the following details:

    i) Introduction slide containing the poster created in 1(a).   (2 marks)

    ii) Risks associated with the use of ICT in learning.   (2 marks)

    iii) Safety threats to data stored in a computer.   (2 marks)

    iv) Safety measures to curb the risks and threats related to the use of ICT in learning.
                                                                          (2 marks)

    v) Ethical issues related to use of ICT in learning   (2 marks)

  b) The presentation should have the following attributes:

    i) At least two slide layouts.   (1 mark)

    ii) At least one graphic.   (1 mark)

    iii) At least one link to an audio or video recording. (1 mark)

    iv) At least two slide transition effects.   (1 mark)

    v) A footer containing the conference theme.   (1 mark)

c) Save the presentation as CONFERENCE NOTES. (1 mark)

3. Use an online conferencing tool to:

a) Create a meeting link for use to make the presentation created in 2.   (2 marks)

b) Share the link with at least five peer trainees and your ICT lecturer through an online collaborative tool.   (2 marks)

c) Conduct a ten to fifteen minutes online presentation.   (2 marks)

d) During the presentation

i) Guide participants to observe the online meetings etiquette.   (1 mark)

ii) Share the presentation slides using the share screen feature.   (1 mark)

iii) Utilize the chat feature of the online conferencing tool.   (1 mark)

iv) Record a two to three minutes clip of the meeting proceedings. (2 marks)

TASK 4: Creating an Electronic Portfolio

  a) Create an electronic portfolio to showcase all the project files and documents.   (3 marks)
  b) Configure the portfolio to be accessible by your ICT Lecturer.   (2 marks)

NOTE: eportfolio link to be forwarded to mozmo56@gmail.com
Your work will be evaluated individually from March 3rd to March 7th, 2025.