

Distance Education

Online and Blended Professional Development Initiative in Jamaica



19 -24 August 2020
Opening Session on
19 August 02:00 pm
Zoom link:
uwi.zoom.us/j/94369801040

Overview

Within the framework of providing support to Member States to reopen schools, the UNESCO Cluster Office for the Caribbean in collaboration with the Ministry of Education, Youth and Information of Jamaica, and the University of the West Indies Open Campus will deliver a rapid response for “Online and Distant Education Teachers’ Training in Jamaica” from 19 - 24 August 2020.

The aim of this initiative is to equip a cohort of 40 teachers and master- teachers in Jamaica with the competences, up-to-date tools and resources to apply innovative teaching practices or adaptive pedagogies, to strengthen teacher capacity to respond to the current crisis, as well as build resilience for future shocks to education in Jamaica.

In response to the UNESCO consultations with the Ministry of Education, Youth, and Information for support in building teacher capacity for distance education, the UNESCO Cluster Office for the Caribbean, with the University of the West Indies through its Open Campus (hereinafter referred to as “UWI”) will:

- (i) Design and develop a four-day (10 hours) Distant Education teacher workshop, comprising of four 2.5 hour sessions and 1 follow-up 3 hour session for discussion and reinforcement, using a competency-based approach to meet the capacity needs of teachers given the COVID-19 crisis
- (ii) Delivery of workshop in distant education via online modality to be implemented at national level workshop for Ministry of Education Jamaica from 19-24 August 2020.

WORKSHOP MODALITIES

PARTICIPANTS

The workshop is targeted to a pool of teachers and master teachers, at the primary and secondary levels, or TVET, in Jamaica. Approximately forty (40) teachers will be engaged in the training process:

- Forty (40) teachers and master trainers from the Ministry of Education, Youth and Information Jamaica
- MoE will provide the following information for the 40 participants by 11 am on 17 August 2020:
 - First name
 - Last name
 - Contact Number
 - Email address
 - School Represented
 - Location

CRITERIA FOR SELECTING PARTICIPANTS:

The teachers/master trainers selected must have the following skills to join the workshop.

Basic Internet Skills

- o Can send an attachment via my personal email
- o Use the Internet to get information on local events
- o Navigate and use drop-down menus to make travel plans with the help of the Internet
- o Download or play music from the Internet
- o Play games on the Internet
- o Have an account with one of the Social Networking websites
- o Can create/update my profile on the Social networking website
- o Know how to post photos / pictures on the Internet
- o Navigate to YouTube and play a video
- o Utilize a skype account

KEY PRINCIPLES FOR WORKSHOP DESIGN

The design and delivery of the national workshop will be built on the principles of quality and inclusivity in education in accordance with Sustainable Development Goal 4: equipping teacher with the competencies in remote and blended teaching and learning to achieve the established learning outcomes, as well as fully engage student-learners with varied learning styles and needs. Specifically, the workshop will:

1. incorporate a range of methodologies, including videos and interactive materials, to accommodate diverse learner backgrounds and learner needs, while maintaining quality standards
2. embrace gender-sensitive learning to fully and equally engage girls and boys
3. enable participants (teachers) to engage in student-centred and self-directed learning via an interactive workshop experience

WORKSHOP TOPICS

Workshop Day 1:

Synchronous & Asynchronous Online Delivery (2.5hrs)

Web-conferencing Tool (Zoom, & Blackboard Collaborate Ultra)

System Requirements Interface Overview Communication Methods Classroom Interaction Accessibility Tools

Learning Management System (LMS) – (Moodle)

Understanding the LMS and its purpose Update your profile

Navigate your course page

Change the settings of the course page Hide/Show resources and activities Create/Update a resource

Create/Update and participate

- Discussions
- Assignments
- Quizzes

Workshop Day 2:

Preparing for Instruction - Content Development (2.5hrs)

Preparing for Instruction

- Content development
- Curriculum concerns
- Choosing resources
- Digital literacy,
- Universal Design for Learning (UDL)

Using Open Education Resources (OER) Tips and Tricks for Student Engagement

Collaborative Learning Project-based Approaches

Workshop Day 3:

Online Delivery Pedagogy - Student Engagement (2.5hrs)

Teaching and learning Roles

- Student characteristics
- Student Engagement in the Online Modality
- Characteristics of F2F and Online Learning
- Strategies for Sustaining Engagement
- The Three Presences
- Critical Thinking in the Online Space

Facilitator roles

- Facilitator Role in Student Development
- Team Engagement in the 21st Century Tips and Tricks for Student Engagement (Delivery)

Tools and Technology

Workshop Day 4:

Discussion Session (2.5hrs)

Recap of Days 1-3 Open Discussion

Prepared by: Kevin Ramsoobhag (Mr.) Learning Support Supervisor, UWI Open Campus August 2020

KEY ACTIVITIES AND TIMELINES

Phase	Activity	Deliverables	Timelines
1 Review of Design of Workshop	Workshop Planning with MoE - Review of existing e content - Supporting material - Internal approval process	Review of Workshop Framework	By August 17, 2020
Selection of Target beneficiaries	Selection of participants from primary and secondary levels as well as TVET	List of Participants according to selection criteria and requested information	By August 17, 2020
3 Delivery of Jamaica National Workshop	Implementation of four-day (10 hours) MoEYI Jamaica Teachers' Workshop for 40 participants	Delivery of MoEYI Jamaica Workshop – Participants Registered Participants Trained	August 19 -24, 2020
4 Workshop Evaluation and Refinement	Feedback on Phase 1 - Jamaica Workshop	Summary Evaluation Report	By September 4, 2020

RESPONSIBILITIES

UWI shall:

1. manage the initiative and coordinate all resources and the requisite staff and/or external contractors, in collaboration with UNESCO
2. leverage on its technological infrastructure and any other available technology to reduce project costs but maintaining the integrity and quality of the project deliverables.
3. usher the proposal and outline through the relevant approvals of The UWI.
4. deliver the workshop within the agreed parameters
5. administer post-workshop evaluations and certification for the national and regional workshops. The UWI will provide UNESCO with the results of workshop evaluation in order to assess the success of the workshop.
6. issue certificates of participation and a post-workshop evaluation report to the UNESCO within two (2) weeks following closure of the workshop.

UNESCO Cluster Office for the Caribbean shall:

1. liaise with the respective Ministry of Education to determine the needs and criteria for the workshop design and development, including preferred technology/platform
2. confirm the workshop participants as provided by the Ministry of Education, Youth and Information.
3. coordinate and facilitate 90 minutes feedback consultation on formative feedback
4. review and sign off on all deliverables
5. distribute the certificates of participation to participants through MOEYI.

CONTACT

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The University Of The West Indies, Open Campus

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Agenda Opening Session and Workshop Overview 19 - 24 August

19 August 2020

10:00 am Workshop Day 1:
Synchronous & Asynchronous Online Delivery Schedule

Opening Session

2:00pm *Chairperson: Dr. Grace McLean, OD, JP. Permanent Secretary
Ministry of Education, Youth and Information*

Welcome and Opening Remarks:

- o Dr. Winsome Gordon, Chief Executive Officer, Jamaica Teaching Council
- o Dr. Faryal Khan, Programme Specialist for Education, UNESCO Cluster Office for the Caribbean

Challenges in Teacher Training in times of COVID and beyond in Jamaica

Mr. Everton Hannam, Secretary-General of the Jamaica National Commission for UNESCO

Introduction of participants

Dr. Kasan Troupe, Director of Regional Educational Services,
Ministry of Education, Youth and Information

Overview of the Training Programme

Dr. Clover Hamilton – Flowers, ACEO, Curriculum Unit

Workshop Overview Presentation of the four-day training workshop

Ms. Jody J. Grizzle, Project Coordinator,
The University of the West Indies, OPEN CAMPUS

Overview of Training Schedule 19-24 August 2020

10:00 am – Day 1: 19 August 2020 Synchronous & Asynchronous Online Delivery Schedule
12: 30 am Day 2: 20 August 2020 Preparing for Instruction - Content Development Schedule
daily Day 3: 21 August 2020 Online Delivery Pedagogy - Student Engagement Schedule
Day 4: 24 August 2020 Open Discussion (Workshops 1-3) Schedule

12:15pm Closing Session – 24 August 2020

Chairperson:

*Dr. Faryal Khan, Programme Specialist for Education,
UNESCO Cluster Office for the Caribbean*

Closing Remarks from MOEY, UNESCO and UWI

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Agenda 19 August 2020

Workshop Day 1 : Synchronous & Asynchronous Online Delivery Schedule

Part 1 : Web-conferencing Tool (Zoom, & Blackboard Collaborate Ultra)

Start Time: 10am JA Time

- Welcome – 5mins
- Zoom - System Requirements – 5mins
- Zoom - Interface Overview – 10mins
- Zoom - Communication Methods 10mins
- Zoom - Classroom Interaction 10mins
- Zoom - Accessibility Tools – 5mins
- BBC Ultra - System Requirements – 5mins
- BBC Ultra - Interface Overview – 10mins
- BBC Ultra - Communication Methods - 10mins
- BBC Ultra - Classroom Interaction 10mins
- BBC Ultra - Accessibility Tools – 5mins

Part 2 : Learning Management System (LMS) – (Moodle)

- Introduction – 5mins
- Understanding the LMS and its purpose – 5mins
- Update your profile 5mins
- Navigate your course page – 5mins
- Change the settings of the course page – 5mins
- Hide/Show resources and activities - 5mins
- Create/Update a resource – 15mins
- Create/Update and participate 15mins
 - Discussion s
 - Assignments
 - Quizzes
- Wrap-up – 5mins

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Agenda 20 August 2020

Workshop Day 2 : Preparing for Instruction - Content Development Schedule

Start Time: 10am JA Time

- Welcome – 5mins
- Preparing for Instruction – 75mins
 - Content development
 - Curriculum concerns
 - Choosing resources
 - Digital literacy
 - Universal Design for Learning (UDL)
- Using Open Education Resources (OER) – 20mins
- Collaborative Learning – 15mins
- Project-based Approaches – 15mins
- Questions – 15mins
- Wrap-up – 5mins

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Agenda 21 August 2020

Workshop Day 3 : Online Delivery Pedagogy - Student Engagement Schedule

Start Time: 10am JA Time

- Welcome – 5mins
- Teaching and learning Roles – 60mins
 - Student characteristics
 - Student Engagement in the Online Modality
 - Characteristics of F2F and Online Learning
 - Strategies for Sustaining Engagement
 - The Three Presences
 - Critical Thinking in the Online Space
- Facilitator roles - 30mins
 - Facilitator Role in Student Development
 - Team Engagement in the 21st Century
- Tips and Tricks for Student Engagement (Delivery) – 20mins
- Tools and Technology – 20mins
- Questions – 10mins
- Wrap-up – 5mins

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Agenda 24 August 2020

Workshop Day 4 : Open Discussion (Workshops 1-3) Schedule

Start Time: 10am JA Time

- Welcome – 5mins
- Web-conferencing Tool (Zoom, & Blackboard Collaborate Ultra) – 30mins Discussion
 - Zoom

BBC Ultra

- Learning Management System (LMS) – (Moodle) - 15mins Discussion
- Preparing for Instruction – 15mins Discussion
- OERs, Collaborative Learning & Project-based Approaches – 15mins Discussion

Teaching and learning Roles – 15mins

- Facilitator roles - 15mins
- Tools and Technology – 10mins
- How to Access Resources – 10mins
- AOB – 5mins
- Comments from UNESCO – 10mins
- Wrap-up – 5mins