



Online | Offline | Design



# Customer Course Catalogue

January—March 2023

*Training teachers of today for tomorrow's world.*





Online | Offline | Design



**TABLET  
ACADEMY  
SOUTHERN  
AFRICA**



**As an organization that values empowering people through education, the TTA & TASA believes that attending our training courses and workshops will lead to the upskilling and enhancing of your individuals and institute.**



**We are proud to have partnered with after-school.co.za whom host and deliver our online courses through their amazing platform.**

## Training Solutions

The Technology Training Academy and TASA are pleased to offer a variety of training solutions to help your organisation meet its needs.

Our training sessions are convenient, affordable and available for all experience levels.

Our training sessions are designed to help you do the following:

- Discover what your technologies can do .
- Integrate the capabilities of your technologies with the work you do.
- Make sure your technology investment pays off.
- Empower your teachers .

Our training courses and workshops are SACE accredited and you will receive your points for our courses, as we diligently submit our attendee forms to SACE.

This catalogue will provide you with the details for the following types of training that we offer:

- On Site Training
- Training Level Agreement
- Training Workshops
- Our Online Training Platform

# On Site Training

These tailored training courses are held at your school on your technology in your environment, the sessions are on average 2 - 2.5hrs. Typically these face-to-face courses are aimed at the basic to beginner level unless otherwise stated in the pre-requisite, however we have delivered many differentiated courses for all levels of teachers. We look at groups of up to 35 teachers per session, but if the technology and connectivity at your premises is good enough to support more, we will train more.

# Training Level Agreement (TLA)

The TLA is an ongoing CPD program that is a minimum of 3 to 10 sessions (averaging once a month, except during holidays). This program is designed around your needs and can be made up of training focused on one technology or made up of several. We look at taking your participants from beginners to advanced users and getting all of your teachers onto the same level - we look at groups of up to 35 teachers per session for face-to-face training, and more if we go through the live streaming option.

We deliver training on all the previously mentioned on-site trainings and if you have a different technology or training needs, please let us know so we can see if we can assist and build it into our offering.

# Live Streaming

All of the above onsite training can be delivered via live streaming. This will be conducted on a platform that suits your school. Please reach out to let us know which course you are interested in having delivered online to your teachers.

# Online Training Platform

Our online training offering gives ALL your staff access to our online CPTD bundle @ <https://course.after-school.co.za>, where teachers can log on in their own time and on their own device in their own space and work through our workshops. All our online courses are SACE accredited and teachers will receive SACE points and a certificate of completion.

## Our current courses include;

### Technology in Education:

- Introduction to Minecraft Education Edition
- Teaching with BBC micro: bits Beginners
- Effective use of PowerPoint in the Classroom
- Flipped Classroom 101
- Flipgrid 101
- Plickers 101
- Wakelet 101
- Teaching and Teams
- Delivering Lessons Remotely using Microsoft Office 365
- Create engaging Presentations with Google Slides
- Inspire ideas Collaboratively with Jamboard
- Getting started with Microsoft Whiteboard
- An introduction to using Popplet in the Classroom
- Bring Student work online with Google Classroom
- Using iPads in the Classroom as a novice
- eBeam Basic Button Workshop
- Excel 2016 Essentials
- PowerPoint 365 Essentials
- Microsoft Forms Essentials
- Using technology to support literacy
- Using iPads in EYFP
- Learn to teach Scratch Jr.
- Hybrid hacks with MS365
- Engage students with Video using YouTube
- Using Microsoft PowerPoint to support remote learning
- Making eBooks using Book Creator
- Basic Online Skills with Google
- Microsoft Stream video sharing
- Creative Design using Colour
- Internet Safety 1 (for Teachers)
- Internet Safety for kids
- Computer Basics
- Intro to Computer Science
- Introduction to Using Virtual Robotics Toolkit
- Teaching with Tinkercad
- STREAM Equipment user Guide—ClassVR
- Creating with Keynote—iPad
- Project Based Learning
- Create Self-marking Quizzes with Google Forms
- Using iPads in the Classroom as a novice

- Teaching Digital Literacy Videogames in Education

### Soft Skills

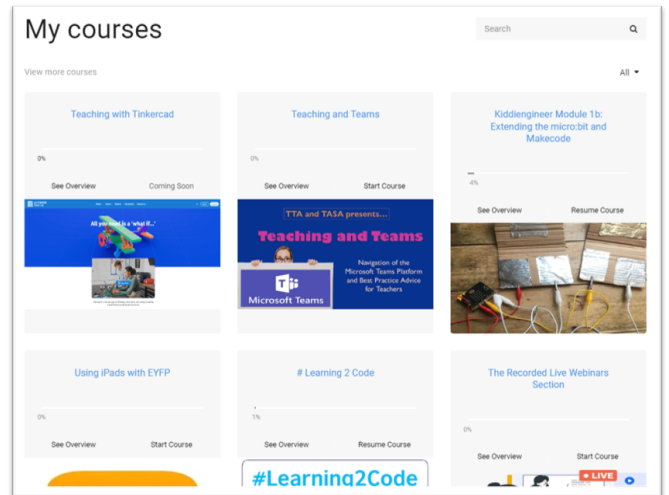
- Action Learning for Inclusion
- Early Childhood Development for Sustainable Development
- Time and Stress Management
- Dyslexia Teacher Training
- Designing Learning Innovation
- Understanding Classroom Interaction
- New assessment Strategies—The magic of feedback
- Social and Emotional Learning (SEL) for Educators
- Learning Differences
- Classroom Strategies for Inquiry-Based Learning
- How to Succeed as a newly qualified teacher

# Online Training Platform

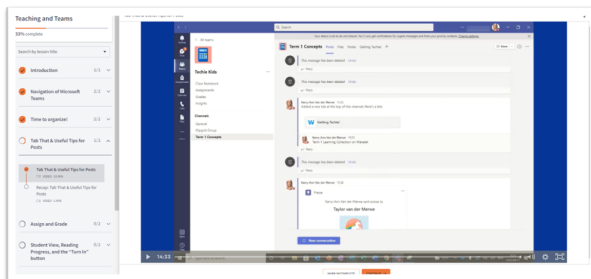
Below is a set of screenshots of what the teachers will experience on their devices on our online platform.



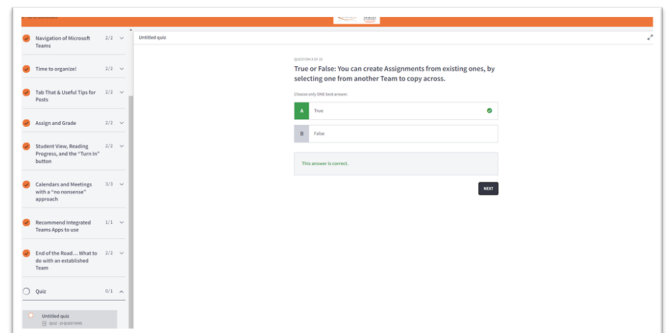
Platform landing page



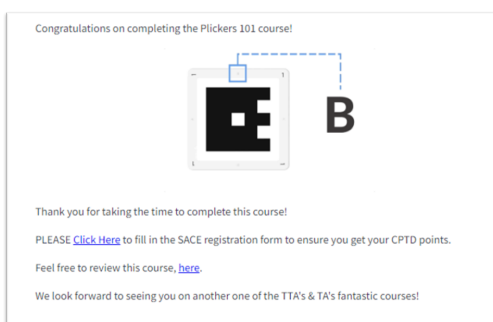
Teacher dashboard page



Sample Course page



Sample Quiz for teachers to show understanding.



Certificates issued for every course and for proof for their own records.

Automated response to ensure teachers SACE points are uploaded for the course, and an opportunity for teachers to give feedback on the course.

# Our Workshops

## **Interactive** **TECHNOLOGIES**

### **Basic Button Training**

Increase your effectiveness with an introduction to the Hardware, Software and Pedagogy of the following technologies, learn how to construct basic lessons, integrate multimedia and deliver more effective lessons.

**Technologies:** SMARTBoard, Notebook, eBeam, Mimio, Promethean, eInstruction, edu-board, Samsung, Cleverboard & Teamboard

**Duration:** 2 - 2.5 hours

**Numbers:** Up to 25 people

**Pre-requisites:** None

**SACE CPTD:** 10 Points

### **Refresher courses**

Already received training on your technology but want to know what the latest updates are in the latest version you are allowed to use. Want to learn how other software and apps are working with your current technology, our refresher courses bring you up to speed with your technology and how to integrate it with new trends.

**Technologies:** SMARTBoard, Notebook, eBeam, Mimio, Promethean, eInstruction, edu-board, Samsung, Cleverboard & Teamboard

**Duration:** 2 - 2.5 hours

**Numbers:** Up to 25 people

**Pre-requisites:** Have already had some form of training delivered on your technology.

**SACE CPTD:** 10 Points

### **Content Creation**

This course focuses on helping teachers discover how to find, create and share content used for delivering professional, interactive and collaborative lessons with various forms of multimedia and apps.

**Technologies:** SMARTBoard, Notebook, eBeam, Mimio, Promethean, eInstruction, edu-board, Samsung, Cleverboard & Teamboard

**Duration:** 2 - 2.5 hours

**Numbers:** Up to 25 people

**Pre-requisites:** None

**SACE CPTD:** 10 Points

# On Site Training (cont.)



## Coding and Robotics

### micro:bit MakeCode —Beginners

Our total beginner's introduction for teachers to coding, using the BBC micro:bit and the micro:bit MakeCode Editor.

Taking an open-source platform for creating engaging computer science learning experiences that supports a progression path into real-world programming. Existing users can use this course as a refresher, to remind themselves of terminology and methodology.

**Technologies:** **MakeCode (free) and micro:bit**

**Duration:** 2 - 2.5 hours

**Numbers:** Up to 25 people

**Pre-requisites:** None

**SACE CPTD:** 10 Points

### micro:bit MakeCode —Advanced

Look at breaking away from the micro: bit and building projects using accessories and kits.

**Technologies:** **MakeCode (free) and micro:bit**

**Duration:** 2 - 2.5 hours

**Numbers:** Up to 25 people

**Pre-requisites:** None

**SACE CPTD:** 10 Points

### Bluebot—Beginners

As a participant, you will explore the features of the BlueBots and the learning benefits of robotics more broadly, as well as experience a variety of practical and differentiated applications to implement in your own classroom.

**Technologies:** **Beebots or Bluebots**

**Duration:** 2 - 2.5 hours

**Numbers:** Up to 25 people

**Pre-requisites:** None

**SACE CPTD:** 10 Points

### Bluebot—Advanced

Extend the Bluebot adventure into other subjects other than coding and robotics. Learn to reverse engineer courses for the students to create and follow. Create advanced lessons for the older students.

**Technologies:** **Beebots or Bluebots**

**Duration:** 2 - 2.5 hours

**Numbers:** Up to 25 people

**Pre-requisites:** None

**SACE CPTD:** 10 Points

### Learn to teach Scratch — Beginners

ScratchJr and Scratch is an introductory programming language that enables young children (ages 5-7) to create their own interactive stories and games. Children snap together graphical programming blocks to make characters move, jump, dance, and sing. Children can modify characters in the paint editor, add their own voices and sounds, even insert photos of themselves -- then use the programming blocks to make their characters come to life.

**Technologies:** **Scratch Jr. Software (free)**

**Duration:** 2 - 2.5 hours

**Numbers:** Up to 25 people

**Pre-requisites:** None

**SACE CPTD:** 10 Points

### Scratch—Advanced

Progress on to Scratch 3. A programming language that enables children to create their own interactive stories and games. Children snap together graphical programming blocks to make characters move, jump, dance, and sing. Children can modify characters in the paint editor, add their own voices and sounds, even insert photos of themselves -- then use the programming blocks to make their characters come to life.

**Technologies:** **Scratch software (free)**

**Duration:** 2 - 2.5 hours

**Numbers:** Up to 25 people

**Pre-requisites:** None

**SACE CPTD:** 10 Points

### Teaching with Tinkercad

Using Tinkercad, teachers can teach students concepts revolving around design, 3D printing, electronics and coding. This course empowers teachers to be able to use the app successfully to deliver lessons within their classrooms.

**Technologies:** **Tinkercad software (free)**

**Duration:** 2 - 2.5 hours

**Numbers:** Up to 25 people

**Pre-requisites:** None

**SACE CPTD:** 10 Points

# On Site Training (cont.)



## Google - Classroom — Beginners

Learn how to setup and begin using Google classroom, start teaching using the basic four sections of Google Classroom. Learn about the teachers and students perspectives of Google Classroom, and how it works on different devices. Deliver your first lessons with just Classroom or with Meet and Classroom.

**Technologies:** All technologies

**Duration:** 2 - 2.5 hours

**Numbers:** Up to 25 people

**Pre-requisites:** Must have a google account

**SACE CPTD:** 10 Points

## Google - Classroom— Advanced

Learn how to use Google Classroom along side a plethora of Applications from G-Suite and external apps to support Google Classroom and make it more engaging and interactive.

**Technologies:** All technologies

**Duration:** 2 - 2.5 hours

**Numbers:** Up to 25 people

**Pre-requisites:** Must have a google account and a basic understanding of Google Classroom

**SACE CPTD:** 10 Points

## Google - Forms

This course looks at how you can plan events, make a survey or poll, give students a quiz, or collect other information in an easy, streamlined way with Google Forms. Learn how you can mark simple assessments instantly without even lifting a pen.

**Technologies:** All technologies

**Duration:** 2 - 2.5 hours

**Numbers:** Up to 25 people

**Pre-requisites:** Must have a google account

## Reply slips made easy

This course looks specifically at how we can use forms to create efficiency and simplification within the daily collections of reply slips.

**Technologies:** All technologies

**Duration:** 2 - 2.5 hours

**Numbers:** Up to 25 people

**Pre-requisites:** Having a Google/Microsoft account is preferable but not necessary.

**SACE CPTD:** 10 Points



## Microsoft Excel — Beginner

Learn how to use the basics of Microsoft Excel to use in your classroom to better support not only your teaching but your marking, grading and even attendance registers. We visit features like Flash fill, Quick Analysis, Charts, Basic sums right up to CountIF

**Technologies:** Microsoft Excel

**Duration:** 2 - 2.5 hours

**Numbers:** Up to 25 people

**Pre-requisites:** None

**SACE CPTD:** 10 Points

## Microsoft Excel — Advanced

Learn how to use the Microsoft Excel on a more advanced level, to support your teaching, marking and grading. We look at Data Analysis, Excel Charting and Pivot Tables plus a few Extras.

**Technologies:** Microsoft Excel

**Duration:** 2 - 2.5 hours

**Numbers:** Up to 25 people

**Pre-requisites:** A basic understanding of Microsoft Excel

**SACE CPTD:** 10 Points

## Microsoft PowerPoint — Beginner

Learn how to use the basics of Microsoft PowerPoint. We go right from the beginning looking at simple slide design, adding content, saving and presenting your PowerPoints in class.

**Technologies:** Microsoft PowerPoint

**Duration:** 2 - 2.5 hours

**Numbers:** Up to 25 people

**Pre-requisites:** None

**SACE CPTD:** 10 Points

## Microsoft PowerPoint — Advanced

This workshop takes PowerPoint users into the advanced features of Master Slide Design, recording your PowerPoints and presenting PowerPoints live. We look at the add-ons that are available to enhance your presentations and delivery there of.

**Technologies:** Microsoft PowerPoint

**Duration:** 2 - 2.5 hours

**Numbers:** Up to 25 people

**Pre-requisites:** None

**SACE CPTD:** 10 Points



# On Site Training (cont.)



## **Microsoft Teams — Beginner**

Learn how to use the basics of Microsoft Teams, we show you what Teams is, explain the difference between the app and Desktop versions. You will learn how to create a Team, add teachers and students, create channels, chat, collaborate, set up meetings and video calls and deliver and receive assignments. You will see it from the teachers and students perspectives.

**Technologies:** Microsoft Teams

**Duration:** 2 - 2.5 hours

**Numbers:** Up to 25 people

**Pre-requisites:** A Microsoft Account

**SACE CPTD:** 10 Points

## **Microsoft Teams — Advanced**

In this workshop we look at all the supported add-ons, applications and software that work with Microsoft Teams to enhance the Teams experience .

**Technologies:** Microsoft Teams

**Duration:** 2 - 2.5 hours

**Numbers:** Up to 25 people

**Pre-requisites:** A Microsoft Account and a basic understanding of Microsoft Teams

**SACE CPTD:** 10 Points

## **Microsoft OneNote — Beginner**

Learn how to use the basics of Microsoft OneNote, we show you what Class Notebook is, explain the difference between the app , online and Desktop versions. You will learn how to create a OneNote, create sections pages, collaborate, and distribute pages and sections. You will see it from the teachers and students perspectives.

**Technologies:** Microsoft OneNote

**Duration:** 2 - 2.5 hours

**Numbers:** Up to 25 people

**Pre-requisites:** A Microsoft Account

**SACE CPTD:** 10 Points

## **Microsoft OneNote — Advanced**

In this workshop we look at all the supported add-ons, applications and software that work with Microsoft OneNote to enhance the OneNote experience. We look at integration into Teams, feedback and immersive reader.

**Technologies:** Microsoft OneNote

**Duration:** 2 - 2.5 hours

**Numbers:** Up to 25 people

**Pre-requisites:** A Microsoft Account and a basic understanding of Microsoft OneNote

**SACE CPTD:** 10 Points

## **Using PowerPoint effectively for Interactive Lessons**

This looks at how teachers with only PowerPoint can make their lessons more interactive for their students. We explore the multimedia content that can be added to PowerPoint , we focus on; Images, video and Sound. We look at how we can find them, import them, edit them and use them effectively in your lessons. This course is by far our most trained on course and we guarantee you will learn time saving tricks for creating your interactive content in PowerPoint.

**Technologies:** PowerPoint

**Duration:** 2 - 2.5 hours

**Numbers:** Up to 25 people

**Pre-requisites:** None

**SACE CPTD:** 10 Points

## **Hybrid Hacks with MS365**

Using MS365 tried and tested free apps to make lessons effortlessly fun.

**Technologies:** MS365 account

**Duration:** 2 - 2.5 hours

**Numbers:** Up to 25 people

**Pre-requisites:** None

**SACE CPTD:** 10 Points

## **Microsoft Forms Essentials**

Learn how Microsoft Forms makes it easy to collect data using forms and quizzes Easily create online forms, surveys, and quizzes, and view the results as they come in with Microsoft Forms! In this course, we'll take a close look at all the features and benefits of this new Office 365 tool! Forms is super easy to use, but also powerful enough to be used for a variety of business purposes. We'll cover what you need to know to keep your data secure and private.

**Technologies:** Microsoft OneNote

**Duration:** 2 - 2.5 hours

**Numbers:** Up to 25 people

**Pre-requisites:** A Microsoft Account

**SACE CPTD:** 10 Points

## **Flipped Classroom 101**

This introduces teachers who are interested in Flipping their classroom, this trend is sweeping across education allowing for teachers to make the teaching time spent in the classroom a lot more effective, a great introduction to schools who have technology and want to reach and support their learners in the 21st Century.

**Technologies:** All Technologies

**Duration:** 2 - 2.5 hours

**Numbers:** Up to 25 people

**Pre-requisites:** None

**SACE CPTD:** 10 Points

## **Augmented Reality**

Transform your classroom or training to make learning come alive using a highly engaging technology. Augmented reality turns static documents and images into short engaging videos, pictures or 3D objects using your smartphone or tablet device. This course will take your lessons way into the 22nd Century, and make your lessons come ALIVE. We focus on QR Codes and AR apps that are currently available.

**Technologies:** Smart phones and Tablets

**Duration:** 2 - 2.5 hours

**Numbers:** Up to 25 people

**Pre-requisites:** None

**SACE CPTD:** 10 Points

## **Explain Everything**

Create and share ideas as videos and more with easy-to-use tools and integrations. Animate and record, share with teachers and students and put them on your LMS. Explain Everything is a unique interactive screencasting whiteboard app.

**Technologies:** Smart phones and Tablets

**Duration:** 2 - 2.5 hours

**Numbers:** Up to 25 people

**Pre-requisites:** None

**SACE CPTD:** 10 Points

## **Formative Games**

This introduces teachers to interactive games that can be used with their students. These games are interactive and allow for the teachers who have only one device in the class, to classes where every student has a device, to conduct formative games to assess their students.

**Technologies:** All Technologies

**Duration:** 2 - 2.5 hours

**Numbers:** Up to 25 people

**Pre-requisites:** None

**SACE CPTD:** 10 Points

# On Site Training (cont.)



## **Wakelet 101**

Wakelet is a content curation platform where teachers and students can save links, social media posts, videos, and images as items to later be organized into private or public collections. Users can add notes to each Item in order to tell a story, ask questions, or give directions. Collections come in linear, thumbnail, or grid layouts on a scrollable page, which can be viewed on the site, through the mobile app, or exported as a PDF file. The Media View allows teachers and students to view items without leaving the site.

**Technologies:** **Wakelet application**

**Duration:** 2 - 2.5 hours

**Numbers:** Up to 25 people

**Pre-requisites:** None

**SACE CPTD:** 10 Points

## **Plickers 101**

For teachers all over the world, Plickers is a revolutionary way to collect instant multiple-choice responses from students, without requiring them to have clickers, computers, or tablets. By using a printed card with a design unique to each student, our iOS and Android apps allow teachers to scan student responses and respond in real-time. Plickers can turn assessments or check-ins into opportunities for play, engaging students by empowering them to share what they know. As a teacher, you can use student results to address misconceptions, tailor instruction, and inform long-term planning. Plickers is data without devices.

**Technologies:** **Plickers application and SMART phone**

**Duration:** 2 - 2.5 hours

**Numbers:** Up to 25 people

**Pre-requisites:** None

**SACE CPTD:** 10 Points

## **Flip (Flipgrid) 101**

This TTA and TASA course will train and equip all participants on how to use Flipgrid effectively in their pedagogical approach for the modern and technology-infused classroom of today.

**Technologies:** **Flip (Flipgrid) application**

**Duration:** 2 - 2.5 hours

**Numbers:** Up to 25 people

**Pre-requisites:** None

**SACE CPTD:** 10 Points

## **Using Popplet in the classroom**

This course will be introducing the uses of the Popplet app in the classroom.

**Technologies:** **Popplet Application**

**Duration:** 2 - 2.5 hours

**Numbers:** Up to 25 people

**Pre-requisites:** None

**SACE CPTD:** 10 Points

# Pricing

## **Face-to-Face**

Any of our courses delivered face-to-face at your school will cost R3,000.00. This will be available to all your staff, we ask that you have the correct equipment and connectivity (if needed) available for all staff to participate completely in our workshops. Any resource materials are supplied digitally for staff. This price excludes any travel, further than a 100km circumference from our offices (Randpark Ridge, Gauteng). Travel costs can be discussed separately through direct email or telephonically.

## **Live Streaming**

Any of our courses can be delivered via live streaming. And will cost R2,000.00. This will be available to all your staff, we ask that you have the correct equipment and connectivity (if needed) available for all staff to participate completely in our workshops.

## **Online Platform**

Pricing is an Annual Subscription, and is per teacher per annual year.  
Individual subscription: R200.00



Contact the Technology Training Academy  
& Tablet Academy South Africa

011 068 6699

or [info@techtacademy.com](mailto:info@techtacademy.com)



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