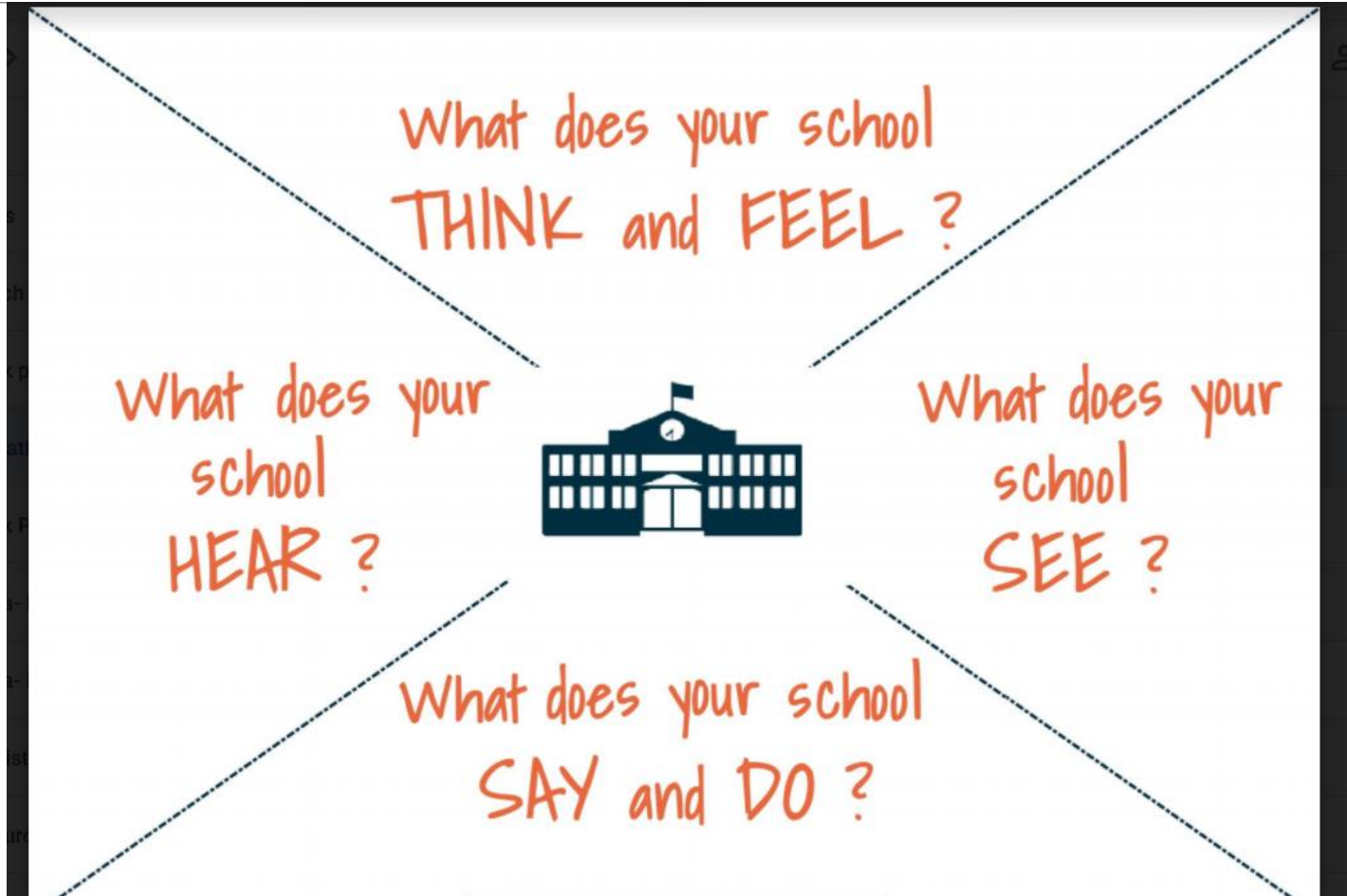


THE MOBILE IT LAB TRAINING

DAY ONE



Empathy map



Objectives

1. Improve teachers' competence in digital literacy in the delivery of quality education in their schools;
2. Advance teachers' digital capacity thus reducing the digital divide between Guyana and other developed countries;
3. Train teachers on how to navigate and utilize the platform;
4. How to set up the kit and equipment and its maintenance;
5. Initiate the uses of the kits in a real-life learning setting;
6. Advocate for the preparation of lessons and lesson plans that can be loaded onto the platform for teaching, and;
7. Monitor the teachers' response to using the kits.

Roles and expectations of coaches

1. To guide training process by disseminating information through explanations and demonstrations on the equipment and how to efficiently utilize every component of the kit.
2. To guide the process of setting up the equipment and navigation of the various features on the platform.
3. Assist in the uploading of lessons on to the ProFuturo platform

Roles and expectations of teachers

1. To actively participate in all activities.
2. To become knowledgeable of the equipment in the kit, the use, setup and maintenance of the equipment.
3. To be able to efficiently navigate the platform and deliver lessons online.

The Mobile IT Lab



Components of the kit

1.1. Our case



Keeps all the equipment safe and makes sure that it can be transported easily.



1.2. Main equipment



*1



*2

MAIN EQUIPMENT

TABLETS
(30, 40 or 48)

For STUDENT learning. They must be used responsibly to avoid damage.

LAPTOP (1)

For use by the TEACHER. It is also a server where content, applications, data, etc. are hosted.

CABLES

*1 USB cables for charging the tablets (30, 40 or 48)

*2 Laptop charger (1)

1.3. Use of the projector



PROJECTOR EQUIPMENT

PROJECTOR (1)

Projects in a wide space the contents that the teacher wants to show collectively as a teaching tool aid.

PROJECTOR SCREEN (1)

For hanging on the wall and having a better projection image.

REMOTE CONTROL AND CABLES

*1 Projector remote control (includes battery) (1)

*2 Projector charger (1)

*3 HDMI cable (1) Cable that connects the projector to the laptop.

1.4. Installing the network



INSTALLING THE NETWORK

WI-FI ROUTER (1)

Generates a Wi-Fi network that enables connection between the tablets and the laptop. This way the student can access the contents and their progress is recorded.

UPS (UNINTERRUPTIBLE POWER SUPPLY) (1)

Provides electricity to the Wi-Fi Router so that it can function.

CABLES AND CHARGER

*1 and *2 Network Cable and Adaptor(1)

*3 UPS Charging Cable (1)

*4 Connection cable (1) Cable that connects the UPS to the Wi-Fi Router.

1.5. Charging the equipment



CHARGING THE EQUIPMENT

CHARGING HUB (1)

Allows you to charge tablet batteries simultaneously.

POWER STRIP (1)

For charging all the equipment with a single plug. You can connect the laptop, projector, charging hub and the UPS to it. It is designed to resist changes in voltage.

POWER CABLE (1)

A power cable for the charging hub.

1.6. Security equipment



SECURITY EQUIPMENT

RECOVERY KIT (1)

It is recommended that you save a copy of the .apk in this pendrive, since it allows automatic installation when connecting it and following the recovery steps.

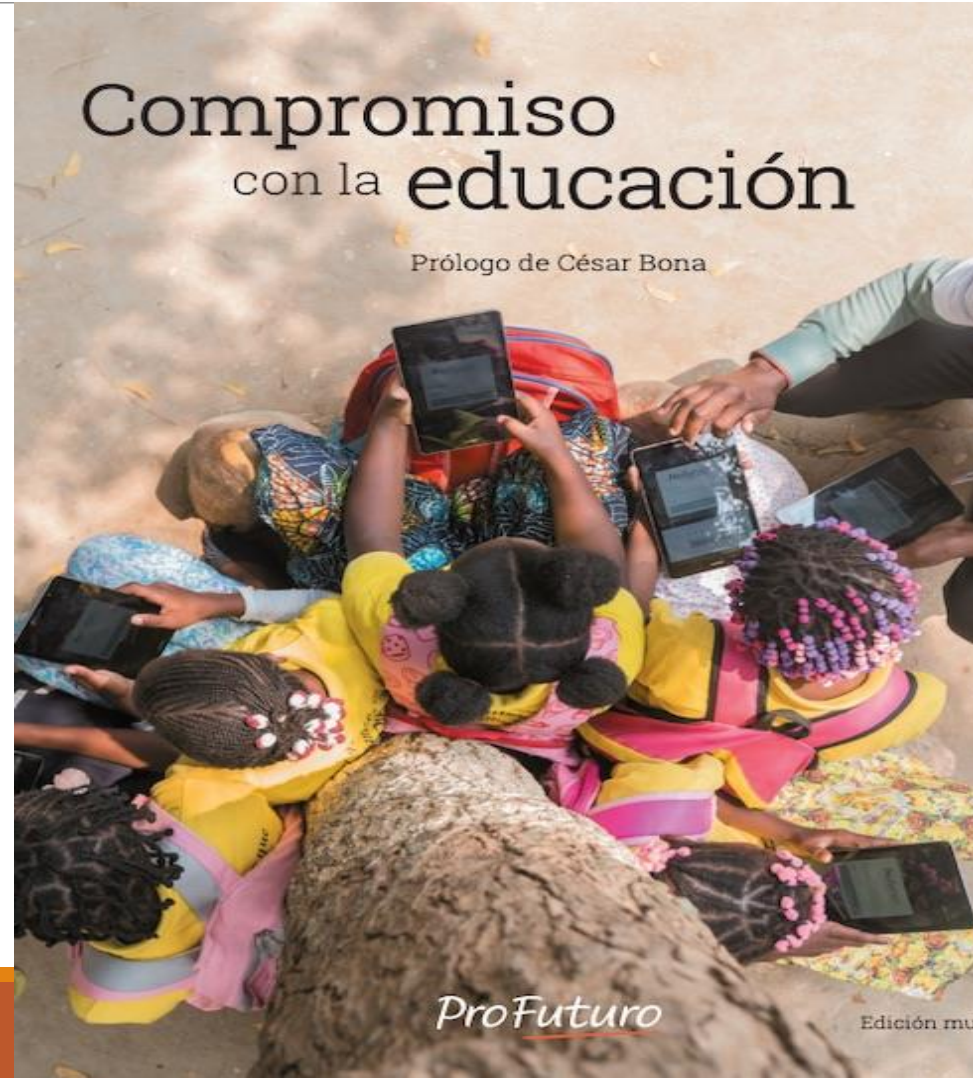
SECURITY LOCKS AND SETS OF KEYS (2)

Two sets of security locks with their keys to keep the equipment protected.

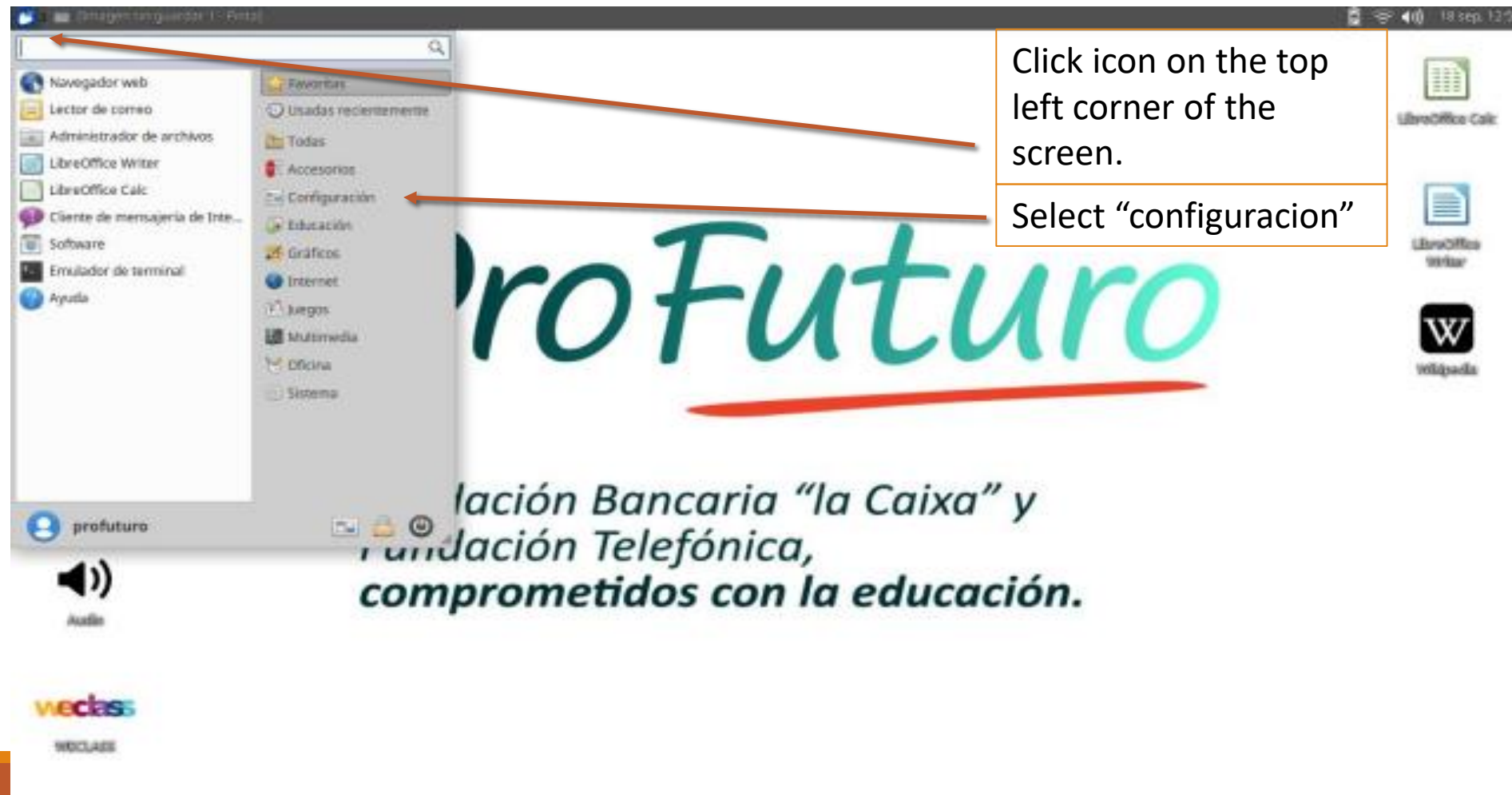
UNIVERSAL ADAPTOR (1)

Universal adaptor that allows you to connect the power strip to any power connector.

Changing the laptop language



Changing the laptop language



Select “Soporte de idiomas”



Drag “English” and drop it to the top and click “cerrar”.



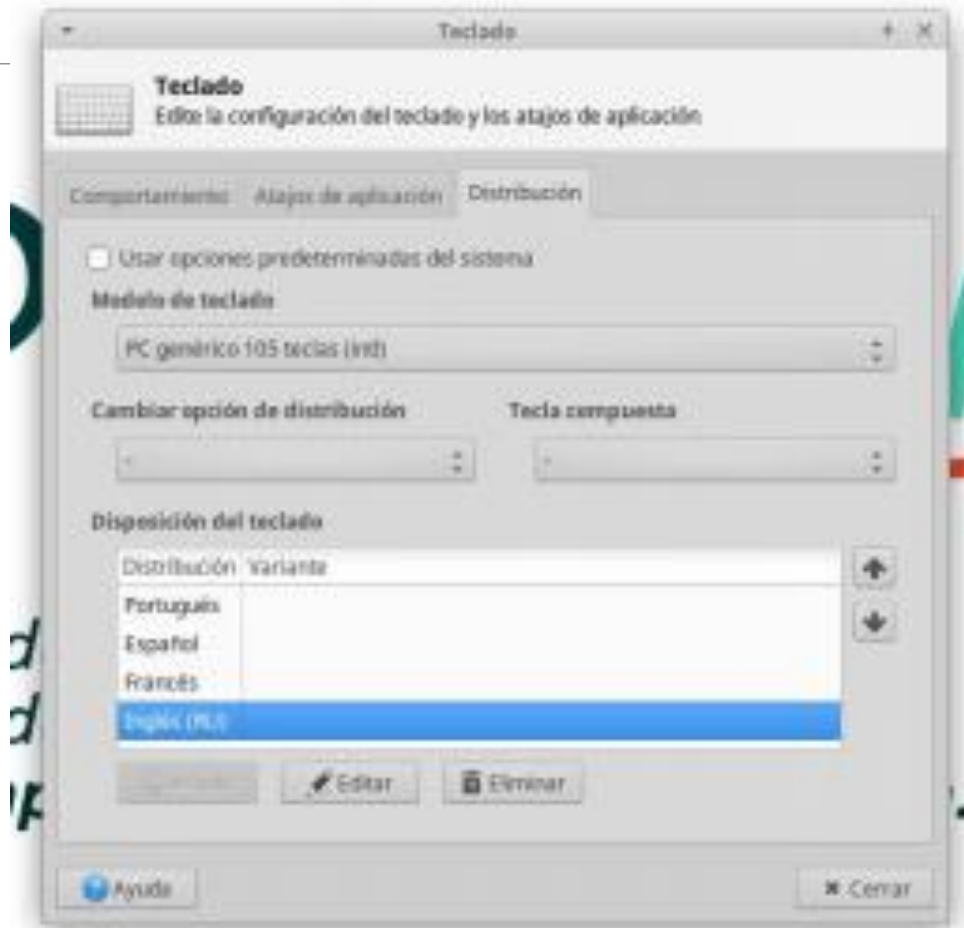
Password: escola1.
Then, click on
“Autenticar”.



Go back to “configuracion” and select “teclado”



Select “Inglés” and close this window. Then, restart the laptop.



How do I connect the laptop to the Wi-Fi?



How do I connect the laptop to the Wi-Fi?



Firstly connect the network cable between the laptop and the router.



Connect all the laptop cables to the network and the power supply.



NETWORK CABLE + ADAPTOR



Wait a few seconds and check that the Router light has come on.

1. CONNECT ROUTER AND LAPTOP CABLES

2. CONNECT UPS

3. TURN ON ROUTER

4. TURN ON LAPTOP

If it is a small case (12 tablets) connect the small router to the network cable and to a USB port on the laptop.



Then connect the UPS power cable between the UPS and the Router.



UPS POWER CABLE

Finally, turn on the laptop by pressing the On/Off button.



Connecting the Projector to the Laptop/ Enabling the Projection



Connecting the Projector to the Laptop/ Enabling the Projection

Firstly, you need to correctly connect the projector to the power supply.

To do this connect the projector to the power strip using its charger.



Then connect the projector to the laptop with the HDMI cable and turn on the projector with the remote control.



You can point the projector towards a clear surface such as a white wall or use the canvass included in the case as a screen.



The canvas screen can be hung wherever the teacher considers appropriate but it must be taut for correct viewing.

1 PROJECTOR SCREEN

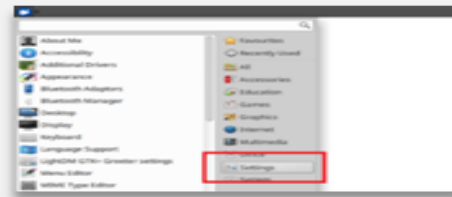


How to enable the projection

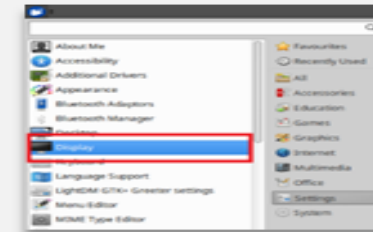
HOW TO ENABLE THE PROJECTION



Click on the white and blue icon on the screen located in the top left corner.



Click on "Settings" in the options displayed.

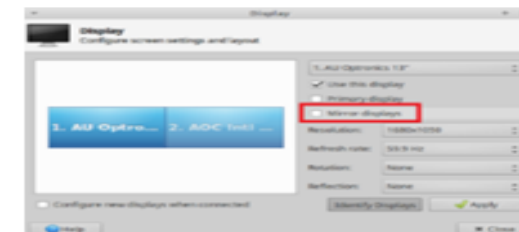


Then click on the option "Display".

The configuration screen will appear; select the new screen that appears in black or select it in the dropdown list and check the box "Use this display" and accept the configuration.



Then click on "Mirror displays" which will project the laptop screen.

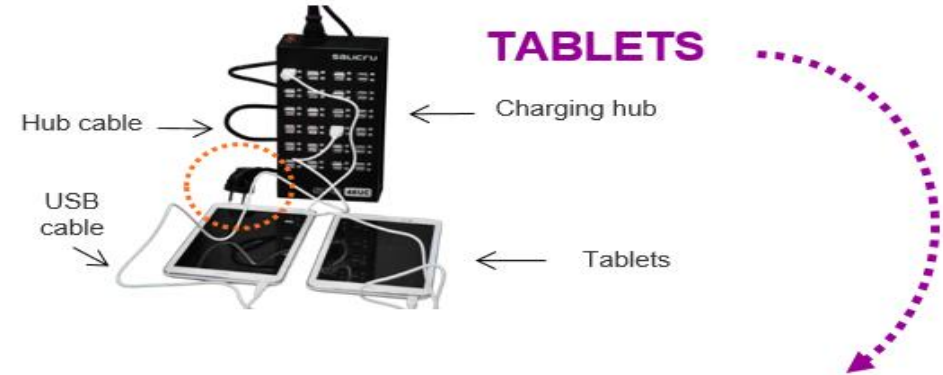


Care of the Equipment

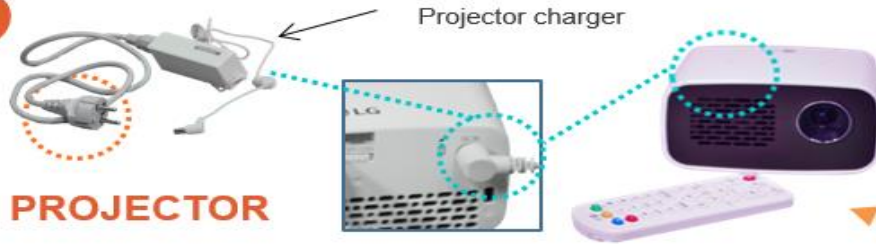


Care of the Equipment

1 Connect the tablets to the charging hub using the USB cables. Press the On-Off button on the hub. Connect the charging hub to the power strip.



3 Connect the projector to the power strip



2 Connect the UPS to the power strip (large case)



4 Connect the laptop to the power strip



5 Check that the power strip is turned off before connecting it to the mains. The circle side must be pressed.

Finally, connect the extension to the socket and press the power button.



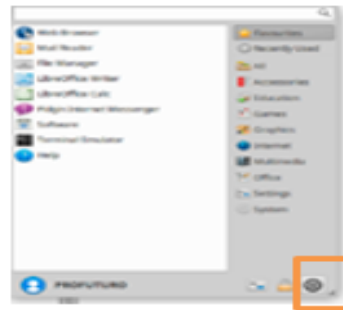
How to turn off the laptop

It is very important to turn off the laptop properly to avoid problems configuring the application or damaging the device.

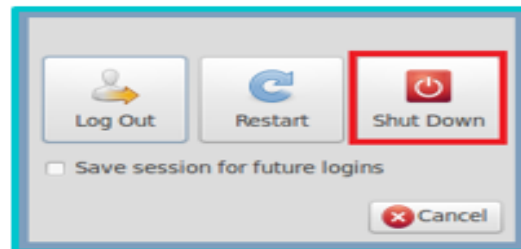
Follow the steps below to turn off the laptop properly:



Click on the white and blue icon on the screen located in the top left corner.

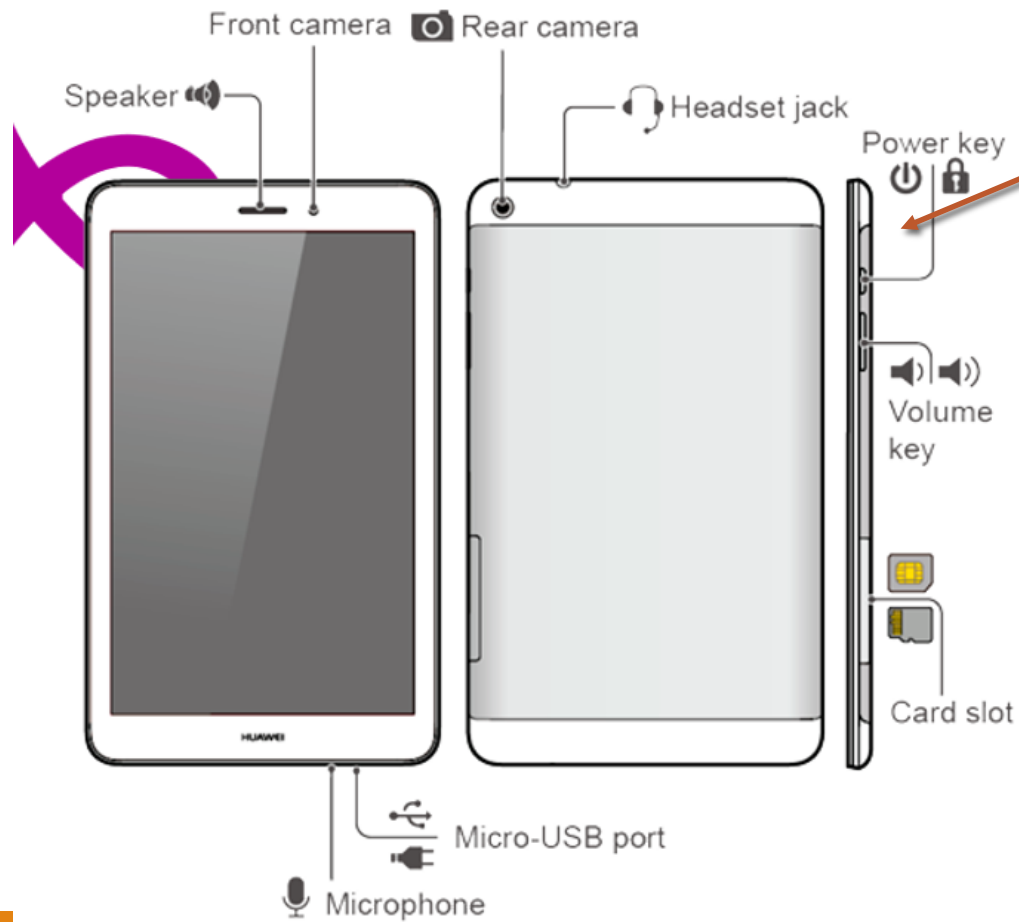


Click on the icon to turn off the device.



Press the off button and do not close the cover of the laptop until it is completely turned off.

How to turn off the tablet



Hold the power key for a few second.

Safety information



- Use the tablet resting on the table or another surface to prevent it from falling.
- Charge the equipment with all the components in the case and with the case open.
- Always charge the equipment from the power strip.
- Always turn off the laptop following the instructions in this document.
- Discharge the laptop by up to 40% twice a week.
- Do not work with the laptop connected to the mains continuously.
- If you are going to leave the laptop unused for a long period of time, keep it with the battery at 50%.

HELP AND TECHNICAL SUPPORT

- You can find additional information about the use of the equipment and the lesson management and teacher training platforms at:
 - Platform support in the lesson management platform.
 - Platform user manual.
 - Video tutorials and infographics that you will find in the “My Training” tab in the classroom management platform.



SUPPORT MAILBOX

- soporte_es@fundacionprofuturo.org
- soporte_pt@fundacionprofuturo.org
- soporte_fr@fundacionprofuturo.org
- soporte_en@fundacionprofuturo.org

Accessing the platform



Accessing the platform

1 **TURN ON THE TABLET**

Keep the on/off button pressed until it turns on.

2 **CHECK THE WI-FI CONNECTION**

Check that the tablet is connected to the laptop Wi-Fi.

SETTING > Wi-Fi "Profuturo_" + no. >



3 **ACCESS BY PRESSING THE "PF" ICON**

The first thing you will see is a small navigation guide. If you have already seen it, you can press the "Skip" button to go to the login area.

PF ICON LOGIN AREA

4 **CLICK ON THE FIRST AID KIT ICON**

To ensure the proper functioning of the application, press the "first aid kit" icon which clears the data of the previous session.

 First Aid Kit





5 **ENTER USER NAME AND PASSWORD**



6 **CHOOSE THE LANGUAGE**

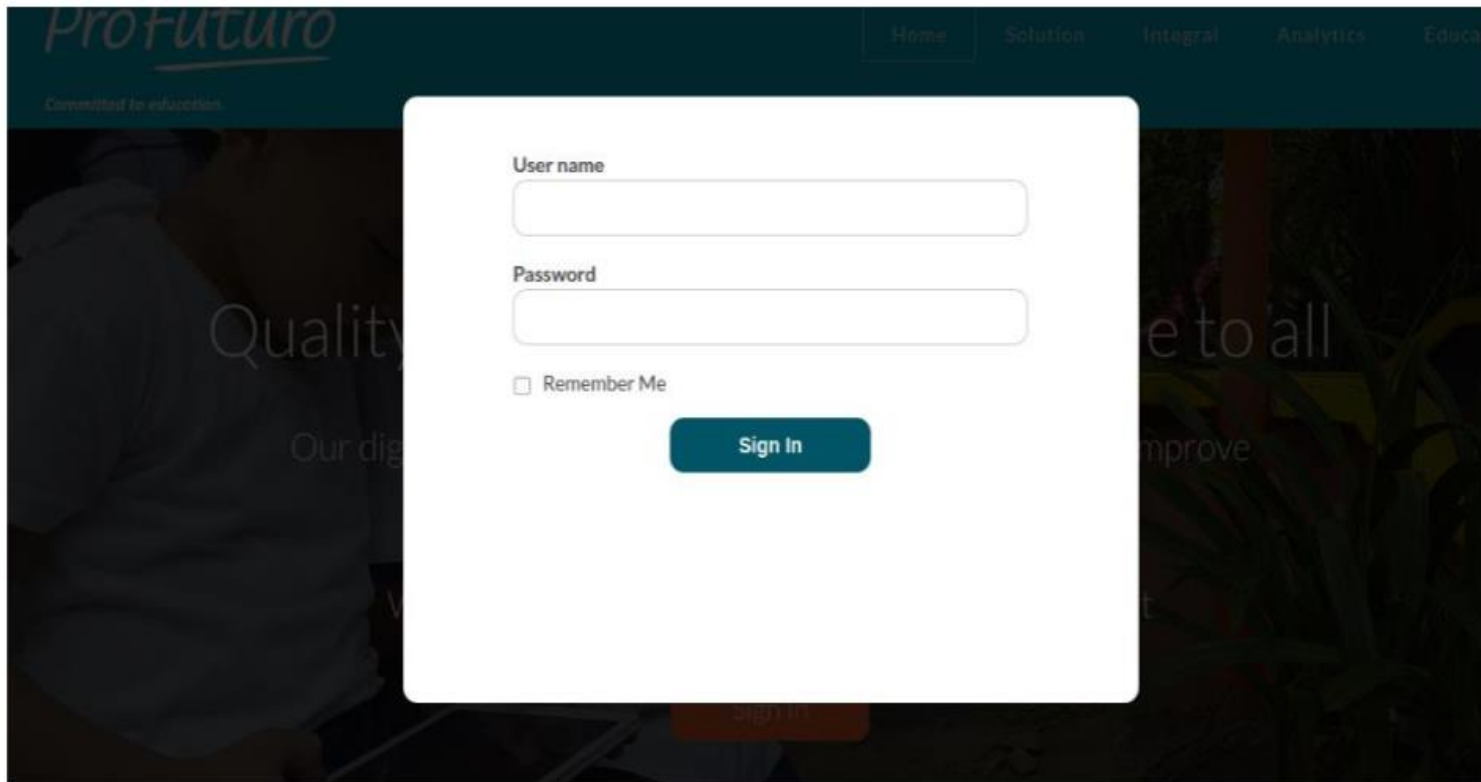
Select the language in which you want to view the application in the top left menu.

UN PROGRAMA DE  

Offline Teacher Training from laptop

To access the Offline Teacher Training portal, the teacher will have to turn on the laptop and **access the ProFuturo platform** through its respective icon on the home screen. After clicking that icon the following window will open:



The screenshot shows the ProFuturo login interface. At the top left, the logo "ProFuturo" is displayed with the tagline "Committed to education" below it. A navigation menu at the top right includes links for "Home", "Solution", "Integral", "Analytics", and "Educat". The main content area features a dark background with faint text: "Quality", "Our dig", "e to all", and "mprove". A white modal box is centered on the screen, containing a login form with the following elements:

- User name**: A text input field.
- Password**: A text input field.
- Remember Me**: A checkbox with the label "Remember Me".
- Sign In**: A teal button with the text "Sign In".

Basic concepts



Main functions of the educational platform

Managing the teaching processes:

- The teacher creates his or her learning sequences.
- Adapting the process to the needs of the pupils and to the local curriculum.
- Collaboratively create content which can be shared or reused year after year.

Access to teaching content:

Platform has a repository containing all resources needed during the teaching process, such as:

- Resources of high educational and multimedia provided by ProFuturo.
- Resources shared by teachers: Documents, images, videos and digital content uploaded.
- WEDO is an authoring tool that provides resources needed to design multimedia content within the platform.

Personalization of learning

- Platform allows you to adopt the teaching process of the pupils need.
- Creation of activities, such as: Test, survey, development activities etc.
- Assign resources according the pupils learning pace.
- Strengthen collaborative methodologies by being able to create groups.
- Set self- improvement criteria by determining the requirement for passing each content.
- Schedule activities

Performance monitoring of pupils

- Reports of pupils' progress
- Platform can be used to record pupils grades and in-person activities.
- Export grades to a spreadsheet.

Basic concepts for navigating the platform



Basic concepts for navigating the platform

Two ways to log into the platform	Website (Recommended for teachers) Mobile App (Recommended for tablets for pupils)
Types of digital resources	Digital resources are learning elements in different formats that can be found in ProFuturo repository which provides content that intersects with our curriculum and resources can be added, such as: Documents, PowerPoints, PDF, mp4 etc.
Classes on the platform	A place on the platform that consists of sequence personalized resources selected by the teacher. Pupils can be added to the class to complete assigned activities.
Types of users	Student: Logs in to classes assigned by teacher; view resources and completed assigned activities. Teacher: As access to the management function where they can create and update users, views and create resources, manage the class and pupils. Director: Views the activity of teachers and pupils within the school.

Navigating the platform



Classroom management



Classroom management platform

Log in

To log in to the management platform you must enter your user name and password which will have a teacher profile which enables you to manage users, resources and learning sequences.

After entering your user name and password you will be directed to the class management home page.

ProFuturo English Help ? Schedule 1, Teacher | Sign Out

Class Management

My page My training path Management Resources

Home | My profile

My classes

- Pronouns and verbs: talking about the past 1*A 2018
- The animals 1*A 2018
- The colors 1*A 2018
- The number 10 (TEN) 1*A 2018

Schedule

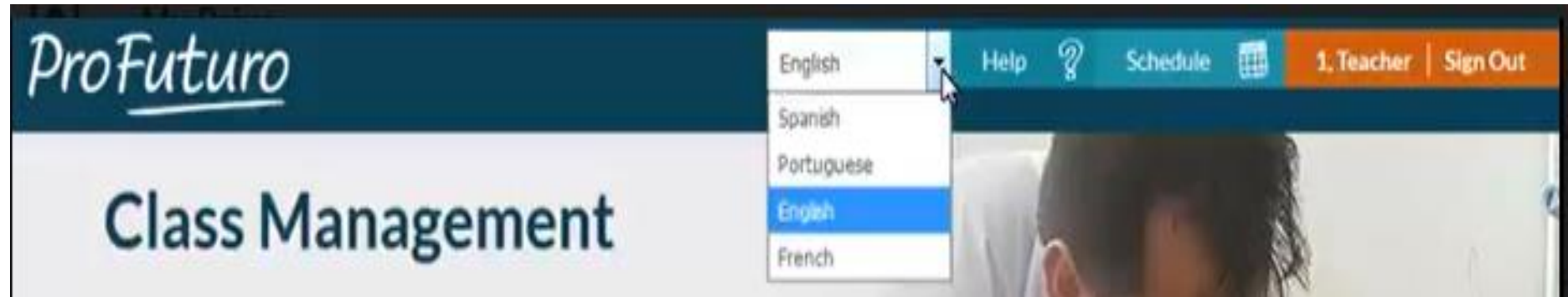
Today Day | Week | Month | Timetable

Day 2/12/18

There are no tasks or events for the selected date

0:48 / 4:05

The menu to select the language in which you want to view the platform



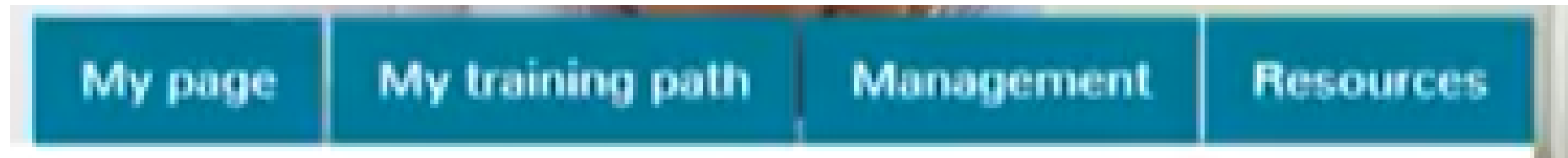
Help: Any queries on how to work the platform can be answered by accessing the instruction manual with all the information needed.

Schedule: Direct access to the scheduled activities calendar.

Profile name



The four tabs on the main menu ribbon



My page

My profile:

The default homepage where you have access to your profile to check and modify information.

Schedule:

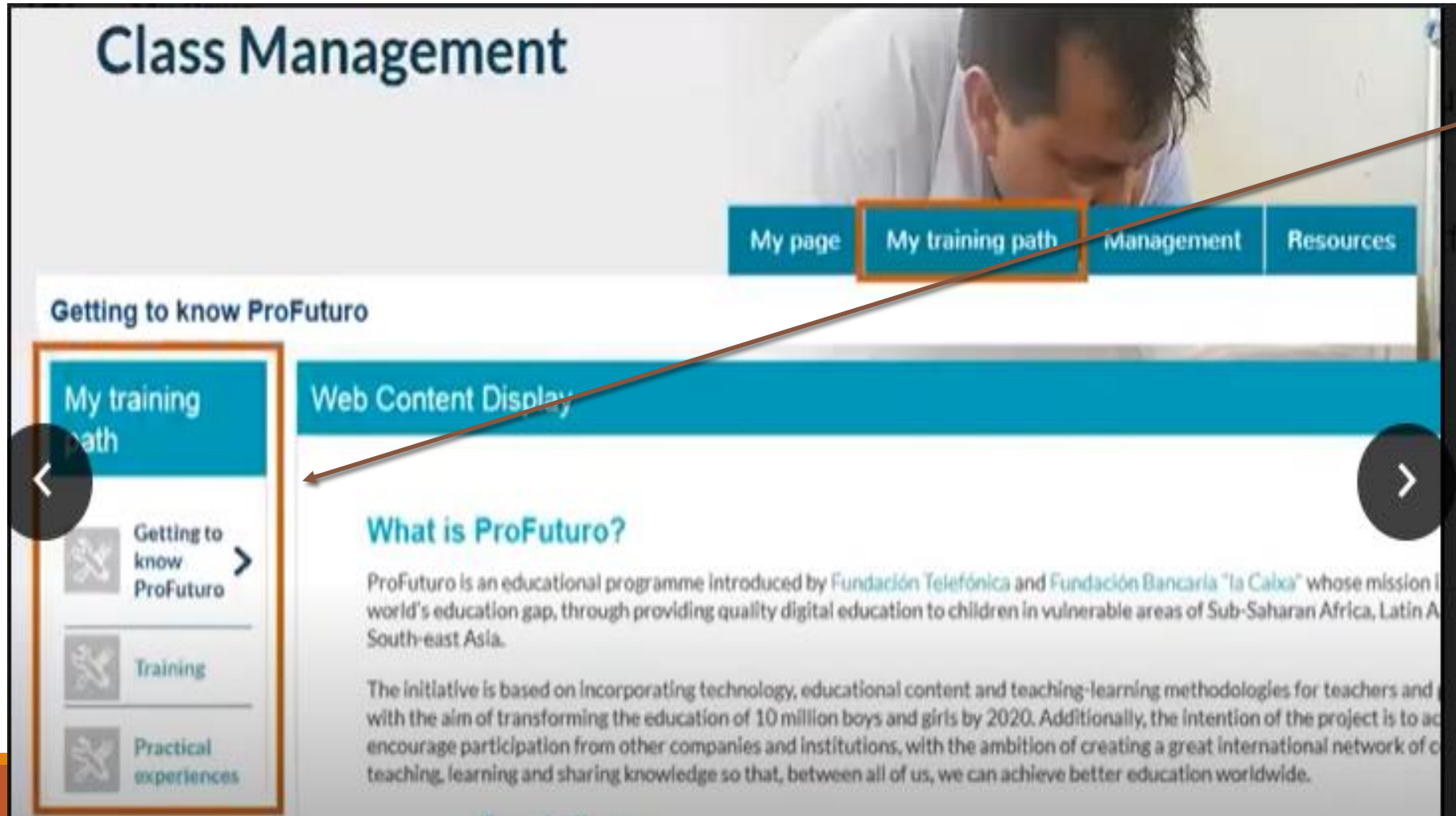
A schedule of classes and activities when they start and end.

My classes section:

shows a list of classes to which you are assigned as a teacher or student.

The screenshot displays the ProFuturo Class Management interface. At the top, there is a dark blue header with the ProFuturo logo on the left, and a navigation bar on the right containing 'English', 'Help', 'Schedule', and '1. Teacher | Sign Out'. Below the header is a large banner image of a man looking at a whiteboard. Underneath the banner is a horizontal navigation bar with four tabs: 'My page' (highlighted with an orange box), 'My training path', 'Management', and 'Resources'. Below this is another navigation bar with 'Home' and 'My profile' (highlighted with an orange box). The main content area is divided into two columns. The left column is titled 'My classes' and contains a list of three items, each with a calendar icon: 'Pronouns and verbs: talking about the past 1^A 2018', 'The animals 1^A 2018', and 'The colors 1^A 2018'. The right column is titled 'Schedule' and features a 'Today' button, a view selector with 'Day' (highlighted), 'Week', 'Month', and 'Timetable' options, and a date display showing 'Day 2/12/18'. Below the date display is a green information bar that reads 'There are no tasks or events for the selected date'. Arrows from the text boxes point to the 'My classes' section, the 'My profile' tab, and the 'Schedule' section.

My training path



My training path:
Gives access to information on ProFuturo, such as:
Training content to improve digital skills and teaching work and address queries on the content and equipment.

Management

Access different options that allow you to manage users and classes.

Users option : Register users and modify existing users.

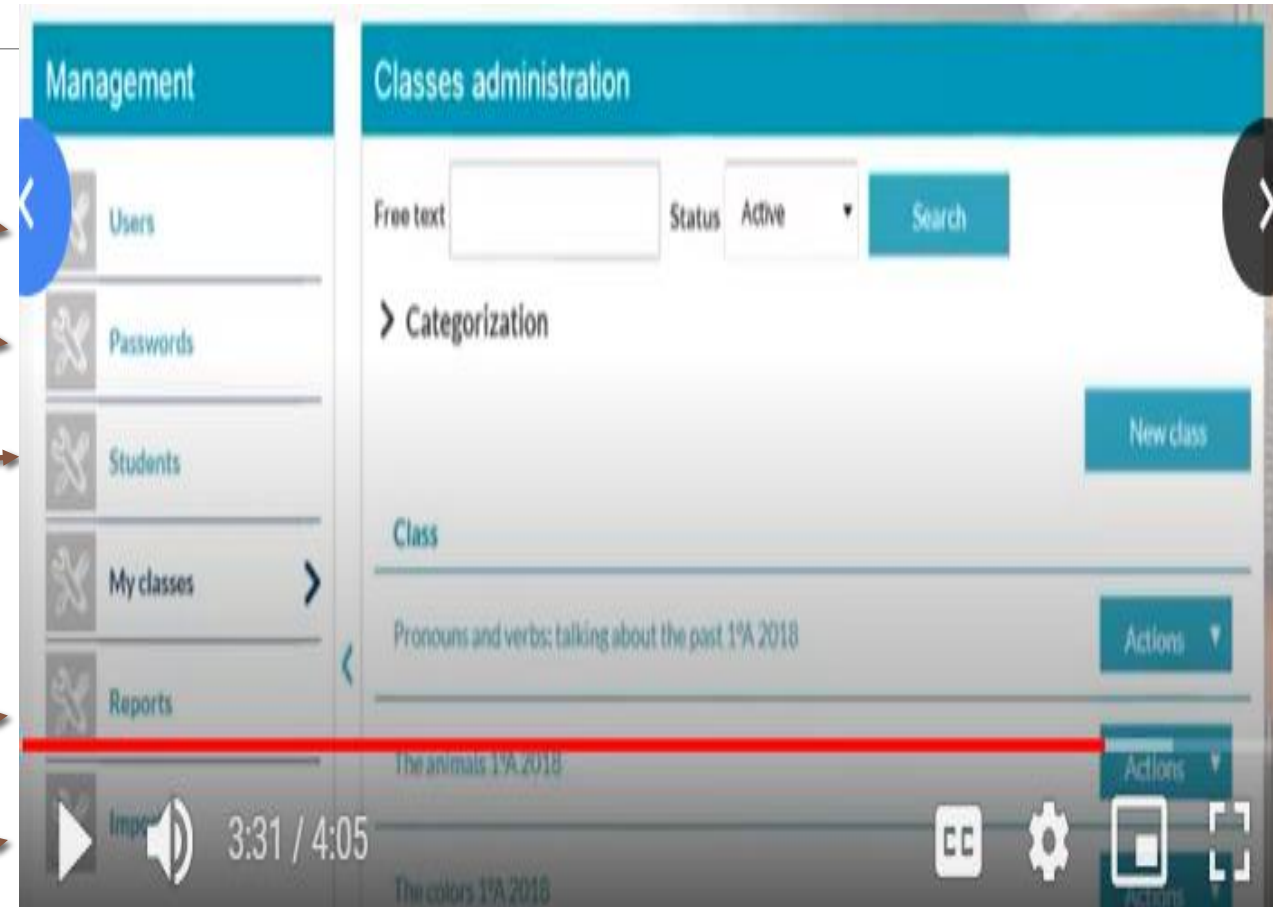
Password option: Used for resetting pass codes.

Students option: Viewing performance history of students.

My classes option: Create and manage the learning sequences.

Reports option: View aggregated data

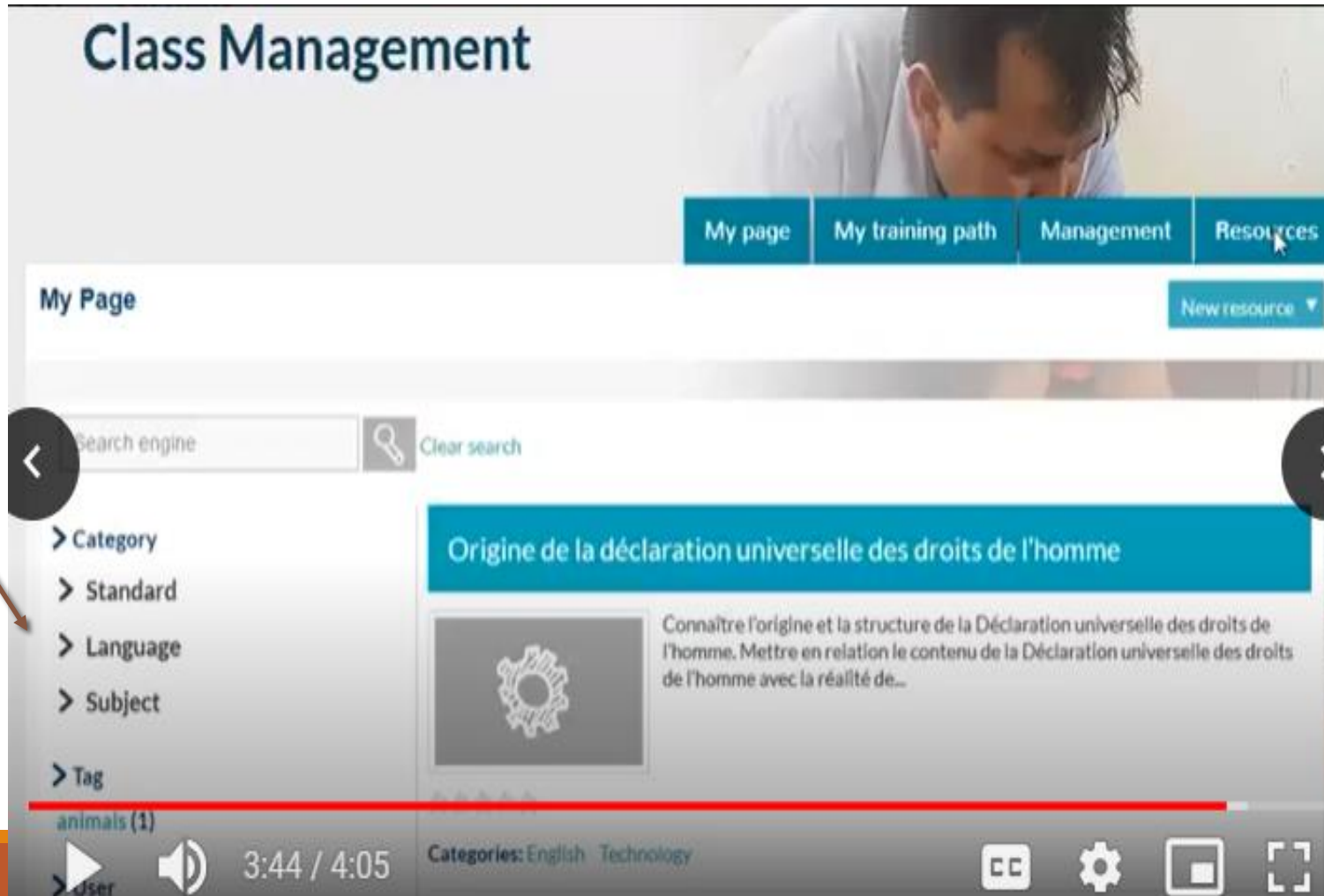
Import option: Upload a mass loading of users.



Resources

Access the repository which consist of the existing resources.

Resources are categorized to make search easier.



New resource:
Can upload new resources.