



Introduction

This report provides an overall summary of the E-Learning/online learning activities at GTEC. Most of the education institutions have shifted from traditional classroom to virtual classroom teaching as a result of coronavirus pandemic on the world. Technology assists in creating virtual classroom teaching in different geographical locations. GTEC has adopted online solution such as Moodle to provide substitute service to the conventional face to face teacher-students' interactions.

Background

Garowe Teacher Education College (GTEC) is a public institution for teacher education governed by a board of directors on behalf of the Ministry of Education of Puntland State of Somalia. GTEC is committed to making a meaningful contribution to the development of quality education system through offering comprehensive and relevant teacher education and training programs. GTEC has a vision to connect all of its stakeholders with a common purpose which is the promotion of quality education in Somalia and aims to be a center of excellence and the leading institution in teacher education in Somalia. The college is struggling to provide an adequate number of qualified teachers to keep up with increased primary and secondary school enrollment rates. Teachers enter classrooms with minimal teaching experience and education, sometimes having never studied the subject they are teaching. As a result of this under-qualification, teachers struggle in critical topics such as math, science, and English, exacerbating the trend of low academic performance. A lack of well-qualified teachers means the state is producing half-baked students.

Online Learning/E-learning

Online learning is education that takes place over the Internet. It is often referred to as “e- learning” However, e-learning as the technology and related academic services directly involves in the process of teaching and learning.

Why Use e-Learning?

Since the outbreak corona virus pandemic and its wide spread over the world, most of educational institutions have been faced to close in an attempt to contain COVID 19 pandemic. The traditional classroom teaching has been changed to virtual classroom teaching in order to prevent COVID 19 through practicing social distancing. So, GTEC has designed online learning platform to mitigate the immediate impact of its closure, particularly for pre-service training and to facilitate the continuity of teaching through remote learning/online learning. This has enabled the college to reach a wider targeted audience by providing interactive learning platform which can be used either computer or smartphone. This connect tutors with students who are spread many districts and town in Puntland. In addition, it helps the college to continues with its operation amid of lockdown situations.

Implementing E-learning

The college embraced the use of Moodle learning platform immediately after the lockdown in Somalia (18 March 2020). From 25th March 2020, the college started using this online system to offer e-learning instruction.

Variety of online learning platforms were assessed by the team from the college, especially for use in e-learning of teacher training, we, finally solved to use Moodle as it is one of the best online learning platform in the world and has capacities to provide a wide range of services. Initial stages of this system went through the following steps:

1. **Need Assessment:** To fill a gap of the college closure and online learning was the best option to address this problem.

2. **Design:** The college has a curriculum which is competence-based curriculum that emphasizes the outcome of the learning process. It comprises key issues such as learning outcome, contents, delivery methods, assessment methods and teaching-learning aids. Courses were designed to fit into Moodle course structure. First, it was designed, developed and tested model prototypes for teaching/learning.
3. **Development:** in this phase, the tutors revised course modules which have already been developed in order to make them simple and easy for students to follow and understand.
4. **Implementation:** The main task of the college was to integrate the Moodle system to the college's website, uploading course modules and other activities (quizzes, assignment among other) and training tutors and students to facilitate and have access online courses respectively. The trainings were on short introductory sessions to enable tutors to upload course contents/module, quizzes, assignments and discussion forums as well as students to access live online learning.
5. **Evaluation:** We have already observed through our mini evaluation report from tutors and learners, that this Moodle platform are largely successful in conducting the teaching-learning process. What remains is to assess the impact of this system on students' performance largely because it is still newly implemented and all parties are acquainting themselves o it.

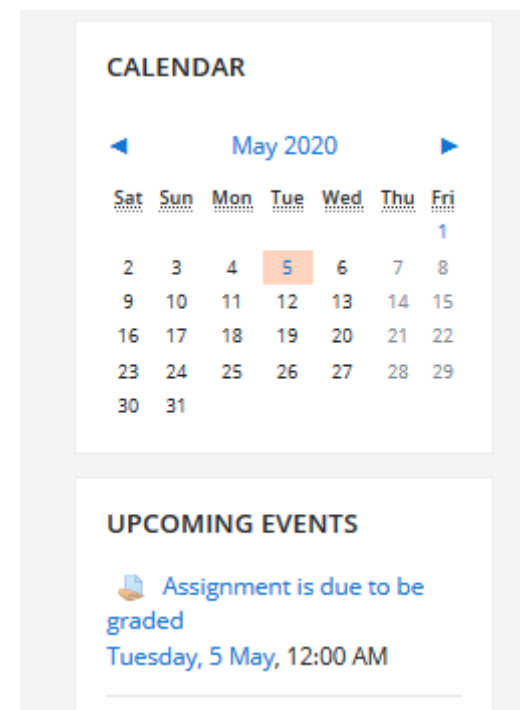
Online/e-learning Features

The online platform that is currently used by the college can offer effective instructional methods as below:

1. **Course Module:** This enables tutors to create a multi-page resources as book format that consists of chapters and subchapters. It can contain texts, pictures, audios and videos. The information will be displayed in sections and there are navigation bottoms. It enables students to read text, listen audios and watch videos.



2. **Live Session:** This is video conference that gives tutors to host and manage online learning. It allows them to record sessions for future use. It can be used by the students for those who missed the live session. This is an interactive session that connect tutor and students in a virtual classroom.
3. **Quiz:** This allows tutors to create quizzes including multiple choice, matching, and short answer. As quiz can be attempted multiple times by different students. The questions are shuffled at any time there is an attempt. Quiz is marked automatically and results will be recorded in gradebook, where both tutor and students can have a look at the results of the quizzes. Tutors can set quiz dates and time as well as duration. For example, 10 multiple questions can be given 15 minutes to do it.
4. **Assignments:** These activities enable tutors to create assignments, collect through online, mark it and give feedback to the students. Students can submit assignment through attachment (Doc, PDF, and others) or can write the answer in a text box that is provided by the system. Assignment can be graded using numeric or custom grade and its results can be recorded in the gradebook which both tutor and students can see.
5. **Chat:** This activity enables students to have text-based discussion. The chat may be repeated in every topic. Chatting text can be saved to be available for everyone to view or restricted to some users.
6. **Forum:** This is a platform where students can have forum discussion. Participants can subscribe to receive notification of new forum posts. Students can be allowed/restricted to post more than one post. Forum posts can be read by tutors and students (peer evaluation).
7. **Useful Links:** This enables tutors to provide web links as course resources or other documents.



8. **Course Calendar:** It highlights important events such as quiz and assignment date, forum and others.
9. **Attendance:** It is a feature that allows tutors to record course attendance.

E-Learning Approaches

- 1- **Self-directed learning:** learners are alone and completely independent while reading course materials, watching videos, performing quiz or assignment created by the tutors. This engages students to learn by doing which is the best teaching-learning approach.
- 2- **Instructed-Learning:** These include live session, forum discussions, chatting and feedback provided by the tutors. This creates learning environments that simulate students to grasp various skills and deep understanding of the concepts.

Current Status of Online Learning

Since the last week of March 2020, GTEC offers interactive online system. It is the only higher education institutions in Somali, which uses Moodle online platform with live session and other features as mentioned above.

- Tutors provide different functions such as supporting students' learning, teaching online, students assessment, and preparing teaching materials to support students.
- Contact between management, tutors and students is done through electronic such as, live session, chatting, forum, e-mail and feedback.
- Students attend live session and access learning materials that have been posted on the website. They also perform quiz and assignments for the different course units.
- At the beginning some students faced a few challenges on the usage of Moodle. However, the college provides video tutorial on how to use Moodle.
- Students are simulated by using various techniques to enhance teaching through the provision of interactive tasks and technologies such as videos, live session, chatting, and forum discussion.
- Online delivery has reached all the students at everywhere including those living outside of Garowe city.
- Students spend more time on online learning than traditional teaching. It has been observed that some students spent about

60 hours per week which is more than 100% of attending traditional classroom teaching.

- Teaching can be done any time, while it was usual a shift from the 7:00 am to 1:30 pm in the traditional classroom teaching.
- There is online feedback, as both tutors and students can make comments and question on read materials.
- IT team regularly gives support to both tutors and students and consistently enhance online system to add new features that improve teaching-learning and stimulate students.
- Learning and discussions activities have been designed that capture students' experiences while they are away keeps them engaged and gives teachers valuable feedback on how the students are feeling. It also provides opportunities for multiple perspectives in learning that might not happen if students were all physically together.

Today, GTEC provides full online learning, where most teaching and learning materials are made available to the students. All the students were given access keys to enroll in their study courses. They can use:

- GTEC web site: It only requires to log in at student portal at right hand side of the website and enter username and password.



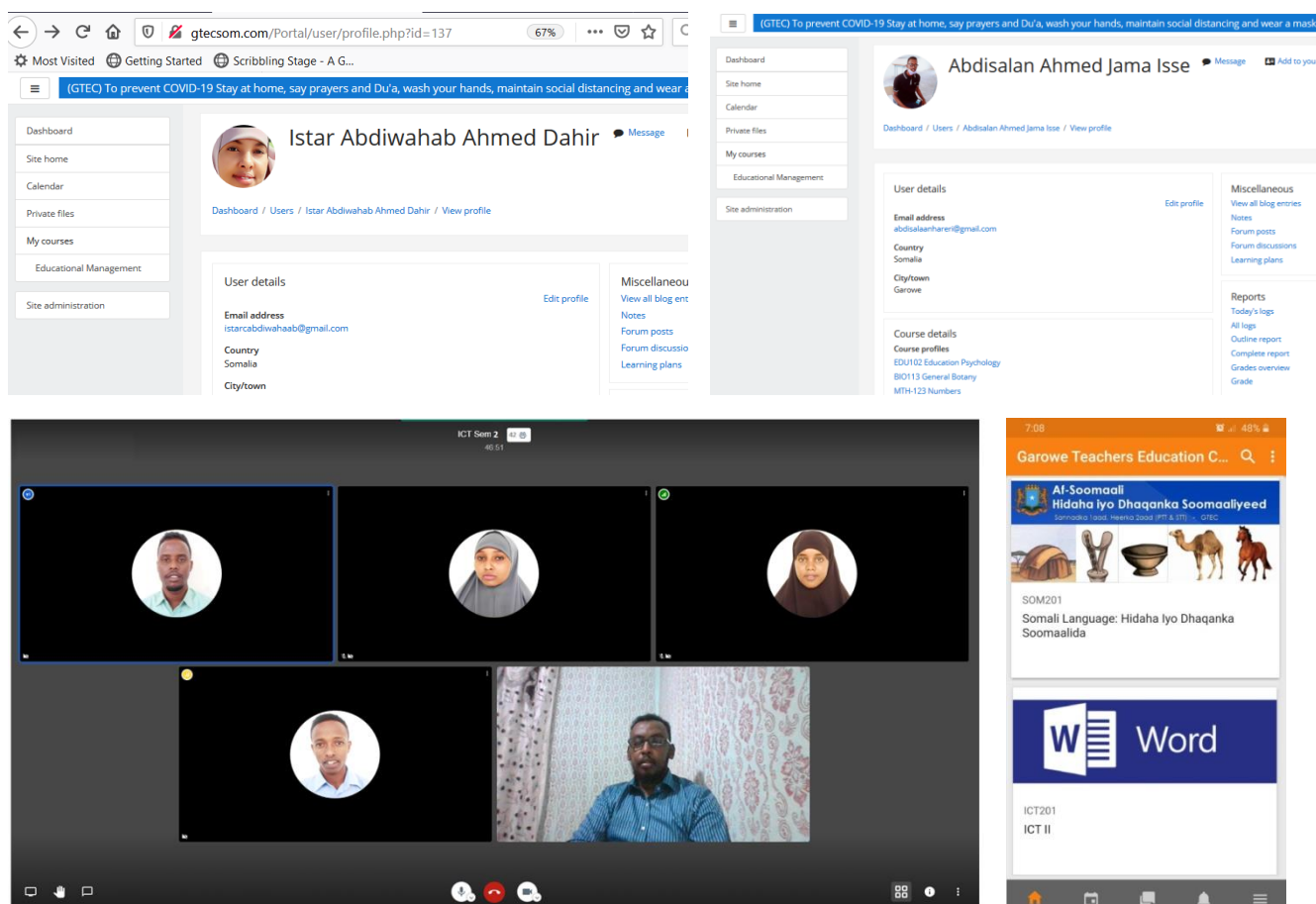
- On Smartphone: For students using the smartphones, they are required to download Moodle App from google play store then put



(<http://gtecsom.com/Portal/login/index.php>). Then User name and password must be entered. Students access to Moodle through active internet connectivity is required. However, later on, they can access the resource offline. This is a great advantage of Moodle.

Conclusion

GTEC offers online learning for its audience to fill a gap in teaching traditional classrooms. GTEC online learning has various features including live sessions, chatting, forum, quiz, assignment, course contents and others. Based on the general observations, the students have grasped more concepts through online learning. They have done quizzes and assignments through online. The college will determine whether the current online learning will address key e-learning needs. The main challenge is the limited ICT knowledge of tutors and students. This affects the effectiveness of any e-learning for teacher training. It is recommended that several improvements that could be made to the college policies, website, software version and IT architecture which will enable a strategic vision should be developed for effective e-learning practices. Assessment of online learning will make clear areas that need to be improved, so, the college will assess online learning regularly. As online learning system needs continues upgrading and improvement, technical and financial support are needed.



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☰ (GTec) To prevent COVID-19 Stay at home, say prayers and Du'a, wash your hands, maintain social distancing and wear a mask when you meet people 🔔 🗨️ 2

ICT II

Participants

Badges

Competencies

Grades

📁 Microsoft Word Processing

Dashboard

Site home

Calendar



Private files

My courses

Educational Management

Site administration

Microsoft Word Processing Your progress 📊



Specific Objectives:
By the end of the unit the learner should be able to:

- Use MS Word program to create, modify, spell-check, and grammar-check, save, and print a simple document.
- Use MS Word program to enhance the appearance of a simple document by using centered, right justification, boldface, underlined, italicized text, etc.
- Use MS Word program to change the default page margins and line/paragraph spacing.
- Use MS Word program to create a document with headers, footer, and footnotes.
- Create and format tables.
- Use different drawing objects.



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⚙️ Most Visited 🌐 Getting Started 🌐 Scribbling Stage - A G...

☰ (GTCE) To prevent COVID-19 Stay at home, say prayers and Du'a, wash your hands, maintain social distancing and wear a mask when you meet people

ICT II

Participants

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Dashboard

Course Module

Course Attendance

Assignment #1

Quiz

Chat Room

Usefull Links

ICT Live Session (Every Wed @9:40am)

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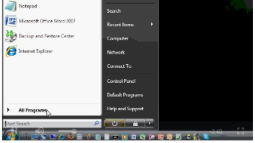
Site administration

Introduction



What is Microsoft Word?

A word processor is a computer program used to create and print text documents that might otherwise be prepared on a typewriter. The key advantage of a word processor is its ability to make changes easily, such as correcting spelling, adding, deleting, formatting and relocating text. Once created, the document can be printed quickly and accurately saved for later modifications










Starting and Exiting Microsoft Word

Use the start menu: Click Start > All Programs > Microsoft Office > Microsoft Office word 2007.

See the illustration

ONLINE USERS

(last 5 minutes: 7)

-  [Abdirahman Sheikhdon Ali](#)
-  [Istar Abdiwahab Ahmed Dahir](#)
-  [Ishrak Khadar Yusuf Husein](#)
-  [Kasozzi Moses](#)
-  [Hassan Mohamed Abdi Diriye](#)
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