Knowledge Network® Resource Toolkits

Knowledge Network® Resource Toolkits provide educators with comprehensive Session Plans (similar to lesson plans) and projects for an outcomes based, project- and goal-oriented, active learning environment. Projects are fun, stimulating and challenging for all levels of learners and easy for educators to follow and present.

Each Session Plan contains a brief for the learners. The brief is intended to inspire, motivate, focus, direct and guide the learner through the learning process. Briefs may be changed by the educator to fit in with the theme for the term, or to develop learners in the learning environment.

The Session Plan design and projects are ideally suited to a multi-lingual, multi-cultural learning environment with between 25 and 40 learners per class.

Types of Resource Toolkits
Progressive
There are two types of Resource Toolkits: progressive and non-progressive. Progressive Resource Toolkits consist of Session Plans that need to be followed in the sequence in which they appear in the Toolkits. Progressive Resource Toolkits are for learning programmes where learners start on one level and continue with the next level the following term, semester or year. For example, Graphics Level 01 and Graphics Level 02.

Progressive Resource Toolkits are mainly used for Specialized Field of Study Programmes, Integration of Technology across the Learning Areas, Computer Applications, IT skills and preparation for specific curriculum examinations such as College, School, Knowledge Network®, ICDL or MOUS.

Non-progressive
Non-progressive Resource Toolkits consist of session plans that can be used in any sequence.

Non-progressive Resource Toolkits are for Computer Skills and IT Applications and may consist of sessions covering Windows, Word Processing, Desktop Publishing, Graphics, Web site Development, Access databases, Publishing, Spreadsheets, Multimedia Projects and other computing disciplines.

Non-progressive Resource Toolkits are ideal for learning programmes where learners do not start on one level and continue with the next level. Non-progressive Resource Toolkits are for computer literacy classes, skills development and integration, and application-specific learning programmes.

For example, for learning over a 3-year period, an educator may decide to use a Computer Application and IT Skills Resource Toolkit in the first year, in the second year a Graphics Resource Toolkit and in the 3rd Year, a Multimedia Projects Resource Toolkit.

There are Knowledge Network® Resource Toolkits for Computer Skills and IT Applications for Pre-School, Grade / Year 0, Grade / Year 01 - 03, Grade / Year to 04 - 07, and Grade / Year 08 - 12. Educator-definable Resource Toolkits consist of Session Plans selected by educators for a specific learning programme that is being run by their School or learning environment.

What you need
Session Plans are easy to follow. Educators need a basic knowledge of computers to be able to use the Session Plans, except for specialised field of study programmes where experience or training is recommended to achieve the best results from the learners.

Minimum hardware requirements
- Windows options and accessories
- Any hardware configuration that can run Windows and MS Office and provide simultaneous, highspeed access to electronic research software by a number of workstations.
- Network printer (black and white)
- Scanner (optional)
- Microphones (optional, used for sound recording) Some schools have one microphone for sound recording sessions.
- Digital cameras (optional)

Minimum enabling software requirements
- Windows (any version)
- MS Office (any version)
- Encarta or the Internet for electronic research
- Internet or internal network email for electronic communication.

For Resource Toolkits including sessions on web site development, databases and publishing:
- FrontPage and graphics software
- Access
- Publisher

For Resource Toolkits including Knowledge Network® Educational Software for Junior Primary:
- KN-6to9 or KN-3to5 for Pre-Schools

Knowledge Network® educational software for Junior Primary consists of fun activities to develop keyboard skills, creativity, lateral thinking, logic, problem-solving ability, listening, concentration, memory and basic math skills.

Timetabling
Session Plans are 30 - 50 minutes each. Each Resource Toolkit consists of between 32 and 46 Session Plans. Resource Toolkit Session Plans can fit in with any timetabling for computer classes - one lesson a week for 30 - 50 minutes per lesson, or two lessons a week for 30 - 50 minutes per lesson.

Educator training
Training on how to use the Resource Toolkits is not required, except in the case of Resource Toolkits for specialised fields of study. The Resource Toolkits contain a section on "How to use the Session Plans" and how to gain the best results in the classroom.

Session Plan design for ease of use by educators
Knowledge Network® Session Plans contain objectives of the session, brief for the learner, demonstrations, and projects. Educator notes, tips, problem-solving, background information and reminders are included in the Session Plans.

Preparation time for sessions
For educators with a basic knowledge of computers, preparation time is minimal. The Session Plans are designed for quick access to information during the lesson, where required.

Projects
Projects are learner-centered and cover real-life applications, including business applications. Learners gain skills they can apply to schoolwork, computer applications at home and in the workplace when they leave schools. Emphasis is placed on using a computer as a tool for life and learning.

Knowledge Network® Levels
Level 01: Session projects are shorter and time is spent developing the learners' creativity and lateral thinking skills so that they are able to apply their knowledge in other areas of their school life. Level 02 and 03: Session projects are longer and more complex. To complete the projects on these levels, learners need to work faster and smarter. Learners also need to be able to plan their approach to the projects and manage their time.

There are 4 levels for Senior Primary and 5 Levels for High / Secondary.

How to order and receive your Resource Toolkit
Complete the Resource Toolkit Order Form and fax to Knowledge Network®. Payment is required on invoice. The Resource Toolkit is then sent via courier to the school. The Resource Toolkit contains: "How to use the Resource Toolkit", the Session Plans and any learning management tools, such as planners, progress reports for multimedia projects, and sample projects for demonstration, where applicable.

Projects CD
A CD containing the projects is optional and is generally only used by schools with data projection facilities. The CD is Resource Toolkit-specific.

There is a charge for a customized project CD for Educator-definable Resource Toolkits. Project CDs need to be ordered, as they are not automatically included in the Resource Toolkit.

Support on starting and on-going support
On purchasing the Resource Toolkit you become a Registered User of the Resource Toolkit, which entitles you to support via phone and via email. When you receive your Resource Toolkit, you will receive a call from Knowledge Network® to work through the section on "How to use the Resource Toolkit" with you. In most cases this is not required, but provides an opportunity for questions and immediate answers to help you get started, the easy way. Thereafter, support is as and when you need it.

Updates
Updates to Resource Toolkits are released when required. You will be notified of the updates. There is a minimal charge for the updates. Updates are optional.

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Knowledge Network®