



Why and How to complete your daily checklist and lab schedule



A Why do you need to complete the daily checklist and Lab schedule?

1. The daily checklist is used to gather data for the Monitoring and evaluation team's lograme and we as Edunova are held accountable for all our **targets** and **outcomes**. We therefore need to measure everything we do in our schools.
2. The daily checklist and lab schedule accounts for school points for the point and star system and therefore has to be extremely accurate!
3. Completion also gives the ITEs **and** schools points. Late completion and upload result in less points. So make it part of your daily upload routine! Failure to complete and upload your sheets and PoE can result in warnings and more!

B How to complete the daily checklist:

1. Download the latest checklist from here: bit.ly/kiltdailycapture
2. Complete the ticklist part as you do the actions: Do this DAILY!!!!



ITE Daily Checklist and Data capture



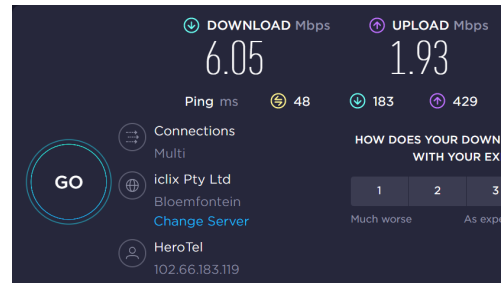
School:	Date:	Total POSSIBLE lab periods:
Your Name (s):		
1	Unlock lab - Switch lights on, open windows on and dust and sanitize the labs.	
2	Check in with a groupsie / selfie (by 8 am)→ ITE Whatsapp group	
3	Switch on workstations + server and check that all is working. Check desktop licenses (70 days left→ Easton) - check guides! Note problems. Report technical problems (Easton) License countdown . Check website - ITEs	
4	Do speed test on teacher station and workstations and record speed (Take averages during the day (www.speedtest.net) Upload to Speedtest folder.	
6	Prepare and assist teachers during scheduled lab use. Ask teachers to sign lab schedules and insert learner numbers, subject, topic.	
7	Prepare for after school FUN and Robotics club activities.	
8	Manage and facilitate after school Fun club -• Take and record attendance	
9	Complete your online google form capture , file this form (e.g February 15, 2023)	

- 2.1. Complete the school, and the date and add all the ITEs names.
- 2.2. The groupsie should be done as soon as all the ITEs have arrived at school, but definitely before 8am. Any check-in after 8am will be considered late and subject to a warning. If you have 3 late warnings, you will be called for a

disciplinary. If the groupsie have the IT coordinator in or the principal, extra points will be allocated. See [points sheet](#)

2.3. Switch on all the workstations and check that they are all working. [Check desktop licences](#) if it has **70 days** left, let Easton know) - [check guides!](#) Note problems. Report technical problems using the [ticketing system](#) and whatsapp Easton.

2.4. Do speed test on the teacher station by going to www.speedtest.net Note the down(load) speed as well as the up(load) speed. You can also do this test when there are learners in the lab to see if there is a difference. Use the lowest speeds to complete the data below. Anything under 7 (download) is slow. Do screenshots and upload to folder.



2.5. Technical problems. If a workstation is not working. Do a troubleshoot ([see tech how-tos](#)). If the workstation/pc still does not work, make a note on the data list below. If more than 4 (or 5%) of the lab workstations are not working, log a ticket with specific information e.g. how many are not working and for how many days. If the server is not working, log a ticket immediately!

2.6. [6] The teacher only sign if they stay with their class in the lab or do their lesson in the lab using the computers. If you “babysit” the class then you say ITE (and your name) in the Teachers block and sign. During the lab lesson, help in whatever way you can! Have some fun things ready to do with the learners for if the teachers are not there!

2.7. [7] Prepare for after school Fun and Robotics club activities. Receive and manage catering for Robotics. Print the attendance register. Make sure that learners sign it for the clubs. Capture it in your After School Club spreadsheet.

2.8. [8] Make sure that you are prepared for your afterschool club training session. ([See afterschool Club standard operating procedure](#)). Remember to camscan the afterschool club register and upload it to the school Afterschool club school folder. Complete your afterschool information and recordal sheet. Always remember to take some photos of the learners during the cluotos of the club. (Another way of attendance register- visual.

2.9. CamScan this Checklist page on completion, upload to the school folder and then enter the page data on the online google [form here:](#)

3. Information:

10	How many workstations working? Not working? →	WORKING	NOT WORKING
----	---	---------	-------------

3.1.

Count all the workstations including the teacher station. It should be the same every day! If there are more computers than the day before- why- give a

reason e.g. Easton brought a new computer. So in the first block give the **TOTAL** no of workstations and in the second block the number that is **NOT** working. If it was working for part of the day, don't count it. Also see point 2.5 above.

3.2.

11	Is the server working? Yes / No (for most of the day)	
----	---	--

If the server was working for most of the day- say yes Also see point 2.5.

3.3.

12	Network speed: www.speedtest.net Download Upload speed	DOWNLOAD	UPLOAD
----	---	----------	--------

Open Chrome and type in the speedtest link. Write the download speed in the first block and the upload speed in the second block. Take the average of 3 checks during the day (with and without learners in the lab)

3.4.

13	How many lab lessons actually took place?	
----	---	--

Count the number of lessons that **actually took place** during the day- the lessons where you or the teachers names are completed on your daily schedule.

3.5.

14	Possible lab lessons How many lessons could the lab not be used for learning (loadshedding, Sport, other→ note on schedule)	POSSIBLE	NOT POSSIBLE
----	--	----------	--------------

Possible lab lessons = the number of lessons that there possibly could be learners in the lab. Not possible = lessons that makes being in the lab not possible e.g loadhedding, sport etc) Always remember to draw a line through not possible lessens on your daily schedule.

3.6.

15	How many teacher ITE lessons in the day (excluding no lessons)	TEACHER-LED	ITE-LED
----	--	-------------	---------

Count from your daily schedule sheet, how many lessons were done by teachers and how many you did. The total should give you [13] See 3.4

3.7.

16	How many total Learners in lab during after school hours. People in the lab during the day after school (count per person not lesson)	DURING DAY	AFTER SCHOOL
----	---	------------	--------------

Count, for every lesson, how many learners were in the lab. **If it is a double lesson x1 (per person)**. Add all the learner no's up for during the school day. Add up how many learners came to the fun clun or robotics session for After school.

3.8.

17	How many learners in afterschool class: Robotics Fun club	ROBOTICS	FUN-CLUB
----	---	----------	----------

Count your attendance for Robotics and or Fun club. Should be the same as [16]

3.9.

18	How many meals were delivered to the Robotics session?	
----	--	--

How many meals were **delivered**?

3.10.

19	Any technical problems, changes? Yes / No	
----	---	--

If yes- see and complete [22]

3.11.

20	Did you liaise with the ICT coordinator? Yes / No	
----	---	--

The IT co-ordinator is your mentor. Make sure that you speak to him/her every day and get them to sign the sheets. Do reminders about the fun club and TTT for the week and remind him/her about lesson submission.

3.12. Any other problems or challenges Yes | No and give a brief description.

21	Any other problems or challenges? Yes / No	
22	Problems:	

4. Lab schedule



Teacher class / Lab attendance



Date: _____ How many total periods in the day: 12 Load Shedding Periods: 4 Possible lab periods: 8

Period and Times	Teacher / ITE Put your /the teacher's name	Grade	Subject	Topic	Tools/apps	#learners	Sign	Internet G/B/O	Server UP? Y/N
1.	ITE → M. Khan	2	AR	Reading alphabets	Reading App	20	M. Khan	G	Y
2.	ITE → M. Khan	3	Eng	Reading stories	Miniker Reading	30	M. Khan	G	Y
3.	Mrs Jones	7	Maths	Bonds	Greensteaks	27	J. Jones	G	Y
4.	Mrs Jones	7	Maths	Bonds	"	27			
5.	Mrs Heyens	6	History	Counties of the world	Google research	55	H. Heyens	G	Y
6.	Mr Koetseker	6	History	WW2	Google Research	40	K. Koetseker	G	Y
7.	Mr Hanne	4	Maths	Number sense	Greensteaks	32	T. Hanne	G	Y
8.	Mr Hanne	4	Maths	"	"	32			G
9.									
10.	Load shedding (4)								
11.									
12.									
Total learners lab use periods for the day						Total learners <u>184</u>	Total periods lab was used <u>8</u>		

ICT coordinator sign: _____ Date: _____

- 4.1. If your school only have 6 periods, delete the rest- draw a line through it
- 4.2. If the teacher was present the whole session, let him/her complete the lesson row and sign.
- 4.3. If the teacher were not present, write ITE, your name, complete the row and sign
- 4.4. See how the example has been completed. Total periods in a normal school

day= 12. There were 4 loadshedding periods → $12-4 = 8$ possible lab lessons.
Teacher lessons = 6 lte lessons 2 ($6+2 = 8$)

- 4.5. Make sure that the IT coordinator signs the lab sheet as it counts points for the school. (at least once a week.- preferably every day)