

READING ACADEMY



SELF-PACED PLATFORM
INSTRUCTIONAL GUIDE



**Funda
Wande**

Reading for Meaning

SELF PACED PLATFORM
INSTRUCTIONAL GUIDE

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INTRODUCTION



This guide aims to give you a thorough understanding of the Funda Wande self-paced e-learning platform. Our self-paced course offerings are designed to develop the knowledge of teaching reading and mathematics in the Foundation Phase.

In order to complete each of these courses, students are expected to:

- study the lesson content (text, videos, charts, diagrams, etc)
- complete a reflection at the end of each lesson by doing the lesson quizzes. (students have multiple opportunities to achieve success in these quizzes)
- complete the Final Assessments at the end of each module.

Whether you're a coach, subject adviser, teacher, or simply a curious mind, our platform is your gateway to a world of information, expertise, and inspiration.

Overview of the (self-paced) e-Learning platform:

The Funda Wande e-learning platform is a digital hub for online learning and development, offering access to resources, interactive activities, and communication with teachers and peers. It acts as a central hub for distributing content, facilitating collaboration, evaluating learning outcomes, and tracking progress in a flexible and customizable environment.



About our Courses

Course Overview:

Each course includes a series of topics, referred to as modules, along with a final assessment for each module. For example, if a course consists of two modules, there will be two final assessments.

General Course Objectives:

- Attendees to understand key course concepts and principles.
- Apply theoretical knowledge to practical scenarios.
- Develop critical thinking and problem-solving skills.
- Enhance communication and collaboration skills.
- Demonstrate mastery of course content through assessments.
- Prepare for real-world applications of the knowledge gained.

Module

- Each module comprises a series of lessons and concludes with an assessment.

Lesson

- All lessons are approximately 1 hour.
- Quizzes are completed at the end of each lesson.
- Students have multiple quiz attempts.

Certification

- Upon completion of the course, students or attendees will receive a digital certification.



Course Attributes

Fundamentals

- In-depth exploration of core concepts and principles. In-classroom video examples showing real-world applications. Practice exercises or quizzes to reinforce learning.

Specialized Topics

- Our courses provide specialized concepts and knowledge for Foundation phase teaching reading and mathematics. They provide opportunities for critical thinking and problem-solving.

Practical Applications:

- Hands-on activities to apply learning. Collaborative tasks and discussions to encourage peer interaction. Feedback and guidance on practical assignments.

Assessments and Evaluation

- We have quizzes, tests, or assessments to assess understanding. Open feedback on performance and progress tracking.

Resources and Support

- Additional readings, videos, and external links for further exploration. Support resources for technical issues or learning challenges. Guidance on further study or professional development opportunities.

Course Conclusion

- Review of key takeaways and learning outcomes. Reflection on personal growth and achievements. Next steps and recommendations for continued learning.





Devices to access the platform

In order to access the platform, you will need to have a working smartphone or a laptop. You can even use these devices simultaneously without losing your progress.

1. Internet connection

Whether switching between your smartphone and laptop, you must be connected to the internet.

2. Browser-based app

The browser-based app has all your organized content, from video content, multimedia, quizzes and assessments, progress tracking, certifications, badges, and many more...

3. Mobile app

The mobile app is available for download on Android and iOS. The app will give you instant access to your course content. All the functionality that is available on the desktop version is available on the mobile app.

4. To get this app on your phone, simply:

- go to your Play store or App store.
- search for the 'Odoo' app and install.

5. Log in with your

- domain name: fundawande.odoo.com
- your email and
- password



Technical Requirements

Course attendees will need to ensure the following technical requirements are met:

1. Device(s)

A working computer, laptop, tablet, or smartphone with internet connectivity.

2. Operating System

Compatible with the latest versions of **Windows, macOS, iOS, or Android.**

3. Internet Connection

A stable internet connection with sufficient bandwidth to stream videos, access online resources, and participate in interactive activities.

4. Web Browser

The latest version of a modern web browser such as **Google Chrome, Mozilla Firefox, Safari, or Microsoft Edge.**

5. Email Account

A valid email address to register for courses, and receive course-related communications, notifications, and updates.

6. Multimedia Capabilities

The device should have audio and video capabilities to watch instructional videos, listen to audio recordings, and participate in multimedia activities.





Registration

Follow these steps to access your course on the self-paced platform

1. Open your browser and search <https://fundawande.odoo.com/slides>

If you are a first-time visitor, click on the

2. **sign-in button** and then
3. click **“dont have an account?”**

This will open the sign-up page.

4. Enter your **email address**,
5. your **name & surname**,
6. and confirm a **password** that you will use each time you want to access the platform.

“My Account” page.

7. Click on **“Edit information”** and **update your profile details**.
8. Double-check for errors
9. Click **‘Save’** to update your details.

Navigate to the ‘Registration’ tab on the navigation bar to select your role/ designation

10. You must **SELECT ONLY ONE** role from the options provided.
11. Hit the **“submit”** button to save

Enroll in a course

12. Navigate to the courses section to view available courses.
13. You may be prompted to verify your account via email.
14. If this is the case, you will be sent a verification email.
15. Click and enroll in a course

Course Content

16. Our interactive lessons are composed of different content types.
17. Take some time to go through the videos, diagrams, and other content in the lessons.
18. There are quizzes to be completed after each lesson, be sure to complete them to check your understanding.



Communication Guidelines

Professional and Respectful Communication

All communication within the course should be conducted in a professional and respectful manner. Treat fellow learners, instructors, and staff with courtesy and respect, fostering a positive and inclusive learning environment.

Use Appropriate Language

Use appropriate language and avoid offensive or discriminatory remarks. Be mindful of cultural differences and maintain a respectful tone in all written and verbal communication.

Active Participation

Actively participate in discussions, group activities, and collaborative projects. Share your thoughts, insights, and questions to contribute to the learning community.

Constructive Feedback

When providing feedback to peers or instructors, ensure it is constructive and helpful. Focus on providing suggestions for improvement and offering support rather than criticizing or belittling others.

Timely Responses

Respond to messages, discussion posts, or emails promptly. This helps maintain the flow of communication and fosters engagement within the course community.



Use Proper Channels

Utilize the designated communication channels within the course platform, such as discussion forums, messaging systems, or designated email addresses. This ensures that communication is centralized and easily accessible for all participants.

Clarify Doubts and Seek Help

If you have any questions or doubts regarding the course content, assignments, or technical issues, don't hesitate to seek clarification from instructors or support staff.

Email elearning@fundawande.org and we will gladly assist and provide you with guidance throughout the course.

Respect Privacy

Respect the privacy of others by not sharing personal information or confidential course materials without permission. Maintain confidentiality when discussing sensitive topics or sharing personal experiences.

Technical Support

Find out how to access technical support if you encounter any issues with the eLearning platform, or accessing materials. Send an email to elearning@fundawande.org

Time Management

Develop effective time management strategies to ensure you allocate sufficient time for studying, completing assignments, and participating in discussions. Create a study schedule and set realistic goals to stay organized and motivated.

Engagement and Active Learning

Actively engage with the course content by taking notes, asking questions, and participating in discussions. Seek opportunities to apply what you've learned and connect with real-world examples.



Conclusion

In conclusion, we wish you success on your learning journey, and we hope that our courses will provide you with a strong foundation in foundation phase reading and numeracy. We encourage you to actively participate in the interactive learning activities, discussions, and assessments throughout the courses to improve your comprehension and application of the material.

