**Harnessing ICT for Routine Tasks**

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| **Activity** | **The Traditional Approach** | **The ICT Approach** |
| Planning  | Printed forms or specially designed books provide templates that teachers can fill out for planning their lessons. | * Use a word processing application, such as Microsoft Word, instead of physically writing out lesson plans. This can be saved on a computer and updated and reused in the future.
* There are many free templates available on Microsoft’s website as well as others.
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| Assessing | Paper-based assessments are taken by students in the classroom and teachers physically mark these. | * Teachers can use Microsoft tools such as Excel, Word, and PowerPoint to design assessments. These tools also have features which allow teachers to automate marking and feedback.
* Online tools can also be used to create self-marking quizzes. These options will save time spent in marking papers.
* You could also save time on analysing students' performance by using ICT. For example, you could create a grade book in Excel that will calculate total points, average scores, and extremes in students' performance.
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| Keeping Records | Files and specially designed books are used to keep a record of documents, such as lesson plans, marks and syllabi. | A lot of time can be wasted filing papers, they can easily get lost or damaged and it is very difficult to move large piles of files and folders around. Creating electronic records are:* Safer- Electronic documents are less amenable to loss and damage. You can save multiple copies of a document to ensure that the information is secure and easily available.
* Easy- Documents can be easily saved in logical folders and placed in specific locations.
* Cross-referencing is easy. Cross-referencing of documents is made much easier, by using features like hyperlinks.
* Data is dynamic. Moving all these documents to a computer makes it easy to store, update and maintain multiple copies. Information can easily be shared via email and copies can be kept on one’s own personal computer.
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| Coordinating and Communicating | Exchanging notes and using paper diaries are common ways in which teachers coordinate meetings and other events. Several teachers also rely on notice boards or word of mouth to pass on information. | How can ICT make the task of contacting parents and coordinating meetings easier? * Communicate with parents and colleagues via e-mail. Teachers can also attach documents and send them to a single recipient or to groups of people almost instantly.
* Alternatively, teachers could set up a blog in which parents and colleagues can check for updates and announcements.
* A shared diary or calendar at school is invaluable; particularly if it lets you have different categories, such as holidays, meetings, and lessons. This is easy to set up if you use an e-mail program like Microsoft Outlook that offers a calendar function.
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| Collaborating | Teachers physically meet to discuss and brainstorm their ideas. | Physically meeting and collating ideas can take a lot of time and might not be the most efficient way to do things. * By putting ideas into a Word document, you can easily send it to your colleagues for review. It is then possible to track any changes or comments your colleagues might have inside the actual document.
* You could also use shared workspaces like Office 365. Here, you upload a document to the shared workspace and your colleagues can all review and add comments directly to the shared space online.
* An additional tool to use would be that of a wiki. This is an easy to create webpage that can be edited by people with the permissions to do so. The wiki can either be private or open for public view. Updating and versioning is managed by the wiki so you can easily keep track of the changes and always have access to the latest document.
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