

Basic ICT Course Module

Guidelines for Assessment for Learning Activities

Teaching and Learning Approach

= Active Learning / Practical Activities

= Individual Work/ Peer and Group Activities

= Similar to the Real World of Work/Practical Tasks/Assignment

Assessment

= Performance-Based Assessment

Course Information

ຈຳນວນ ໜ່ວຍ ກິດ	2 (1-2-3)	ຈຳນວນຊົ່ວ ໂມງ	ຊົ່ວໂມງ 16 ສາມາດ (ທຸກສະຕິ 16 ຊົ່ວໂມງ, ປະຕິບັດ 32 ຊົ່ວໂມງ, ຮັບໜ່ວຍຕົ້ນເອງ 64 ຊົ່ວໂມງ)
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Module	Week	Weights	Proportion	Learning Objectives
Orientation Week				
1. ຄວາມຮູ້ ເບື້ອງຕົ້ນ ນັກ ບົດກິດ ICT	1	6.25	18.75%	- ອະທິບາຍກິດ ບົດກິດ ບົດກິດ ດ້ວຍການເປັນມາ ແລະ ທິດສະດີ ດ້ວຍການນຳໃຊ້ ຕົວຢ່າງໃນໂລກຊີວິດ ມູນຂໍ້ມູນສາມາດ ດ້ວຍ - ຮູ້ ຄວາມໝາຍ ແລະ ຄວາມສໍາຄັນຂອງການໃຊ້ ມູນຂໍ້ມູນສາມາດ - ຈຳແນກສິ່ງປະກອບ ແລະ ປະເພດຂອງຕົວ ກິດໃນໂລກຊີວິດ
2. ພື້ນຖານຂອງລະບົບຄອມພິວເຕີ	2	12.5		- ຈຳແນກສິ່ງປະກອບ ແລະ ຜົນທັງ ຂອງຄອມພິວເຕີ ໄດ້ - ແຕ່ ສາມາດ ໃນຕົວຕົວ ແລະ - ຮູ້ ການຄວາມປອດໄພ ພື້ນຖານໃນຄອມພິວເຕີ ໄດ້ - ບໍ່ ວິໄນຈົນ ດ້ວຍການຜ່າຍໄດ້
3. Word Processing	3	18.75	56.25%	ນໍາໃຊ້
4. Spreadsheet	3	18.75		
5. Presentation	3	18.75		
6. ການຄົ້ນຫາຂໍ້ມູນ ແລະ ການນໍາໃຊ້ Multimedia ໃນການຮຽນ-ການສອນ	2	12.5	25%	- ອະທິບາຍການນໍາໃຊ້ ໄປສະແດງສິ່ງປະກອບ ນັກຂໍ້ມູນໄດ້ - ສິ່ງປະກອບ ຂໍ້ມູນໄປໃຊ້ ເຂົ້າໃນການຮຽນຮ້ອງ ຢ່າງເໝາະ ສົມຄວນ - ຈຳແນກປະເພດຂອງແຫຼ່ງຂໍ້ມູນໃນໂລກຊີວິດ - ນໍາໃຊ້ ເພື່ອ ມີ ເດືອນຂໍ້ມູນໃນການຮຽນໄດ້
7. ສື່ ແລະ ຄວາມຮູ້ ດ້ານຂໍ້ມູນຂໍ້ມູນສາມາດ ແລະ ພື້ນຖານຂອງຕົວຕົວ	2	12.5	100%	- ອະທິບາຍ ທີ່ ການສຳຄັນຂອງການຮູ້ ທີ່ ນັກຂໍ້ມູນ ແລະ ຂໍ້ມູນຂໍ້ມູນສາມາດ ການເປັນພື້ນຖານຂອງຕົວຕົວ - ແຕ່ ຄວາມແຕກຕ່າງ ທີ່ ຈະເຫດຜົນ ການຮູ້ ທີ່ ນັກ ສື່ - ຂໍ້ມູນຂໍ້ມູນສາມາດ ແລະ ທິດສະດີ ດ້ວຍການເປັນພື້ນຖານຂອງຕົວຕົວ - ປະຍາຍາມ ນຳໃຊ້ ທີ່ ການສຳຄັນຂອງຕົວຕົວ ໃນການຮຽນ - ປະຍາຍາມ ນຳໃຊ້ ທີ່ ການສຳຄັນຂອງຕົວຕົວ ໃນການຮຽນ
Total	16	100%		

Areas of Assessment

Performance-based assessment

- Formative assessment
- Criterion-Referenced Assessment

- Summative assessment

Example Assessment Activities

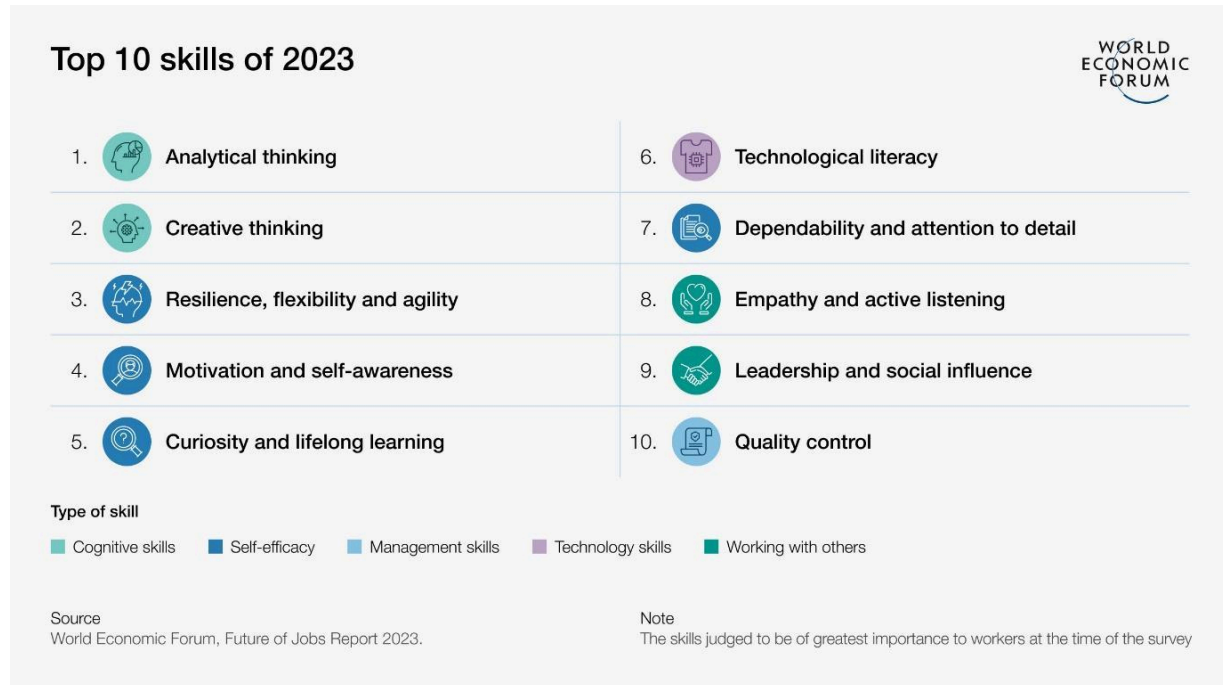
1. Attendance
2. Participation
3. Individual task/project-based activities
4. Peer task/project-based activities
5. Group task/project-based activities
6. Performance-based activities
7. Checklist of criterion-referenced assessment
8. Practical examination
9. Paper examination (not recommended)

Assessment Activities and Grading Criteria

Item	Module	Assessment Activity	Weight	Student's Workload (Major pieces)	Date
1	16 weeks (80% attendance) (Modules 1-7)	Attendance	10		
2	Classroom participation (Modules 1-7)	Participation (Individual and Group)	5		
3	Module 1	Integrated Tasks/Projects (Individual and Group)	10	1	
4	Module 2			1	
5	Module 3	Checklist of criterion-referenced assessment or Integrated Tasks (Checklist for Completion)  (Individual and Group) (Ensure the students achieve all) Projects/Tasks/Practical Exam	15	1	
6	Module 4		15	1	
7	Module 5		15	1	
8	Module 6	Integrated Tasks/Projects	10	1	
9	Module 7			1	
10	Integrated Modules 3-7	Integrated Project applying skills from Modules 3-7 (Promote creativity, analytical thinking, problem-solving, critical	20	*1 Project Breakdown to small pieces of work assigned throughout the semester*	

		thinking, and learner-centered approach)			
		Other Credit: Learn to Type Type Better Type Faster - Typing.com - Typing.com	Pass/Fail		
			100	Total = 8	

Other Skills to Consider:



[Future of Jobs: These are the most in-demand core skills in 2023 | World Economic Forum \(weforum.org\)](#)

Grading Criteria and Rubrics:

1. Attendance (10%)

80% of class attendance is required (Students must attend the classes at least 13/16 weeks.) An "F" or "W" grade can be provided for an individual who misses the class more than three times.

Classroom Attendance Rubric

Weeks Attended	Points Awarded	Level	Criteria
16	10	Excellent	Perfect attendance for all 16 weeks.
14-15	9	Very Good	Missed only 1-2 classes
12-13	8	Good	Missed 3-4 classes
Grade "F" or "W"			
10-11	7	Average	Missed 5-6 classes

Weeks Attended	Points Awarded	Level	Criteria
8-9	6	Below Average	Missed 7-8 classes
6-7	5	Poor	Missed 9-10 classes
4-5	4	Very Poor	Missed 11-12 classes
2-3	3	Critical	Missed 13-14 classes
1	2	Extremely Poor	Attended only one class
0	0	Needs Improvement	Did not attend any classes.

2. Classroom Participation (Engagement and Collaboration) (5%)

Classroom Engagement and Collaboration Rubric

Points	Level	Engagement Criteria	Collaboration Criteria
5	Excellent	Actively listens, takes notes, asks questions, and contributes meaningfully to discussions.	Consistently collaborates with peers, offers constructive feedback, and actively contributes to group tasks.
4	Good	Listens attentively and takes notes, occasionally asks questions, or contributes to discussions.	Usually willing to collaborate and occasionally offers constructive feedback.
3	Average	Sometimes listens, rarely takes notes, and seldom asks questions.	Sometimes collaborates but rarely offers constructive feedback.
2	Below Average	Infrequently listens, rarely takes notes, and rarely asks questions.	Rarely collaborates and seldom offers constructive feedback.
1	Poor	Rarely listens, doesn't take notes, and never asks questions.	Unwilling to collaborate and disruptive to group activities.
0	Needs Improvement	Completely disengaged, distracted, or disruptive during class.	Totally unwilling to collaborate or extremely disruptive to group activities.

3. Individual Task / Project (10%)

Example: (Rubric for Individual Task)

Criteria	Excellent (2.5 Points)	Good (2 Points)	Average (1.5 Points)	Below Average (1 Point)	Needs Improvement (0 Points)
Task Completion	Completes the task on time with exceptional quality.	Completes the task on time with good quality.	Completes the task on time but with only acceptable quality.	Completes the task but either late or with poor quality.	Does not complete the task or submits it extremely late.
Technical Skill	Demonstrates excellent technical skills and understanding of the task's ICT concepts.	Demonstrates good technical skills and understanding.	Demonstrates average technical skills and basic understanding.	Demonstrates below-average technical skills and limited understanding.	Demonstrates no technical skills or understanding.
Attention to Detail	Exceptional attention to detail, no errors, and excellent formatting.	Good attention to detail; minor errors or formatting issues.	Average attention to detail; some noticeable errors or formatting issues.	Below-average attention to detail; multiple errors or poor formatting.	No attention to detail; the task is full of errors and poor formatting.
Creativity & Problem-Solving	Consistently demonstrates creativity and excellent problem-solving skills.	Shows good creativity and problem-solving skills.	Shows some creativity and basic problem-solving skills.	Shows little creativity and limited problem-solving skills.	Shows no creativity or problem-solving skills.

Scoring

- **9.0 - 10.0:** Excellent
- **7.0 - 8.9:** Good
- **5.0 - 6.9:** Average
- **3.0 - 4.9:** Below Average
- **0 - 2.9:** Needs Improvement

4. Group Task/Project (10%)

Example: (Rubric for Individual Task)

Criteria	Excellent (2.5 Points)	Good (2 Points)	Average (1.5 Points)	Below Average (1 Point)	Needs Improvement (0 Points)
Task Completion	The group completes all tasks on time with exceptional quality.	The group completes all tasks on time with good quality.	The group completes most tasks on time with acceptable quality.	The group completes some tasks but either late or with poor quality.	The group does not complete tasks or submit them extremely late.
Technical Skill	Demonstrates excellent technical skills and understanding of the task's ICT concepts.	Demonstrates good technical skills and understanding.	Demonstrates average technical skills and basic understanding.	Demonstrates below-average technical skills and limited understanding.	Demonstrates no technical skills or understanding.
Team Collaboration	All members collaborate effectively, offer constructive feedback, and contribute to group tasks.	Most members collaborate effectively and offer some constructive feedback.	Some members collaborate but rarely offer constructive feedback.	Few members collaborate and seldom offer constructive feedback.	No effective collaboration: The group is disruptive or non-participatory.
Creativity & Problem-Solving	The group consistently demonstrates creativity and excellent problem-solving skills.	The group shows good creativity and problem-solving skills.	The group shows some creativity and basic problem-solving skills.	The group shows little creativity and limited problem-solving skills.	The group shows no creativity or problem-solving skills.

Scoring

- **9.0 - 10.0:** Excellent
- **7.0 - 8.9:** Good

- **5.0 - 6.9:** Average
- **3.0 - 4.9:** Below Average
- **0 - 2.9:** Needs Improvement

5. Example of Checklist of criterion-referenced assessment



ການນຳໃຊ້ແອັບພລິເຄຊັນ Presentation: Achievement Tasks Checklist (15%)

Task No.	Achievement Task	Points (Max 1 Point Each)	Completed (✓ / X)
1	Basic Slide Creation	1	✓
2	Slide Design	1	✓
3	Text Formatting	1	✓
4	Inserting Images	1	
5	Using Transitions	1	
6	Slide Animations	1	
7	Hyperlinks	1	
8	Embedding Video	1	
9	Audio Elements	1	
10	Data Visualization	1	
11	Tables	1	
12	Master Slide	1	
13	Speaker Notes	1	
14	Slide Timing	1	
15	Final Presentation	1	
Total		15 Points	

Scoring

- **13.5 - 15 Points:** Excellent (15%)
- **12 - 13.4 Points:** Good (13%)
- **10.5 - 11.9 Points:** Average (11%)
- **9 - 10.4 Points:** Below Average (9%)
- **0 - 8.9 Points:** Needs Improvement (0-8%)

Example: To-Do List for Achievement Tasks in PowerPoint Presentation Skills

1. Basic Slide Creation

- Create a 5-slide presentation on a topic of your choice, incorporating text and bullet points.
2. **Slide Design**
 - Apply a consistent design theme and background to your presentation.
 3. **Text Formatting**
 - Experiment with at least three text formatting options like font style, size, and color.
 4. **Inserting Images**
 - Add relevant images to at least two slides in your presentation.
 5. **Using Transitions**
 - Apply slide transitions between all slides in your presentation.
 6. **Slide Animations**
 - Add animations to text or images on at least two slides.
 7. **Hyperlinks**
 - Insert hyperlinks to external websites or other slides within the presentation.
 8. **Embedding Video**
 - Embed a video clip into one of your slides and ensure it plays during the presentation.
 9. **Audio Elements**
 - Add background music or voice-over narration to your presentation.
 10. **Data Visualization**
 - Incorporate a chart or graph to represent data visually on one slide.
 11. **Tables**
 - Insert a table and populate it with relevant information.
 12. **Master Slide**
 - Customize the master slide to create a unique and consistent slide layout.
 13. **Speaker Notes**
 - Add speaker notes to guide your presentation for at least three slides.
 14. **Slide Timing**
 - Set automatic slide timings for your presentation to run without manual control.

15. **Final Presentation**

- Present your PowerPoint to the class, incorporating all the elements you've learned.