



TECH ANGELS

Log Book

Tech Angel Planning



TECH ANGELS

K	W	H	L
What do I know?	What do I want to learn?	How can we learn this? How shall we do it?	What did we learn?
<p>Encourage staff to complete this so that you get a feel for their level of expertise.</p>	<p>Be prepared to give ideas to staff – share your expertise in ICT as they may not be aware of the tech available. Encourage them to try something new.</p>	<p>This is where you will need to suggest the 'best way' to learn the new skill or knowledge.</p> <ul style="list-style-type: none">• You may prepare some simple step by step (scaffold) tasks that you guide the teacher through.• You may direct them to a 'how to' guide that you have written or a previous TA has written.• You may set some 'homework' tasks for teachers to complete.	<p>You need to complete when you feel the teacher has achieved one of their goals.</p>

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STAFF

K	W	H	L
What do I know?	What do I want to learn?	How can we learn this? How shall we do it?	What did we learn?

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STUDENT

K	W	H	L
What do I know?	What do I want to learn?	How can I learn this?	What did I learn? What is my next step?

Tech Angel Teaching Log



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DATE	What do I plan to do?	What we actually did	What we would like to achieve next time	What I need to get ready

Tech Angel Personal Log



TECH ANGELS

Skills	Courses Attended	Level of Competence

Hints for an enjoyable working relationship with your teacher

- 🌀 Day one – introduce yourself, discuss and determine your weekly meeting time and venue
- 🌀 Arrange bookings of computer room or equipment if necessary
- 🌀 Discuss the KWHL grid with your teacher and clarify their needs and goals for the year
- 🌀 Complete your log and bring to the next TA meeting
- 🌀 Work with a TA buddy to develop a 'plan' for your first teacher meeting
- 🌀 Check with head TA's
- 🌀 Good Luck for the first meeting
- 🌀 Complete the TA log and plan for future meetings
- 🌀 Arrange/ask for training

REMEMBER

- 🌀 Give lots of feedback – immediate and positive (everyone needs to know they are doing well)
- 🌀 Be flexible (time is precious and staff may not always complete the tasks you set them on time!)
- 🌀 Explain new ideas and concepts using simple language and clearly define new terminology carefully
- 🌀 Take your time – give staff time to process and practice (some staff will take a long time to pick things up, others will be very fast)
- 🌀 Don't do it for them – we all learn 'by doing'. Resist the temptation to touch the keyboard and speed things up!
- 🌀 Confidentiality
- 🌀 Listen