

# Reflex Education Solutions

Reflex Education Solutions in collaboration with [Kesinee International School](#) is proud to present two workshops for Teachers at in Bangkok on Friday September 11<sup>th</sup> and Saturday September 12<sup>th</sup> 2009.

**Day 1: Moodle for teachers as course creators and administrators.**

**Day 2: Google Apps for teachers – improving communication and collaboration.**

## Clive Roberts Bsc(hons) MA Int. Ed.

Both workshops have been created and will be delivered by Clive Roberts Bsc(hons) MA Int. Ed. Clive is the founding CEO of Reflex Education Solutions, an experienced Moodle practitioner and creator of the IGCSE ICT Online course. Reflex Education Solutions is a Google Apps solution provider able to implement and support Google Apps FREE Education Edition for schools.

## Kesine International School

Kesine International School is an IB World school that is bright and modern and equipped with the very latest facilities. Their progressive outlook towards technology has included a shift towards the latest Open Source software and learning platforms. This shift has been brought about by their visionary ICT leader, Dr Piyarat Khanthap (Khun Puk) who has kindly helped to host and facilitate these workshops.

Click here for more about [Kesinee International school](#)

## Workshop Schedule

**Day 1 – Friday September 11th:**

**Moodle for teachers as course creators and administrators.**

8.30-9.00am – Arrivals and Welcome (Light refreshments served)

9.00– 9.10am – Introduction by Clive Roberts Bsc(hons) MA Int. Ed.

9.15 – 10.30am - **CREATING A COURSE**

- \* Setting up a Course.
- \* Course Formats.
- \* Course Enrolments.
- \* Groups, Availability and Roles

10.30-11.00am – **REFRESHMENT BREAK**

11.00-12.30pm - **ADDING RESOURCES**

- \* Labels, Text and Web Pages.
- \* Linking to Files and Web Pages.
- \* Displaying a Directory.

12.30-1.30pm – **LUNCH BREAK**

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## 1.30-2.30pm - **ADDING ACTIVITIES**

- \* Assignments
- \* Lessons and Quizzes
- \* Forums, Surveys, Wikis and Blogs

## 2.30-3.00pm - **REFRESHMENT BREAK**

## 3.00-4.00pm - **CLASS ADMINISTRATION**

- \* Assigning Roles and Groups.
- \* Grading Assignments and Quizzes
- \* Grades and Reports
- \* File Management

## 4.00-4.30pm - **ADDED FEATURES – BLOCKS**

- \* News, Events and Calendar
- \* Blogging and Student Portfolio

## 4.30-5.00pm – **PLENARY, DISCUSSION & EVALUATION** **GETTING STARTED WITH YOUR OWN MOODLE**

\* **Note that times are approximate and subject to flexibility.**

## Day 2 – Saturday September 12th:

### Google Apps for teachers – improving communication and collaboration.

8.30-9.00am – Arrivals and Welcome (Light refreshments served)

9.00– 9.10am – Introduction by Clive Roberts Bsc(hons) MA Int. Ed.

## 9.15 – 10.30am - **COMMUNICATION TOOLS**

- \* Gmail Overview and Features.
- \* Google Contacts and Sharing.
- \* Google Calendar and Scheduling

## 10.30-11.00am – **REFRESHMENT BREAK**

## 11.00-12.30pm - **COLLABORATION TOOLS – Part 1**

- \* Google Document – Management and Sharing
- \* Google Documents
- \* Google Presentations

## 12.30-1.30pm – **LUNCH BREAK**

## 1.30-3.00pm – **COLLABORATION TOOLS - Part 2**

- \* Google Spreadsheets
- \* Google Forms and Templates

## 3.00-3.30pm - **REFRESHMENT BREAK**

## 3.30-4.30pm – **GOOGLE SITES**

- \* Google Sites – Create, Edit and Share
- \* Google Sites - Development

## 4.30-5.00pm – **PLENARY, DISCUSSION & EVALUATION** **DEPLOYING GOOGLE APPS IN YOUR SCHOOL**

\* **Note that times are approximate and subject to flexibility.**

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## What's Included?

Workshops include:

Hands on online learning for both Moodle and Google Apps

Use of ICT facilities (including Internet connection) and All course materials

A complementary Moodle teacher account for Reflex training

A complementary Google Apps User account for Reflex Google Apps Education Edition

\*\* Note that both of these accounts will remain active for 30 days after the workshop to facilitate further learning.

Lunch and refreshments whilst at Kesinee International School

Transportation from the designated hotel (Eakthani Serviced Apartments, Bangkok) to Kesinee International School and return to the hotel in the evening

## What's not Included?

Flights to Bangkok.

Transfers from Airport to Hotel and from Hotel to Airport.

Hotel Accommodation and Refreshments outside those listed above at Kesinee International School.

## Flying from Overseas

Bangkok Survanabhumi is one of Asia's regional hubs and is served by many airlines including low cost Asian budget airline, [Air Asia](#)

Once you arrive at Suvaranabhumi you will realise that it is vast and from touch down to exiting the airport could take up to an hour for International flights.

On exiting collecting baggage and exiting the arrivals hall take a left turn and look for the Airport Taxi desk (through the revolving doors). These are considered safe and charge for a metered fare + 50 baht + tollway fees .

## Designated Accommodation

Accommodation designated for these workshops is the [Eakthani Serviced Apartments](#), which offer excellent value for money and are in very close proximity to Kesinee International School.

\*\*Please note that bookings may be secured through [Directrooms.com](#)

## Workshop Costs

The cost for these workshops is as follows:

1 Day – Either workshop at £170

Both Days at £290

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## Reserving your place

Places on these workshops are limited as the intention is to maintain a manageable environment for effective hands-on learning. The workshops will also be attended by several staff members from Kesinee International School as part of their progressive CPD programme. Places will be allocated on a first-paid-first-served basis. The deadline for payment is August 30<sup>th</sup>.

To provisionally reserve your place(s) simply send an email to [learning@reflex.ac](mailto:learning@reflex.ac)

Please include the following details:

- Your Name
- Your position
- Your School (and it's address)
- Your Email address
- How many participants would like to attend from you school
- The names and email addresses of any additional participants
- Which days you would like to attend (Day1, Day 2, or both)

We will then respond with further details and confirmation of your participation – We will also include instructions for payment (At present payment may be made through international bank transfer or credit card via Paypal).

Disclaimer: Please note that Reflex reserves the right to change or amend the above workshop details. In the event that the workshops are cancelled by Reflex (for reasons such as civil unrest, pandemics etc.) Reflex will endeavour to refund workshop costs to participants. If a participant cancels their participation in the workshop then Reflex will refund 50% of the workshop cost before August 30th. No refunds will be given to participants cancelling after August 30th.