



INSTITUT TEKNOLOGI PENGAJARAN
UM KEMALAH MELAKA

BASIC CLASSROOM AND TEACHING AID MANAGEMENT

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CHARACTERISTICS OF A POSITIVE LEARNING ENVIRONMENT

- Students feel physically and emotionally safe.
- Students know that they are valued and respected
- Students have ownership and input related to class structure and expectations.
- All students are challenged to achieve high expectation
- All students receive the support necessary to meet those expectations.
- Standards of behavior are established and are consistently and equitably enforced for all students.
- Class structure provides multiple and varied opportunities for students to experience success.
- The lecturer gets to know all students and uses that knowledge to create meaningful experiences.
- There is a positive rapport (relationship) between the lecturer and students and among students in the class.






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- [SMART Campus: Positive Learning Environment](#)
- [5 innovative ways to create POSITIVE Classroom culture](#)



BASIC PRINCIPLES OF CLASSROOM MANAGEMENT


- Students learn best when their minds are engaged and their bodies are moving.
- People learn through experimentation with the real world, rather than by memorizing a list of rules.
- So, our design of instruction should provide learning opportunities as much as possible:
 - based on real tasks and rich environments
 - for reflection and application







EFFECTIVE CLASSROOM MANAGEMENT

- Engage in hands-on, experiential activities focused on prevention and intervention.
- Re-commit to the process and joy of stimulating young minds and building positive long-term relationships with learners.
- Discover strategies to "create a space for listening" to increase students' sense of belonging and connection.
- Help students re-evaluate their behaviors in relation to their own goals.
- Understand the importance of conveying high expectations.
- Develop skills for welcoming and sending positive invitations.








PEMBINAAN PERSEKITARAN PENGAJARAN YANG BERSESUAIAN (PENSYARAH)

How to Create an Effective Teaching Environment?

- [Positive Learning Environment](#)
- Encourage lecturer to build relationships with students. The influence of a good teacher can inspire a reluctant or discouraged learner to persevere and succeed.
- Creating interesting lessons with real-life applications that provide a positive and effective learning environment.
- Provide lessons with multiple modalities and learning styles to encourage students to learn in ways that capitalize on their individual strength and abilities.
- Come prepared to teach and expect students to come prepared to learn. Spend adequate time and access quality resources to prepare exceptional educational experiences.
- Take advantage of professional development opportunities that allow you to continue to learn and apply new information to your teaching styles. Support mentoring programs.



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PENYEDIAAN ALAT BANTU MENGAJAR
YANG BAIK (PENSYARAH)



Alat Bantu Mengajar (ABM)
Alat/Bahan yang merupakan bahan sokongan yang digunakan dalam P&P untuk meningkatkan kefahaman pelajar di samping mengekalkan minat belajar.

- [Video 1](#)
- [TOP 5 apps for College Students](#)
- [9 Useful Apps for Educators](#)
- [Apps For Students](#)

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Mengapa dan bagaimana ABM membantu sesuatu pembelajaran?

- Pembelajaran memerlukan rangsangan dan kecerdasan pemikiran.
- Rangsangan itu diproses oleh kecerdasan dan kemudian ditransformasikan menjadi pengetahuan dan pengalaman..
- Sungguhpun rangsangan dalam alam sekeliling ini amat banyak tetapi tidak semua rangsangan itu dapat diterima atau ditanggapi oleh manusia.
- Rangsangan yang sukar ditangkap tidak akan dapat diproses dan tidak akan menjadi pengalaman.
- Kecerdasan perlukan ransangan untuk menghasilkan pengalaman yang berkesan.



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Mengapa dan bagaimana ABM membantu sesuatu pembelajaran?



- Berdasarkan hakikat inilah, pensyarah perlu berperanan dalam menentukan bahan-bahan pengajaran dan pembelajaran yang bersesuaian
- ABM mampu menjadi rangsangan dan seterusnya bertindak memperkembang kecerdasan dan pengalaman seseorang pelajar.



Apakah kepentingan ABM dalam P&P ?

- ABM mempertingkatkan kefahaman pelajar.
- ABM memperkukuh kemahiran mengingat fakta dan idea yang disampaikan.
- ABM mengekalkan pengalaman belajar.



Pemilihan ABM?

- Merancang aktiviti P&P
- Kesesuaian ABM dgn objektif P&P
- Memaksimumkan penggunaan ABM
- Memberikan impak mendalam dalam proses P&P



Klasifikasi ABM:



- Komputer, Projektor, iPad, Aplikasi, Perisian, Telefon



- BUKAN ELEKTRONIK
- Surat khabar, Poster



ABM Elektronik





Collaboration

Working with others to build and construct new knowledge and content.



TOOLS	DESCRIPTION
VoiceThread	VoiceThread is an Internet-based application that allows users to create a shared presentation as a media album that visitors can asynchronously comment on either by text, voice, or video.
PrimaryWall	PrimaryWall is a web-based sticky note tool designed for schools that allows pupils and teachers to work together in real-time.
Wallwisher	Wallwisher is a collaborative tool that lets students be prosumers rather than consumers (Sharon Tonner 2011). Wallwisher is an Internet application that allows students to post their thoughts on a common topic using electronic sticky notes on a shared digital wall.
Wikis	Wikis allow asynchronous communication and group collaboration across the Internet. Sometimes described as a composition system, a discussion medium, a repository, a mail system, and a tool for collaboration, wikis provide users with both author and editor privileges.





TOOLS	DESCRIPTION
TypeWith.me	TypeWith.me is an online document collaboration tool which works in real time. It is a very important Web 2.0 tool for teachers and educators.
Writeboard	Writeboard are shareable, web-based text documents that let you save every edit, roll back to any version, and easily compare changes. Use Writeboard to write solo or collaborate with others.
Vyew	Vyew is a browser-based collaboration and conferencing platform that enables and allows web users to share and create together in real-time and over time (meaning anytime they want).
Google Docs	Google Docs is an online word processor, spreadsheet and presentation editor that enables anyone to create, store and share instantly and securely, and collaborate online in real time.
Twiddla	Twiddla is an online collaboration tool that is easy to use. It is like having a whiteboard skin on top of any web page or uploaded image (or nothing at all-you can use it as a blank canvas).
Sync.in	Sync.in is a web-based word processor for people to collaborate in real-time. When multiple people edit the same document simultaneously, any changes are instantly reflected on everyone's screen.





Connection (Community)

Connecting with others both inside and outside of the classroom to create new networks for supporting learning; creating personal learning environments for lifelong learning.



TOOLS	DESCRIPTION
Facebook	The Facebook platform allows developers to create Web applications that integrate with Facebook's social network and are delivered via the Facebook Web site.
Twitter	Twitter is a website, owned and operated by Twitter Inc., which offers a social networking and microblogging service, allowing its users to send and read messages called tweets.
LinkedIn	LinkedIn is a huge database of professionals. The standard information entered by users such as "Profile Headline", "Summary", "Education", "Company", etc. categories allows us to pinpoint the person we are looking depending on specific factors.
Blogger	A weblog or blog is a personal diary, collaborative space, breaking-news outlet and a collection of links to your own private views/memos to the world.
WordPress	WordPress is a free online publishing. It is a web-based software program that allows anyone to build and maintain in term of creating and editing a website or blog.





TOOLS	DESCRIPTION
Google Wave	Google Wave is an Internet-based communications and collaboration platform. Google Wave helps make real time, online, cross platform collaboration for users in digital world.
Squidoo	Squidoo is a relatively new site where anyone can create a free web page about his/her interest or passion.
WordPress	WordPress is a free online publishing. It is a web-based software program that allows anyone to build and maintain in term of creating and editing a website or blog.
Edmodo	Edmodo is a free and private online social platform for teachers and students to share ideas, files, events and assignments. Edmodo provides classrooms a safe and easy way to connect and collaborate.
Ning	Ning is an Internet-based service that allows users to create their own social networks and participate in other networks.
Grouply	Grouply is pioneering the "social group" – a new type of online community that combines the best features of social networks and online groups.

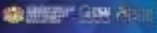










Openness (Sharing)

Sharing of new content with others in the community; showcasing acquisition of skills and competencies



TOOLS	DESCRIPTION
Slideshare	Slideshare is a media site for sharing presentations, documents and pdfs. Slideshare features a vibrant professional community that regularly comments, favourites and downloads content.
Zoho Share	Zoho Share allows you to view your published documents, presentations, spreadsheets and PDFs in a nice Flash-based embeddable viewer.
Scribd	Scribd is a type of social networking website that allows you to publish and share all kinds of documents and images on the web. It uses a technology called iPaper which is powered by Adobe Flash.
Google Docs	Google Docs is an online word processor, spreadsheet and presentation editor that enables you to create, store and share instantly and securely, and collaborate online in real time.
Evernote	Evernote is a useful Web 2.0 tools for individuals in every situation. It allows individuals to capture pictures of almost anything they wish to remember.





TOOLS	DESCRIPTION
Dropbox	Dropbox is a simple online virtual storage utility that allows you to make your files accessible from almost anywhere.
4Shared	4Shared is a large online storage facility where internet users stores their text, audio, video, photo, and other files and share them.
Pearltrees	Pearltrees is a fascinating and innovative new social networking site that is centered on communicating common interests in a visually interesting and complex manner.
Youtube	Youtube is a popular video sharing website where users can upload, view, and share video clips. It has become a popular form of Web 2.0 new media.
Flickr	Flickr is a photo-sharing site/service where anyone can upload and tag photos, browse others' photos, and add comments and annotations.





Creation (Creativity)

Development of new content by building upon what has been learned.



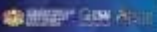
TOOLS	DESCRIPTION
Jing	Jing is a cross-platform application that can be downloaded from www.tinyproject.com . It enables you to take static screen captures of your computer screen (called screenshots) as well as record short videos (less than 5 minutes) of onscreen action (called screencasts).
Screencast-o-matic	Screencast-o-matic.com is a site that allows users to create recordings of their screen activity and audio using a Java-based applet.
Camtasia Studio	Camtasia Studio is a video-based screen capturing software program. It is analogous to using a video camera to record your screen.
GoAnimate	GoAnimate is an online platform where users are allowed to create animations without the needs of background in graphics.
Educreations	Educreations is an online community of teachers and learners. It is a place where you can teach what you know, and learn what you do not.






TOOLS	DESCRIPTION
Flipsnack	Flipsnack is an online flipping book software that allows anyone to convert PDF documents into Flash page flip digital publications (www.flipsnack.com).
Glogster	A Glog is created using a very easy to understand, drag and drop interface that is relevant, enjoyable, and scalable for students of all ages and learning styles. A Glog is an interactive visual platform in which users can create a "poster or web page" containing multimedia elements including: text, audio, video, images, graphics, drawings, and data (http://edu.glogster.com/what-is-glogster-edu/).
Present.me	Present.me is a web service that lets you create effective presentations through your PowerPoint files. What makes this site unique, is it allows you to add a narrative to the presentation.
Issuu	Issuu is the leading digital publishing platform delivering exceptional reading experiences of magazines, catalogs and newspaper.
Myebook	Myebook is designed to completely change the way that new books are published on the internet. It is an all-in-one solution for the publishing, creation and sharing of online books.

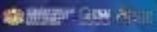




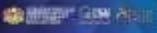


Assessment

Considering how and whether learning has occurred both individually and as a group; establishing the means by which learning will be assessed.



TOOLS	DESCRIPTION
ProProfs Quiz Maker	ProProfs Quiz Maker is a simple and the fastest tool to create quiz. Using drag and drop interface that is really useful for the non tech savvy people to swiftly create a quiz by a quick drag of the mouse.
Socrative	Socrative is a smart students response system. It empowers teachers to engage and assess their students through educational activities on tablets, laptops and smartphones.
Knowledge	Knowledge is a free-to-use education platform where everyone can create publish, share and take tests, exercises and assignments (http://www.growknowledge.com/).
Hot Potatoes	The Hot Potatoes have six applications to create interactive test/quiz namely multiple-choice, short answer, jumbled-sentence, crossword, matching/ordering and gap-fill exercises. Hot Potatoes is a freeware, and it can be use for any purpose or project.
EasyTestMaker	EasyTestMaker is an online test generator to help create, format and grade tests. EasyTestMaker is easy to create multiple question types, print alternate versions and publish to the web for online tests.
Edpuzzle	Edpuzzle is a new innovative site that allows users to select a video off the web and customize it by editing, cropping, recording audio, and adding questions to make an engaging presentation or lesson for students.
Quizinator	Quizinator acts as an online resource library that organizes and manages the collections of questions (worksheets, study sheets, exams and quizzes). It allows educators to group and categorize the questions in whatever way suits with needs.

	
TED-Ed	TED-Ed is a free educational website for teachers and learners. TED-Ed platform allows users to take any useful educational video and easily create a customized lesson around the video.
QuizStar	QuizStar is a free, online quiz maker application that allows you to manage online virtual classes, create and assign online quizzes for class tests, and generate reports of quiz scores and student performance online for evaluation purposes.
EduCanon	EduCanon is an online learning environment where users can create and share interactive video lessons. It is recognized as intuitive and teacher-friendly interface.



Exploration

Non-linear searching of new paths of learning; creation of a culture of learner discovery and inquiry

Reflection

Thinking about what has been learned and how it has been learned, as well as how this process and the new knowledge acquired influences mental models, beliefs, and values



TOOLS	DESCRIPTION
Blogger	A weblog or blog is a personal diary, collaborative space, breaking-news outlet and a collection of links to your own private views memos to the world
Wikis	Wikis allow asynchronous communication and group collaboration across the Internet. Sometimes described as a composition system, a discussion medium, a repository, a mail system, and a tool for collaboration, wikis provide users with both author and editor privileges.
Facebook	The Facebook platform allows developers to create Web applications that integrate with Facebook's social network and are delivered via the Facebook Web site.
Ning	Ning is an internet-based service that allows users to create their own social networks and participate in other networks.
Mahara	Mahara is a stand-alone system that can be integrated into a wider virtual learning framework. Developers believe that the Learning Management System remains a highly useful application for delivering learning.
Twitter	Twitter is a website, owned and operated by Twitter Inc., which offers a social networking and microblogging service, allowing its users to send and read messages called tweets.



Edmodo	Edmodo is a free and private online social platform for teachers and students to share ideas, files, events and assignments. Edmodo provides classrooms a safe and easy way to connect and collaborate.
VoiceThread	VoiceThread is an Internet-based application that allows users to create a shared presentation as a media album that visitors can asynchronously comment on either by text, voice, or video.





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Poster



Surat Khabar



- http://wikieducator.org/Teachers_Without_Borders/Effective_Management_and_Methods/Basic_Principles_of_Classroom_Management
 - http://www.cfo-pso.org.ph/pdf/10thconferencepresentation/1_Effective_Classroom_Management-Dr_Calderon.pdf
- <https://cft.vanderbilt.edu/guides-sub-pages/lecturing/>