



غیر رسمی طریقہ تعلیم



غیر رسمی طریقہ تعلیم



غیر رسمی تدریس جو طریقو

Manual

QADAM

BA

QADAM

قدم به قدم

LIGHT-F



Contents

قلم بہ قلم	1
Manual	1
Mobile / Tablet Application	5
About Qadam Ba Qadam	5
Teaching Methodology	5
Step 1 - Start conversation by showing a picture	5
Step 2 – Experiment / Role Play / Story telling	5
Step 3 – Speaking and Listening exercise	5
Step 4- Reading and writing exercise	5
Step 5 –Make new words and sentences	5
Step 6 – Assessment	6
Languages	6
Application Operating System Compatibility	6
Application size requirement	6
How to download application and get Register	6
Application Views	6
Teacher Side	7
Teacher Login / Sign-In:	7
First View of Application	8
Main Drawer	12
Create Group / Center (+):-	13
Sign-Up (+):-	14
Recording List (☰):-	15
Pictures (🖼):-	16
Mark-Assessments:-	17
Upload Record	18
About Section	19

Sign out	19
Learners Side	20
Sign In Learner:	20
Learner drawer	20
Gadgets in Menu (☰):-.....	21
Calculator (🧮):-.....	21
Calendar (📅):-.....	22
Writing Pad (✍):-.....	23
Camera (📷):-.....	24
Urdu Haruf (🖋):-.....	25
Sindhi Haruf (🖋):-.....	26
Language (🖋):-.....	27
Buttons / Signs / Navigations	28
Screen Navigations	28
Home Button (🏠):-.....	28
Move on Next Screen (→):-.....	28
Move Back (◀)	28
Flow.	28
Pause (⏸):-.....	28
Videos	29
Record Audio (🎤):-.....	29
Solve Test:-	30
Qadam Ba Qadam Website.....	31
Default View:.....	31
Books	31
Qadam Ba Qadam Mobile / Tablet application.....	31
Videos	31
App Helping Videos.....	32
Lesson Videos	32

Teacher View.....	32
Monitoring.....	32
Login.....	32
Roles	32
Reports	34
Participant Organizations	35
Help.....	35

Mobile / Tablet Application

ABOUT QADAM BA QADAM

This application and website designed to address the need of education in adults. Its education material derived from approved syllabus of Government of Sindh for adult literacy 2020.

TEACHING METHODOLOGY

Qadam ba Qadam application will treat learner like a teacher. It guides learner systematically. As the base material derived from textbooks and teacher guides so learner can feel similarity what teacher teaches and what this application talking about. Pictures, Videos and storytelling grabs the attention of learner. Through interactive learning, learner seeks knowledge in a better way. Application keeps learner attached and connected. Tablets, mobile phones and digital gadgets attract learner more than hard books so in this way of teaching learners get knowledge with more interest. Keeping general knowledge seeking mechanism in mind following teaching methodologies also considered in development of this application.

Step 1 - Start conversation by showing a picture

Each lesson begins with a picture in the book - Application will ask some questions from last lesson and learner will record its answers that teacher will listen to get learner's understanding of the topic covered. Another purpose of showing related picture and asking question is to get learner attention.

Step 2 – Experiment / Role Play / Story telling

In the second stage, learners are given activities related to the subject to be taught. These activities are in form of storytelling role-play or some kind of experiments.

Step 3 – Speaking and Listening exercise

This is one of the most important steps, a learner can take in learning to read and write. This process involves recognizing, identifying, and pronouncing the sounds of the word being taught. Learners learned the first, middle, last, and full forms of the letters using this application.

Step 4- Reading and writing exercise

More important than voice recognition is writing the voices. Using the application learner can write and practice on writing pad.

Step 5 – Make new words and sentences

Application guide and help to create new words. Sounds of new words help learner a lot. Learner can tap, listen and remember new words by using this application.

Step 6 – Assessment

By giving answers of different questions, learners are assessed for each topic. Assessment on chapter level helps teacher to check what a learner learnt in a specific chapter. In this way teacher can appreciate learners who are doing good. It helps supervisor to cross comparison different centers. They can check and monitor which center is as per scheme of study and who is behind the schedule.

Note: these steps described in helping videos. Each step has its video.

LANGUAGES

Qadam Ba Qadam application has Urdu, Sindhi and English languages.

APPLICATION OPERATING SYSTEM COMPATIBILITY

Qadam ba qadam application is compatible for android version 5 to 10

APPLICATION SIZE REQUIREMENT

Application is 1.7 GB (around) in size.

HOW TO DOWNLOAD APPLICATION AND GET REGISTER

Open website www.qadambaqadam.com a link to download application is provided over there. It is not placed on play store, as it is not public.

APPLICATION VIEWS

Application divided into two sides.

- 1- Teacher Side
- 2- Learner Side

TEACHER SIDE

This is a default view of the application it is for teachers. Once application will run, it will ask for the login.

Teacher Login / Sign-In:

Default credentials are as below.

CNIC : 1112223334445

PIN : 0000

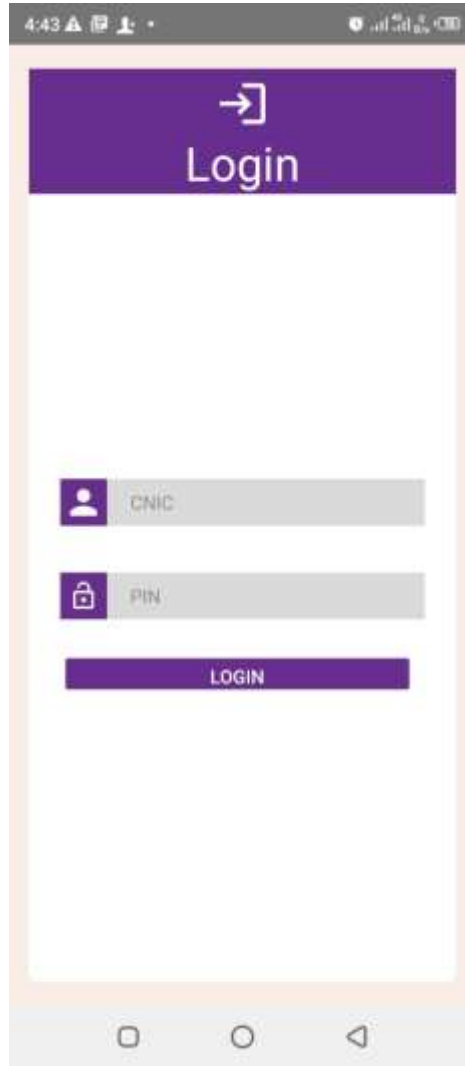


Figure 01

First View of Application

After Login, View as per picture 02 will show to teacher.

This view has four sliding windows on top. User can swap left to right to change window. Each window described below.



Figure 02

Math

This is default view once teacher signs in application. It is workable in Urdu and Sindhi both. To swap Math from Urdu to Sindhi or vice versa. User has to swap its language in main drawer. (This part will describe in below sections).

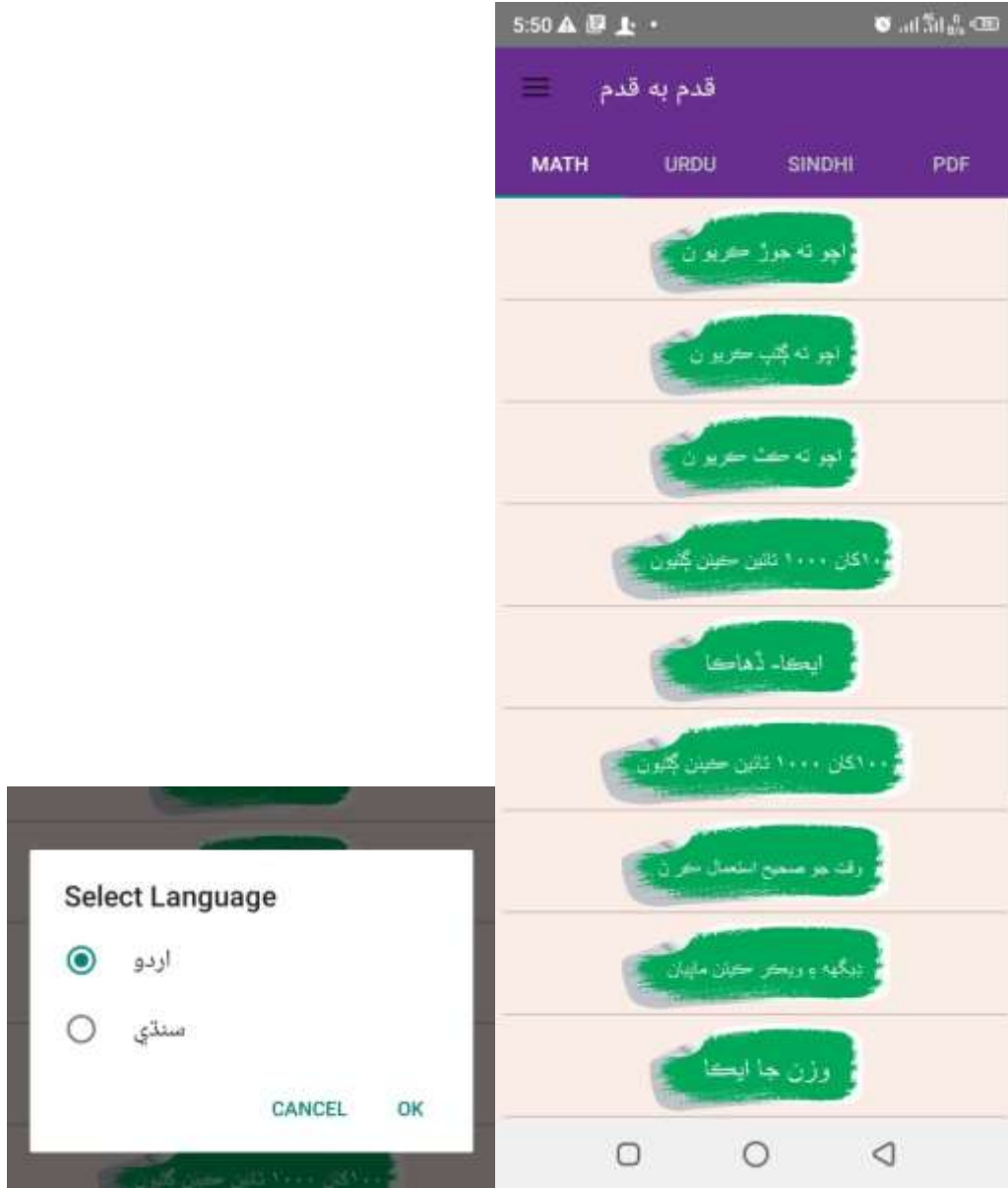


Figure 03

Urdu

By tapping on Urdu context will switch to Urdu index. (Shown in figure 04)

Sindhi

By tapping on Sindhi context will switch to Sindhi index. (Shown in figure 04)

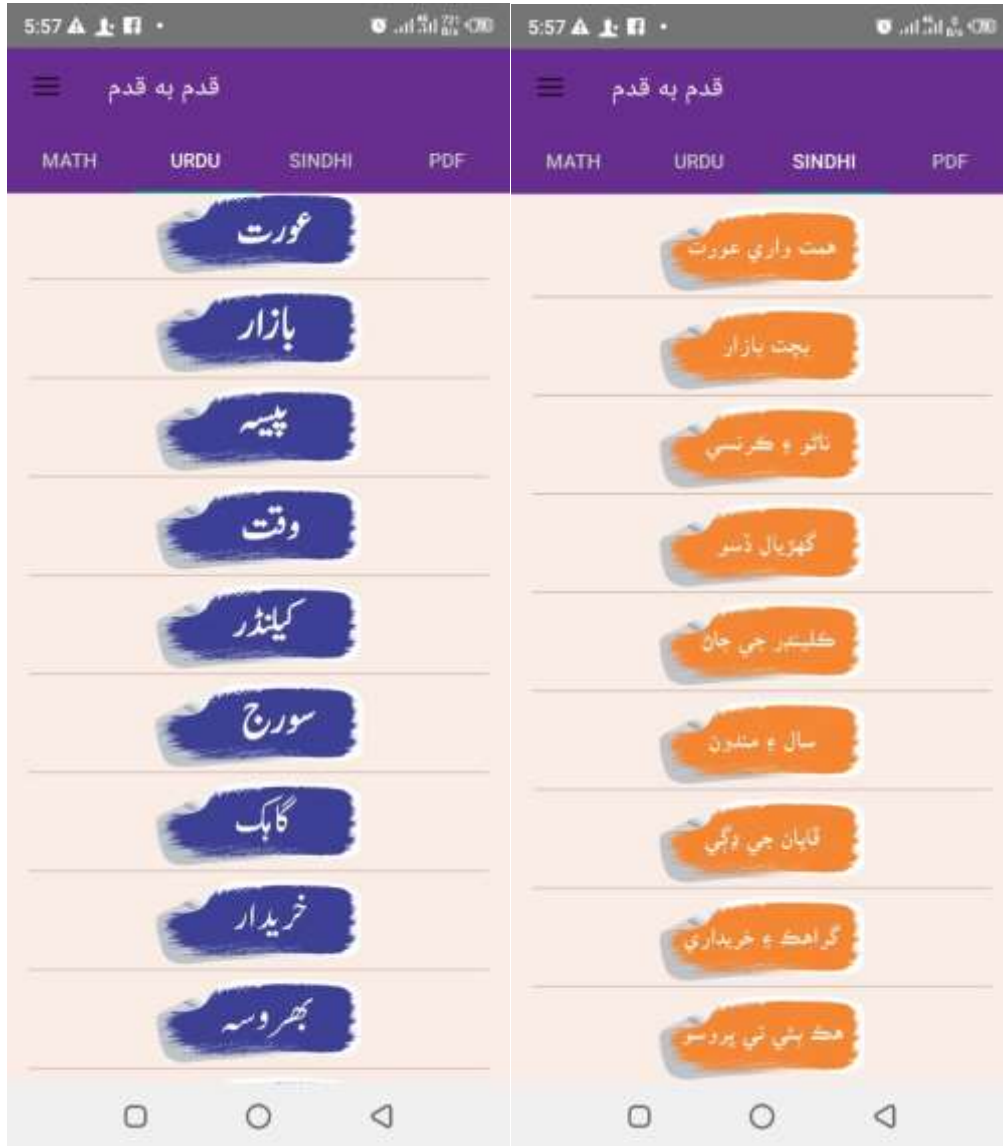


Figure 04

PDF

All documents (textbooks, teacher guides and teacher manual) will enlist by clicking on PDF as shown in figure 05. These are lightweight portable documents. User can jump to specific page by just tapping on page number in index or come back to home / index page by tapping home button on top).



Figure 05

Main Drawer

By clicking on drawer teacher can find following options shown in figure 06. Each item is described below.

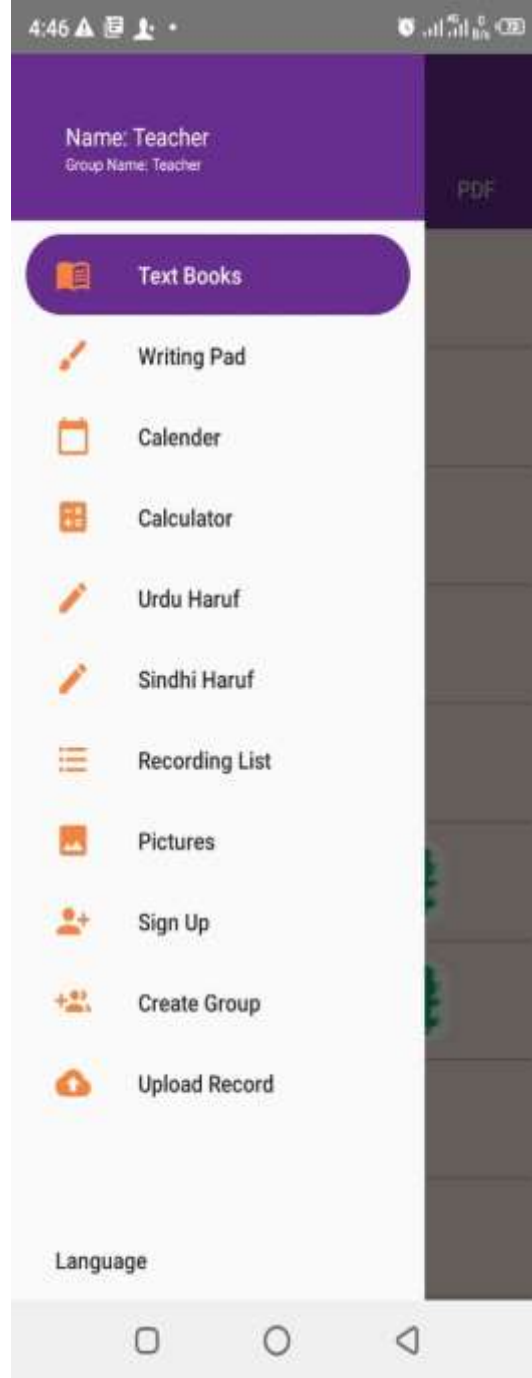


Figure 06

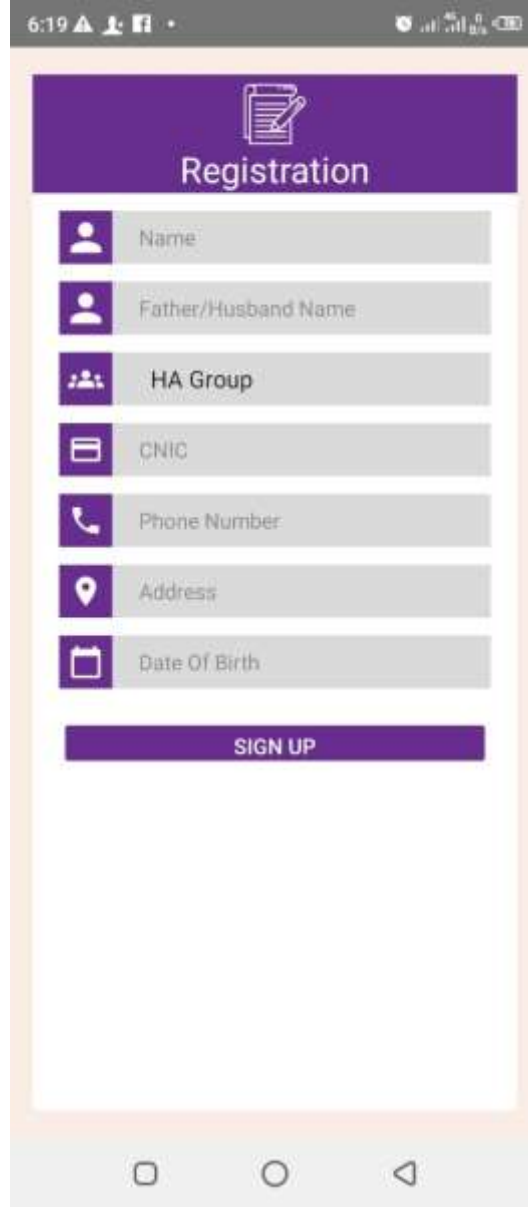
Create Group / Center (+):-

It will allow register a new center. Information will contain Teacher Name, Center Name, Group Name, Phone Number and the details of the group or center. see figure 07.

Figure 07

Sign-Up (ڳ):-

A new learner can be register using this option. Required information for a learner will its Name, Father or Husband Name, CNIC, Phone Number, Address, Date of Birth and Group Name. Upon tapping signup, a new learner will add.



6:19

Registration

Name

Father/Husband Name

HA Group

CNIC

Phone Number

Address

Date Of Birth

SIGN UP

Figure 08

Recording List (☰):-

Learner can record audio for asked questions in learner section that teacher can see in this recording list. By listening these recordings teacher can evaluate learner and assign marks for said activity for any learner. It is showing in figure 09



Figure 09

Pictures (📷):-

Teacher can assess learner work from this option. Application supports to take picture for learner's work. For those tasks where learner requested to take snap of work done. Those learner's screen shots will enlist for teacher to assess over here. Teacher can allocate marks by choosing this option.

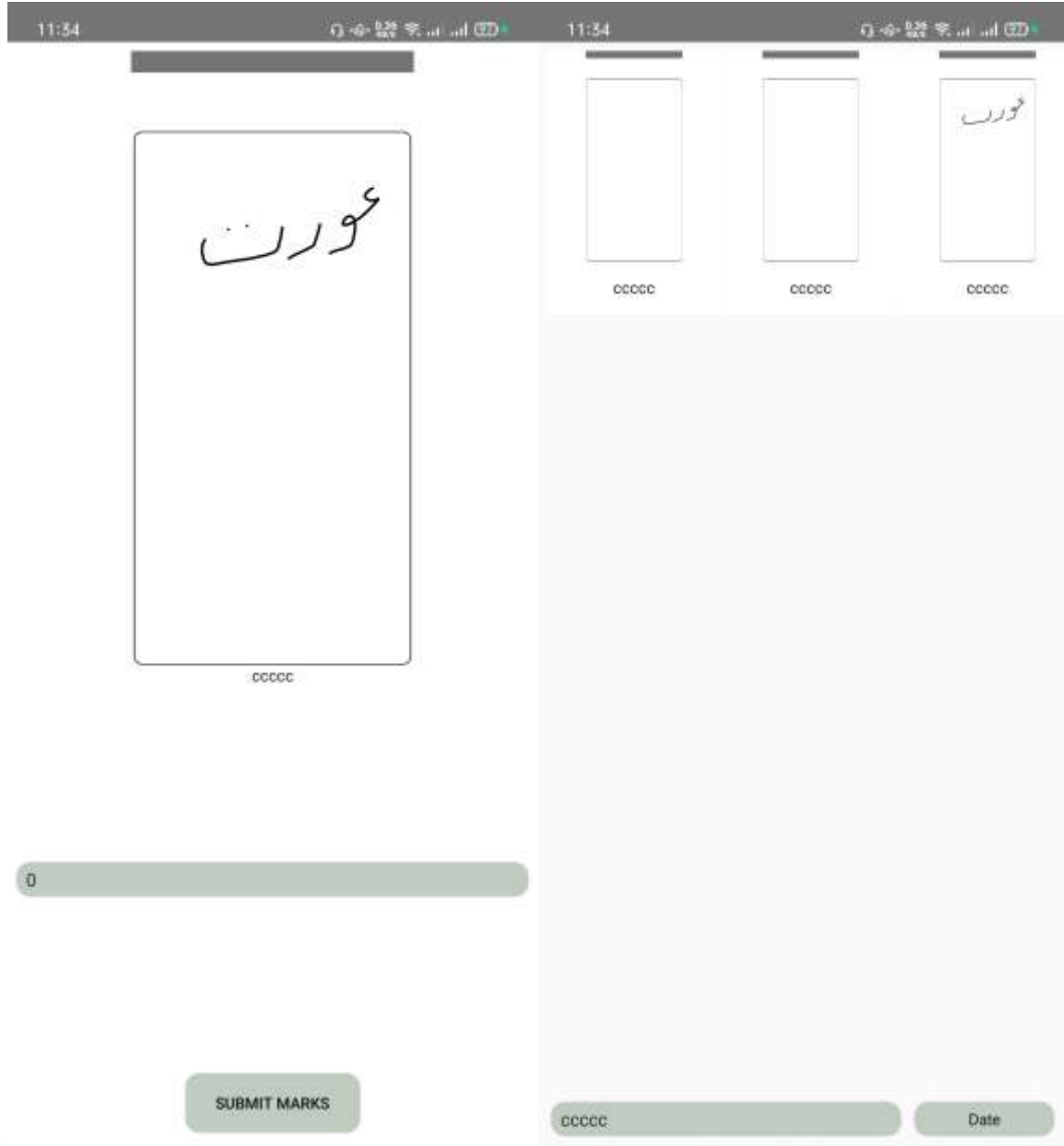


Figure 10

Mark-Assessments:-

Some part of assessment application do it by herself. There are few options, where learner will have to record her voice or take picture of her done work. Those recorded voices, teacher can listen and based on that can allocate marks to any specific learner. Specific date and learner teacher can chose from list to get its recording and then marks can be assign against those. It's shown in figure 11.



Figure 11

Upload Record

Application will work offline. All enrolled learners, their assessment marks will push to main database once upload record option is selected. Only teacher can have this option visible. By clicking upload record, application will ask for user name and password. Upon providing requested information and pressing go. Application will save (created group/ center, Learners, Learner Assessment) on server. To perform this activity internet should be working on the device. In case of any issue, system will show error message.

Learner can make retries of assessment and it can uploaded on server where it can utilized in learner progress.

Figure 12

About Section

In this section, helping videos of project and its steps mentioned. See Figure 13

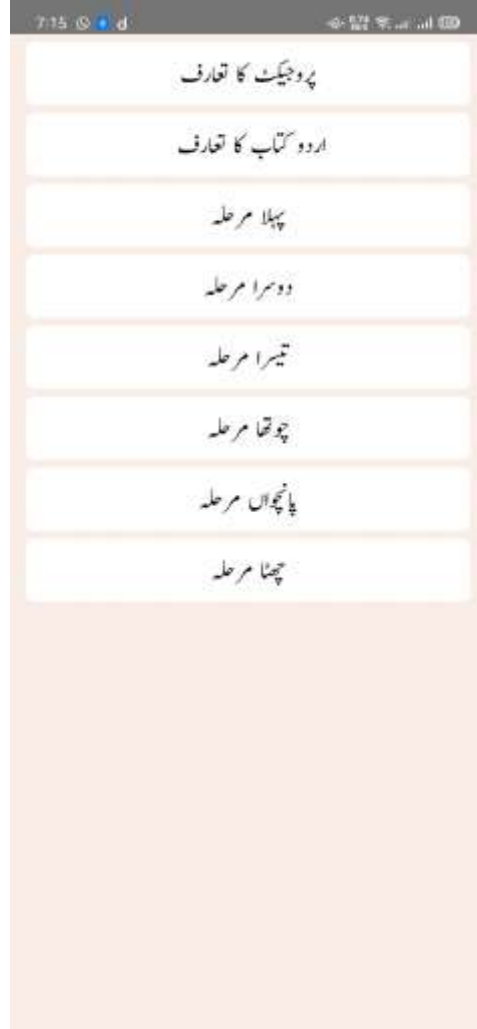


Figure 13

Sign out

Teachers can sign out by tapping on sign out button in drawer. Learner can also use this option in the same way.

LEARNERS SIDE

Teacher add learners by using signup option. For each center, there can be one or more than one learners.

Sign In Learner:

Same screen shown in figure 01 will use to sign in learner. Learner CNIC that is registered during signup will be used and last 4 digit of CNIC of learner will be considered as PIN to sign in.

Learner drawer

Once the learner sign in items mentioned in figure 14 will show in drawer.

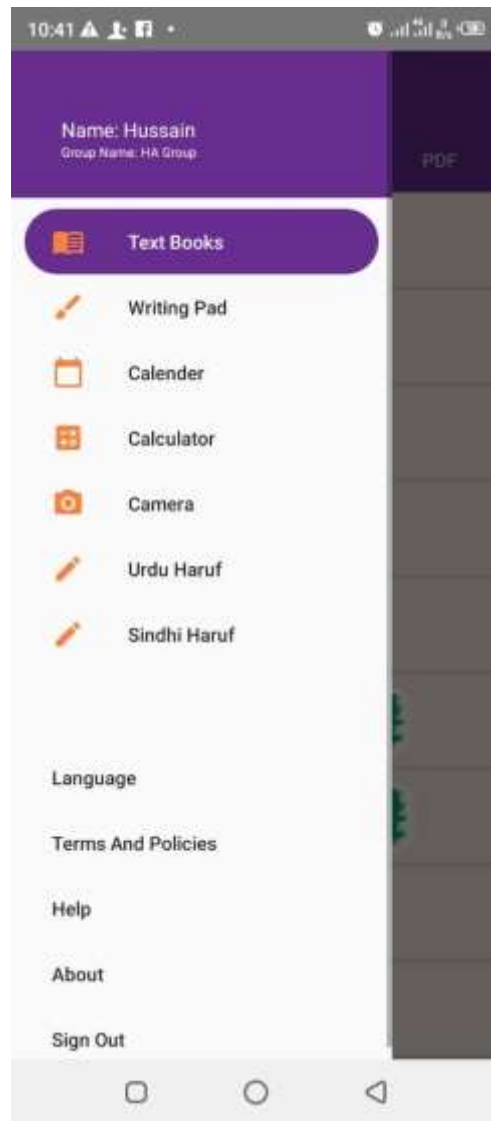


Figure 14

Gadgets in Menu (≡):-

Here is the details of how to use the gadgets in Menu.

Calculator ():-

By opening calculator. You will see the number from (0-9), and the symbols of plus, addition, subtraction, multiplication, division, mod, equal and (C). If you want to perform addition, subtraction, multiplication, division, then first tap the number, you will see the number appear on screen, then tap on symbol of operation that you want to perform, that operation will appear on the screen, then tap on second number, it will also appear on the screen, now you tap on the equal symbol, the result of the operation will be on the screen. When you want to clear the screen, then you have to tap on (C) and the screen will be clear. Its picture is shown in figure 15. However where calculator required within the chapters it will available there too.



Figure 15

Calendar (📅):-

By tapping it you can open calendar. You can estimate or plan any date using colander.



Figure 16

Writing Pad (✍):-

Learner can do practice on writing pad. There are four-color circles (blue, green, yellow and black) by choosing any writing will be of that color. You can adjust width of pen using + and – symbols. Refresh button will refresh screen.

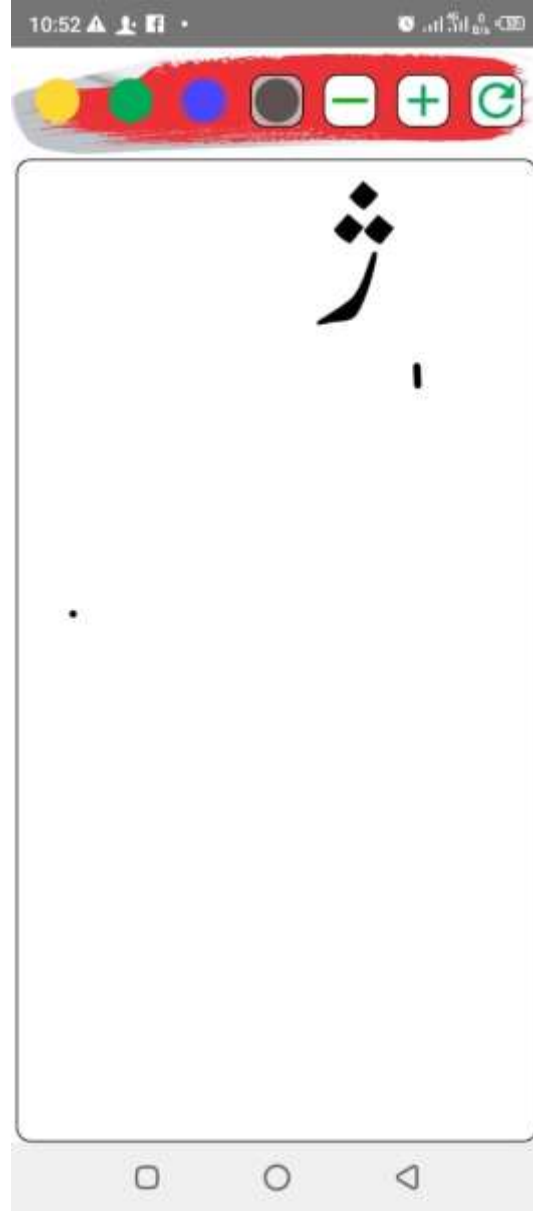


Figure 17

Camera (📷):-

By clicking on camera, a large white circle will appear. On tapping, the picture will capture. Signs of (X) and (✓) will displayed. By tapping on (✓), the picture will be saved and by tapping on (X), the picture will not be saved and system will ready to take the picture again. See figure 18.

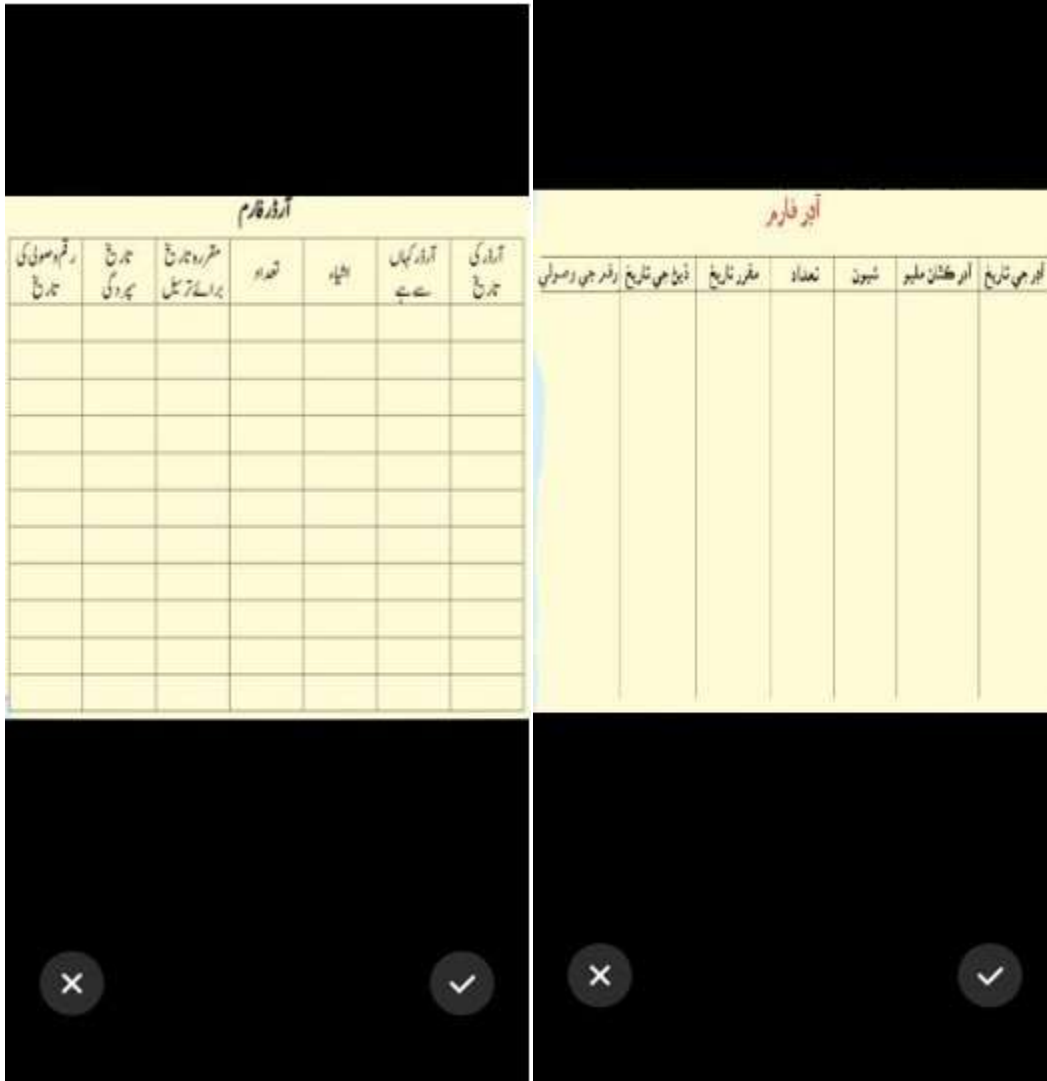


Figure 18

Urdu Haruf (✍):-

By tapping Urdu Haruf, all characters of Urdu Haruf will show on the screen. See Figure 19. By tapping on each Haruf, a writing pad will be open, where application teach how to write that character. Space will available on screen to write and practice, this part already shown in Figure 17 above.

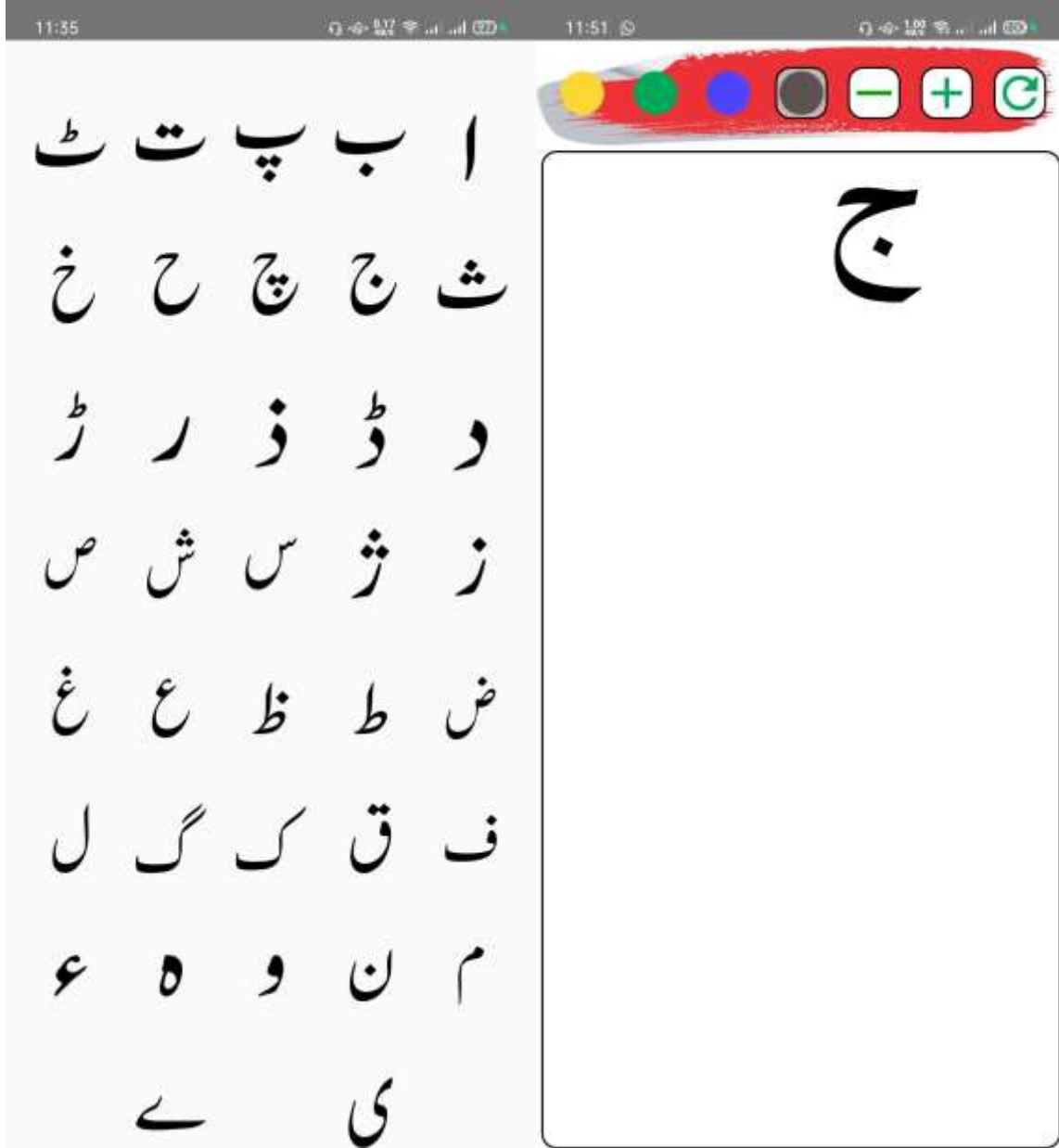


Figure 19

Sindhi Haruf (پ):-

By tapping Sindh Haruf, all characters of Sindhi Haruf will show on the screen. See Figure 20. By tapping on each Haruf, a writing pad will be open, where application teach how to write that character. Space will available on screen to write and practice, see figure 21.

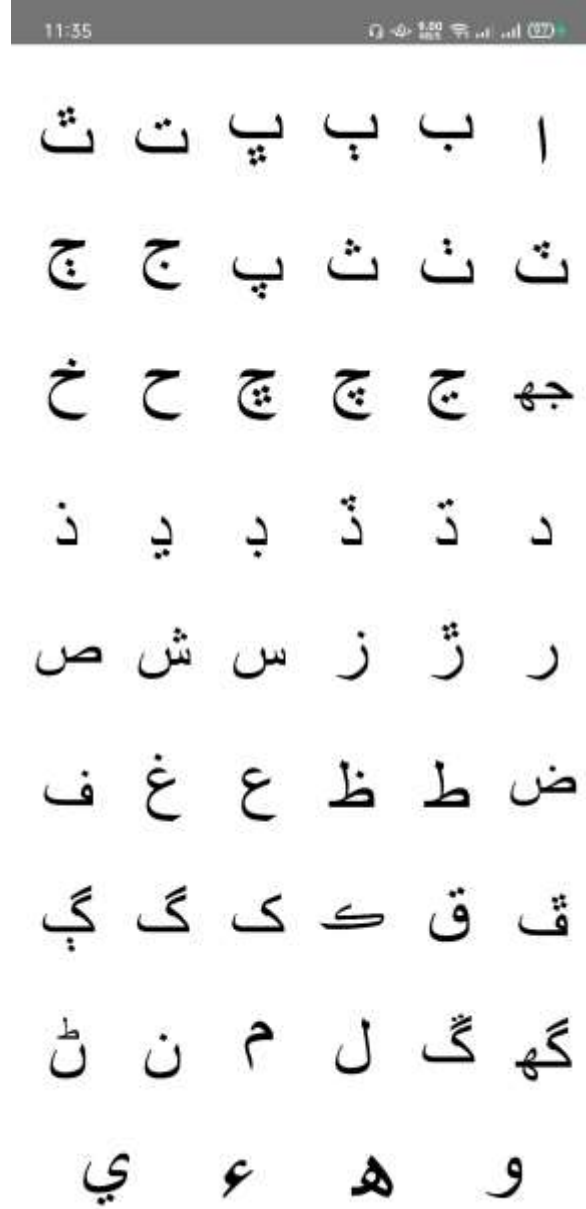


Figure 20

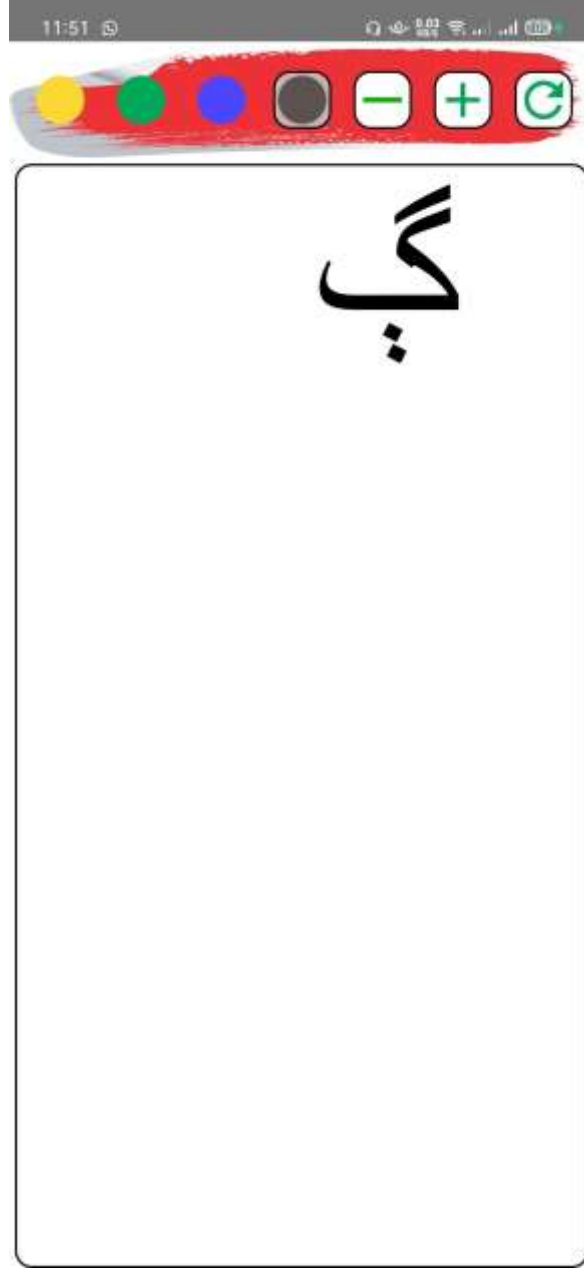


Figure 21

Language (✎):-

A dialogue box with two options (**Sindhi**) and (**Urdu**) will show once tapped on language. It is to switch language.

E.g. if you switch Urdu Math will show in Urdu if Sindhi will selected Math will show in Sindhi.

See Figures (03 and 02).

BUTTONS / SIGNS / NAVIGATIONS

Here is the details, how to use buttons, signs or navigations.

Screen Navigations

Home Button (🏠):-

Home button will navigate back to home screen.

Move on Next Screen (→):-

On every Screen, a button (→), will use to move on next screen.

Move Back ◀

Default move back button will use to come back to previous screen.

Flow.

There are many activities in a lesson-programmed page after page and one after another. It is based on a flow where some delays are programmed in a way so that learner can understand things better. For those activities, application will keep working one after another until the learner pause it.

Pause (⏸):-

By tapping, this screen audio and workflow will pause.

Play (▶)

By tapping this symbol, application will start working/ resumed.

Tapping pictures / text

By tapping picture or text its voice, learner can listen and application's context will switch to that particular part.

Vibration

In case if there is any validation programmed, learner will have to give input on that screen. By navigating to next if there is a validation application will vibrate and not allow moving on next screen.

Videos

. *Play Video* (▶)

This buttons will be used to play video.

Pause Video (⏸):-

Video will pause tapping this button.

Forward (▶▶)

By tapping this video will move some seconds forward.

Backward speed (◀◀)

By tapping this video will move some seconds backward.

Change Screen Size (⌂):-

Video screen will become full screen by tapping on this. Once it will, full screen symbol will changed and by tapping on new symbol, it will come back to its original size.

Record Audio (🎤):-

Learners will requested to record their answers about some question that application will ask. Shown icon (🎤) in **Red Color**, when tapped, the recording will be start and its color changed to **black**. To stop press black **button**, the recording will stop and saved. See figure 22.

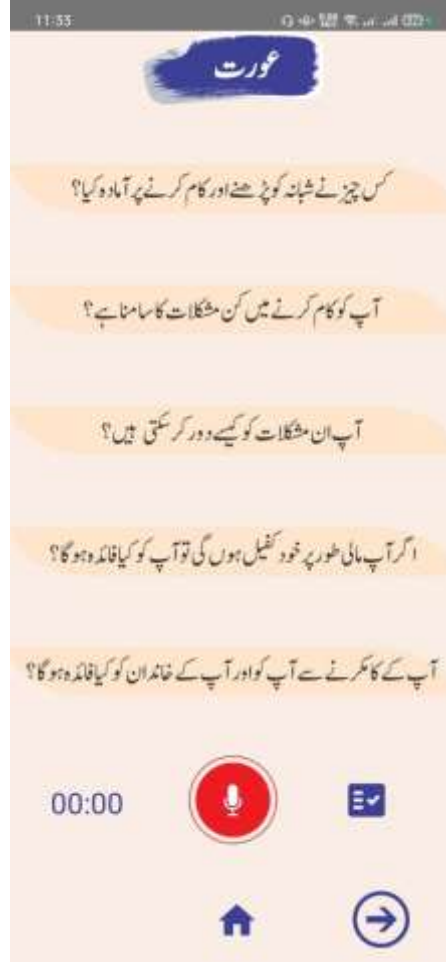


Figure 22

Solve Test:-

In the end of this course, learner will have to give test for each subject she learnt. On test contains 25 Questions. All questions are compulsory. It will be of two types , MCQs and Fill in the blanks. In Mcqs, multiple options are available and learner have to select one. In Fill in the blanks, learner have to write the correct answer.

Qadam Ba Qadam Website

URL:

www.qadambaqadam.com

DEFAULT VIEW:

In default, view user can have access to following material.

Books

PDF Books are compressed; Hyperlinks and home button navigations enabled and placed on the website. These are light weighted books anyone can download and read.

Teacher Guides

- [Math Teacher Guide in Urdu](#)
- [Math Teacher Guide in Sindhi](#)
- [Urdu Teacher Guide](#)
- [Sindhi Teacher Guide](#)

Text Books

- [Math Text Book in Urdu](#)
- [Math Text Book in Sindhi](#)
- [Urdu Text Book](#)
- [Sindhi Text Book](#)

Print Practice Remember (Forms)

These forms are general forms that any learner can download and use after printing. This is for practice.

- [Urdu](#)
- [Sindhi](#)
- [Math Urdu](#)
- [Math Sindhi](#)

Qadam Ba Qadam Mobile / Tablet application

Introductory video and downloadable link of the application provided here.

Videos

Videos section will contain videos about adult literacy and its importance. On opening detail of videos user can see steps of teaching videos.

- Step 1 - Start conversation by showing a picture

- Step 2 – Experiment / Role Play / Story telling
- Step 3 – Speaking and Listening exercise
- Step 4- Reading and writing exercise
- Step 5 –Make new words and sentences
- Step 6 – Assessment

App Helping Videos

Helping videos are available for both teacher and learner in Sindhi and Urdu languages.

Lesson Videos

Lesson videos are available on website. A copy of videos used in android application.

TEACHER VIEW

In teacher view, all the view is same like General/ Default View only difference is of Teacher Manual.

Under books, teacher manuals added.

Teacher Manual

- [Teacher Manual Urdu & Math](#)
- [Teacher Manual Sindhi & Math](#)

MONITORING

Under monitoring website will ask to login. This is for assessment of learner and work progress check online.

Login

Credentials will provide to supervisors, Managers and teachers as per provided data.

Roles

Learners

Learners will perform assessment on the tablet or mobile after login on the Qadam Ba Qadam application. This login, teacher will create by sign up.

Teachers

- Teacher will create a group or input center information in app.

- Teacher will create learners on android app on tablet or mobile phone using sign up option.
- CNIC used to sign up a learner will become learner login Name / CNIC on Sing In screen and CNIC last 4 digit will become a pin code of learner. (eg. If CNIC is 3333119202221) then PIN will be 2221.
- A user name and password will provided to every teacher to upload record.
- Teacher will check and allocate marks to learners where it is manual activity. In most of cases, application will pick and save it by itself. System will ask where required.
- Teacher will upload record once some activities performed (see figure 12 above).
- Supervisor will provide frequency when to upload record.
- Every uploaded record can see in reports on website described in reports section in details.

Supervisors

- 1- There will one or more centers / groups that a supervisor will manage.
- 2- Supervisor will have access to reports.
- 3- Supervisor will be limited to its own centers. Can't see record of any other center.
- 4- System will automatically recognize using login name and password and reports will be shown accordingly.

Managers

- 1- Managers can see all reports.
- 2- This role will not be limited to specific centers.

REPORTS

Following reports will be available in website.

- 1- Lists
 - a. Learners list
 - b. Teachers list
 - c. Supervisors list
 - d. Managers list
- 2- Center Specific last data feed in date time.
- 3- Centers status as per scheme of study.
 - a. Behind schedule
 - b. On Schedule
 - c. Beyond Schedule
- 4- Best learners - using assessment data
- 5- Best Teachers – using assessment data
- 6- Worst learner –using assessment data
- 7- Worst teachers –using assessment data
- 8- Learners within activities score
- 9- Learners final assessment score
- 10- Progress report of learners.
- 11- Issue certificate.

Participant Organizations

Following organizations participated in development of this application and its website.

- 1- Women development department of Government of Sindh
- 2- Japan International cooperative agency (LIGHT-F Project)
- 3- Sanjh Preet Orgnization

Help

In case of any king of issue or help, please write to hussain@softaspect.net or call/ WhatsApp to +923218983771