Appendix B

Teacher’s Manual and Computer Assisted Instruction (CAI)

B1: Teacher’s Manual of the computer assisted Implementation (CAI)
Title “Website Implementation by Namo WebEditor 5.5” for eleven grade students

B2: Computer Assisted Instruction (CAI) Title “Website Implementation by Namo WebEditor 5.5” for eleven grade students
Appendix B: 1

Teacher's Manual of the computer assisted Implementation (CAI)

Title “Website Implementation by Namo WebEditor 5.5”
for eleven grade students

Explanation for Instructor:

Computer Assisted Instruction (CAI) title “website implementation by Namo WebEditor 5.5” was constructed in order to use as supplement for teaching in career and technology subject for eleven grade students. The objectives of this teacher’s manual are as follow:

1. To use as the instructional material presented by computer
2. To use as a learning medium that utilize computer to instruct the students
   “How to write website using Namo WebEditor 5.5” focusing on self-study
3. To use for students to review the course content
4. To use as a substitute in case instructor is absent
5. To use as a reliable tool for instructor’s facilitator
6. To increase the effectiveness of learning achievement because the programme can be allocated to every students in class
7. To motivate and stimulate students to learn inside and outside of class
8. To enhance student’s critical thinking skills and analytical thinking skills
9. To use as a test in order to evaluate student’s knowledge and understanding
   (Since the students are tested (pretest-posttest) and practice according to the worksheet insert in the CAI programme) The score can reported to instructor automatically.

Role of Instructor:

1. Prepare the learning management plan before time and provide the learning material/ learning medias
2. Practice CAI before demonstrate to the students in the class
3. Follow, observe, notice the instruction, help students to solve problems
4. Keep record of individual student and encourage them for the higher level of learning achievement

5. Inform and demonstrate the learning standard, learning substance, and learning expectations on the projector and summarize each learning unit appropriately.

6. Prepare additional course materials in order to make the lesson fitting to real world situation and also to increase effectiveness of CAI.

Recommendation for Instructor:

Method of teaching through CAI, instructor has to change the roles from telling and knowledge transferring to helping, promoting and encouraging learners in acquiring knowledge from CAI in order to broaden the vision and give them more opportunity for self learning. The following would be a recommend for instructor in using CAI:

1. Enhance the students to focus on self-study. Reduce the role of instructor telling to asking students. Moreover, instructor should motivate them for further application
2. Pay attention to both clever and poor students
3. Motivate the students to improve the capability of technological skills
4. Encourage the students to learn by their own ability
5. Motivate the students to read the instructions before starting CAI and follow every instruction, activity, test, and evaluation within the CAI in order to receive maximum knowledge, skills/performance and desirable characteristics.

Recommendation for Student:

This CAI is use for student to study on your own. It is a supplementation material for the career and technology subject. There is no time limit on learning from this CAI. Please read instructions and guidelines before start learning from the programme step-by-step.

1. Make understanding how to use CAI.
2. Improve your learning experience by self-learning and follow the instruction which demonstrate in this CAI.
3. Improve the skill by performing all worksheets in the CAI
4. You must keep in mind self honest and be responsible.
5. This CAI composes of teaching frames and worksheets.

6. This CAI is not a part of examination. You should study CAI frame-by-frame fully understanding and be able to perform all activities individually.

7. Before starting CAI, pretest must be completed in order to evaluate the basic knowledge. Once finish with the CAI there will be a posttest which must be completed in order to measure the gain knowledge, skills/performance acquisition.

8. Start you study CAI from the first frame until finish the final frame. DO NOT skip any frame because you will gets confuse.

9. Read instructions and questions to your best understanding and think carefully. Once you are sure then finish the quiz in computer.

10. After finish one frame and finish the quiz. You can view the answers in order to check your ability. If the questions are done correctly by you, then continue to the next frame.

11. If your answer is incorrect do not skip, but go back to the lesson and read until you have more understanding. Once student understand the teaching unit fully then move on to the next unit.

12. Do not hurry to learn from CAI. If you feel tired or your eyes are sore, do take a good rest or a nap and come back to continue the lesson.

13. Once you understand how to create a personal website. DO NOT forget to use polite content and structure output.

14. After all frames in CAI had been studied, you should finish the posttest individually and after finishes do check for correct answers in order to evaluate the learning progress.

15. In order for you to receive the best result learning from this computer assisted instruction. You must follow the instructions and suggestions strictly. Also you must be honest to self, have responsibility, and have discipline. Most of all, student should not look at the answers before doing the quiz or any test.

16. Don’t forget to turn off computer and clean up your desk every time after the class is over.
Classroom arrangement:

The learning process using CAI must be operated in computer laboratory. Students must have their own computer and sit in the position according to this diagram.
Guidelines for learning process through CAI:

In order to operate CAI, there are several guidelines to be follow:

1. Instructor must prepare CAI, computer laboratory ready before using it.
2. Students must have their own computer.
3. CAI must be installed in each computer.
4. Instructor must only be the students’ facilitator and only demonstrate students through computer projector. The students have to learn through CAI frame to frame and complete worksheet after each learning unit.
5. Instructor should motivate students to learn individually.
6. Instructor should guide students to turn off computer and clean up work area every time when the class is over.

Course Description:

Computer Assisted Instruction (CAI) title “website implementation by Namo WebEditor 5.5” divided into 7 units according to the learning management plan on career and technology subject for eleventh grade students. There are 19 frames in this CAI. The details of CAI frames included in the Computer Assisted Instruction (CAI) title “website implementation by Namo WebEditor 5.5” are as follow:

<table>
<thead>
<tr>
<th>Unit 1: Technique of start using Namo WebEditor 5.5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frame 1: Basic knowledge about Namo WebEditor 5.5</td>
</tr>
<tr>
<td>Frame 2: Technique of start using and getting into Namo WebEditor 5.5</td>
</tr>
<tr>
<td>Frame 3: Menu bars and tool bars</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unit 2: How to create website and index pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frame 4: Technique of creating website folder index page in Namo WebEditor 5.5</td>
</tr>
<tr>
<td>Frame 5: Technique of creating site Namo WebEditor 5.5</td>
</tr>
<tr>
<td>Frame 6: Technique for saving file from Namo WebEditor 5.5</td>
</tr>
<tr>
<td>Frame 7: Technique of opening &amp; close file from Namo WebEditor 5.5</td>
</tr>
<tr>
<td>Frame 8: Technique for printing file from Namo WebEditor 5.5</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Unit 3: How to create font and table</th>
</tr>
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<tbody>
<tr>
<td>Frame 9: Technique of arranging and modifying font</td>
</tr>
<tr>
<td>Frame 10: Technique of creating and modifying table</td>
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</tbody>
</table>
Instructor should spend at least 36 hours to supplement this CAI in the course.

**Learning Equipment Preparation:**

1. Windows 95, 98, Me, NT 4, 2000, or XP
2. Computer must have CPU with 300 MHz or more and must have 32 MB of RAM (windows 95/98/Me) or 64 MB of RAM (windows NT/2000/XP)
3. 800 x 600 resolution or higher
4. Hard disk should space of 40 MB
5. CD-ROM drive reader
6. System sound checking
7. Students should have basic minimum skill requirement about computer operation knowledge or must be able to use mouse as a minimum requirement.

Learning Process:
1. Turn on computer and wait until the computer boot Windows.
2. Insert CD in the CD-ROM drive (CAI : Website Implementation by Namo WebEditor 5.5).
3. Double click CD-ROM as shown in the image below.
4. There will be a folder name Luksika as shown in the image below.
5. Right click on the folder name Luksika and copy then paste in drive C: or D:
6. Open folder Luksika and there will be many folders inside.

7. In order to view the CAI, you must select and open index.html file. After that follow the instructions until understand and work the worksheet at the end of each teaching unit. Wishing you happiness with your learning.

8. Reading instructions thoroughly and study all various symbols. There are definitions on each symbol and there will be Main Menu with topics, and recommendation for teaching unit.

9. Before starting of learning from CAI, you should complete the pretest.

10. If any error occurred during the lesson and want to quit or exit the programme. You can hit Ctrl + Alt + Delete to stop CAI and exit.
Learning Resource:

http://www.bloggang.com
http://www.drpaitoon.com
http://www.dwthai.com
http://eastern.nfe.go.th
http://www.google.co.th
http://www.kruthai.info
http://www.namo.co.th
http://www.nectec.or.th
http://www.onlinetraining.in.th
http://www.prakan.ac.th
http://www.pyayam.com
http://www.school.net.th
http://www.se-ed.net
http://www.thaigoodview.com/library
http://www.tani.ac.th
http://www.thaiwbi.com
http://www.twebmaster.com
http://www.vod.msu.ac.th
http://www.webthaid.com
http://www.yupparaj.ac.th/cai/