



Electronics & ICT Academy

(Under Ministry of Electronics and Information Technology (MeitY), Govt. of India)

Indian Institute of Technology Guwahati, Guwahati, Assam, Pin 781039

Phone: +91-361-2583182, +91-7086502139.

Email: eictacad@iitg.ac.in, eictacad@gmail.com



Online Faculty Development Programme on "E-Learning Platform"

Date: 31 August - 07 September, 2020

Date	Time	Topic
Day-1 (31-08-2020)	10:00 am - 12:00 noon	LMS <ul style="list-style-type: none"> ▪ Introduction ▪ Uses ▪ Features ▪ Influence of LMS on students ▪ Free and open source LMS
	12:00 noon - 01:00 pm	Query Handling
	01:00 pm - 03:00 pm	Break
	03:00 pm - 05:00 pm	Hands-on Practice
Day-2 (01-09-2020)	10:00 am - 12:00 noon	<ul style="list-style-type: none"> ▪ Introduction to Google Apps <ul style="list-style-type: none"> ✓ Google's different platform in the field of education ✓ Introduction to Google Drive ✓ Features in Gmail
	12:00 noon - 01:00 pm	Query Handling and Evaluation
	01:00 pm - 03:00 pm	Break
	03:00 pm - 05:00 pm	Hands-on Practice
Day-3 (02-09-2020)	10:00 am - 12:00 noon	<ul style="list-style-type: none"> ▪ Google Doc ▪ Google Sheet
	12:00 noon - 01:00 pm	Query Handling and Evaluation
	01:00 pm - 03:00 pm	Break
	03:00 pm - 05:00 pm	Hands-on Practice
Day-4 (03-09-2020)	10:00 am - 12:00 noon	<ul style="list-style-type: none"> ▪ Google Form ▪ Google Quiz
	12:00 noon - 01:00 pm	Query Handling and Evaluation
	01:00 pm - 03:00 pm	Break
	03:00 pm - 05:00 pm	Hands-on Practice
Day-5 (04-09-2020)	10:00 am - 12:00 noon	<ul style="list-style-type: none"> ▪ Google Slide ▪ Introduction to Google Classroom <ul style="list-style-type: none"> ✓ Creating classroom ✓ Joining classroom ✓ Classroom setting ✓ Posting Announcement
	12:00 noon - 01:00 pm	Query Handling and Evaluation
	01:00 pm - 03:00 pm	Break
	03:00 pm - 05:00 pm	Hands-on Practice
Day-6 (05-09-2020)	10:00 am - 12:00 noon	<ul style="list-style-type: none"> ▪ Google Classroom contd. <ul style="list-style-type: none"> ✓ Sharing Content <ul style="list-style-type: none"> ▪ material ▪ assignment ▪ question

Day-6 (05-09-2020)		<ul style="list-style-type: none"> ✓ Submission of answer ✓ Grading ✓ Archiving the classroom(Removing the classroom)
	12:00 noon - 01:00 pm	Query Handling and Evaluation
	01:00 pm - 03:00 pm	Break
	03:00 pm - 05:00 pm	Hands-on Practice
Day-7 (06-09-2020)	10:00 am - 12:00 noon	<p>Introduction to Google Meet</p> <ul style="list-style-type: none"> ✓ What is Google Meet? ✓ Its advantages over other video conferencing services. ✓ Signing in to Google Meet. ✓ Discussing the interfaces of Google Meet. ✓ How to create a meeting using Google Meet ✓ How the students will join the meeting ✓ How to present your presentation to the students
	12:00 noon - 01:00 pm	Query Handling and Evaluation
	01:00 pm – 03:00 pm	Break
	03:00 pm – 05:00 pm	Hands-on Practice
Day-8 (07-09-2020)	10:00 am – 01:00 pm	Project Work
	01:00 pm – 03:00 pm	Break
	03:00 pm – 04:30 pm	Project Work Submission
	04:30 pm-05:00 pm	Valedictory
