



Electronics & ICT Academy

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

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Online Faculty Development Programme on "E-Learning Platform"

Date: 07 - 14 September, 2020

Date	Time	Topic
Day-1 (07-09-2020)	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 <ul style="list-style-type: none"> ○ Moodle
	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 (08-09-2020)	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 ● Introduction to Google Docs, Google Sheets
	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 (09-09-2020)	10:00 am - 12:00 noon	<ul style="list-style-type: none"> ▪ Introduction to Google Apps (Cont..) <ul style="list-style-type: none"> ● Introduction to Google Slides, Google forms and quiz ● Advantages of using Google sheets, docs
	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 (10-09-2020)	10:00 am - 12:00 noon	<ul style="list-style-type: none"> ▪ What is Google Classroom <ul style="list-style-type: none"> ● How to create Google Classroom ● Why Google Classroom? ▪ Google Classroom interface <ul style="list-style-type: none"> ● Discussing different tabs of google classroom ● Stream tab ● Classwork tab ● People tab ● Grades tab ▪ Changing design of the classroom interface ▪ Joining the students in the classroom <ul style="list-style-type: none"> ● Discussing the two methods of joining ● Displaying the Class Code ● Inviting the students through mail
	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 (11-09-2020)	10:00 am - 12:00 noon	<ul style="list-style-type: none"> ▪ Posting Announcement in the classroom <ul style="list-style-type: none"> ● Writing your class announcement. ● Attaching files to your announcement. ● Discussing different types of attachments ● Attachment from Google drive ● Attachment from Local disk ● Inserting YouTube videos ● Inserting links to a different website
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	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 (12-09-2020)	10:00 am - 12:00 noon	<ul style="list-style-type: none"> ▪ Assigning assignments to the student <ul style="list-style-type: none"> ● Assigning Document assignment ● Assigning Quiz Assignment ● Assigning short questions ▪ Providing study materials to the students from Classwork Tab ▪ Viewing assignments submitted by the students <ul style="list-style-type: none"> ● Review submitted assignments ● Assigning grade ● Returning assignment to the student if the assignment is not appropriate. ▪ Taking actions to the students present in the classroom <ul style="list-style-type: none"> ● Remove ● Mute etc. ▪ Adding co-teacher in the classroom ▪ 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 (13-09-2020)	10:00 am - 12:00 noon	<ul style="list-style-type: none"> ▪ Introduction to Google Meet ▪ 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 (14-09-2020)	10:00 am – 01:00 pm	Project Work
	01:00 pm – 03:00 pm	Break
	03:00 pm – 04:00 pm	Project Work Submission
	04:30 pm-05:00 pm	Valedictory
