



# 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: 17 - 24 August, 2020

Date	Time	Topic
<b>Day-1</b> (17-08-2020)	10:00 am - 12:00 pm	<b>LMS</b> <ul style="list-style-type: none"> <li>▪ Introduction</li> <li>▪ Uses</li> <li>▪ Features</li> <li>▪ Influence of LMS on students</li> <li>▪ <b>Free and open source LMS</b> <ul style="list-style-type: none"> <li>○ Moodle</li> </ul> </li> </ul>
	12:00 pm - 01:00 pm	Query Handling
	01:00 pm - 03:00 pm	Break
	03:00 pm - 05:00 pm	Hands-on Practice
<b>Day-2</b> (18-08-2020)	10:00 am - 12:00 pm	<ul style="list-style-type: none"> <li>▪ <b>Introduction to Google Apps</b> <ul style="list-style-type: none"> <li>○ Google's different platform in the field of education</li> <li>○ Introduction to Google Drive</li> <li>○ Features in Gmail</li> <li>○ Introduction to Google Docs, Google Sheets</li> </ul> </li> </ul>
	12:00 pm - 01:00 pm	Query Handling and Evaluation
	01:00 pm - 03:00 pm	Break
	03:00 pm - 05:00 pm	Hands-on Practice
<b>Day-3</b> (19-08-2020)	10:00 am - 12:00 pm	<ul style="list-style-type: none"> <li>▪ <b>Introduction to Google Apps (Cont..)</b> <ul style="list-style-type: none"> <li>○ Introduction to Google Slides, Google forms and quiz</li> <li>○ Advantages of using Google sheets, docs</li> </ul> </li> </ul>
	12:00 pm - 01:00 pm	Query Handling and Evaluation
	01:00 pm - 03:00 pm	Break
	03:00 pm - 05:00 pm	Hands-on Practice
<b>Day-4</b> (20-08-2020)	10:00 am - 12:00 pm	<ul style="list-style-type: none"> <li>▪ <b>What is Google Classroom</b> <ul style="list-style-type: none"> <li>○ How to create Google Classroom</li> <li>○ Why Google Classroom?</li> </ul> </li> <li>▪ Google Classroom interface <ul style="list-style-type: none"> <li>○ Discussing different tabs of google classroom</li> <li>○ Stream tab</li> <li>○ Classwork tab</li> <li>○ People tab</li> <li>○ Grades tab</li> </ul> </li> <li>▪ Changing design of the classroom interface</li> <li>▪ Joining the students in the classroom <ul style="list-style-type: none"> <li>○ Discussing the two methods of joining</li> <li>○ Displaying the Class Code</li> <li>○ Inviting the students through mail</li> </ul> </li> </ul>
	12:00 pm - 01:00 pm	Query Handling and Evaluation
	01:00 pm - 03:00 pm	Break
	03:00 pm - 05:00 pm	Hands-on Practice

<b>Day-5</b> <b>(21-08-2020)</b>	10:00 am - 12:00 pm	<ul style="list-style-type: none"> <li>▪ Posting Announcement in the classroom               <ul style="list-style-type: none"> <li>○ Writing your class announcement.</li> <li>○ Attaching files to your announcement.</li> <li>○ Discussing different types of attachments</li> <li>○ Attachment from Google drive</li> <li>○ Attachment from Local disk</li> <li>○ Inserting YouTube videos</li> <li>○ Inserting links to a different website</li> </ul> </li> </ul>
	12:00 pm - 01:00 pm	Query Handling and Evaluation
	01:00 pm - 03:00 pm	Break
	03:00 pm - 05:00 pm	Hands-on Practice
<b>Day-6</b> <b>(22-08-2020)</b>	10:00 am - 12:00 pm	<ul style="list-style-type: none"> <li>▪ Assigning assignments to the student               <ul style="list-style-type: none"> <li>○ Assigning Document assignment</li> <li>○ Assigning Quiz Assignment</li> <li>○ Assigning short questions</li> </ul> </li> <li>▪ Providing study materials to the students from Classwork Tab</li> <li>▪ Viewing assignments submitted by the students               <ul style="list-style-type: none"> <li>○ Review submitted assignments</li> <li>○ Assigning grade</li> <li>○ Returning assignment to the student if the assignment is not appropriate.</li> </ul> </li> <li>▪ Taking actions to the students present in the classroom               <ul style="list-style-type: none"> <li>○ Remove</li> <li>○ Mute etc.</li> </ul> </li> <li>▪ Adding co-teacher in the classroom</li> <li>▪ Archiving the classroom(Removing the classroom)</li> </ul>
	12:00 pm - 01:00 pm	Query Handling and Evaluation
	01:00 pm - 03:00 pm	Break
	03:00 pm - 05:00 pm	Hands-on Practice
<b>Day-7</b> <b>(23-08-2020)</b>	10:00 am - 12:00 pm	<ul style="list-style-type: none"> <li>▪ <b>Introduction to Google Meet</b> <ul style="list-style-type: none"> <li>○ What is Google Meet?</li> <li>○ Its advantages over other video conferencing services.</li> <li>○ Signing in to Google Meet.</li> <li>○ Discussing the interfaces of Google Meet.</li> <li>○ How to create a meeting using Google Meet</li> <li>○ How the students will join the meeting</li> <li>○ How to present your presentation to the students</li> </ul> </li> </ul>
	12:00 pm - 01:00 pm	Query Handling and Evaluation
	01:00 pm - 03:00 pm	Break
	03:00 pm - 05:00 pm	Hands-on Practice
<b>Day-8</b> <b>(24-08-2020)</b>	10:00 am - 01:00 pm	Project Work
	01:00 pm - 03:00 pm	Break
	03:00 pm - 04:00 pm	Project Work Submission
	04:00 pm - 05:00 pm	Valedictory

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