



# 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 in COVID 19 Pandemic"

Date: 03-10 August, 2020

Date	Time	Topic
<b>Day-1</b> (03-08-2020)	10:00 am - 12:00 noon	<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 noon - 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> (04-08-2020)	10:00 am - 12:00 noon	<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 noon - 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> (05-08-2020)	10:00 am - 12:00 noon	<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 noon - 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> (06-08-2020)	10:00 am - 12:00 noon	<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 noon - 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>(07-08-2020)</b>	10:00 am - 12:00 noon	<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 noon - 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>(08-08-2020)</b>	10:00 am - 12:00 noon	<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 noon - 01:00 pm	Query Handling and Evaluation
	01:00 pm - 03:00 pm	Break
		03:00 pm - 05:00 pm
<b>Day-7</b> <b>(09-08-2020)</b>	10:00 am - 12:00 noon	<ul style="list-style-type: none"> <li>▪ <b>Introduction to Google Meet</b></li> <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>
	12:00 noon - 01:00 pm	Query Handling and Evaluation
	01:00 pm – 03:00 pm	Break
		03:00 pm – 05:00 pm
<b>Day-8</b> <b>(10-08-2020)</b>	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

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