

FDP
on
Online course content preparation & maintaining using G-Suite Applications

Date: 2nd to 6th JUNE, 2020

Resource Person: N.Vara Prasad, Founder & C.E.O., Arete IT Services Pvt. Ltd.

Description of the Programme:

The COVID-19 pandemic has forced many sectors to shift their bases online including education, where numerous schools and colleges have started teaching their students through online platforms all across the world.

FDP on “**Online course content preparation & maintaining using G-Suite Applications**” is one of the training programs which helped the faculty to learn online teaching methods. This training made the staff empowered to deliver a more impactful lecture than before.

The session started with a Welcome note. The Resource person **N.Vara Prasad, Founder & C.E.O., Arete IT Services Pvt. Ltd.** briefed about the importance of online teaching in the current situation. He started the Day1 session with an introduction of G-Suite. **G Suite** comprises Gmail, Hangouts, Calendar, and Currents for communication; Drive for storage; Docs, Sheets, Slides, Keep, Forms, and Sites for productivity and collaboration.

Resource person explained about **Google Drive**, it allows users to store files on their servers, synchronize files across devices, and share files. Google Drive encompasses Google Docs, Google Sheets, and Google Slides, which are a part of an office suite that permits editing of documents, spreadsheets, presentations, drawings, forms, and more. Files created and edited through the office suite are saved in Google Drive.

Google Docs is an online word processor that creates and formats documents and works with other people. It brings the documents to life with smart editing and styling tools to

help you easily format text and paragraphs. Choose from hundreds of fonts, add links, images, and drawings.

The Day 1 session ended with a practical session of creating a folder in google drive in which a document has been created related to their subjects.

DAY-2

Google Slides Google Slides is an online presentation app that lets you create and format presentations and work with other people. Slides allows users to create and edit presentations online while collaborating with other users in real-time. A practical session of creating presentation, adding, editing, or formatting text, images, or videos in a presentation. He cleared the concept of sharing files and folders with people and choosing whether they can view, edit, or comment on them.

Google Sheets is a spreadsheet program offered by Google within its Google Drive service. Google Sheets is an online spreadsheet app that lets users create and format spreadsheets and simultaneously work with other people. Trainer made us learn to Import, export and format Sheets data, Control conditional formatting, Build and edit charts in a sheet.

Educators can engage all students in the learning process, whether working together in a traditional classroom or through distance learning. The **Jamboard** app makes it easy for students and educators to join in on the creativity from their phone, tablet. Resource person made a clear explanation on usage of the jam board.

DAY-3

Day 3 session was started with Google forms. **Google Forms** makes creating quizzes and grading faster, easier and automated. Educators have learned about accessing, creating, sharing google forms, viewing responses as summary, viewing responses individually. Some of the educators created a sample quiz using google form. These google forms will help to measure, understand and share student growth.

Educators can use **Google Calendar** to help manage their schedules and model for students how to manage their own. The resource person explained on View classwork due dates, add Personal reminders, Appointment slots, Class events. A sample remainder of the classwork was created by the educators.

Finally the day ended with the topic Webpaint. Web paint is one of the extensions of google chrome. It is an online tool to add functionality to Google Chrome and improve the way we are using presentation tools. Resource person highlighted the importance of using Webpaint while teaching.

DAY-4

The Day 4 session was started with google classroom. **Google Classroom** is a free web service developed by Google for schools that aims to simplify creating, distributing, and grading assignments. The primary purpose of Google Classroom is the process of sharing files between teachers and students. Students can be invited to join a class through a private code, or automatically imported from a school domain. Teachers can create, distribute and mark assignments all within the Google ecosystem. Each class creates a separate folder in the respective user's Drive, where the student can submit work to be graded by a teacher. Assignments and due dates are added to Google calendar, each assignment can belong to a category. Teachers can monitor the progress for each student by reviewing revision history of a document, and after being graded, teachers can return work along with comments.

Discussion board - Forum in GMAIL helps the students to easily communicate with each other using EMails. When you create or join a Google Group, messages shared in the groups you belong to will be automatically filed under Forums in your Gmail app. That allows for easy access to all your Google Group messages and also helps separate group messages from your mails. The trainer created a discussion group.

DAY-5

Google Meet is a video-communication service. This is the best tool for Online teaching. Trainer generated a link using which he invited the educators to join the online class. He also explained how to generate the meeting link using google classroom. It has additional features like Sharing the screen, recording, adjusting camera and sound settings, and avoiding disturbances by muting the students by clicking on the mic icon on their window.

It has the “People” section and is also a great way to check attendance and the Chat button is used for question answer sessions. He created a virtual classroom on google meet using google calendar. All the educators created a virtual classroom and invited students to join the meeting for 5 minutes.

PresentationTube Recorder allows you to narrate and annotate PowerPoint slides and synchronize a variety of essential visual media. Using PresentationTube, you can record and share successful online video presentations. creating and sharing a successful video presentation is easier. Trainer recorded a presentation and explained the usage of the presentation tube. The 5 day session ended with the vote of thanks.