



**Ministry of Education**  
Government of India



**MINISTRY OF EDUCATION**  
(Formerly Ministry of MHRD)

**PANDIT MADAN MOHAN MALVIYA**  
**NATIONAL MISSION ON TEACHERS AND TEACHING**  
(PMMMNMTT)

**ONE WEEK ONLINE FACULTY DEVELOPMENT PROGRAMME**  
**ON**

**“ICT ENABLED TEACHING LEARNING”**

**7<sup>th</sup> September -13<sup>th</sup> September 2020**

**Organized by**  
**JANKI DEVI MEMORIAL COLLEGE**  
**(UNIVERSITY OF DELHI)**  
**UNDER THE AEGIS OF IQAC**

**In collaboration with**  
**TEACHING LEARNING CENTRE**  
**&**  
**RESEARCH DEVELOPMENT AND SERVICES CELL**  
**RAMANUJAN COLLEGE**  
**UNIVERSITY OF DELHI**  
**(ACCREDITED GRADE ‘A’ BY NAAC)**

## **FDP Report**

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## FDP REPORT

### **Rationale for the Course:**

In light of the prevailing dynamic and uncertain times, it has become pertinent for all educators to upgrade their skills and become fully competent in the new ICT-dominated modes of functioning so as to continue with their quest for providing higher education of highest standards. The FDP was organized against this backdrop to provide a much-needed opportunity to the faculty to familiarize and equip themselves with various technological tools and platforms for efficient conduct of virtual learning, explore the usage of online courses for learning, teaching and professional development and also build their capability to plan, design and implement online courses that are in tune with international standards.

**Inaugural of the Course:** The FDP started with an inaugural session on 7<sup>th</sup> September, 2020 in the august presence of the **Dr. Swati Pal (Principal, Janki Devi Memorial College)** and **Dr. S.P. Aggarwal (Principal, Ramanujan college)** and the **Chief Guest Prof. M. L. Singla, Professor, Faculty of Management Studies, University of Delhi**. The session began with **Welcome Address** by **Ms. Nidhi Rajput, Ramanujan College** who also discussed the rationale of the FDP and its key components.

**Dr. Swati Pal** addressed audience with her words of wisdom and expressed that teachers being the role models and warriors, have the ability and responsibility to change themselves to changing technology landscape demanding more use of ICT. She added that she is fully confident that teachers are always ready to and would successfully cope up with new challenges for the benefit of students.

**Dr. S.P. Aggarwal** addressed the session stating that the changes we are going through in current times, have really brought out the best in our faculties who seem ready to develop their learning and gaining knowledge on the ICT tools. Dr. Aggarwal apprised everyone with the success of the Teaching Learning Centre, Ramanujan College that has successfully trained thousands of teachers. The participation in FDPs has certainly increased during lockdown. He welcomed almost 500 participants who have joined this FDP. He added that despite being a new institution, Ramanujan has achieved tremendous success in a short span of time. Dr. Aggarwal encouraged teachers to use ICT and learn the required skills.

In his Keynote address, **Prof. M.L. Singla** highlighted the importance of Smart Technology for students and faculties. He also laid emphasis on the point that emergence of this time has really called upon everyone to embrace this changing landscape of technology in educational area and in every relevant field.

All the three dignitaries welcomed participants and wished them good luck for the FDP.

### **The Journey of Seven Days**

The program was held over the course of seven days, where on each day a set of pre-recorded videos were uploaded. Participants had to enrol in their MOOCs portal where they could

access all the learning materials for the program. The structure of the program included a set of daily videos on a particular topic, followed by daily quizzes and assignments on the particular videos which would test the participants' grasp of the topic of that day and also allow them to exercise the skills they had acquired.

**Day 1** of FDP focused on “**Google classroom**” and was delivered by **Ms. Bhavya Ahuja Grover, Assistant Professor, Department of Computer Science, Ramanujan College**. The videos explained and demonstrated the details about how to use Google Classroom, its creation with the help of Gmail-id, enrolment of students via Classroom code, various tabs and themes, how to upload assignments, PPT's, study material, quizzes, assessments and rubrics etc. In total there were sixteen videos. Discussion forum page is also provided for the participants to ask freely about their queries and doubts about the session and assignments. The day ended with a quiz and an assignment to check the knowledge and understanding acquired by the participants.

On **Day 2**, the program provided instruction on three ICT tools, namely **Google Slides** (Resource person: **Ms. Nidhi Mathur, Senior Assistant, Dept. of Vocation (B.Voc), Ramanujan College**), **Google Docs** (Resource Person: **Dr. Nikhil Rajput, Assistant Professor, Department of Computer Science, Ramanujan College**) and **Google Meet** (Resource Person: **Ms. Sheetal Singh**). Each tool was very well explained and demonstrated in detail. The videos also discussed the various advantages of these tools over other forms available, for instance, the advantages of Google Slides and Google Docs over MS PowerPoint and MS Word were highlighted as both of these methods allow for real-time sharing and collaboration and all changes are saved automatically.

The ten videos on Google Slides explained the uses and features of Google Slides, use of templates, features like speaker notes, insertion of videos, images and charts, sharing at three levels (view, comment and edit), tracking changes through version history and comment history, presenting slides making it appear at full screen etc. The videos were followed by a feedback link and the discussion forum.

The five videos on Google Docs apprised the participants of several features such as real-time sharing and collaboration, sharing the document for viewing, commenting and editing, , tracking changes etc. Voice typing is a unique feature where typing can be done automatically through speech recognition. Translate option allows for the document to be translated into another language. Other add-on features like charts, equations, bibliography, cloud generator and phonetic transcription make Google Docs very useful. The videos were followed by feedback exercise and discussion forum.

The seven videos on Google Meet explained the features of Google Meet- user interface including scheduling a meeting, sharing screen, audio and video settings, adding participants, pinning and removing participants, chat functions and live captions were demonstrated. The recording feature was explained which is extremely useful for teachers to create their repositories. The videos were followed by a feedback exercise and discussion forum.

On **Day 3**, useful ICT tools- **Open Broadcaster Software (OBS)** and **OpenShot**- were discussed by **Dr. Nikhil Rajput, Assistant Professor, Department of Computer Science, Ramanujan College**. The five videos on OBS, a free and open source tool for live streaming and recording, demonstrated its useful features such as real time source and device capture, creating scenes, encoding, recording and broadcasting. The participants were also demonstrated how to do the following -display capture, video capture, face recording, screen recording, image recording, and image slideshow. The tutorials explained the user interface comprising of five sections: scenes, sources, audio mixer, transitions, and controls.

Through two videos on OpenShot, the resource person apprised of the various features and advantages of OpenShot. OpenShot is a free and open source video editor that can be used to render MPEG4, Blu-ray, DVD and full HD videos and is available on various platforms. The videos demonstrated easy snapping and trimming of videos; and explained its user- friendly interface as one can use a razor tool to split the video into many parts, insert image between those parts, adjust according to the timeline, use zoom in and out features. It was also shown how one may also export a video resulting from a joining of two or more videos and control the timing and speed of the video.

The **Day 4** focused on understanding various assessment tools and learning about different assessment methods that are available to educators. **Ms. Sheetal Singh** discussed two modes of assessment, **Quizziz and Kahoot** that can be used by educators to make the process of assessment more interactive and fun for students. The seven videos on Quizziz demonstrated how to efficiently use Quizziz in a step-by-step manner. They explained how to add codes to Quizziz, how to create a new quiz and edit as well as share it across platforms, how to add questions as well as images and multiple choice answers. Also discussed were game modes such as team, classic and test, how to play a game on different levels (playing live, assigning games as well as using the practice option) and how to share the link of the game to various apps like Google classroom, Twitter, Microsoft Teams etc.

The next half of the day focused upon learning about Kahoot, a fun and interactive method to learn through games. The videos illustrating how to set up an account and explained alternate ways to create one's own Kahoot. The tutorials explained how to set the time limit, add music and various clues to the game, how to test the quiz and share with others. The resource person shared examples of a number of games with questions and time limits and the aspect of creating a challenge. The session concluded with an informative quiz and application based assignment as well as a feedback form and discussion forum

The **Day 5** focused on **Microsoft Teams** (Resource Person: **Ms. Sheetal Singh**). The multiple videos clearly explained and demonstrated how to sign up for **Microsoft Teams**, downloading as Window app or web based app, how to create a team, how to create a private team and public team. Team interface was then discussed such as adding member, adding channel, leaving or editing the team etc.; how different teams can be created for different classes and within teams different channels can be created for different subjects taught to that

particular class. Students can be added in the team as members. In case of the elective papers, while creating channel, Private mode can be selected in which the channel will be available for the students who have opted for the elective paper. Otherwise for the core paper, standard mode is used which will have all the students. The Channel interface was discussed along with its various icons for posts, files and wiki; and how Group conversation can be conducted through posts where students can revert to the particular post. The videos also explained use of various options like tagging, using GIFs, emojis, badges for praise that are available for interacting better with students.

The **Day 6** of the program provided instruction on how to create your own **Wiki page**. Using a series of six videos, the resource person, **Dr. Nikhil Rajput, Assistant Professor, Department of Computer Science, Ramanujan College** demonstrated how to create your own Wiki page using Media Wiki or third party site, youneedawiki.com; give names to the pages invite others to contribute; add folders, data sheets, documents and presentations onto the Wiki page. The videos also showed how to add various forms of material such as Google Docs, Google Sheets and Google Slides in the folders and also how material can be moved between different folders. The resource person also explained showed how the Wiki page can also be accessed in Google Drive and demonstrated the use Import options which can be used to move material from different Wiki pages.

On **Day 7**, through a series of eight video lectures, **Dr. Nikhil Rajput, Assistant Professor, Department of Computer Science, Ramanujan College** discussed the Learning Management System (LMS): **OpenEdX** platform for creating online courses. Through the presentation, explained the basics of creating a course - the participants were guided on how create the structure, add enrolments, add quizzes as contents and to assign marks and grade. This would allow them to create a blended learning environment for their students.

Using short-spanned, well-designed and explanatory videos tutorials, the FDP discussed and demonstrated in detail several ICT tools that would prove extremely beneficial for the participants of the FDP as they can be integrated with the teaching learning processes and help them to connect better with their students. The FDP would enable the participants to create a blended learning environment where the traditional methods of teaching can be augmented by the various ICT tools they have learnt within the structure of the FDP. Furthermore, the modules taught within the FDP will also allow the participants to construct their own online courses or MOOCs to facilitate the constant exchange of information even within the pandemic.

The program utilised a constant method of interaction between the participants and the facilitators of the course via daily quizzes, assignments, feedback forms and discussion forums. The participants were tested daily on the modules that were demonstrated during the day. Participants had to attempt both quizzes and assignments, where they could demonstrate their understanding of the module through questions as well as the creation of relevant material. After the quizzes and assignments, participants also had to fill a feedback form wherein they could express their opinion about the day's topics and the respective resource

persons. Furthermore, there was also a discussion forum where the participants could discuss their doubts and give a more detailed feedback to the day's module.

It was heartening to receive positive feedback from participants who applauded the FDP's commitment to inclusive learning and accessibility and highly appreciated the informative and user-friendly course modules, which, though rigorous, were insightful, informative and extremely useful. Some participants cited issues of network connectivity.

### **Valedictory Session**

A live online session was held to mark the end of the seven day journey of the FDP on the 14th September 2020. It was attended by principals of the two colleges **Dr. S. P. Aggrawal (Principal, Ramanujan College)** and **Dr. Swati Pal (Principal, Janki Devi Memorial College)**. **Dr. Balram Pani, Dean of Colleges, University of Delhi** was the esteemed Chief Guest for the day.

The session started with a **Welcome Address** by **Dr. Shilpa Chaudhary**, Janki Devi Memorial College followed by presentation of "**Report of the FDP**" by **Ms. Nidhi Mathur**, Ramanujan College. The report highlighted the participants' ardent interest and dedication towards the course, as they worked diligently on assignments, quizzes as well as feedback.

The next segment of the session was "**Feedback from the participants**" wherein Dr. Poonam Bewtra, Janki Devi Memorial College, Dr. Pampapati Somashekhar Hegadi, KSS Vijayanagar College of Education, Karnataka and Dr. Nabanita Chakraborty, Hansraj College were invited to share their experiences. They shared their rigorous but productive journey and that the FDP provided them exposure to several tools that they could use in their online teaching. They expressed their gratitude to the organisers and were extremely satisfied with the content of the courses. Many other participants joined on YouTube and congratulated on the smooth running of the course and conveyed their regards.

It was followed by address by **Dr. Swati Pal** who pointed out that it is the responsibility of teachers to equip themselves with new skills and felt confident that teachers would be able to take on the new challenges and give the best to their students.

**Dr. S.P. Aggarwal**, in his address, said that it was heartening to see that more and more faculties are now joining such online programs where they are learning new skills and making themselves equipped to conduct online teaching successfully. He encouraged all teaching community to embrace the new challenges and adopt ICT.

**Dr. Payal Nagpal, Janki Devi Memorial College** then introduced and read out a brief profile of the Chief Guest **Dr. Balram Pani, Dean of Colleges, University of Delhi**.

**The Chief Guest, Dr. Balram Pani**, gave his keynote address highlighting the new and bigger role of technology in today's world in the field of education. He emphasized that

teachers must adopt not just new technology but also new pedagogies that are needed while using the technology.

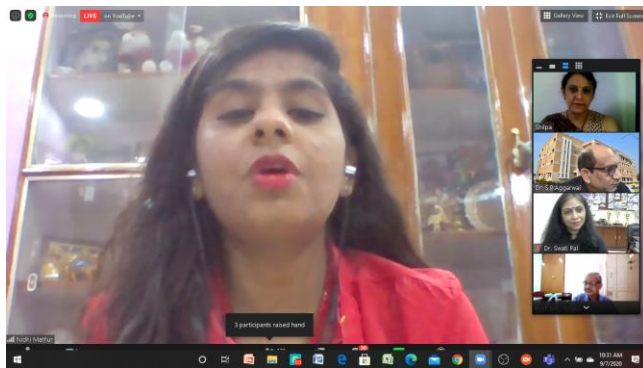
All the three dignitaries congratulated the participants on successful completion of the programme and Organizing Team for smooth conduct of the FDP.

The session ended with a **Vote of Thanks** by **Dr. Manisha Sinha, Janki Devi Memorial College** and with a hope that participants will use the skills and tools learnt and engage in ICT enabled teaching learning in their day-to-day teaching activity and make the process dynamic and student-centric.

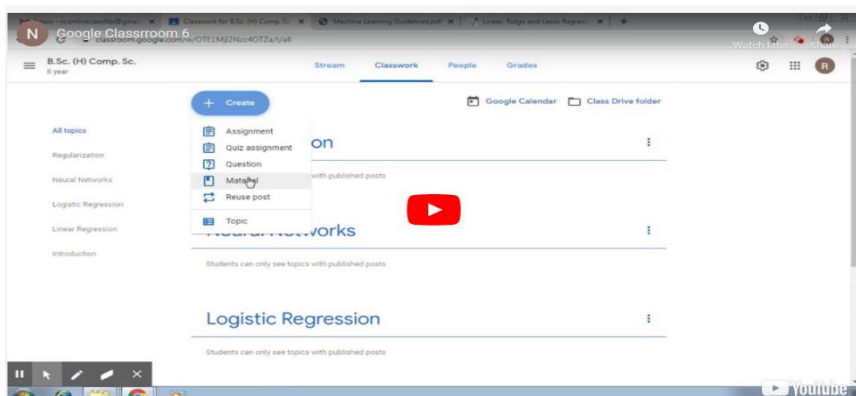




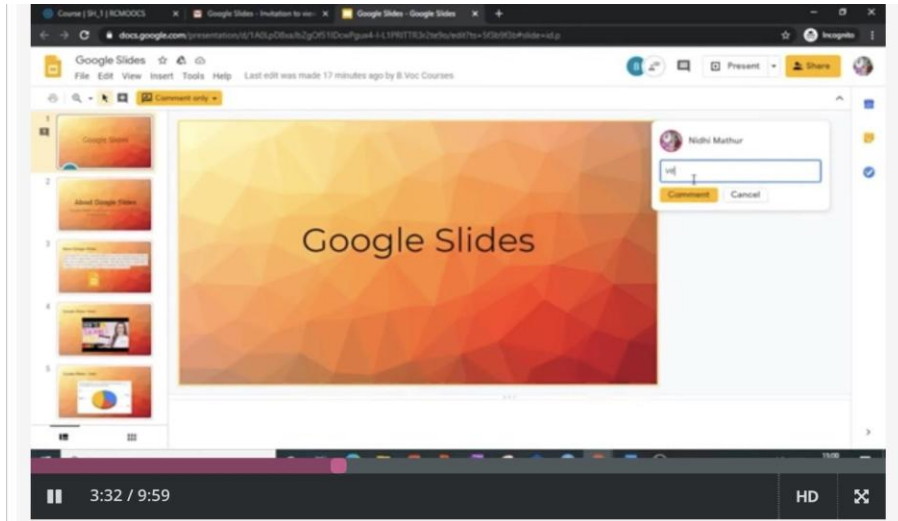
(From L-R) Prof. M. L. Singla, Dr. Swati Pal and Dr. S. P. Aggarwal addressing the audience during the Inaugural Session of the FDP.



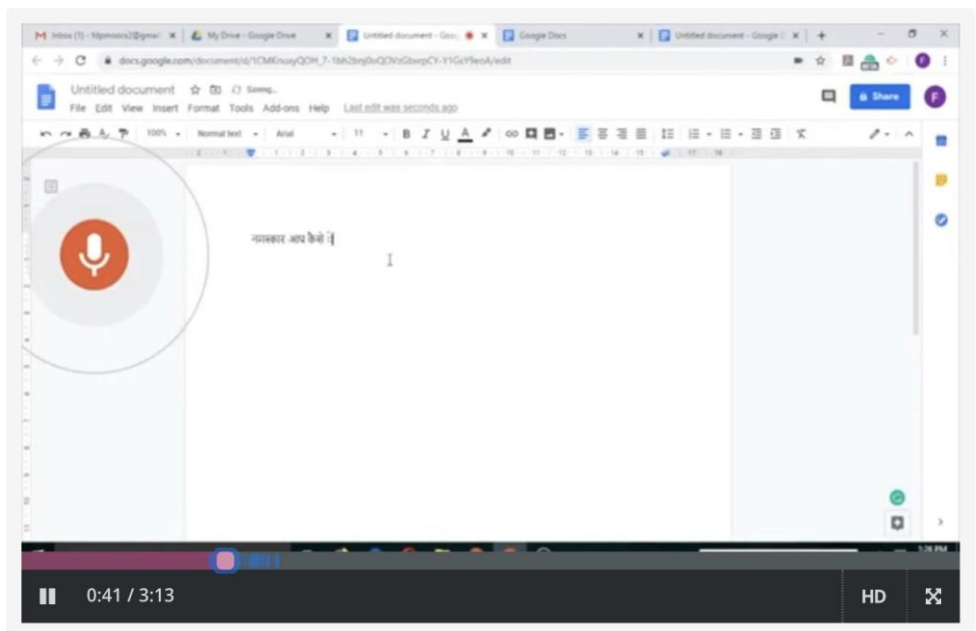
Ms. Nidhi Mathur welcoming all on the Inaugural session



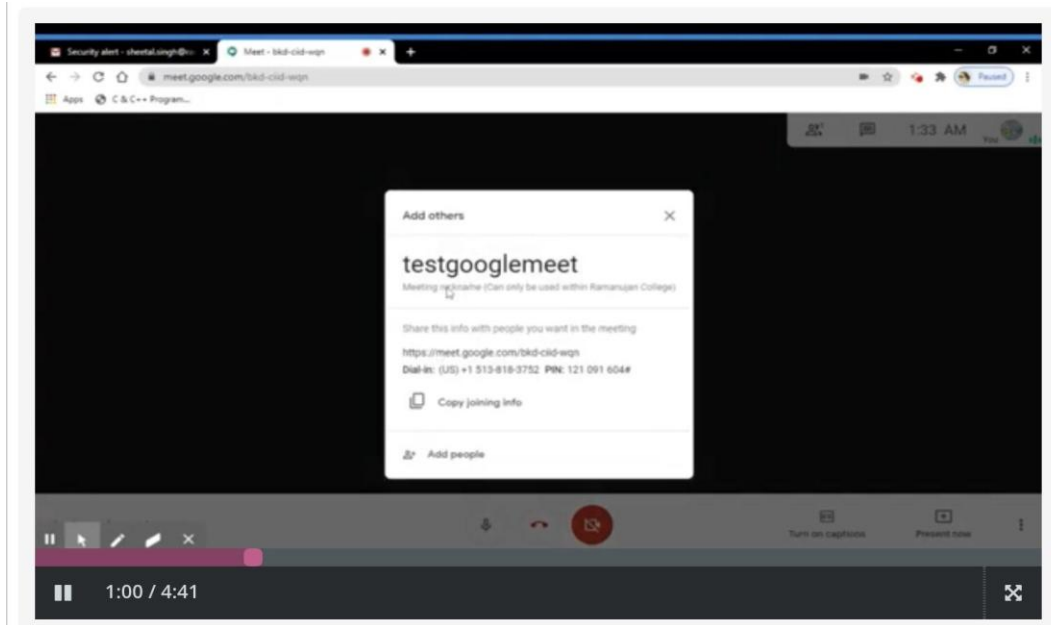
Day 1: Session on Google Classroom



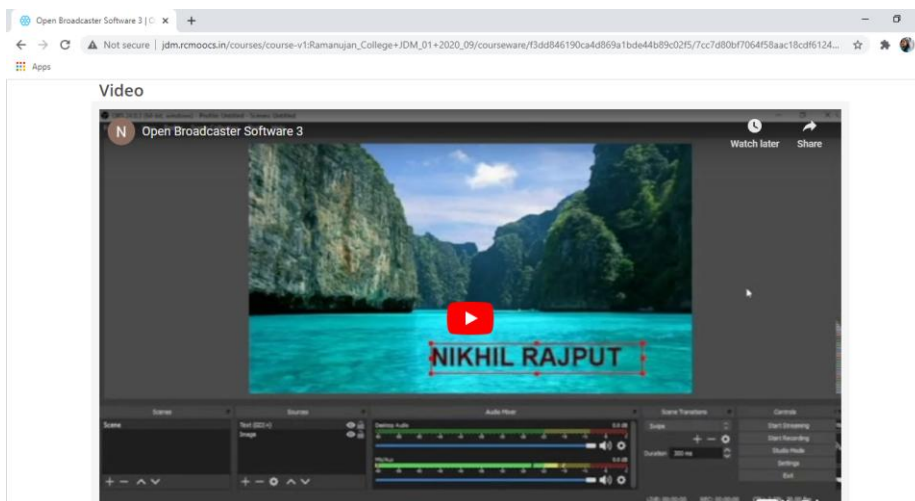
Day 2: Session on Google Slides



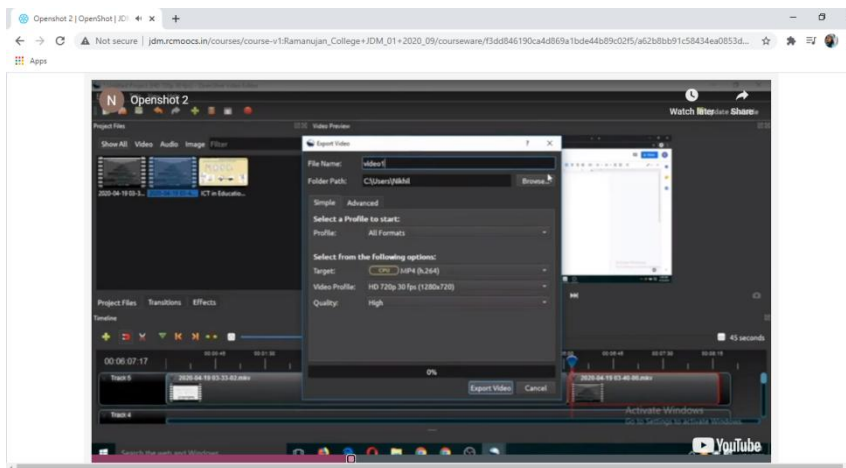
Day 2: Session on Google Docs



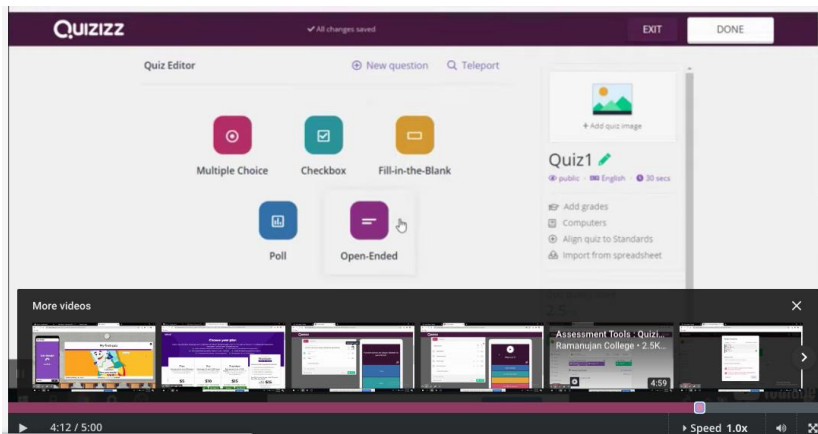
Day 2: Session on Google Meet



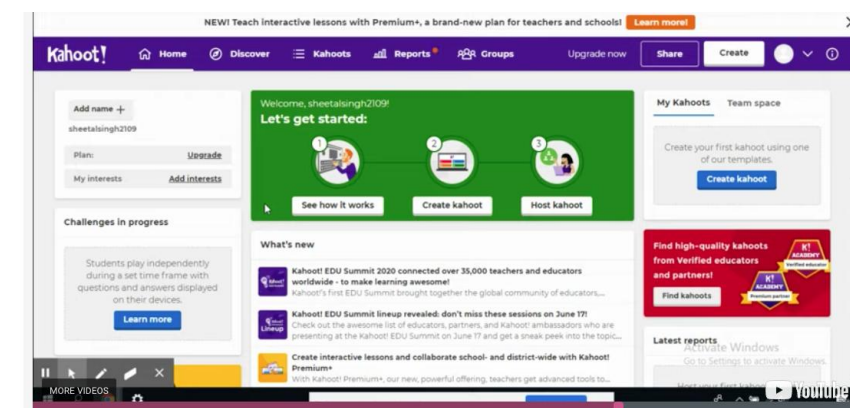
Day 3: Session on Open Broadcaster Software



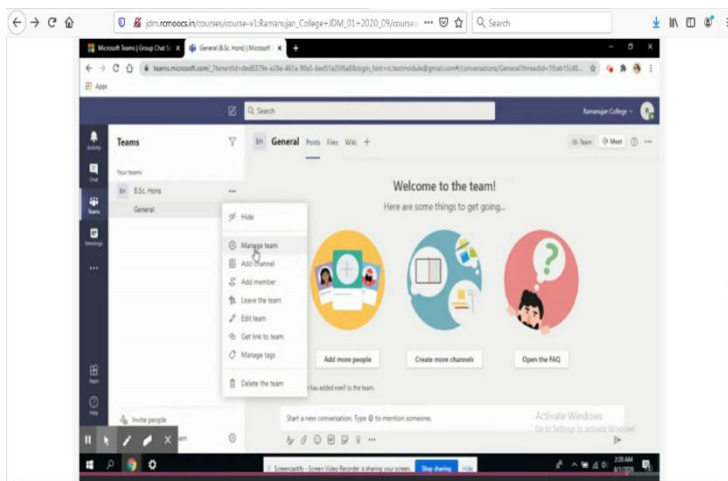
### Day 3: Session on OpenShot



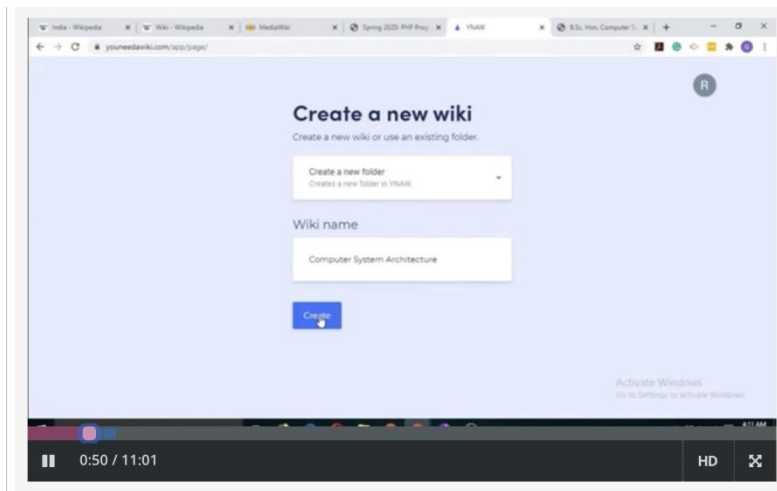
### Day 4: Session on Quizziz



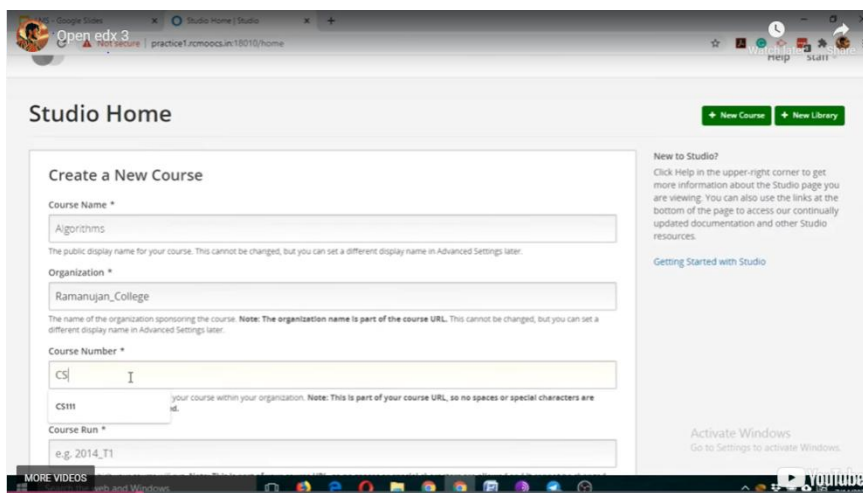
### Day 4: Session on Kahoot



### Day 5: Session on Microsoft Teams



Day 6: Session on How to Create a Wiki Page



Day 7: Session on LMS through Open edX platform

## Quiz

[Bookmark this page](#)

### Multiple Choice

5/5 points graded

The deadline to submit the quiz is 14th September 2020, 11:00pm

Q.1 Which one of the following is open source LMS?

- Edmodo
- Open edX ✓
- Blackboard
- eLearn

Q.2 To add content we need to include .... in a subsection

- subsubsection
- a new section
- unit ✓
- package

Q.3 For creating quiz, we will have to click on .... button

- videos
- HTML
- Programs ✓
- Discussion forum

Q.4 To add any text material, we will have to click on .... button

- videos
- HTML ✓
- Programs
- Discussion forum

Q.5 We need to .... to see the changes in the course

- add
- create
- launch
- publish ✓

A sample of the quizzes which participants had to attempt after each session

Course > Day 5 > Microsoft Teams > Assignment

← Previous [grid icons] [edit icon] [print icon] [share icon] Next >

## Assignment

[Bookmark this page](#)

1. Create a team for your class and add at-least 3 participants in your team.
2. Create two channels for your team and add members to the channels as well.
3. Upload a file into any of the channel and announce about it in the conversation section of that channel.
4. Schedule a meeting for your team at a particular time.
  - a) Add some participants and make them attendee.
  - b) Download the attendance list for the meeting.
  - c) Create some notes for the meeting.
  - d) Use the whiteboard during the meeting and save the board.
  - e) Present a PowerPoint presentation in the meeting.
5. Take screenshots of all the above mentioned tasks after you have successfully accomplished those tasks. Paste all the screenshots in the word

A sample of the assignments which participants had to attempt after each session

<p>Quiz</p> <p>Very good evaluat tools.Tq for good session</p>	4
<p>SUBMISSION OF QUIZ,ASSIGNMENT,FEEDBACK FORM</p> <p>Dear organizers , I have submitted the quiz, assignment-4 and feedback form for Day-4 Of FDP as of 10th Sep,2020, 7:09 pm, IST. Thank you for a very useful, valuable, engagi...</p>	1
<p>quizz vs kahoot</p> <p>I found quizz is more interesting than kahoot. Thanks for the sessions.</p>	1
<p>Kahoot is really very interesting.</p> <p>feedback</p>	1
<p>Kahoot</p> <p>Kahoot was intresting and learnt it .</p>	1
<p>QUIZZIZ</p> <p>In quizziz the sharable link if can be given in whats app gp it becomes much easier than with google class room and other plat forms</p>	1
<p>Quizz and Kahoot</p> <p>Intresting</p>	1
<p>VERY USEFUL AND INTERESTING ,HOPE TO USE IN OUR ONLINE CLASSES</p> <p>VERY USEFUL AND INTERESTING ,HOPE TO USE IN OUR ONLINE CLASSES</p>	1
<p>Quizz and Kahoot</p>	1

<https://www.informaworld.com/doi/10.1080/09651308.2020.1815191>

### Discussion Forum



Valedictory Session, 14<sup>th</sup> September 2020