



REPORT ON FACULTY DEVELOPMENT PROGRAMME ON GOOGLE
CLASSROOM FOR FORMALIZED ONLINE TEACHING

Organized by, The Internal Quality Assurance Cell & Department of
Computer Science, Lady Keane College

16th – 18th November 2020
Venue: Department of Computer Science

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INTRODUCTION

Google Classroom is a free web service developed by Google that aims to simplify creating, distributing, and grading assignments. The primary purpose of Google Classroom is to streamline the process of sharing files between teachers and students.

This Faculty Development Programme is a follow up of a two-day workshop on “**Use of Google Classrooms for Formalised Online Teaching**” which was held on the 29th and 30th of September 2020. This workshop gave an opportunity to familiarize faculty with various tools and techniques for effective online teaching and management of classes through Google Classrooms.

This Faculty Development Programme provided a way to create an intensive educational experience on Google classroom in a short amount of time. It was a platform to help teachers manage their online classes. It helped resolve various issues faced by faculty in their present teaching and learning practice. It helped to eradicate the hesitation of each teacher by exposing these technologies to them, in an easy and effective manner. The FDP covered the introductory and basic tools of teaching and learning techniques using Google Classroom for overall improvement of faculty and students.

Technology, in one form or another, has always been part of the teaching and learning environment. It is part of the teacher’s professional toolbox. In other words, it is among the resources that teachers use to help facilitate student learning. Online education continues to grow and is playing an increasingly significant role in the current scenario for fast and rapid transfer of information and technology. Successfully integrating technology into the classroom takes careful planning and preparation. Knowing important tools and its uses, which are available to facilitate teaching learning, are the primary objective of this FDP.

The total number of participants – 64.

PROGRAMME SCHEDULE

16th November, 2020 (Monday)

10:00 A.M. – 11:30 A.M. – >Group – 1 – Mrs. LiziaSahkhar

12 Noon – 1:30 P.M. – >Group – 2 – Md. Mainul Hoque

(Lunch Break)

2:00 P.M. – 3:30 P.M. – >Group – 3 – Ms. JanailinWarjri

17th November, 2020 (Tuesday)

10:00 A.M. – 11:30 A.M. – Group – 4 - Ms. JanailinWarjri

12 Noon – 1:30 P.M. – Group – 6 - Mrs. LiziaSahkhar

(Lunch Break)

2:00 P.M. – 3:30 P.M. – Group – 5 - Md. Mainul Hoque

18th November, 2020 (Wednesday)

10:00 A.M. – 11:30 A.M. – Group – 7 - Mrs. LiziaSahkhar

12 Noon – 1:30 P.M. – Group – 8 - Md. Mainul Hoque

(Lunch Break)

2:00 P.M. – 3:30 P.M. – Group – 9 - Ms. JanailinWarjri

WORKING SESSIONS

The programme was carried out by the faculty of Computer Science Department, Lady Keane College viz

- 1) JanailinWarjri, Assistant Professor
- 2) LiziaSahkhar, Assistant Professor (HOD)
- 3) Mainul Haque, Assistant Professor

1st Session- Miss JanailinWarjri

The topics covered: -

- i) Introduction to Google Classroom
- ii) Creation of a Class
- iii) Changing the Class Theme including the following topics:
 - a. Editing Class information
 - b. Changing Profile Photo
- iv) Archiving/Deletion of a Class
- v) How to invite students to join a Class
- vi) The Stream Tab including the following topics:
 - a. Creating/Posting an announcement
 - b. Adding attachments
 - c. Posting/Scheduling an announcement
- vii) The Classwork Tab including the following topics
 - a. Creating an assignment
 - b. Creating a question
 - c. Adding materials
 - d. Reusing an announcement, assignment, question or materials
 - e. Creating a topic

2nd Session- Mrs LiziaSahkhar

The topics covered: -

- i) Introduction to Rubrics
- ii) How to make a Rubric, with an example

The following links are for reference

1. https://www.youtube.com/watch?v=yPeYqz_oOkA&t=332s
2. <https://www.youtube.com/watch?v=D5Sv39JgBdY>

- iii) Scoring

- iv) The following references were provided

- a) Getting started with Google Classroom,
https://edu.google.com/intl/en_in/teacher-center/products/classroom/?modal_active=none, last access 2021/01/13

- b) What is a Rubric?, <https://study.com/teach/rubrics.html>, last access 2021/01/13
- c) Susan M. Brookhart, How to Create and Use Rubrics for Formative Assessment and Grading, <http://www.ascd.org/publications/books/112001/chapters/What-Are-Rubrics-and-Why-Are-They-Important%20A2.aspx>, last access 2021/01/13
- d) Rubric Template Samples for Teachers, <https://www.thoughtco.com/rubric-template-2081369>, last access 2021/01/13
- e) Heidi Andrade, What is a Rubric?, <http://rubistar.4teachers.org/index.php?screen=WhatIs>, last access 2021/01/13
- f) Rubrics: Useful Assessment Tools, <https://uwaterloo.ca/centre-for-teaching-excellence/teaching-resources/teaching-tips/assessing-student-work/grading-and-feedback/rubrics-useful-assessment-tools>, last access 2021/01/13
- g) Grading in Google Classroom plus Other New Features, <https://www.youtube.com/watch?v=D5Sv39JgBdY>, last access 2021/01/13
- h) How to Create and add Rubrics in Google Classroom - Assessing effectively in Google Classroom, https://www.youtube.com/watch?v=yPeYqz_oOkA&t=332s, last access 2021/01/13
- i) Rubrics, <https://docs.moodle.org/310/en/Rubrics#:~:text=Rubrics%20are%20an%20advanced%20grading%20method%20used%20for%20criteria%2Dbased%20assessment.&text=The%20raw%20rubric%20score%20is,score%20that%20could%20be%20received>, last access 2021/01/13

3rd Session- MrMainul Hoque

The topics covered: -

- i) Assignment
- ii) Quiz Assignment
- iii) Questions
- iv) Material
- v) Attendance

BUDGET

SL. NO	PARTICULARS	QUANTITY	RATE	AMOUNT
	Remuneration			
1	Expert Person			
	1. LiziaSahkhar			2000
	2. Md. Mainul Hoque			2000
	3. JanailinWarjri			2000
2	Organisers			
	4. Wanakaru Laloo			2000
	5. DarihunlangMawiong			2000
	6. Juniorika Lyngdoh			2000
	7. LaitpharRyngad			1000
	8. James Marbaniang			1000
	9. SistymorialNonglait			1000
	Refreshments			
1	Tea/ Snacks	165 People	40	6600
2	Lunch	13 People X 1 days	120	1560
		12 People X 2 days	120	2880
	Printing/Stationery			
1	Printing of Proceedings	2 Copies	300	600
Grand Total				26640

FEEDBACKQUESTIONS

1. The workshop met my expectations
 - a. Strongly Agree
 - b. Agree
 - c. Disagree
 - d. Strongly Disagree
2. The workshop content was relevant
 - a. Strongly Agree
 - b. Agree
 - c. Disagree
 - d. Strongly Disagree
3. The workshop content was easy to understand
 - a. Strongly Agree
 - b. Agree
 - c. Disagree
 - d. Strongly Disagree
4. The presenter was clear and informative
 - a. Strongly Agree
 - b. Agree
 - c. Disagree
 - d. Strongly Disagree
5. The presenter was Well-prepared
 - a. Strongly Agree
 - b. Agree
 - c. Disagree
 - d. Strongly Disagree
6. The presenter was Responsive to participants' questions
 - a. Strongly Agree
 - b. Agree
 - c. Disagree
 - d. Strongly Disagree
7. I have found innovative idea of making online teaching-learning process more interesting from this Workshop.
 - a. Strongly Agree
 - b. Agree
 - c. Disagree
 - d. Strongly Disagree
8. This Workshop have brought some change in my understanding of the subject, teaching skills and my attitude towards online teaching?
 - a. Strongly Agree
 - b. Agree
 - c. Disagree
 - d. Strongly Disagree

9. Please rate the workshop you attended in terms of usefulness and effectiveness?

- a. Excellent
- b. Good
- c. Average
- d. Poor
- e. Unsatisfactory

10. Any comments or suggestions:

FEEDBACK ANALYSIS

1/20/2021

Faculty Development Programme on "Use of Google Classroom for Formalized Online Teaching"(16th November - 18th November, ...

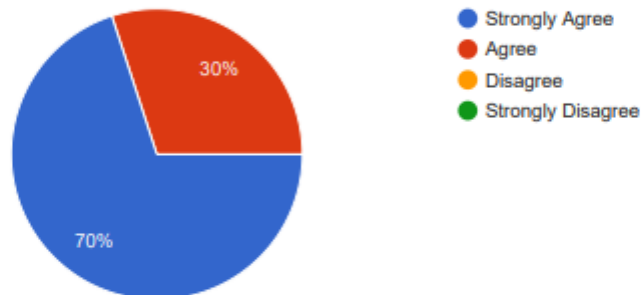
Faculty Development Programme on "Use of Google Classroom for Formalized Online Teaching" (16th November - 18th November, 2020)

10 responses

[Publish analytics](#)

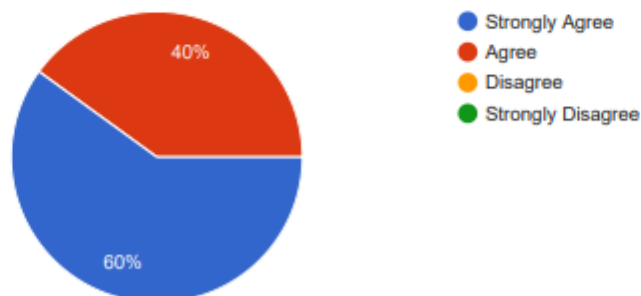
The workshop met my expectations

10 responses



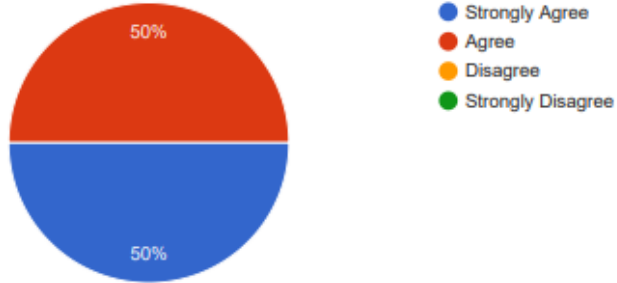
The workshop content was relevant

10 responses



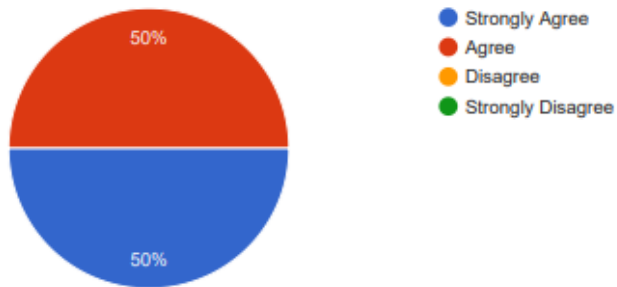
The workshop content was easy to understand

10 responses



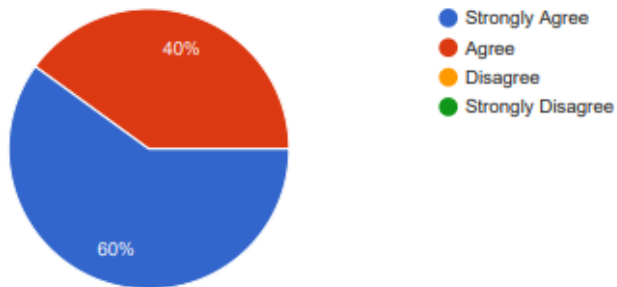
The presenters were clear and informative

10 responses



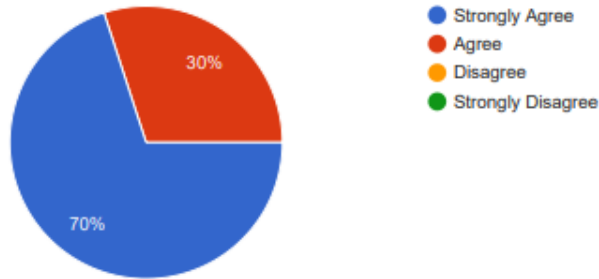
The presenters were well-prepared

10 responses



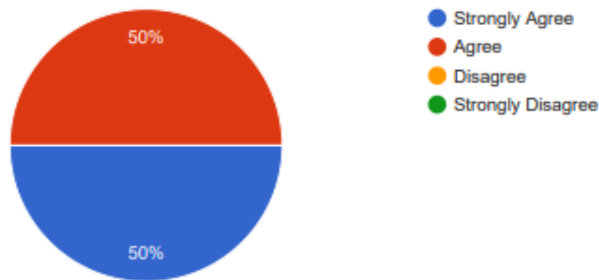
The presenters were responsive to participants' questions

10 responses



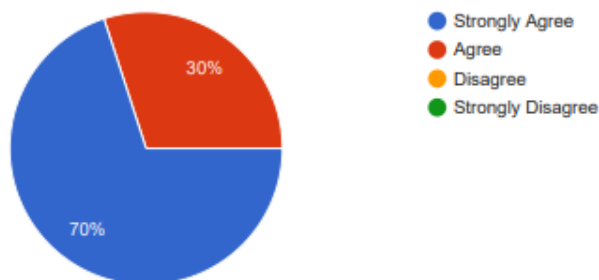
I have found innovative idea of making online teaching-learning process more interesting from this workshop

10 responses



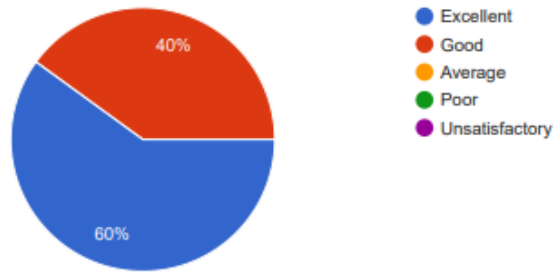
This workshop have brought some change in my understanding of the subject, teaching skills and my attitude towards online teaching?

10 responses



Please rate the workshop you attended in terms of usefulness and effectiveness?

10 responses



Any comments or suggestions:

10 responses

- The session was very informative
- Keep it up and congratulations for the success of this workshop
- Please organise such programs again.
- The workshop was well organized .It was worth attending.
- The workshop was too short
- CONGRATULATIONS! The workshop was extremely helpful. Thank you.
- Keep up the good work.
- Should have allotted more time for demonstration and practice.
- It was great

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PHOTOGRAPHS

