# Shree Shivaji Arts, Commerce & Science College, Rajura

## PROGRAM REPORT

## WORKSHOP ON ONLINE TEACHING TOOLS

**Date: 31 August 2020**

**Venue: ICT Hall, Shree Shivaji College, Rajura**

IQAC organized a training program on Online Teaching Tools on 31 August, 2020 in ICT hall in Shree Shivaji Arts, Commerce, Science College, Rajura.

**Objectives of Workshop:**

➢ To provide training to faculties for online teaching tools

➢ To familiarize with operations of various tools available for online teaching

➢ To enhance technological knowhow for effective delivery of classes

**Notice to faculties about training**

IQAC issued a notice in order to inform the faculties about training to be organized on 31 August 2020 so that all the faculties can avail the opportunity and update their knowledge and skills.

**Program Schedule**

10.30: oral welcome of all faculties

10.35: Session by Dr. B. M. Reddy

11.35: Session by Dr. A. M. Chilke

11.55: Session by Mr. Gurudas Balki

12.30: Session by Mr. Sanjay Shende

1.00: Q & A session

**Details of the Workshop:**

This workshop was organized in order to train the faculties for the application of various online teaching tools like Google meet, Zoom, Google Classroom, document reader, screen recording and make the online classes effective and interesting. As the pandemic situation was ongoing necessity of online classes was strongly felt and hence this workshop was organized.

**Session 1: Understanding the applications of Google Meet, Zoom and creation of Google forms for registration or online assessment**

Dr. B. M. Reddy, IQAC Coordinator during his presentation taught how to use google meet, Zoom application for online teaching. He practically demonstrated by creating link for new class, beginning of lecture on google meet. Similarly he also informed about how to add extensions in Google Chrome like extension for Attendance, Grid view of participants. A

thorough demonstration on the use of Google Meet and Zoom was provided. At the end, he also guided on how to create Google forms for the purpose of registration, feedback, online evaluation during unit tests etc. Document reader and its application for the display of textual information in science stream classes was also provided.

**Session 2: Understanding Google Classroom**

Dr. A. M. Chilke during his presentation guided on how to create a new google classroom, how to add students, how to provide reading material, assignments for students.

**Session 3: Recording of lectures using online applications/softwares**
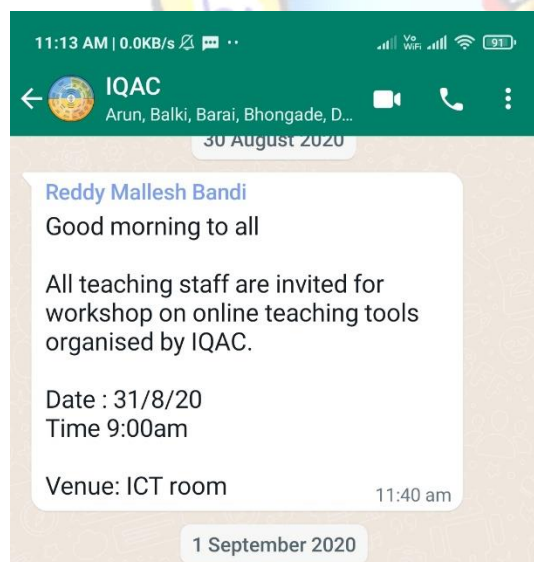
Mr G. D. Balki guided on the use of screen recorder especially OBS which is useful for recording of lecture for those students who cannot attend online lectures due to technical issues. He guided on how to record lecture with the use of OBS.

**Sessioon 4: Application of You tube for posting lectures**

Mr Sanjay Shende guided the participants on how to post our recorded lectures in the category of unlisted videos and public videos.
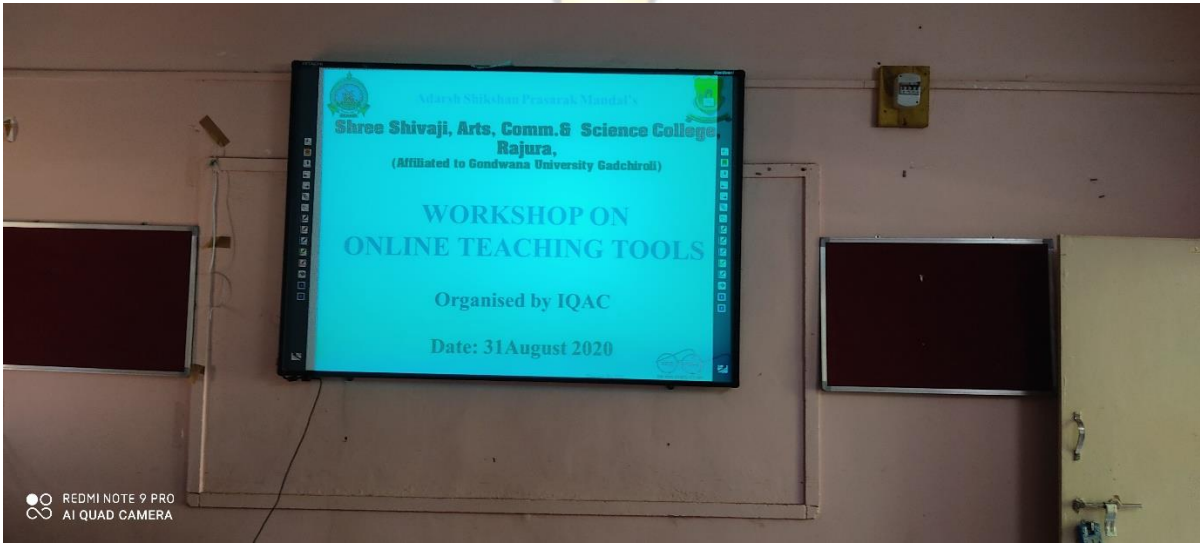
At the end of the workshop, the faculties practised on computers and laptops and tried the applications of Google meet, zoom, Google forms, OBS etc.

In all 37 faculties from junior and senior wing attended the workshop. The principal Dr. S. M. Warkad, vice principal Dr R. R. Kherani and IQAC members were present during the workshop. Dr. B. M. Reddy welcomed the participants and Mr. Sanjay Shende proposed vote of thanks.
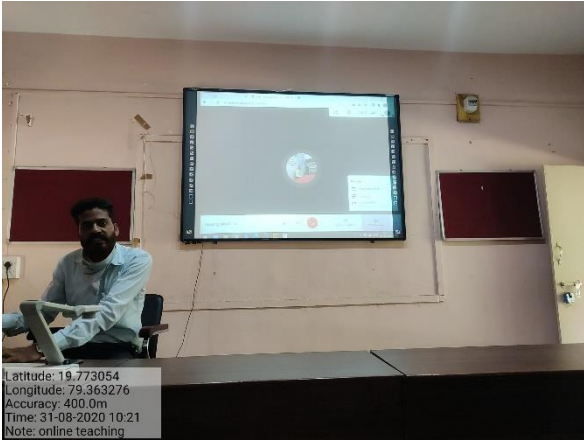
Adarsh Shikshan Prasarak Mandal's

**Shree Shivaji, Arts, Comm.& Science College, Rajura,**
(Affiliated to Gondwana University Gadchiroli)

**WORKSHOP ON
ONLINE TEACHING TOOLS**

Organised by IQAC

Date: 31 August 2020



Latitude: 19.770861
Longitude: 79.369611
Accuracy: 500.0m
Time: 31-08-2020 10:34
Note: online teaching



GOOGLE CLASSROOM

Latitude: 19.767114
Longitude: 79.36222
Accuracy: 1600.0m
Time: 31-08-2020 10:33
Note: online teaching

Latitude: 19.773054
Longitude: 79.363276
Accuracy: 400.0m
Time: 31-08-2020 10:21
Note: online teaching