



Electronics & ICT Academy

(Under Ministry of Electronics and Information Technology (MeitY), Govt. of India)

Indian Institute of Technology Guwahati, Guwahati, Assam, Pin 781039

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Email: eictacad@iitg.ac.in, eictacad@gmail.com



Online Faculty Development Programme

on

"E-Content Development and Use of ICT Tools in Academic Era"

In collaboration with MANGALDAI COLLEGE

Date	Time	Topic
Day-1 (03-07-2023) First Half	10:10 am – 11:30 am	Introduction to E-content Development <ul style="list-style-type: none">• Digital Literacy• MOOCs
	11:30 am – 11:45 am	SHORT BREAK
	11:45 am - 01:00 pm	Introduction to E-content Development (Contd.) <ul style="list-style-type: none">• Literary Discussion• Integrated E-Learning• UGC Norms
	01:00 pm - 02:00 pm	LUNCH BREAK
Day-1 (03-07-2023) (Second Half)	02:00 pm – 03:30 pm	Introduction to E-content Development (Contd.) <ul style="list-style-type: none">• Concept of Credit System• Course and Module
	03:30 am - 03:45 am	SHORT BREAK
	03:45 am - 05:00 pm	Understanding Open Educational Resources <ul style="list-style-type: none">• Understand E-content cyber security• Digital identity
Day-2 (04-07-2023) First Half	10:10 am – 11:30 am	E-Content Module – The four quadrant approach <ul style="list-style-type: none">• Quadrant 1 (e-Tutorial)• Video and Audio recording using open source software
	11:30 am – 11:45 am	SHORT BREAK
	11:45 am - 01:00 pm	<ul style="list-style-type: none">• Hands on Practice of Quadrant-1 (e-tutorial)• Uploading in digital platforms like YouTube
	01:00 pm - 02:00 pm	LUNCH BREAK
Day-2 (04-07-2023) (Second Half)	02:00 pm – 03:30 pm	E-Content Module – The four quadrant approach <ul style="list-style-type: none">• Quadrant 2 (e-content with text, PDF etc)• Collect OER based E-content (Creative Commons)• Identify OER repository
	03:30 pm – 03:45 pm	SHORT BREAK



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	03:45 pm - 05:00 pm	<ul style="list-style-type: none"> Hands on Session on Quadrant-2
Day-3 (05-07-2023) First Half	10:10 am – 11:30 am	E-Content Module – The four quadrant approach <ul style="list-style-type: none"> Quadrant 3(Assessment) E-Assessment (Edpuzzle, Quizze)
	11:30 am – 11:45 am	SHORT BREAK
	11:45 am - 01:00 pm	<ul style="list-style-type: none"> Hands-on Session
	01:00 pm - 02:00 pm	LUNCH BREAK
Day-3 (05-07-2023) (Second Half)	02:00 pm – 03:30 pm	E-Content Module – The four quadrant approach <ul style="list-style-type: none"> Quadrant 4(Discussion) Hands on Session
	03:30 pm – 03:45 pm	SHORT BREAK
	03:45 pm – 05:00 pm	<ul style="list-style-type: none"> Discussion session on the 4-quardants of E-content Collaborative digital Learning Tools for Blended Learning Courses
Day-4 (06-07-2023) First Half	10:00 am – 11:30 am	Introduction to Online Teaching <ul style="list-style-type: none"> Introduction to Google Apps Google’s different platform in the field of education Introduction to Google Drive Features in Gmail
	11:30 am - 11:45 am	SHORT BREAK
	11:45 am - 01:00 pm	Introduction to Google Docs <ul style="list-style-type: none"> Features of Google Docs Introduction to Google Slides Hands on Session
	01:00 pm - 02:00 pm	LUNCH BREAK
Day-4 (06-07-2023) (Second Half)	02:00 pm – 03:30 pm	<ul style="list-style-type: none"> Introduction to Forms Hands on Session on Google Form



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Day-4 (06-07-2023) (Second Half)	03:30 pm – 03:45 pm	SHORT BREAK
	03:45 pm – 05:00 pm	<ul style="list-style-type: none"> • Introduction to Google Quiz • Hands on Session on Google Quiz • Introduction to Google Sheets • Hands on Session on Google Sheets
Day-5 (08-07-2023) (First Half)	10:00 am – 11:30 am	<ul style="list-style-type: none"> • What is Google Classroom <ul style="list-style-type: none"> ✓ How to create Google Classroom ✓ Why Google Classroom? • Google Classroom interface <ul style="list-style-type: none"> ✓ Discussing different tabs of Google classroom ✓ (Stream tab, Class work tab, People tab and Grades tab) • Changing design of the classroom interface • Joining the students in the classroom <ul style="list-style-type: none"> ✓ Discussing the two methods of joining ✓ Displaying the Class Code ✓ Inviting the students through mail
Day-5 (08-07-2023) (First Half)	11:30 am - 11:45 am	SHORT BREAK
	11:45 am - 01:00 pm	<ul style="list-style-type: none"> • Posting Announcement in the classroom <ul style="list-style-type: none"> ✓ Writing your class announcement. ✓ Attaching files to your announcement. ✓ Discussing different types of attachments ✓ Attachment from Google drive ✓ Attachment from Local disk ✓ Inserting YouTube video ✓ Inserting links to a different website
	01:00 pm - 02:00 pm	LUNCH BREAK
Day-5 (08-07-2023) (Second Half)	02:00 pm - 04:00 pm	<ul style="list-style-type: none"> • Assigning assignments to the student <ul style="list-style-type: none"> ✓ Assigning Document assignment ✓ Assigning Quiz Assignment ✓ Assigning short questions • Providing study materials to the students from Classwork Tab • Viewing assignments submitted by the students <ul style="list-style-type: none"> ✓ Review submitted assignments ✓ Assigning grade ✓ Returning assignment to the student if the assignment is not appropriate • Taking actions to the students present in the classroom <ul style="list-style-type: none"> ✓ Remove ✓ Mute etc. • Adding co-teacher in the classroom <ul style="list-style-type: none"> ✓ • Archiving the classroom(Removing the classroom)
	04:15pm-5:00 pm	VALEDICTARY SESSION



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Day-6 (19-06-2023) (First half)	10:00 am- 11:00 am	PROJECT
	11:30 am- 1:00 pm	PROJECT
	1:00 pm-2:00 pm	LUNCH BREAK
Day-6 (19-06-2023) (Second half)	2:00 pm -4:30 pm	PROJECT
	4:30 pm- 5:00 pm	PROJECT



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