



**Online Workshop on
Use of Google Applications in Teaching-Learning**

A Report

Organised By:
Vardhman Mahaveer Open University (VMOU), Kota
In collaboration with
Commonwealth Educational Media Center for Asia (CEMCA), New Delhi

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Introduction

The theme of the training will be Use of Google Applications for creating e-content, sharing and interacting with the learners. This will be in line with the four quadrants approach for Online Courses proposed by the UGC. The emphasis of the training should be on how these tools and applications can support Open University to reach to the learners during this Lockdown period.

Date

The Workshop was held on April 29, 2020 through ZOOM video conferencing application.

Modalities

The workshop was planned and organized in such a way that each application explained by the expert was practiced parallelly and all the participants joined in the activity as learners. The sessions aimed at not just orienting the faculty members with the tools but also at practicing the same and raising queries, so that they were able to utilize these tools and applications while dealing with their learners.

Participants

There were 22 faculty members of VMOU, who attended the workshop out of 22 participants 3 were female participants and remaining 19 were males.

Resource Person

Mr. Ashish Kumar Awadhiya from IGNOU was the expert speaker on Google tools.

Sessions

The Workshop was divided into different sessions.

Inaugural Session

CEMCA under its initiatives in Higher Education organised an online workshop on Use of Google Applications in Teaching-Learning in collaboration with Vardhman Mahaveer Open University for the faculty members of VMOU on April 29, 2020. The resource person of the workshop was Mr. Ashish Kumar Awadhiya from Centre for Open Education, IGNOU.

Prof Madhu Parhar, Director-CEMCA gave the welcome address and brief introduction of the programme. She talked about the need of online learning and 4 quadrant approach (Text, Video, Discussion and Assessment) issued by MHRD. She also briefly introduced the topic of the workshop.

Prof. (Dr.) R.L. Godara, VC-VMOU gave the presidential address, he put forwarded thanks to CEMCA and mentioned about three types of meetings and how this workshop covered areas of two types of meeting i.e. objective and result oriented meetings. He also stressed on the importance of learning for the healthy mind comparing it with exercise, which is important for healthy body.

Business Session

Mr. Ashish Kumar Awadhiya, expert of the session started his session by saying that everyone is using Google Applications then why not using Google for education. He said that reaching to the learners using simple and free tools and teaching them using the same is the need of today. He also elaborated upon the reasons for using Google applications and how they are compatible for covering all the 4 quadrants issued by MHRD. He then showcased all the four quadrants in SWAYAM MOOCs platform. After the introductory part he demonstrated the working of Google Drive and Google Docs along with sharing the files with others and giving the participants time to collaborate and practice on the same.

After the Google Drive, he introduced uploading of videos on YouTube, writing the detailed information of the resources and sharing the same with the help of link with the learners and other members.

Taking the session ahead he showed and explained the working of Google Groups, where he added content for all the four quadrants using the links he created. He sent the invite to all the participants for joining the groups and then he shared text material using Google Docs, Video using YouTube link, discussion using the Google Groups application and before moving towards adding the assessment, he introduced Google Forms.

He demonstrated the step by step process of creating a google MCQ form and then he shares the same with participants through Google Groups. All the participants joined the activity and filled the forms for understand it's working. He also showed the evaluation process for the submitted Google Forms.

Discussion Session

Once the business session got over, he answered the queries raised by the participants related to the applications discussed. While talking about assessment he also shared his experience

with the National Testing Agency on assessment and how it conducts and proctors the examination.

Closing and Way Forward

Prof Pawan Kumar Sharma concluded the session and said that google is already familiar to the faculty members and these google applications will enhance the usability of Google applications and it will be of immense use to the faculty members and learners in ODL mode.

Prof HB Nandwana proposed the formal vote of thanks at the end.

Annexures

Annexure: 1

List of Participants for the online workshop.

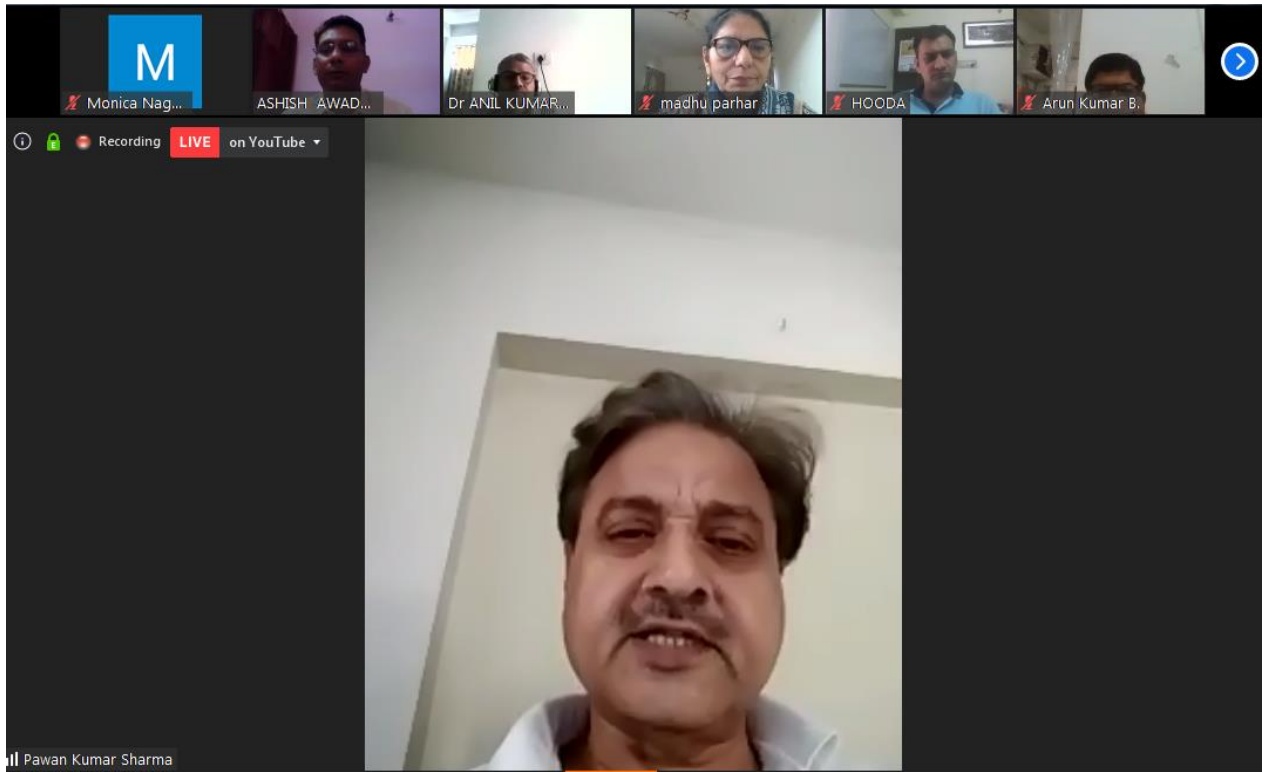
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Annxure: 2

Photographs of the Sessions









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