

TECH -A-THON
BAL BHARATI PUBLIC SCHOOL, DWARKA TECH TRAINING PROGRAMME
IT TRAINING FOR STAFF

S.No	Training Topic	Day, Date & Agency	Learning Outcomes	Applications
1	<p>MS WORD</p> <ul style="list-style-type: none"> ● Creating a table ● Formatting and editing in a table ● Inserting pictures / Shapes from online resources and devices. ● Inserting Watermark ● Applying page borders ● Immersive Reader ● Translator ● Speech to text <p>MS EXCEL</p> <ul style="list-style-type: none"> ● Maintaining Class Record ● Using Formulas for calculating sum, average, count, min, max for marks scored by the class ● Creating simple charts to identify the trends in student performance ● Basic Concept of Cell address and Cell Referencing ● Calculation using Mathematical and Text Formulas ● Basic Formatting along with text alignment option - wrap text , merge and center ● Adding Header / footer on a worksheet ● Inserting and Editing Chart 	<p>Saturday, 30 March 2024,</p> <p>Resource Person from Juana Technologies</p>	<p>Proficiency in Microsoft Word:</p> <ul style="list-style-type: none"> ● Creating and formatting documents. ● Utilizing features like styles, headers, footers, and page layout. ● Working with tables, graphics, and charts. <p>Competence in Microsoft Excel:</p> <ul style="list-style-type: none"> ● Building and formatting spreadsheets. ● Performing calculations and using formulas and functions. ● Creating charts and graphs for data visualization. ● Understanding basic data analysis techniques. <p>Adaptation to New Features and Updates:</p> <ul style="list-style-type: none"> ● Staying abreast of new features and updates within Microsoft Office applications. ● Learning how to leverage new tools and functionalities for improved productivity. <p>Collaboration and Communication Skills:</p> <ul style="list-style-type: none"> ● Enhancing collaboration through shared documents and calendars. ● Communicating effectively using Office tools within a team or organization. ● Understanding version control and document sharing features (e.g., SharePoint, OneDrive). 	<p>Teachers can utilize Microsoft Word and Excel in various ways to streamline administrative tasks, create instructional materials, and enhance classroom activities.</p> <p>Microsoft Word: Lesson Plans: Teachers can use Word to create detailed lesson plans, including objectives, activities, resources, and assessments. They can easily modify and update plans as needed. Worksheets and Handouts: Word can be used to design and create worksheets, handouts, and study guides tailored to the needs of students. Teachers can include text, images, and even tables to present information effectively. Newsletters and Announcements: Word is useful for creating newsletters, announcements, and classroom updates to communicate with students, parents, and colleagues. Templates can be used to maintain consistency and professionalism.</p> <p>Microsoft Excel: Gradebook: Excel is an excellent tool for creating and managing electronic gradebooks. Teachers can record and calculate grades, track attendance, and monitor student progress over time. Data Analysis: Excel can be used for data analysis tasks, such as analyzing assessment</p>



results, identifying trends, and generating reports. Teachers can create charts and graphs to visualize data and make informed decisions.

Timetables and Schedules: Teachers can use Excel to create timetables, schedules, and calendars for classroom activities, meetings, and events. They can customize templates to match specific scheduling needs.

Student Performance Tracking: Excel can be used to track individual student performance across various assessments and assignments. Teachers can identify areas for improvement and tailor instruction accordingly.

2

ADOBE EXPRESS TOOLS

- Edit images, videos, and PDFs in just a few clicks.
- Create video, marketing, and social content.
- Manage your social media posts easily with the built-in content scheduler to plan, schedule, preview, and publish.

Thursday,
15 Feb
2024

Resource
Person from
Juana
Technologies

Learning outcomes of Adobe Express training:

- Creating visually appealing graphics for social media posts, presentations, posters, and more.
- Acquiring skills in crafting compelling video stories using Adobe Express's video creation tools.
- Trainees develop creative problem-solving skills by using Adobe Express to find innovative solutions to design challenges.
- Participants improve their digital literacy skills by learning to use a professional design tool like Adobe Express.
- Creating visually impactful presentations using Adobe Express.

Event Invitations and Announcements: Students designed custom invitations, event announcements, save-the-date cards, and other occasions. Adobe Spark provides templates and design tools for personalized creations.

Educational Materials: Montessori Teachers used Adobe Spark to create educational materials such as lesson plans, worksheets, study guides, and visual aids.



3

SENSES PANEL

- Usage of various Controls on Senses panel like pen, Shapes, Maths, Ruler, Images, Table
- Easier and quicker platform to save, review and reuse the lessons taught.
- Teaching in different disciplines such as Maths, Chemistry, Physics, Biology, History etc.



19 Feb
2024

Resource
Person from
Senses
Electronics
Pvt. Ltd.

Training on interactive panels used in classrooms typically aims to upgrade educators with the knowledge and skills necessary to effectively integrate interactive panel technology into their teaching practices. Here are some common learning outcomes of such training:

Technical Proficiency: Understanding of how to operate and control interactive panels, including powering on/off, navigating menus, adjusting settings, and troubleshooting common issues.

Content Creation: Creating engaging and interactive educational content using the interactive panel software. This may include creating presentations, interactive lessons, quizzes, and multimedia materials tailored to their curriculum and teaching objectives.

Integration of Multimedia Elements: Incorporating various multimedia elements into their lessons, such as images, videos, audio clips, and interactive widgets. They explore ways **to enhance engagement and facilitate learning through rich multimedia content.**

Interactive Lesson Delivery: Creating strategies for delivering dynamic and interactive lessons using the interactive panel. They discover techniques for encouraging student participation, facilitating discussions, and promoting active learning.

Interactive panels used in classrooms offers numerous applications aimed at enhancing teaching and learning experiences.

- Educators created and delivered interactive lessons that engage students through multimedia content, interactive activities, and real-time feedback.
- Teachers delivered **multimedia-rich presentations** that incorporated videos, images, diagrams, and animations. This visual approach catered to diverse learning styles and enhanced information retention.
- Teachers used **interactive simulations and virtual labs** on interactive panels to demonstrate scientific concepts, conduct experiments, and explore complex phenomena in a safe and controlled environment.
- Teachers used Interactive panels support inclusive education by providing **accessibility features such as screen readers, magnification tools, and customizable interfaces.** This ensured that all students, including those with disabilities, can fully participate in classroom activities.

GOOGLE TOOLS

- Gmail - Organize folders of inbox, various settings to ease
- Accessing Various Google apps Like Calendar , Google Chrome
- Google Drive
- Collaborative Learning

USES OF CHAT GPT

- Chatgpt - Basic Usage with official id
- Generating answers, articles, activities, writing prompts, review questions, math problems, and notes to parents on any topic.
- Designing assessment
- Preparing lesson plan



Saturday
20
April
2024

Resource
Person
from
Senses
Electronics
Pvt. Ltd.

Learning Outcomes of the Workshop:

Utilizing Google Tools on Interactive Panels

Enhanced Understanding of Interactive Panels:

Participants gained a deeper understanding of interactive panels and their role in modern education. They learned how interactive panels facilitate dynamic and engaging learning experiences by combining digital content with traditional teaching methods.

Integration Skills:

Participants learned how to seamlessly integrate Google tools with interactive panels. They acquired practical skills for accessing and utilizing Google tools directly on interactive panels, enabling them to deliver interactive lessons, conduct assessments, and foster collaborative learning environments.

Hands-on Experience:

Through hands-on practice sessions, teachers gained practical experience and confidence in incorporating technology into their teaching practices. They had the opportunity to explore and experiment with various Google tools on interactive panels under the guidance of the trainer.

Effective Teaching Strategies:

Participants learned effective teaching strategies that incorporate Google tools and interactive panels to create engaging and interactive learning experiences. They gained insights into how to use technology as a tool to enhance student engagement and comprehension.

Overall, the workshop equipped participants with the necessary knowledge, skills, and confidence to effectively utilize Google tools

Applications of the training session on

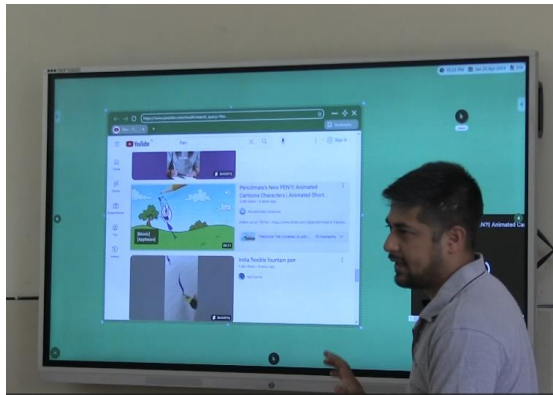
utilizing Google Tools on Interactive Panels:

- 1) **Interactive Presentations:** Teachers can create interactive presentations using Google Slides on the interactive panel, allowing students to actively participate by annotating, highlighting, or responding to questions in real-time.
- 2) **Collaborative Projects:** Google Docs and Google Sheets can be used for collaborative projects where students work together in real-time to create documents or spreadsheets. Teachers can monitor progress, provide feedback, and facilitate group discussions using the interactive panel.
- 3) **Flipped Classroom Activities:** Teachers can create flipped classroom activities using Google Tools, where students engage with instructional materials and multimedia resources outside of class and come prepared to participate in interactive discussions, activities, and exercises facilitated on the interactive panel during class time.

By integrating these applications into their teaching practices, teachers can create engaging, interactive, and collaborative learning experiences that leverage the capabilities of Google Tools and interactive panels to enhance student engagement, comprehension, and achievement.

Using CHAT GPT to create

- 1) Lesson Plans
- 2) Question Papers
- 3) Writing Reports
- 4) Interactive Class Activities etc.



on interactive panels, thereby enhancing their teaching effectiveness and improving student learning outcomes.

