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INSTRUCTIONS FOR INITIATIVE OF ONLINE TEACHING THROUGH VIRTUAL CLASSROOM

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In the wake of Covid-19 Pandemic, we are staying and working from our homes, in order to safeguard ourselves and to contribute our part in keeping the country safe too. The Department of School Education and Literacy, MHRD, Govt. of India has directed to work from home and we must ensure that, while at the same time as responsible educationists, we need to be positively constructive too. We may utilise this period for undertaking different activities, making the best possible use of technology.

1. ROUTE MAP FOR APS, BAREILLY AND ITS STAKE HOLDERS:

In this initiative, all stake holders are requested to take an equal share of responsibility in making online education a success. The key stake holders are:

- a) The teaching faculty
- b) The school technical support team
- c) The students
- d) Parents

2. Teaching Faculty:

The commencement of academic session 2020-21 has been delayed due to Covid-19. We the Nation Builders are the key stake holders to motivate our students. We need to effectively utilise this time constructively and effectively by taking following steps:

- a) Define the learning objective: The teachers are requested to prepare break-up of syllabus to be covered from April to July, 2020, considering the time available. The HODs along with co-teachers will decide the portion of syllabus which need to be covered. The respective Wing Incharges are also need to be taken into confidence, while deciding the break-up of syllabus.
- b) Preparation of Lesson Plans : Taking into account the learning objectives, beak-up of syllabus & available time, weekly lesson plans needs to be prepared. Teachers are requested to follow the sequence of actions:
 - i) With respect to the curriculum, derive the learning outcome.
 - ii) Teachers are required to divide the content into modules (each module should not be more than 30 min). Plan for minimum 12 modules and a maximum of 18 modules, depending on the topic and this should include assessment activities. Please, prepare the modules/videos/ppts with reference to the planned content. Teachers are requested to ensure that modules/ videos/ppts must be as per NCERT syllabus of all classes.
 - iii) Learning should be experiential and joyful, designed to cater for the different learning capabilities of individual students.
- c) Methodology:
 - i) Teachers are requested to refer online teaching programs available like Extramarks/ NCERT link etc for content deliverance and each teacher to prepare lucid and attractive tutorials/video lectures/ppts on different topics, in original.
 - ii) The modules prepared should be original.
 - iii) The subject teachers, in collaboration with their co-teachers, should prepare ppts/videos explaining the concepts in easy to understand manner, as they would do in the classroom, so that even the weakest of the learners can gain the maximum benefit.
 - iv) Please, design simple problem solving ppts, online formative assessments and self-assessment activities for students to keep track of their learning. It is to be ensured that the modules prepared are shared with the students through Class Whatsapp Groups/ Youtube/Google etc.
 - v) As part of Internal Assessment work/projects, small creative assignments/projects/practice worksheets/exercises/activities, should be given which students can complete easily on their own or under the guidance of their parents/guides/tutors at home. The students should be instructed to prepare a file of such projects/assignments, in hardcopy, with the stationeries within their means and in the format mentioned by the

- vi) The assignments submitted by the students will be evaluated by the teachers as part of Internal Assessment of Periodic Tests 1.
- vii) A proper feedback system is required to be planned and executed in the form of Class Whatsapp group, wherein the teachers need to keep a track of all the feedbacks being received from parents/students. This group will include all concerned Subject teachers, Wing Incharges and Offg Vice Principal.
- viii) All teachers will prepare notes for the topics/content to be covered for the duration of this initiative and upload it on the respective whatsapp group in the form of pdf files. This can be used by the students who, at present, may not be having access to textbooks.
- ix) On every Saturday by 1300hrs (1 pm), all Class teachers and Subject teachers will give a weekly feedback, to their respective Wing Incharges and Offg Principal, in the Teachers' Whatsapp group, regarding the following:
 - aa) Activities and Videos/Ppts uploaded/shared with students.
 - ab) Any specific problem or issue flagged by students or parents which may need the attention of the school management.
 - ac) The next week's plan– day-wise layout including list of videos/activities for a particular class.

3. References/Resources:

The following sources are recommended for online classes as per school plan:

- a) NCERT links
- b) Contents through Extramarks App.
- c) Digital/e-learning platforms for online education, like Swayamprabha Channel (available in all DTH services), provided by MHRD, may be referred.
- d) Khan Academy and Vedantu Classes - the link of these two portals can be availed from the school website.

4. Methods to Encourage Active Participation:

- a) The class teachers will be creating a Whatsapp group with all the children of his/her class so as to enable them to interact/project/clarify any doubt/query pertaining to any particular topic/content. Raising queries/doubts in real time will not be possible for the students as they would not be in a real classroom.
- b) This Whatsapp group will include all the subject teachers of a particular class also so that any subject query can be answered, while encouraging response from the students to facilitate peer learning.
- c) It is the responsibility of class teacher to prepare time-table, in collaboration with the co-teachers of his/her class. The time-table should have different days/time-slots assigned for a particular subject and the same should be communicated to the students and the parents.
- d) The module for the day, will be uploaded by the subject teachers in the morning so that it can be downloaded in time by the students. The teachers will remain online during the 40 minutes time slot assigned to them for online interaction with the students in the Whatsapp group, so as to create a virtual classroom with maximum students logged in at the same time for effective communication and concept clearance.
- e) The class teachers as well as subject teacher may contact our school computer teachers/ activity teachers & computer lab technicians for any technical help.

5. School Support Team/staff:

The School Support Team/staff would comprise of the Computer Teachers/ Activity teachers, are also requested to provide assistance in their endeavour in the following ways:

- a) They will create a communication link to bring all the stake holders on one platform to facilitate establishment of online teaching initiative.
- b) They will extend technical support to the teachers, on requirement basis, for preparation and uploading of ppts/videos.
- c) The assistance technical team is also required to the school administration in creating School online teaching portals/whatsapp group for effective communication between the teachers and the students.
- d) It is requested to create a helpline to resolve technical issues, if any.
- e) They are also requested to be available on whatsapp/call.

6. Students and Parents:

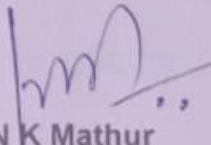
The students are the main stake holders and the beneficiaries in this exercise, who otherwise would be losing valuable academic time during the shutdown due to the pandemic. The sincere and diligent efforts of all teachers and school management are vital importance.

The students/parents are requested to follow the instructions to reap the maximum benefit out of this initiative:

- a) Be an active member of the initiative.
- b) Download the Extramarks App, and any other online teaching portals you may find useful.
- c) Go through the contents as per the schedule fixed up by the teachers. Make personal notes of the contents and note down the queries/doubts. Project the doubts to the subject teachers, in the Whatsapp group of your class, so that the teachers and the peers can help each other to clarify the query, by clearing the concepts.
- d) In case of Primary class students, the parents can help them understand the concepts. Doubts, if any, can be projected to the teachers in the Whatsapp group. Assistance can be sought for ease of assimilation, if the method adopted for a particular module/video is found to be difficult for the child to understand.
- e) The parents/students should seriously take up the self-assessment tests/activities being given in the App or by the teachers.
- f) Internal Assessment files to be compulsorily made and maintained, subject-wise, by each and every student. All activities/worksheets/projects being designed and instructed by the subject teachers should be completed and filed in the Internal Assessment files. This file should be submitted to the respective teachers on reopening of the school. The students will be awarded marks for these files, as earmarked for Internal Assessment for Periodic Test 1.
- g) The students to strictly follow the time-table being set and passed on by the class teacher so that they do not miss out on any active session on the Whatsapp group.
- h) The parents/students to actively give their feedback on the group, which will have the Wing-Incharges and the Offg Principal, so that all activities and responses are being monitored for maximum effectiveness.

7. Conclusion

Combination of technology and trained human resources will be an effective tool to tide over the lockdown in view of the epidemic. Time is the most important resource. The innovative method as suggested, if utilized effectively by all stake holders, will have a positive impact on the students and the valuable time, which would have been lost otherwise, can be compensated. It is sure that these initiatives will prove to be a worthy contribution towards the students of our school and strengthen the process of nation building.


N K Mathur
(Offg Principal)