



ST. JOSEPH'S DEGREE & PG COLLEGE
DEPARTMENT OF COMMERCE

NAME OF THE EVENT: ORIENTATION TO FIRST YEAR FACULTY MEMBERS

OBJECTIVE OF THE EVENT: To orient the Faculty Members on Google Classroom and Google Meet.

OUTCOME OF THE EVENT: By the end of the session, the Faculty Members understood how to join the class using through the link in Google Classroom and the important options of Google Meet required for online classes.

DETAILS OF PARTICIPANTS: First Year Faculty Members

DATE & VENUE: 7th and 8th October 2020, Google Meet.

TARGET AUDIENCE: First Year Faculty Members

NAME AND DESIGNATION OF RESOURCE PERSONS:

1.) Mrs. Ritika Waghray, Assistant Professor, Dept. of Commerce – In-House Faculty

A BRIEF REPORT:

An orientation programme was conducted for the faculty members who teach the first year students on the following aspects:

7th October 2020:

Google Meet & Google Classroom:

- a. Joining the class through Google Classroom common link.
- b. Mute / Unmute options
- c. Video On / Off Options
- d. Screen Sharing / Present Now Options
 - i. A Window / A Chrome Tab / Full Screen
- e. Checking the list of participants in Google Classroom
- f. Assignments
- g. Quiz
- h. Material Sharing



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12th October 2020:

Google Meet & Google Classroom:

- a. How to make the link visible to students in the first hour every day.
- b. Instructions to be given to students as to how to join the class through Google Classroom.

The training programming was a very interactive one and the faculty members gave a very good feedback about the training session.