<u>NEW HORIZON QUALITY ASSESSMENT AND SKILL DEVELOPMENT CENTER</u>

<u>Report of Professional Development Program conducted for NHCE faculty members</u>

NHQADC had organized a two days' workshop for the faculty members of various departments of New Horizon Engineering College on 9<sup>th</sup> & 10<sup>th</sup> September 2020, from 10:00 am to 1:00pm pm for professional development.

To enable the faculty to conduct interactive and participative online sessions for their students, the following topics were chosen,

 1) Importance of Multimodal Literacy for effective online teaching.
 2) Managing participation through blended learning platforms, with varied teaching –learning digital tools.

Day 1 The two facilitators **Ms. Kavita &Ms. Namitha from Learning Ethos** introduced two collaborative tools to the faculty, which would help them in engaging the students during their online classes.

The session started with hands-on tasks on a collaborative tool called **Mentimeter** with a feature called **cloud display** in which all the faculty participants were asked a question and were instructed to enter their views on the prescribed page. This tool helped them in creating a word cloud for all the participants by keeping their identities undisclosed. Since, it is an easy-to-use online tool that allows creating questions, getting answers, and showing the results on real time with visual representation, the facilitators posed various kinds of questions in order to make their presentation more engaging, interactive, and fun.

These activities helped the faculty members to acquire the required skills to use these tools in their day to day session planning with the specific expectations. It also made them understand and learn how to kick-start a session with an energizer, how to create an online quiz pertaining to their topics and provide ideas for organizing recap sessions by summarizing the respective topics.

 In order to make the participants brainstorm the usage of the tool in their daily classroom teaching, facilitators created Zoom breakout rooms. Each room consisted of 4 participants who have discussed various possibilities of the usage of the tool in their engineering subjects. This discussion made the faculty understand that this tool will help in preparing more professional looking presentations and involve students in the online classrooms. A real time analysis of results for the quiz was showcased by displaying them in various grids to optimize result analysis. A trend analysis with the use of historical data for statistical topics was also displayed.

After a short bio break at 11:30 a.m. the new tool Mural was introduced. **Mural is a visual collaboration workspace for modern teams** which provides digital whiteboards where teams visually explore complex challenges. The facilitators created an opportunity by sharing a link for the faculty members to use the mural tool by giving them the task of displaying their emotions using various features present in the tool like **sticky notes, pictorial representation, giff usage, anecdotes, drawings, emojis** etc.

With these tasks the facilitators enabled the teachers understand the advantages of usage of Mural, like how to improve the engagement of students in the class and knowledge retention with the collaboration of ideas, skills and technology.

With the usage of these tools, the faculty will not be restricted to only verbal presentation as it is a large canvas that will help them to showcase their designs, drawings or views in any form. Thoroughly planned experiential sessions made the faculty to acquire the skills needed for these tools.

Overall by the end of day 1, the faculty were able to attain the know- how of the usage of these collaboration tools that could help them to make the classroom environment a conducive one for the teaching – learning process. The participants were given an action plan. They were divided into groups of 4 (two departments in each group). They were to prepare an online session of 15 minutes, using the learnt tool.

Day 2: Team wise sessions were planned for the day; the participants were trained to master the tools which in turn would prepare them to train their colleagues. There were a totally six teams. Below is the feedback shared by the trainers about the presentations that took place.

**Team 1(ISE & CSE departments): Topic chosen was Webpage**

**External feedback**

1. The points could be mentioned in the Mural canvas itself and there need not be a separate word doc for that.
2. The screenshot of a webpage on the Mural canvas could be taken.
3. More specific instructions on using Menti and Mural
4. The screen should be shared and Present should be clicked, so that the students are able to view the answers on the screen

**Internal feedback**
1. While using tools, verbal explanations must be reduced.
2. Instructions need to be more clear and specific
3. The involvement factor needs to be considered while devising activities with digital tools

**Team 2(Auto & Mechanical): Topic: Engine**

**External feedback**

1. Instructions to join Mural using the name of the participant and not as a visitor, should be provided
2. Show how to use post-it notes
3. Lock the pictures in Mural

**Internal feedback**

1. Very well executed

**Team 3 (MBA & Life skills): Topic chosen was SWOT**

**External feedback**

1. Less time should be spent on explanation. The Mural should be used instead and the students should be asked to type their thoughts there.
2. While using Murals, zoom settings should be considered
3. Detailed explanation on how to use Frameworks need not be given, Instead they should be told how to use post its and how to login to Mural.
4. You can use different colors for different teams instead of typing team name on the post it (there won't be enough space for them to type)

**Internal feedback**

1. While using tools in the session only specific instructions must be given related to the topic.

**Team 4 (Civil & BSH): Topic chosen was Environment**

**External feedback**

1. Enable multiple entries for Menti questions
2. Do a countdown before the quiz starts (make sure the students are ready to take the quiz)
3. Image on the mural board could've been smaller

**Internal feedback**
1. Need to prepare well before the presentation.
2. Instruction should be provided as much as possible about the usage of the tool.

**Team 5(ECE &EEE): Topic chosen was Charger**
**External feedback**

1. Finish giving instructions, only then share the link
2. Lock the image on the Mural canvas
3. More specific instructions to come back from the Mural screen back to Zoom screen (transition instructions) should be given.

**Internal feedback**

1. Went extremely well

**Team 6(MCA): Topic chosen was Cyber attacks**

**External feedback**

1. Keep the slides in slide show mode while presenting
2. Press S to hide the image on Menti (answers will be behind this image)
3. Share your screen, give instructions and only then send the Mural link to students
4. Give instructions on Logging to Mural and the use of sticky notes

**Internal feedback**
1. Avoid PPTs while using tools


After 4 hours of participatory session in which all the participants had real time feedback about the presentations, the feedback helped both in peer & self learning and all the participants were confident to impart their learning to their colleagues.

NHQASDC has planned to organize internal training program which will be conducted by the master trainers of respective departments for their colleagues.