

Department of Information Technology



Report on one day's Workshop on "Google workspace for education for faculty and staff"



Expert person:

Mrs. Nanda Chougule, Founder and CEO, DigiSec360 Bangalore



Mrs. Nanda Chougule, Founder and CEO, DigiSec360 Bangalore. Having the qualification B. Tech in computer engineering from Dr. Babasaheb Ambedkar Technological university, Lonere. She has solved 240+ Cyber Fraud cases, 100+ VAPT Analysis for Bank and Corporate sector, 400+ Workshop/seminar/lectures conducted on cyber security training & awareness

About the Workshop:

During the COVID-19 department of Information Technology, DBATU organized "one day hands-on training on "G-Suite workspace for education, administration and security check training for faculty / staff of university". This webinar was arranged online platform awareness of G-suite education for faculty / staff of university. The webinar took place in online mode on google meet on 21st March 2021.

Number of Participants: 80 Faculty and staff member

Coordinators: Dr. S. M. Jadhav, Prof. Sitaram More

Inaugural Session:

The programme started with an opening remark delivered by Dr. S. M. Jadhav coordinator of the programme and head of department information technology Dr. S. R. Sutar

Workshop Content:

Program Name	Main Topics Covered	Date /Time/ Duration
G-Suite for education user Training for the faculty This hands-on workshop is customized for faculty of DBATU to manage google classrooms efficiently. The session covers essential Google Workspace/ G-Suite products.	GMAIL <ul style="list-style-type: none"> - General account settings - Privacy and Security Settings - Account recovery and backup process - Best practices and email etiquettes 	General Session 1: Sunday, 21 st Mar 2021, 12:00 Noon
	Google Drive <ul style="list-style-type: none"> - How to create and collaborate artifacts in the drive - Shared Drive Best Practices - Security and productivity Tips 	Session Time tentatively: 20 minutes
	Google Meet <ul style="list-style-type: none"> - Host and Join video meetings on phone/PC - Manage Google Meet settings - Record calls, create polls etc. - Access control and security Tips - Best practices and guidelines 	Session Time tentatively: 20 minutes
	Google Calendar – Managing calendar <ul style="list-style-type: none"> - Manage appointments and invite others - Managing email notifications - Scheduling and Re-scheduling appointments etc. 	Session Time tentatively: 20 minutes
	Google Classroom <ul style="list-style-type: none"> - Overview of Google Classroom 	(only for teaching staff using google classroom) Session Time tentatively:

	<ul style="list-style-type: none"> - Student management - Course content management - Creating assignments - Providing feedback and grades - Google sites overview 	20 minutes
	<p>Google Forms</p> <ul style="list-style-type: none"> - Overview of google forms and types - How to share and collaborate forms with others - How to setup graded quiz using forms - How to collect and analyze responses - Creating data analytics reports – How to export to xls /csv etc 	Session Time tentatively: 20 minutes

The session was conducted on hands-on customized for faculty of DBATU to manage google classrooms efficiently. The session covers essential Google Workspace/ G-Suite products such Gmail, Drive, Classroom, Calendar, google forms, and meet. This session was full hands on took placed by Nanda madam.

Workshop Flyer:



Dr. Babasaheb Ambedkar Technological University, Lonere
Department of Information Technology

Advisory Committee:

Dr. S. R. Sutar, HoD IT
Dr. Sanjay Nalbalwar, Dean(Academics-FoE&T)
Dr. A. W. Kiwelekar, Professor, Computer
Dr. L. D. Netak, HoD Computer

Coordinator:

Dr. S. M. Jadhav
Prof. S. B. More

Google Workspace for Education

Google for education User Training
for the staff & faculty members:

GMAIL
Google Drive
Google Meet

Google Calendar- Managing
calendar
Google Classroom
Google Forms

Please register below:
<https://forms.gle/zwx84U57gPMg25u2A>



Speaker

Ms. Nanda Chougule
Founder, DigiSec360

(Alumnus of Computer
Department Batch 2000)

Concluding Remarks:

After the session of Q&A session started and hosted by Mr. S. B. More and Mrs. Nanda Chougule responded on the queries.

The session was extremely useful for the participants and it was very knowledgeable and offered valuable information and tips of G-suite workspace account and security check.

The Webinar was ended by Vote of Thanks given by Dr. S. R. Sutar HoD, IT and closed the session talking about his experience for this session.