Digital Classroom Playbook - Operate

eVidyaloka Trust

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Operating/Run Phase

Once the Digital Classroom is setup it is good to do a quick verification of the below:

- Is the lighting sufficient
- Is the environment conducive for the Children to sit and learn
- Is the sound from speakers are audible enough in the classroom
- Are the wiring, UPS are kept away from access of the Children and safe enough for the Class Assistant to handle
- Is the height and angle of LCD display is comfortable for children
- Is the Camera covering the entire children in the Classroom
- Does the Class assistant know the Log in passwords of the Computer, Skype/Hangout, My eVidyaloka

The following section covers some key processes involved in running of the Classroom, typically by the Class Assistant.

<The processes will be elaborated more in details in the subsequent version of this document>

Digital Classroom Processes

- Daily
    - Pre Class
        - Chk Computer and Connectivity previous day evening
        - Log in to My eVidyaloka 10 mins prior Register presence and Get Children 5 mins prior as per the TimeTable
    - Initiation of class
        - If Teacher is Joining the Class within 5 mins, Report status in My eVidyaloka
        - Connect and say aside
    - During the class
        - Be available for the online teacher, help re-convey things that are not clear both to the children and teacher
    - Offline Class

      Scenario 1: Internet is not working

      Scenario 3: Power is not there

      Scenario 2: Online teacher didn't turn up
    - Post Class
        - Please have the children walk out in orderly fashion
        - Queue up the next slot children 5 mins in advance
        - If it is the last class for the day, please disconnect internet, shut down the computer and turn off all the electrical equipments, except UPS charging
- Administer a/an:
    - Help to keep the class in order
    - Activity

    - Worksheet
    - Assessment
- Homework handling
- Weekly Review with Admin
- Monthly Teachers Meeting
- Quarterly HM Reporting

Expected Operational outcome of the Digital Classroom:

- % of Classes – 90% Class Uptime, 80% Class efficiency
- % of Student attendance – 80%