Guidelines to follow

Dos

- Log in 5 minutes prior to the class
- Check the functioning of Headset and Webcam, prior to the class
- Getting familiarized with usage of Screen Share in Skype, prior to the class
- Keep your Teaching materials ready and accessible prior to the class
- Get familiarized with usage of Teaching aids like Whiteboard, Power-point, Word, You-tube videos etc.

Don'ts

- Presentable dress code is essential.
- Night dresses or bare body presence on Video, are violation of Volunteer Code of Conduct

Suggestions

- Know the names of the children and connect them to their face within the first 2 classes
- Get to understand the background of the students, their challenges and prepare your classes accordingly. Most of the students do not receive support at home to work on their school assignments and hence might need lot more encouragement to continue to revise after school.
- Connect with Children in your personal style, where they look forward to have you for the next class
- At least 30-45 minutes of preparation for the class prior to the class is very important
- Ensure if the children are able to follow what you are teaching, periodically through different means – Asking, checking, engaging them in conversation, group activity
- Inspiring the children to learn is an ultimate state of conduciveness to learn. You may not get there on Day 1. But never stop striving for the same
- A high level of Patience is recommended. The students take some time to open up and get into an actual learning environment in 3- 4 classes.

Checklist before starting a class

- Mic/speaker is functioning on both ends
- Skype connection is clear and running without interruption
- Planned teaching aids, video and audio etc. for the class is in order and within reach
- Students are present and the timings are correct
- Solutions to the past homework/problems are available
- A list of topics to be taught on that day
- A quiz for 10 min, a revision plan, an activity to continue the class on a positive note

Some common problems and its solutions

- Scenario: Children are shy and not responding
  Suggested Response: Make sure you know and call them by their names. Talk briefly about things outside of subject, something personal and something local. Start with something they already know

- Scenario: Few errands in the class are misbehaving and disturbing the class
  Suggested Response: While you will also try to ensure a non-threatening environment, once in a while reprimanding is fully acceptable. But let the reprimand may not go outside of Classroom, say to the Headmaster etc. You can isolate them and understand their reason for such behavior. Having a separate 1x1, after the class with the child will be helpful. End of the day, they are all children

- Scenario: Background sound or noise from outside
  Suggested Response: Please report this to the Class assistant and the Class Administrator; they will help address this issue, by working with the local Partner

- Scenario: External interference in the class
  Suggested Response: You are in-charge of the class, when you are online. You can politely request the interfering person, to let you continue with the class and you can talk to him/her pre or post the class. And also assure, that your motive is only to help the child learn better. Also please report this to the Class Administrator, if it persists.

- Scenario: Checking of given assignment/classwork
  Suggested Response: Please take the help of the Class Assistant for allocation and tracking of activities provided in the class. You can ask the child to come forward and show her work closer to the camera. You can also leverage the Chalk and Blackboard physically available in the classroom and ask the children to perform in the board

- Scenario: Not convinced that I 'm connected with the children and what I 'm teaching is being registered as learning with the children
  Suggested Response: Challenge yourself, persistence is the Key. Children are there to learn. If learning is not happening, there is a genuine challenge. You probably need to adapt to their need and reword on your teaching style. Seek your Admin's help, express the challenge to other teacher volunteers and apply others' best practices, before you get into the frustration zone. Be rest assured, you are not alone there.

- Scenario: Children not able to recall, what was taught yesterday
  Suggested Response: There are two reasons for this.
  1. Lack of learning environment for the children outside the school. This is outside our span of control. The only option is to do a recap every class. You can slowly introduce the homework and increase the rigour of tracking the same
  2. The teaching approach is not impressionable. Please try activities, stories, peer learning etc., to ensure the child internalize the learning of concepts at the least.

Community & Collaboration

Communicate with others - Group emails:

The eVidyaloka model revolves around using the now very easily available technology and this is not just restricted to the classes. All teachers are encouraged to use group mails to communicate with each other. Any query is best solved by peers and we believe that this is a simple yet effective way.

FORUMS:

We have different sects of teacher volunteers and we recommend exchange of ideas in respective forums (http://www.evidyaloka.org/forums/)

- Teacher discussion forum: Teacher volunteers from across the globe, teaching children in rural villages of TN, AP, Telangana, JH and Karnataka are a part of this forum.
- State wise forums – Forums for Jharkhand teacher volunteers Tamil Nadu teacher volunteers, Andhra Pradesh teacher volunteers and Karnataka teacher volunteers; here one can discuss about the common problems specifically arising in schools of one state
  e.g: Extended winter holidays in JH schools, inability of students in AP to read English text fluently.
- Subject wise forums – Forum for English teacher volunteers, Science teacher volunteers and Maths teacher volunteers;
  here one can discuss and share best practices to teach a specific concept, share videos/ teaching aids for a topic, experiences in what worked/ what did not work with the others.

These forums will assist in connecting with the volunteer community, share views about one's eVidyaloka experiences, exchange ideas and methods of teaching different concepts in their subjects.

Merits and demerits

The eVidyaloka model aims to provide education with heavy dependency on the modern technology as we live in the computer era. With any new forms of utilizing these methods, there comes a lot of merits and some demerits as well.

Among the advantages that you have
- Access to a larger pool of data
- Files, methods and other ideas are shared much more easily
- Access to different kind of teaching aids including videos and audio files
- Reduce paper and hardware costs

The disadvantages that comes along in this package include
- Loss of synchronization between technologies present
- Incomplete/improper understanding the use of the tools present
- Inability to submit written tests and offer corrections
- Tougher to discipline and motivate the class
- Reduced scope of personal student-teacher interaction

Using the advantages

Since our model is a technological one, we strive to use it best and overcome the issues. For a greater use of this model some thoughts are put forward-

- Using the data from other teachers and other resources; especially the ones not domestically available is made easier.
- since every teacher has access to details about student activity, it can be used to identify problems and solve it more thoroughly
- Using YouTube videos of clearer visualization and easier understanding of complicated concepts can easily be implemented.
- Bringing in a lot of material to a class is made possible

Overcoming the shortcomings

To counter the demerits here are some ways to overcome the challenges:

- ✓ Acquaint yourself with the technology and be able to offer solutions in case the Class Assistant is unable to/absent.
- ✓ Make use of the rich pool of resources available on the internet, and share the same with other teacher volunteers to the fullest and improve the efficiency of the class.
- ✓ Test the understanding of the students and to keep them motivated and viable methods including forming groups, group leaders, weekly groups etc. can be used.
- ✓ Improve interpersonal relationship with students; knowing their strength, weakness and growth from the recorded data on our eVidyaloka Portal will help.