Dear Participant,

Welcome onboard for a journey where you would get to know data around you, talk with it better and pull-out insights from it. To make your journey smooth we've laid out a travel itinerary which would help you gain maximum from this course. Please find below pointers to be followed during the course tenure:

Before the journey begins:

- A Google form will be shared with the participants along with the information brochure through which we begin our engagement with the participants. The participants are requested to fill the details within the Google form carefully as the same details will be used for further communication.

- A WhatsApp group will also be created to communicate with the participants. In case if any participant needs to communicate with the trainer, they can DM separately. The group will be deleted as soon as the course gets over

- The group for the batch will be created on Google Classroom and the pre-requisites and assignments will be uploaded within the classroom from where it will be available for download.

- An installation guide will be provided if required which highlights how to download and install the software to be used in the course. Participants are requested to follow all the steps within the document and keep the system in the ready state before the session.

- A pre-reading document will be shared a day prior to the class within which the overview of the topics which are to be taught the next day would be given. The participants are expected to read the pre-reading document thoroughly before attending the class.

- Any additional material required for the class will also be shared along with the pre-reading material and needs to be kept handy during the class.

- Classes will be conducted on GoToMeeting platform. The meeting ID will be shared via mail as well as on WhatsApp group created a day prior to the class

- You are requested to enter the **correct full name** while logging in GoToMeeting. In case the name does not match with the name in the Google form submitted while registering the name will be deleted from the session with no prior warning.

- Participants need to download the **Kahoot app** from the play-store as the evaluation on the topic taught will be done using quiz on the app

- Participants are requested to login at least 5 minutes before the class start to avoid any technical glitches that may pop-up as per Murphy's law

During the journey:

- The medium of communication for the class will be English and local language will be used if and only if all the participants are comfortable with it

- A session would be for 2.30-hour duration which would cover around 12 topics

- A best practice document for GoToMeeting is shared with the participants which highlights how to best view the screen as a participant. The participants are requested to go through for best viewing experience

- The GoToMeeting platform as well as Kahoot app can be viewed on laptop as well as mobile

- While listening to the lecture the participants should be aware that the video recording for the session will be provided after the end of the lecture. Focus should be more on understanding the topic and clearing doubts during the lecture.

- The participants are encouraged to stop the trainer midway in case they have any doubts. They can do so orally, through chat or by raising hand on the web platform

- The GoToMeeting does not have a 'Raise your hand' feature. Hence in case one needs to ask a question without disturbing the flow of the class place '?' in the chat which will be equivalent to raising the hand

After the stop (end of the day):

- The video recording for the class will be made available which the participants can download from the drive for referencing it in the future or while solving the exercises

- The post-reading document along with exercises for each topic will be shared with participants

- The class relies heavily on exercises and peer learning for complete understanding of the concept. Hence request all the participants to complete all the assignments within the stipulated time frame

- After the end of the class the participants will be paired in teams of 2 or 3 to discuss the exercises on the topic. One participant will be appointed as a leader who would be driving the sessions. Care will be taken to ensure that each participant gets a chance to be the leader.

- The solutions for the exercises will be shared along with the pre-reading material of the next class.

After the journey ends (end of the module):

- The training videos shared by the participants would be accessible for the entire year. The participants can view these videos any number of times in the stipulated time period.

- The participants will have to work on a full-fledged project on a different dataset

- The objective will be to implement all the concepts learnt in the journey on that dataset and create interactive reports or analysis

Techniques followed in the class for better learning experience:

- The Ebbinghaus memory retention curve also known as the forgetting curve studies the decline of memory retention in time. This curve shows how information is lost over time when there is no attempt to retain it.
- Hence, we have designed a model wherein a concept is shared with the student as pre-reading, then it is taught in the class the next day followed by a quiz. To instill the topic better post-reading material which contains additional web-links on the topics is shared immediately after the class. It is then followed by exhaustive exercises and a final project which will ensure that the participants will never forget the concept.

- Studies also indicate that learning from peers and peer teaching reinforce the student learning manifolds as compared to the conventional teaching methods because when a student learns with an intention of teaching or understands a concept after discussing with batchmates his concepts become very clear on that topic.
- Keeping this in mind we have made the topic exercises as a peer learning/discussion initiative wherein the students need to discuss the solutions as a group and also explain their colleagues if needed.

- Gamification is concept of application of game-design elements and game principles in non-game contexts such as education. Gamification can enhance the student learning experience, improve their engagement level and help them boost their retention ability.
- With these objectives we have made an attempt to include gamification at each level to introduce a friendly competitive environment conducive to learning

Wish you a very happy and enriching journey!!!