

# Using file storage and synchronization service for updating files embedded as URL in Moodle course.



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- Technically, it is possible to use the "**server files**" functionality in Moodle to save a file at one location and use it in several Moodle courses.
- With help of **Collaborative real-time editor plug-in** every user is granted right to edit the document file but our requirement was to provide specific rights to specific users such as editing right, commenting right and viewing right to individual users.

## **Google Drive Services**

- Google Drive is a file storage and synchronization service developed by Google.
- It can be used as third party tool in Moodle .
- It allows users to store files on their servers, synchronize files across devices, and share files.

In our school we use this facility for

1. Regularly updating uniform lesson plan document embedded in Moodle Course with specific rights (editing, commenting and viewing rights) to specific users.
2. Doing class observation of all teachers using single Google Form and Single Google Spreadsheet so that the responses of class observation gets accumulated at single place.

# Lesson Plan Updating

- All lesson plans are created in Google Docs and updated every week by a teacher having the editing rights.
- These are saved at one common location (Google Drive of a common Gmail ID)
- Academic supervisors have the rights to comment on the lesson plan.
- Peer teachers have permission of viewing the document.






# Lesson Plan Updating

Looking at recent activity of Google Drive and respective Moodle Courses the **Head of Institution** can know:

- Whether lesson plans are updated by the teacher in-charge every week or not.
- Academic supervisor is checking the lesson plans and giving comments or not.
- Fellow teachers are viewing and using the lesson plan or not.

# Format of Lesson Plan

Class: \_\_\_\_\_ Subject : \_\_\_\_\_ Chapter/Topic: \_\_\_\_\_

<b>Day/Date</b>				When to teach
<b>Sub-Topic</b>				What to teach
<b>Learning Outcome</b>				Why to teach
<b>Resources/Teaching aids</b>				Moodle Resources
<b>Strategies/Methodology</b>				Moodle Activities

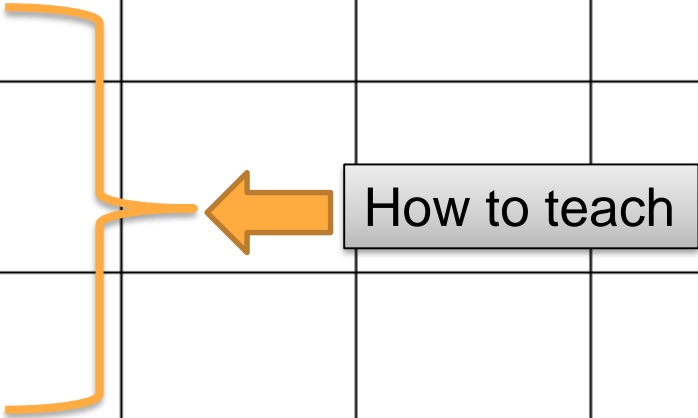
Continued....

# Format of Lesson Plan

## LESSON PLAN

Class: \_\_\_\_\_ Subject: \_\_\_\_\_ Chapter/Topic: \_\_\_\_\_

<b>Opening Phase</b>					
<b>Teaching Phase</b>					
<b>Closing Phase</b>					
<b>Home Assignment</b>					



The diagram illustrates the 'How to teach' section of the lesson plan. An orange bracket groups the 'Opening Phase', 'Teaching Phase', and 'Closing Phase' rows. An orange arrow points from this bracket to a grey box labeled 'How to teach', which is positioned over the 'Teaching Phase' row.

# Online Collaboration

## Sharing settings

Link to share (only accessible by collaborators)

<https://docs.google.com/document/d/1PJeZq--wA6YsXcrKU9A4ez7vtk-YGeypoFDBB!>

Who has access

	garima.bhati@vidhyashram.edu.in	 ▾	×
	preeti.tiwari@vidhyashram.edu.in	 ▾	×
	parmashwar.singh@vidhyashram.edu.in	 ▾	×
	coordinator.middle@vidhyashram.edu.in	 ▾	×

Invite people:

Enter names or email addresses...



Owner settings [Learn more](#)

- ☒ Prevent editors from changing access and adding new people
- ☒ Disable options to download, print, and copy for commenters and viewers

Done

# Embedding Lesson Plan

- Shareable link of this Google Docs is embedded in Moodle Course as URL.

## Lesson Plan -English (Grade 6)



Lesson plan link of English of Grade 6

Click <https://docs.google.com/document/d/1PJeZq--wA6YsXcrKU9A4ez7vtk-YGeypoFDBB9FK0nE/edit?usp=sharing> link to open resource.

◀ Lecture 2

Jump to...



Lecture 3 ▶

# Embedding Lesson Plan

- Anytime, any person can open the Google Docs link of lesson plan in Moodle and can see an updated lesson plan.
- Every week this document is updated by the subject teachers. The Activity once completed for an academic year requires no repetition.
- Modifications as and when required can be done.

# Class observation

Earlier we used Feedback (Moodle Activity) for class observation but we switched to Google Form and Google Spreadsheet because a need was felt for instant synchronization of class observation data of all teachers teaching in around 150 Moodle courses of all scholastic and co-scholastic subjects in 15 classes.

Link of Google Form is embedded as URL in each Moodle course for Academic Supervisors to view the Moodle course and then fill the Google form designed for class observation.

Name



Class observation Link

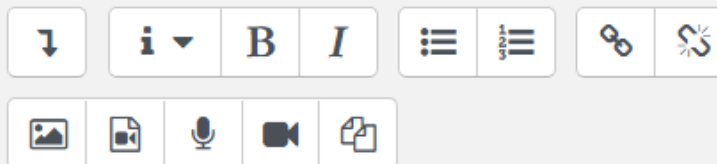
External URL



[https://docs.google.com/forms/d/e/1FAIpQLSf3V1OTbg5\\_b5S7ZJlyze\\_](https://docs.google.com/forms/d/e/1FAIpQLSf3V1OTbg5_b5S7ZJlyze_)

Choose a link...

Description



Link for doing class observation



☐ Display description on course page ?

# Google Form for Class Observation

**Parameters of Observation for Scholastic Subjects (Rubrics: 1-Needs Improvement, 2-Developing, 3-Emerging, 4-Satisfactory, 5-Competent, 6-Innovative, 7-Exemplary, NA-Not Applicable)**

## CLASSROOM ENVIRONMENT \*

	1	2	3	4	5	6	7	NA
1. Physical Environment: Display Material	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Emotional Environment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## LESSON PLANNING \*

	1	2	3	4	5	6	7
3. Clarity of Learning Objectives	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Concept Development	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Choice of Instructional Aids/Strategies/Techniques	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

# All the responses get instantly saved in a single spreadsheet.

Consolidated (Responses) ☆

File Edit View Insert Format Data Tools Form Add-ons Help [All changes saved in Drive](#)

100% \$ % .00 .00 123 Arial 10 B I S A

fx Ch 6 Southern Plateau


	I	K	L	N	P	Q	R	S
1	Name of Teacher	Subject	Topic/Activity/Skill	CLASSROOM ENVIRONMENT [1.	LESSON PLANNING [3.	4. Concept Development]	LESSON PLANNING [5.	CLASSROOM INTERAC
3	Bhawna Agarwal	Chemistry	Is the matter pure	1	4	4	4	4
4	Ekta Dadheech	Hindi	Aadminama	4	5	4	5	4
5	Amita Sharma	Hindi	Vyaakran(Visheshan)	4	5	4	5	4
6	D. D. Sharma	Hindi	Sankshipt Buddh charit	4	4	4	4	5
7	Priyanka Sharma	Social Science	Ch 6 Southern Plateau	2	5	5	5	5
8	Varsha Mathur	Mathematics	Ch 16 Bar Graph	2	4	3	3	4
9	Amita Sharma	Hindi	Aranya kand(Ramayan)	4	4	5	5	5
10	Vikram Singh	Games	Football					
11	Megha Indana	English	The boy who saved Holla	5	5	5	5	5

The Customized Observation report of each observation instantly goes to 'observer' as well as 'observed' through email.

## Your class observation Report Inbox x



**Dr Om Singh Chundawat** <viceprincipal@vidhyashram>  
to info, priyanka.sharma, me ▾

 Thu, Nov 22, 11:11 AM (3 days ago)



Dear Priyanka Sharma

Please find attached the class observation report of the observation done by your Head of Department, Mrs Jaya Bhandari today.

You are requested to meet the undersigned, read the document properly, sign it and return it back to him before leaving school. After that this will go to your personal file.

Regards

Dr Om Singh Chundawat

Vice Principal

Vidhyashram International School

# Class Observation Report

Email address	divya.rathore@vidhyashram.edu.in
Designation of Observer	Head of Department
Name of Observer	Mrs Divya Rathore
Details of Observer	
Name of School	Vidhyashram International School
Class & Section	6D
Date of Observation	25/00/2018
Name of Teacher	Nushrat Jahan
E Mail address of the teacher	nusrat.jahan@vidhyashram.edu.in
Subject	Social Science
Topic/Activity/Skill	Maps:Conventional signs and symbols
Domain	
Type of Observation	Scholastic
Parameters of Observation for Scholastic Subjects (Rubrics:1-Needs Improvement, 2-Developing, 3-Emerging, 4-Satisfactory, 5-Competent, 6-Innovative, 7-Exemplary, NA-Not Applicable)	
CLASSROOM ENVIRONMENT	1. Physical Environment: Display Material (4) 2. Emotional Environment (5)
LESSON PLANNING	3. Clarity of Learning Objectives (5) 4. Concept Development (4) 5. Choice of Instructional Aids/Strategies/Techniques (5)
CLASSROOM INTERACTION	6. Teacher's Communication Skills (5) 7. Teacher's Questioning Skills (5) 8. Student Responses (4) 9. Group Work and Collaboration (NA) 10.Development of Creative and Critical Thinking Skills (4)
USE OF TEACHING-LEARNING MATERIAL	11. Board Work (5) 12. Use of Teaching-Learning Equipment/Aids (5)
INTEGRATION OF TECHNOLOGY INTO LESSON	13. Relevance of the technology used (4) 14. Implementation of blended learning/flip classroom/any other method used (NA)

Observation  
Details

Observation Rating Scale

Observation  
Parameters and  
Sub Parameters

Continued.....

# Class Observation Report

Highlights of the lesson:	
Areas for improvement:	
Teacher's Signature	Observer's Name and Signature (with date)

Highlights of  
Lesson

Areas of  
Improvement

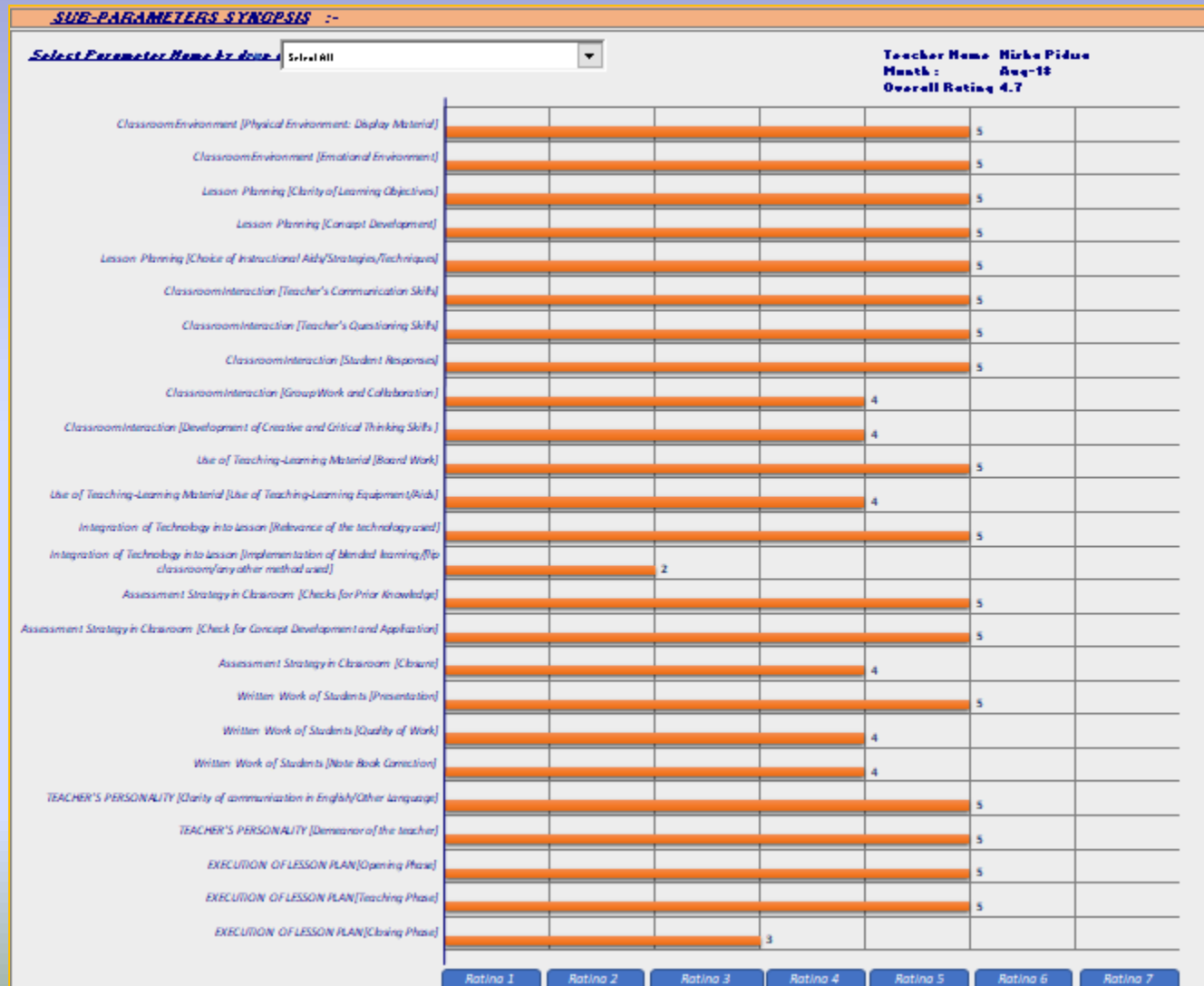
Signature of Observer  
and Observe

We have also used Google Spreadsheet for preparing the

1. Graphical representation of performance of all teachers based on class observation.
2. Comparative analysis of teacher performance, and
3. Teacher ranking based on scores of class observation.

All this is done on periodical basis

# Graphical Representation Of Teacher Performance On Periodic basis



# Comparative Analysis Of Teacher Performance On Periodical Basis.

Nisha Pidva

Overall Rating

Aug-18

4.7 / 7



Class Room Environment	5	Competent
Lesson Planning	5	Competent
Classroom Interaction	5	Competent
Use of Teaching-Learning Material/Instructional Aid	5	Competent

Integration of Technology into Lesson	4	Satisfactory
Assessment Strategy in Classroom	5	Competent
Written Work of Students	4	Satisfactory
Teacher's Personality	5	Competent
Execution of Lesson Plan	4	Satisfactory

Current Month Rating

Aug-18

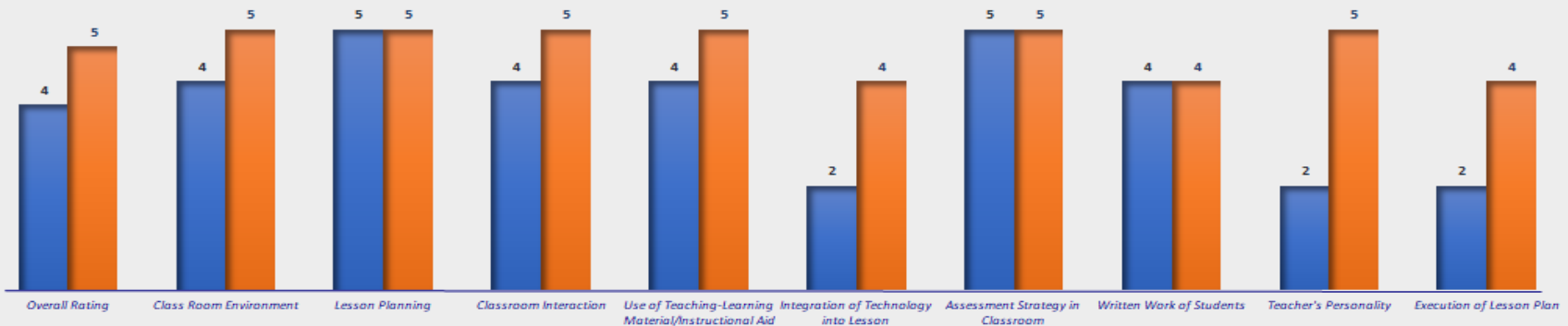
4.7 / 7

Comparative Month Rating

Jul-18

3.6 / 7

Parameters wise Rating



Legends :-

7	Exemplary
6	Innovative
5	Competent
4	Satisfactory

3	Emerging
2	Developing
1	Need Improvement

	Last month rating.
	Selected month rating.

# Teacher Ranking (On Periodic Basis)

## TEACHER RANKING :-

Ranking	Teachers Name	Overall_Rating	Class Room Environment	Lesson Planning	Classroom Interaction	Use of Teaching-Learning Material/Instructional Aid	Integration of Technology into Lesson	Assessment Strategy in Classroom	Written Work of Students	Teacher's Personality	Execution of Lesson Plan
1	GOURI PURI	5.1	5.0	5.0	5.0	6.0	5.0	5.0	5.0	5	5
2	SARITA MAKWANA	5.0	5.0	5.0	5.0	5.0	5.0	4.0	4.0	6	6
2	PRERNA MAHESHWARI	5.0	4.0	5.0	6.0	5.0	0.0	5.0	5.0	5	5
4	VAIBHAV MISHRA	4.8	3.0	5.0	4.0	6.0	6.0	4.0	0.0	5	5
5	HEMLATA RAJAWAT	4.7	4.0	5.0	5.0	5.0	5.0	4.0	5.0	5	4
6	GOWRI JOSHI	4.4	5.0	3.0	5.0	5.0	4.0	4.0	5.0	0	0
6	JAYA BHANDARI	4.4	5.0	5.0	4.0	5.0	5.0	4.0	4.0	4	4
6	PURAN SHARMA	4.4	5.0	5.0	4.0	5.0	3.0	4.0	5.0	0	0
9	HITESH MAHESHWARI	4.3	5.0	3.0	5.0	5.0	3.0	5.0	4.0	0	0
9	REENA SINGH	4.3	4.0	4.0	4.0	5.0	5.0	4.0	4.0	5	4
9	VIBHA SHARMA	4.3	5.0	4.0	5.0	5.0	5.0	3.0	3.0	5	4
12	DIVYA SHARMA	4.1	5.0	4.0	5.0	4.0	3.0	4.0	4.0	0	0
13	VARSHA MATHUR	3.9	4.0	4.0	4.0	4.0	4.0	4.0	3.0	0	0
14	DEEPAK MATHUR	3.8	4.0	5.0	4.0	4.0	3.0	3.0	0.0	0	0
15	DIVYA RATHORE	3.6	4.0	3.0	3.0	4.0	4.0	3.0	4.0	3	4
15	PAYAL NATRAZAN	3.6	5.0	1.0	4.0	5.0	4.0	4.0	2.0	0	0
17	PRASHANT PANDEY	3.0	3.0	4.0	4.0	1.0	1.0	4.0	4.0	0	0

## My Suggestion...

Moodle should also think of upgrading the technology of server files so that it not only provides the facility of saving and sharing files in multiple courses but also have the facility for online collaboration so that Academic Supervisors and fellow teachers can simultaneously edit, comment and view these files.

Thank you