



# ST FRANCIS DE SALES COLLEGE

Permanently Affiliated to Bangalore University | Electronics City, Bengaluru - 100

Accredited with NAAC "A" Grade || Recognised under 2(f) & 12(b) of the UGC Act  
A FRANSALIAN INSTITUTE OF HIGHER LEARNING

## REPORT ON ICT: 2018 – 19

### ROLE OF GOOGLE DOCS IN FUTURE EDUCATION

**Date:** 17th April 2019

**Venue:** Computer Lab

**Conducted By:** BCA

**Attended By:** UG students B.com

**Organised By:** Cyber Sprits

To strengthen the knowledge of students in general ICT tools, the college arranges various workshops and training sessions. One such session was conducted by BCA on 17<sup>th</sup> April 2019 entitled titled *Role of Google Docs In Future Education*. The objective of the session is to introduce the Google Doc and its advantages in academics and research for the students in an effective way.

In the introductory session the trainer brought to lime light the origin of Google Doc. He stated that “**Defining the Role of Future Education** in India In the era of digitisation, technology and knowledge have taken centre stage in national and international debates. At the same time, ICT has become an integral part of nearly all sectors and segments especially linked to the education landscape. The speaker also insisted that, “**Google Docs** is a word processor included as part of a free, web-based software office suite offered by Google within its Google Drive Service. This service also includes Google Sheets and Google Slides, a spreadsheet and presentation program respectively. Google Docs is available as a web application, mobile app for Android iOS, Windows, BlackBerry, and as a desktop application on Google's ChromeOS. The application is compatible with Microsoft Office file formats. The application allows users to create and edit files online while collaborating with other users in real-time.

Electronics City P.O., Bengaluru - 560 100

Tel: 080-27836065 / 27834611, Fax: 080-27832299, Email: sfscollege.ecity@gmail.com | sfscollege@rediffmail.com

www.sfscollege.in

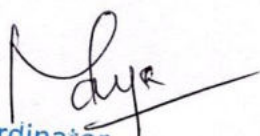


Edits are tracked by user with a revision history presenting changes. An editor's position is highlighted with an editor-specific color and cursor. A permissions system regulates what users can do. Updates have introduced features using machine learning, including "Explore", offering search results based on the contents of a document, and "Action items", allowing users to assign tasks to other users".

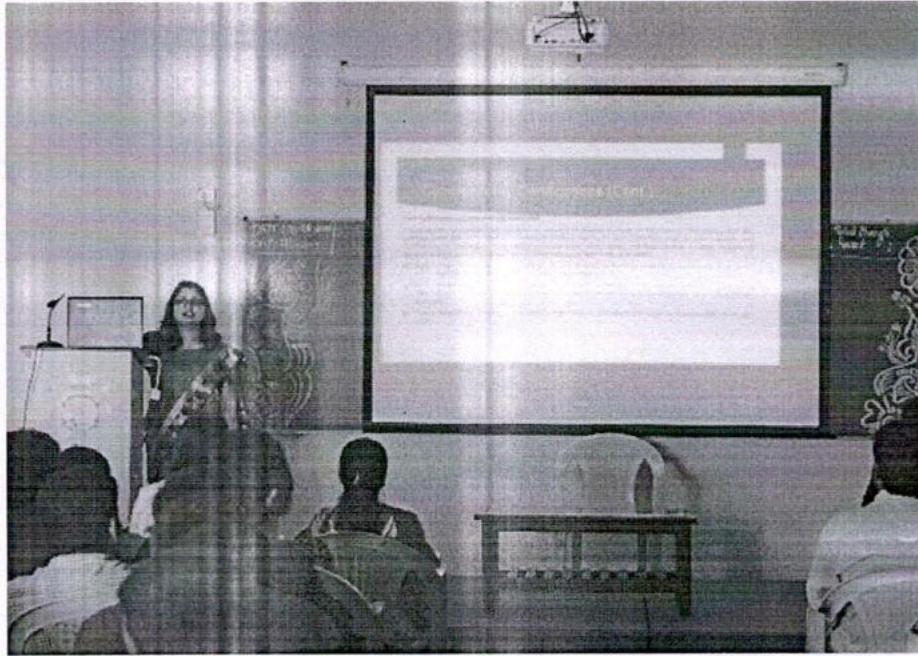
Moreover the trainer threw light on "Collaborative Writing and Editing, The class was separated into groups and assigned to each group a book review. This was cumbersome and difficult for students as they would need to get together to work on the assignment, each with different notes or copies of the draft. The collaborative feature of Google Docs allows students to learn to work as a team. With this program every student had an opportunity to contribute and include their ideas by working on the same document from different places or times. One big advantage of using Google Docs is that any changes made by one or more students or teacher can be immediately seen by all of the other students in the class who are working on the same document.

Furthermore, the trainer explained the vital role of Google doc in Education Collaborative Brainstorming session was held .Without an online collaborative system, each student had worked in isolation and created their own flow chart or visual diagram, however, with Google Docs a group of students can collaboratively work on the same flow chart and contribute to the groups' ideas and designs. With visual diagrams and representations, students collaborated to explain their ideas and work flow, and brainstorm ideas and solutions. Arrows and geometric shapes with different colors were used to emphasize and summarize work, as well as track the latest changes. Each student made a positive contribution to brainstorming the project each at their own time and convenience".

Certainly, the session was highly packed with abundant of updated knowledge on how Microsoft application can be effectively used as a teaching tool for tutors and teachers. The session was highly fruitful and informative for students and faculty members. The college consistently encourages all the students and faculty to upgrade themselves in ICT tools. The session was highly fruitful and informative for students and faculty members. The college consistently encourages all the students and faculty to upgrade themselves in ICT tools.

  
Co-ordinator  
Internal Quality Assessment Cell  
St Francis de Sales College  
Electronics City Post, Bangalore - 560 100.

  
PRINCIPAL -  
St. Francis de Sales College  
Electronics City Post, Bangalore - 560 100.



The discourse of the speaker immersed the audience during the ICT session held on 17<sup>th</sup> April 2019.

  
**Co-ordinator**  
Internal Quality Assurance Cell (IQAC)  
St Francis de Sales College  
Electronics City Post, Bangalore - 560 100

  
**PRINCIPAL**  
St. Francis de Sales College  
Electronics City Post, Bangalore - 560 100

