**GROUP C—LETTER TO PRINCIPAL**

RESPECTED MADAM,

It is to inform you that access to online teaching/ learning has brought a revolution in traditional classroom setting. Online teaching/learning has become an important resource to teachers of all level, exploiting a new model of knowledge sharing wherein students possess the online tools to learn at their own pace. This student’s focused approach is unique in that it is helping students to maximize their chances of using resources in better way. It allows students and teachers to work together to meet schedule targets. Keeping all these points in mind, I request you to kindly allow me to start online teaching in our prestigious institution for the students of B.A 4th year. It would be the supplementary part of main syllabus and may be handled as independent study. As I am already using **Edmodo.com** and have already developed some **quizzes and assignment** for B.A students.

Respected Madam, for your kind information, I planned to start the new online course after new admission of Intermediate and B.A classes in next session after August 2019. 20 students of B.A will take 2 classes on weekends for two hours each after college timings for 10 weeks that is from **1st September to 15th of November before December tests of 2019**. Students will get well timed and meaningful feedback and grades. The strategy of contacting parents will be adopted if students will not monitor their progress and fail in online course, as it is already done in routine teaching. My course can be accessible on mobile if students download **Edmodo app** on their android mobile. They can log on Edmodo by entering group code.

As far as the infrastructure to support online course, we do not need to worry for that because there are 2 well equipped computer labs in my college and almost all softwares are available in IT Library for students. Availability of one **IT Admin** and two **IT Lab assistants** and **three attendants** is big support. Alongwith this, internet of 40 mbps, 2 servers and back up system are also available. As far as the **limitations** of institution are concerned for designing and developing an online course, **services of two web developers will be required to make language course successful. Strong internet connections and backup system for computers during power outages are must.**

During our discussion on introducing an online course, Respected Madam you showed your concern over **lack of students’ digital skills**. I agree with you because teaching to the students at tertiary level for last 10 years, I came to know that most of the students at this level are not familiarized with online learning settings when I started using Edmodo to create a virtual classroom. Students are not good at writing skills at college level so they are hesitant to do writing work online. And those who are good at writing, they need wide range of skills to cope with online tools which they lack. **They keep using pen and marker to express their thoughts on paper but to deal with technology , they need to be tech savvy, conduct research online, navigate the LSM proficiently, manage their time effectively, and engage in the learning process by interacting with the content, and complete course work via the learning platform.**

After reading many research articles, I built up an opinion that if I develop an online course for my students, I am afraid that most of them would not be able to go through it successfully without learning above mentioned skills. **I will say that teachers and administrators of institutes must work collaboratively to provide resources for technical skills for online teaching** which include:

**RESOURCES FOR TECHNICAL SKILLS**

* Students should be given wb2.0 tools awareness which includes Web applications (e.g., Internet-based word processing, spreadsheets, slide shows), including Open Office, Google Docs)
* Social networking like use of face book and instagram
* Video sharing sites, of which YouTube is the most popular example.
* Blogging

Teachers must create instructional videos and educate students how to navigate on different LSM platform like Canvas and Blackboard.

**RESOURCES FOR ACADEMIC SKILLS**

Another help which teachers can make is to suggest students to navigate those websites which provides good practices in writing skill and grammar.

**https:// www.Noredink.com**: supports students to create assignment and quizzes without doing any grading, provides students unlimited help in the desired area.

**https://www.etutoring.org**: a collaborative online tutoring program and platform. The website provides an online tutor help whenever and wherever students need support, help to enhance writing skills by connecting to an online community of writing tutors.

**RESOURCES FOR STUDY SKILL**

**To** ask students to study online and get their problem solved regarding their studies

[WWW.studygs.net](http://WWW.studygs.net) : an educational public service help for learners. Ask students to study the series of Effective Habits for Effective Study where the interactive exercises are given for self motivation, problem solving strategies, project management techniques for the learners.

<https://www.intelligent.com/how-to-study/> where the experts guide students how to study for college, explores the ways how to study smarter, how to create study plan, take meaningful notes while keeping stress level down.

**I hope that Respected Madam, you will endorse all above mentioned suggestions** because teaching a language course online is a beneficial step in students learning. Nowadays, e-learning has gained popularity. Yes I have the same opinion as yours that language teachers of our college are reluctant to shift to digital education or online tutoring but a lot of teachers are turning toward it because of the notable benefits of digital education. Online teaching allows teachers to adopt new methods of teaching. Teachers can try a variety of Internet-based teaching strategies, making it possible to plan more engaging and diverse lessons. News reports, interactive quizzes, videos and music can all be used in an online classroom setting. This teaching model also enables language teachers to plan more individualized lessons and integrate new learning activities that cannot be applied in traditional courses. Through the use of computers, learning a language can be a more personalized process where students can work with materials that are relevant to their individual needs and goals. Teachers may construct lessons with the help of online sources like news websites, online magazines/blogs, videos, and photography. If a student has a specific goal in mind, teachers can create custom activities with the help of these online sources. In addition, the Internet allows teachers and students to easily share information with each other since resources are easier to access in digital format. With online education, both teachers and students can use search engines, social networking tools, digital libraries, and word/PDF files to facilitate the language learning process.

THANKS IN ANTICIPATION

REGARDS