

## Important Points for a smooth functioning of Computer Classes

**For any query write to [connect@computershiksha.org](mailto:connect@computershiksha.org), or speak at 92501 76400 or Skype at Computer.Shiksha**

This document is meant for Trustees/ School administrators/ class facilitators/ teachers.

A very important point to keep in mind is, we get computers as donations from Corporate and re-distribute them to schools in the waiting list with us. It can be as early as 3 months or as late as 12 months, when we are able to allocate computers to the waiting schools.

1. Now that computer classes are starting in your school, at times, you or your staff may require help on hardware problems / teaching aids / software issues / arranging tests for children / sending and receiving information from Computer Shiksha (CS) or any other matter related to course, classes, etc.

For all these queries/needs, please send an email to [connect@computershiksha.org](mailto:connect@computershiksha.org) only. This email goes to all the key stakeholders at Computer Shiksha (CS) and multiple hierarchies, so each of your issue will be addressed in the best possible manner.

You can also contact CS on telephone number 92501 76400, by either calling the number or sending a WhatsApp message or through Skype.

You can connect through Skype: Computer.Shiksha

It is recommended that schools buy one blower and few screw drivers as shown during training.

2. Our experience with earlier schools has been that lot of desktops/laptops stop functioning due to a very common mistake that students make in the class, and is not noticed or checked by teachers/facilitators. This necessitates a very heavy support from Computer Shiksha (CS) which we find unnecessary.

Children do not shut down systems properly at the end of class, which leads to windows corruption and unnecessary interruption in classes and unnecessary burden on CS which can be avoided.

We are listing down the procedure here again (this is explained in the training program too)

While ending a session, before proceeding to shutdown, FIRST make sure all files that user had opened are closed

After the shutdown button has been pressed, don't power off (i.e. Don't press power button) until system shuts down on its own

Once system has shut down and only then, you should take the power chord out, if that is to be done.

PLEASE INFORM YOUR FACILITATORS that they should take care of this. Even if they are given brand new laptops/desktops, even then this issue will keep coming, unless they follow the above procedure.

3. It has been noticed that pen drives containing songs, movies etc. are used with computers. Please prohibit that. This is the major cause of viruses and subsequent windows corruption and system failure. You should be very strict about this.
4. It has been noticed that sometimes pen drive (loaded with software and videos) that we give you gets corrupted due to misuse. THE FIRST STEP, when you go back to your institution is to take back up of this pen drive in at least 2 computers at your school/institution. THIS MUST BE DONE WITHOUT FAIL.
5. **Please send us the number of students whom you plan to bring under computer literacy program, and the number of computers that you have, CS will ensure that there is no planning mistake you are doing.**
6. Before the classes begin, the school must send the list of students who will under-go computer literacy program, class wise, in the **format given at the end of this document**. This needs to be done only one time, while starting the computer course. Later, CS will pick up the students data from the examination answer sheets and use that data for certification purpose. The format for Students information is available on the pen drive being handed over to your trainer at the end of the Trainer's training program.

In case, you can't email, then you can whatsapp this info, but try to make sure that it is legible.

You can email this sheet to [connect@computershiksha.org](mailto:connect@computershiksha.org)

7. While designing timetable, please take care that computer course is designed such that each child must take at least 2 classes a week on subsequent days and not on alternate or other days. So a child can do 2 or 4 or 6 classes a week. If children do 2 classes a week, then they will finish the basic course in 31 weeks plus examination and revision time.
8. The NGO/School has to be careful to inform CS, when the students reach 10<sup>th</sup> class of any module, at [connect@computershiksha.org](mailto:connect@computershiksha.org) so that CS team can start preparing a question paper to test the students. Also let us know the number of students level wise who will undergo the test, so that we can send appropriate number of Question Papers. We could also email the QPs with an answer key and you can download and print enough copies. **At many a places, Trainers are taking the paper from Computer Shiksha through email, administering the test, and emailing the results to CS. For quality control, a random number of checked papers are re-checked by CS using WhatsApp videos**
9. Please note that your teachers have been trained to administer Paint Module 1, Writer Module 1 and Writer module 2, which are of 6 weeks duration each. So basically trainers have been trained for 18 weeks of course. For the next module of Impress 1 (6 weeks) your teachers would

need to undergo training with computer shiksha for 2 days. So on approaching completion of Writer module 2, along with planning of tests for children; send an email to [connect@computershiksha.org](mailto:connect@computershiksha.org) for planning teacher's training too. This can be conducted using Skype too.

10. After each module, there is a written test and after successfully passing the written test, students who pass will get a certificate for that module from CS. Thus students can earn multiple certificates for the modules they finish and pass.
11. Please keep in mind that Computer Shiksha intends to provide a full eco-system to enable computer literacy program, so for any challenge you face, contact us and we would work on it to provide solutions so that computer literacy program can be provided.
12. Just to reiterate, CS will help the NGOs/Schools to maintain the computers free of cost. Reps of NGOs/Schools who come for training will be trained in First level hardware and O/S maintenance and repair. For more serious issues, the reps, who have been trained by CS, will be guided over phone/CCTV/Skype as to how to address the problem. At worst, you will be advised to courier us a part for replacement and we will send back the replacement. **For this it is recommended that a phone with WhatsApp video facility is to be used by the school resource person, so that by using it, he/she can be guided through the repair process.**
13. In case, course videos are lost or teachers manuals get lost, download course videos from <https://www.youtube.com/c/ComputerShiksha> and teachers manuals from our website [www.computershiksha.org](http://www.computershiksha.org) (go to online course section).
14. **How to identify the number of computers you need.**

Let us say, if you have 8 working computers, which means, leaving 1 computer for teacher, you have 7 for students.

Assuming a 45 minutes class, and with 7 computers, 7 students at a time can do computer class, and let us say, in a day (Monday) you have 5 sessions of 45 minutes each in a day, that means in a day, 35 students can undergo this class.

As same students need to repeat the class next day, so same set of 35 students undergo the computer class next day i.e Tuesday.

Now another set of 35 students can do computer class, let us say, on Wednesday and Thursday.

Another set of 35 students on Friday and Saturday.

Thus, in a week, with 7 computers and 5 sessions per day, you can cover  $35 \times 3 = 105$  students.

15. Our Donors who provide us with Funds and computers have fixed norms for measurement and are as follows and for these **we would need an undertaking from you on the school/NGO letterhead**

*We also confirm that we will implement the following process and do the needful without fail*

- a. We will whatsapp/email 2 photos of operational computer classes every month
- b. We will coordinate with CS Helpline for conducting tests of students after completion of every module
- c. We will send a copy of attendance records of computer classes monthly.
- d. We will make sure that 85% of enrolled children will attend 100% of classes and 95% of enrolled children will take the assessment exams.
- e. We will also make sure that 85% of the enrolled children will complete the course.
- f. We will not move these computers to any other location without prior approval from CS

## 16. Very IMPORTANT

Please take care to send us the following information to add your school/center to our database

- a. Days, you will be doing computer course
- b. Timings of the class
- c. Number of students enrolled in the computer course
- d. Exact Address of the center where computer classes are being held

This information will get added to our database and we will spread information about your school/ center so that people from far and wide can come and see the computer class in action.

17. Please note that for NGOs/Schools that have availed hardware from Computer Shiksha are liable for an audit of utilization of these computers during their working hours. NGOs/Schools will be informed about it beforehand.

18. Once again please find below the course

### COURSE DESIGN OF SELF-LEARNING CLASSES

#### Basic Course (2 modules)

Module Name	No. of classes per week	Duration of classes	No. of Weeks
Paint I	2	45 mins to 1 hour	6 to 12 weeks
Writer I (equivalent of MS Word)	2	45 mins to 1 hour	6 to 12 weeks

**Total Duration Basic Course (doesn't include exam time)** **12 to 24 weeks**

\* Usually schools take longer than this depending on the level of classes being taught

#### Basic Plus Course (4 modules)

Module Name	No. of classes per week	Duration of classes	No. of Weeks
Writer II (equivalent of MS Word)	2	45 mins to 1 hour	6 to 12 weeks
Impress I (equivalent of MS Powerpoint)	2	45 mins to 1 hour	6 to 12 weeks
Calc I (equivalent of MS Excel)	2	45 mins to 1 hour	6 to 12 weeks
Internet & Email I	2	45 mins to 1 hour	1 to 2 weeks

**Total Duration Basic Course (doesn't include exam time)** **19 to 38 weeks**

\* Usually schools take longer than this depending on the level of classes being taught

**Advanced Course (4 modules)**

Module Name	No. of classes per week	Duration of classes	No. of Weeks
Paint II	2	45 mins to 1 hour	6 to 12 weeks
Writer III (equivalent of MS Word)	2	45 mins to 1 hour	6 to 12 weeks
Impress II (equivalent of MS Powerpoint)	2	45 mins to 1 hour	6 to 12 weeks
Calc II (equivalent of MS Excel)	2	45 mins to 1 hour	6 to 12 weeks

**24 to 48 weeks**

**Total Duration Advanced Course (doesn't include exam time)**

*\* Usually schools take longer than this depending on the level of classes being taught*

**Students information sheet Format**

**School Name:**

School Address:

School Contact name

**School email**

School Phone no.

School Contact email

school contact phone.

S No.	Student Name	Class	Section	Email ID	Father's Name	Father's occupation	Mother's Name	Mother's Occupation	Contact No.

For any query write to [connect@computershiksha.org](mailto:connect@computershiksha.org), or speak/WhatsApp at 92501 76400 or Skype at Computer.Shiksha