



## INDEX

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Telangana State



## Academic Year - 2020-21

### Department of Computer Science Engineering

### Google form creation & Google Classroom Usage Practices

**1. Resource Person:** Mr. S. DilliBabu,  
Assistant Professor,  
CSE Department  
VMTW

**2. Coordinator :** Mr. S. RangaSwamy,  
Assistant Professor,  
CSE Department  
VMTW



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## Department of Computer Science Engineering

Date: 15-04-2021

To

The Principal,

Vignans Institute of Management and Technology For Women,  
Kondapur, Ghatkesar.

### Sub: - Permission to conduct Workshop for Non-Teaching Staff - Reg.


The Department of CSE has proposed to conduct workshop on "Google Form Creation & Google Classroom Usage" during 19-04-2021 to 23-04-2021 for the entire Non-Teaching faculty of VMTW. The coordinators for this program are Mr. S. Ranga Swamy, Assistant Professor from CSE Department. The details of program and budget are mentioned in Table1 and Table2 respectively.

Name of the Workshop	Resource Person	Date of workshop
Google Form Creation & Google Classroom Usage	Mr. S. DilliBabu Assistant Professor VMTW	19-04-2021 to 23-04-2021

Table2: Details of Expenditure		
S.No	Expenditure	
1	Honorarium fee for resource person	10000/-
2	Preparatory work allowances of program	2000/-
3	Others	3000/-
4	<b>Total expenditure</b>	<b>15000/-</b>

We request you to give permission for conducting this workshop and sanction the amount of Rs.15000/-.

  
COORDINATOR

  
HOD

  
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# REGISTRATION FORM

Name: .....

Date of Birth & Age: .....

Gender (M/F): .....

Qualifications: .....

A). Institution: .....

B). Affiliating University: .....

Address for Communication: .....

Phone Nos. ....

Office: .....

Personal: .....

Email: .....

Resource Person:  
**Mr. S. Dilli Babu,**  
Assistant Professor,  
Department of CSE.

Chief-patrons:  
**Dr. L. Rathaiah,**  
Chairman,  
Vignan Group of Institutions.

**Mr. B. Shravan,**  
Chief Executive Officer,  
Vignan Group of Institutions

Patron:  
**Dr. G. Apparao Naidu,**  
Principal, VMTW

**Mrs. Indrani Vasireddy,**  
Associate Professor &  
Head of the Department,  
Department of CSE.

Co-ordinator:  
**Mr. S. Rangaswamy,**  
Assistant Professor,  
Dept. of CSE,  
Contact No: 91 96529 10002

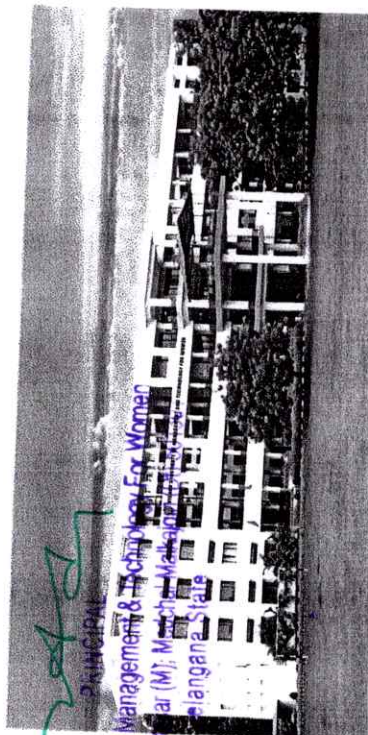


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## A WORKSHOP ON "GOOGLE FORM CREATION & GOOGLE CLASSROOM USAGE" 19<sup>TH</sup> TO 23<sup>RD</sup> APRIL, 2021

VENUE:  
**'A'-BLOCK SEMINAR HALL, VMTW**

ORGANIZED BY:  
**DEPARTMENT OF COMPUTER SCIENCE  
AND ENGINEERING**



**LAST DATE FOR REGISTRATION: 17<sup>TH</sup> APRIL, 2021**

[www.vmtw.in](http://www.vmtw.in)

## ABOUT THE INSTITUTION

Vignan's Institute of Management and Technology for Women (VMTW), is the brainchild of Dr. L. Rathaiah, Chairman, Vignan Group of Institutions, which was founded in August 2008, with four branches of Engineering.

VMTW is an exemplary institution of higher learning with a mission of pursuing excellence in education and research. The institution, with its diverse and dynamic community of about 2000 students offers a distinctive combination of some of the finest facilities for 7 different graduate, and undergraduate programs, accomplished faculty, world-class facilities with a hostel set on a sprawling area of 22 acres sylvan surroundings of mango groves and greenery.

While students at VMTW immerse themselves in academics, the college has a lot in store for them outside the classroom. Student life includes participation in sports, recreational & co-curricular, and cultural activities. In short, at VMTW students will find an academic and social environment where everyone from faculty members to peers helps shape their future.

VMTW is a home to aesthetically designed buildings with state-of-the-art computer and internet facilities, modern laboratories, workshops, seminar halls, auditoriums, and well-stocked libraries, sports, and games fields.

The Institution boasts of a strong alumni network with alumni events held every year serving as a platform for past students to give back to VMTW and share their experiences with its present fellow students. With so much to offer, it is only natural that students of VMTW get a unique opportunity to carve a niche for themselves in their chosen field of study that enables them to become well-rounded and discerning citizens, fully qualified for their chosen professions in the workplace. Institute also brings out the creativity in students by imparting engineering knowledge imbining interpersonal skills to promote innovation, research, and entrepreneurship.

## ABOUT THE DEPARTMENT

Department of CSE, VMTW has started B.Tech in Computer Science and Engineering in the year 2008 with an intake of 90. The scholarly ambience in CSE Department is encouraging to the complete development of the students with well-equipped labs. Department has dedicated and professionally well competent faculty and the many of the faculty are pursuing Ph.D. in emerging areas like Artificial Intelligence, Machine Learning, Cyber Security, Data Science and Block Chain. The main objective is to prepare the students to be successful in Computer Science Engineer to meet the industry needs, encourage lifelong skills and strengthen research.

## ABOUT THE PROGRAM

Today, your education and experience may only be enough to qualify for a job, but to be successful in most roles in the field of emerging technologies; you will need soft skills like communication, teamwork, and problem-solving. These soft skills that will equip you to carry out your role in the company to the best of your ability are also referred to as employability skills.

The building blocks of any career, these skills are what make you employable across various roles, sectors, and industries. Employers usually want to see that you already have these soft skills before hiring, because they are much harder to teach.

## OBJECTIVES

- Connect with co-workers
- Solve problems
- Be a part of and understand your role within the team
- Make responsible choices for your job and your career
- Be independent and take charge of your career.

## EXPECTED OUTCOMES

At the end of Workshop, participants will be able to:

- Communication and Interpersonal Skills
- Problem-Solving Skills
- Self-Motivation

- Working under Pressure
- Organizational skills
- Team Spirit
- Learning Skills
- Value Diversity.



*[Handwritten Signature]*

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VMTW/CSE/CIR/2020-21/01

Date: 16-04-2021

## DEPARTMENT OF COMPUTER SCIENCE ENGINEERING

### CIRCULAR

This is to inform to all the HOD's, Staff and Non-Teaching Staff that, we are going to conduct a Workshop on "Google Form Creation & Google Classroom Usage" for all Non-Teaching faculty from 19-04-2021 to 23-04-2021 by Mr. S. DilliBabu, Assistant Professor, VMTW, Hyderabad. The workshop will be coordinated by Mr. S. Ranga Swamy, Assistant Professor, CSE Department. All the Non-Teaching staff are hereby informed to attend the session without fail.

*V. Andim*  
HOD-CSE

Head of the Department  
Computer Science and Engineering  
Vignans Institute of Management and Technology for Women  
Kondapur (V), Ghatkesar (M), R.R. Dist-501 301.

Copy To:  
Principal Office,  
All -HOD's,  
Circular to Faculty/Non-Teaching Faculty,  
Notice Board,  
Department - CSE



*V. Andim*  
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## DEPARTMENT OF COMPUTER SCIENCE ENGINEERING

Review form: "Google Form Creation & Google Classroom Usage"

During 19-04-2021 to 23-04-2021.

<b>Evaluation:</b>	Poor-NA	Fair-1	Good-2	Very-3	Good-4	Excellent-5	
Session objectives were stated clearly and met			5	4	3	4	3
The information, and skills presented were relevant and useful.			4	3	4	4	3
The presenter(s) provided adequate time for questions and answered them satisfactorily.			4	3	5	4	3
The session increased my knowledge and skills.			2	3	4	3	4
The presenter(s) suggested ways to follow-up the training			4	2	3	3	4
How would you rate this Session?			3	4	3	4	3
<b>ANY SUGGESTIONS:</b>	—						



*Adh*  
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## Programme Schedule of the Workshop

Workshop: "Google Form Creation & Google Classroom Usage"

During 19-04-2021 to 23-04-2021

**Workshop objective:** The main objective of workshop is discussed.

- Google Forms is a powerful tool for gathering data in an educational setting, and it's easy for both parents and students to use. Teachers and school administrators can use the intuitive drag-and-drop interface to create custom forms, surveys, quizzes, and polls that help them get the information they need to make better educational decisions.

The following is the schedule for the Workshop:

S.No	Date	FN 10:00am – 12:30pm	12:30pm – 1:30pm	AN 1:30pm – 3:00pm
1	19-04-2021	How to use Google Form Creation & Google Classroom Usage.	<b>Lunch Break</b>	Creation of Google form and its settings.
2	20-04-2021	Google Forms for Educators		Student Interest Survey
3	21-04-2021	Collect Feedback and Comments on a Google Site.		Quiz and survey form Creation.
4	22-04-2021	Sign Up for Meeting/Conference Time-Slots.		Generate Documents, Certificates, Lesson Plans, etc.
5	23-04-2021	General Quizzes & Assessments (pre and post).		Parent/Guardian Communication Log.

*S. Arun*  
COORDINATOR



*ASH*  
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*V. Indira*  
HOD - CSE

Head of the Department  
Computer Science and Engineering  
Vignan's Institute of Management and Technology for Women  
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## Department of Computer Science Engineering A Report on “Google Form Creation & Google Classroom Usage”

Date: 29-04-2021

Department of Computer Science Engineering has conducted workshop on – “Google Form Creation & Google Classroom Usage”, during 19-04-2021 to 23-04-2021 for Non – Teaching Faculty.

**Speaker: Mr. S. Dilli Babu**, Assistant Professor, VMTW, as the resource person for this Five day workshop session.

The objective of this program is to provide deep knowledge in Google forms & Google classroom, MS-Office Tools.

**Coordinators: Mr. S. Ranga Swamy**, Assistant Professors, from CSE Department acted as Coordinators for this workshop.

Total around 38 Non-Teaching faculty had participated in the workshop. This workshop session had provided an excellent opportunity to learn about **Google Form Creation & Google Classroom Usage** to all the participants.

**Date & Time:** The workshop was conducted from 19-04-2021 to 23-04-2021 from 10:00 AM– 3:00 PM.

We would like to thank our honorable Sri Dr. L Rathaiah, Chairman, Sri B. Shravan, CEO, Dr. G. Appa Rao Naidu, Principal and Mrs. V. Indrani, HOD-CSE, for their support for successful completion of Five day workshop. The entire non-teaching Faculty, participants felt very happy for attending the program and most of them given excellent in feedback.



  
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## Topics Covered in workshop

Google Forms is typically used to create surveys, sign-ups, feedback forms, and more. It also can be used to create quizzes that you can easily incorporate into Google Classroom. There's a variety of question types you can use to make your own quizzes, and they feature an array of customizable settings. Management is the core function of any organization. Management is responsible for wellbeing of the company and its stakeholders, such as the investors and employees.

## 6 steps to add Google Form to Google Classroom:

- Navigate to Google Forms and create a new form
- Add headings, questions, answer options, and any images
- Click on Settings and turn on the Make this a quiz switch
- Adjust the quiz options
- Click on the Classwork tab, and Create button, then choose Assignment

## How teachers can use Google Forms in Google Classroom:

Rather than emailing work to students or posting assignments on clunky websites, teachers can use Google Forms. While you can create sign-up forms, polls, and other assignments with Google Forms, one of the best use cases for it is quizzes.

Google Forms quizzes are automatically graded after students submit their responses, but teachers can also easily import the grades into Classroom for students to view. In addition, teachers have the option to either show students their scores immediately after the quiz or only after the teacher reviews their answers.

Teachers can also assign quizzes to one or more classes or specific students, add a due date and time, include attachments, and schedule it to post at a later time.

## How to add a Google Form to Google Classroom :

Google Forms are stored in Google Drive, meaning that in a few easy steps, teachers can add a Google Form to any Google Classroom assignment in the same way they would attach a document, link, video, or any other Google Drive file. Here's how:

- Navigate to Google Forms and create a new form.



*ASH.*

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- Add headings, questions, answer options, and any images or other features you want.
- To turn your Google Form into a quiz, click on Settings at the top of the form and turn on the Make this quiz switch.
- Adjust the quiz options.
- Once you're happy with your quiz, head to Google Classroom. Click on the Classwork tab, then click the Create button and choose Assignment to create a new assignment.
- Click on the Drive button, then use the Search in Drive bar to find your form. Alternatively, you can click on the Filter by results button to filter by file type, then select Forms.

### **The limitations of Google Forms:**

When students submit a Google Form in Google Classroom, the assignment will be marked as complete only if there are no additional links in the assignment other than the form itself. In other words, if teachers attach additional resources, the assignment won't be marked as done.

If teachers want to import quiz grades from Google Forms to Google Classroom, they can't change the Form settings or edit the assignment after they create and post it. Additionally, they can't import student grades if they attach the form as a link in Google Classroom instead of adding it using the steps outlined above. Students are also only allowed to submit one response through an email address that uses the same domain as the teacher — in other words, if students are using their school email, they can only submit one response.

Unlike Google Docs or Sheets, Google Forms doesn't store a version history. When teachers delete questions and responses in a Google Form, they're removed permanently. To circumvent this issue, teachers can set up their Google Form to send the responses to a Google Sheet. However, questions deleted from the form don't automatically delete from the spreadsheet, and questions deleted from the spreadsheet will remain on the form.

**Google Forms lets you create a survey with lots of different kinds of questions:**

- Short answer
- Long answer & Multiple choice



  
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## Attendance Sheet on workshop: Google Form Creation & Google Class room Usage

S. No	Name of the Non-Teaching Faculty	Department	19-04-2021	20-04-2021	21-04-2021	22-04-2021	23-04-2021
1	B Raju	BSH	B	B	B	B	B
2	A Chandra Sekhar	Admin	A	A	A	A	A
3	B. KoteswaraRao	BSH	B	B	B	B	B
4	D LaxmiPrasanna	Admin	D	D	D	D	D
5	D Ramani	Admin	Ramani	Ramani	Ramani	Ramani	Ramani
6	D Ramgurivi Reddy	Admin	D	D	D	D	D
7	D. Venkat Naidu	Admin	Venkat	Venkat	Venkat	Venkat	Venkat
8	K Sudhakar Reddy	Admin	K	K	K	K	K
9	K. Yadagiri Reddy	Admin	K	K	K	K	K
10	M. VeenaKumari	BSH	M	M	M	M	M
11	S Jalandhar Reddy	BSH	S	S	S	S	S
12	S Sukumar	Admin	S	S	S	S	S
13	T. NagarajaKumari	BSH	T	T	T	T	T
14	K.Vinoda	Admin	vinoda	vinoda	vinoda	vinoda	vinoda
15	Ms.N.SaiPriya	IT	Sai	Sai	Sai	Sai	Sai
16	Mr.V.ShankarRao	IT	shankar	shankar	shankar	shankar	shankar
17	Mr.Y.Arun Kumar Reddy	Admin	Arun	Arun	Arun	Arun	Arun
18	Mrs.K.Swapna	IT	Swapna	Swapna	Swapna	Swapna	Swapna
19	CH. Anjaiah	CSE	Ch	Ch	Ch	Ch	Ch



*(Signature)*

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20	Mr.B.Anil Kumar	CSE	@nil	@nil	@nil	@nil	@nil
21	Mr.P.Anil Kumar Reddy	CSE	Anil	Anil	Anil	Anil	Anil
22	Mr.G.Dheeraj	CSE	<del>Dheeraj</del>	<del>Dheeraj</del>	<del>Dheeraj</del>	<del>Dheeraj</del>	<del>Dheeraj</del>
23	Mr.K.Janardhan	CSE	R	R	R	R	R
24	Mr.M.Raju	CSE	Tg	Tg	Tg	Tg	Tg
25	Mrs.A.Shalini	CSE	shalini	shalini	shalini	shalini	shalini
26	Mrs.R Sri Latha	CSE	Srilatha	Srilatha	Srilatha	Srilatha	Srilatha
27	Mrs.S.Minisha	CSE	S	S	S	S	S
28	Mrs.V.Srilatha	CSE	Srilatha	Srilatha	Srilatha	Srilatha	Srilatha
29	Mr. G. Rajkumar	ECE	Rajkumar	Rajkumar	Rajkumar	Rajkumar	Rajkumar
30	Mr. R. Venkateswarlu	ECE	Venkateswarlu	Venkateswarlu	Venkateswarlu	Venkateswarlu	Venkateswarlu
31	Mr. T. Chethan Reddy	ECE	T	T	T	T	T
32	Mrs. L. Jogeswari	ECE	Jog	Jog	Jog	Jog	Jog
33	Mrs.P.Chandana	ECE	P	P	P	P	P
34	Mrs.R.Mounika	ECE	Mounika	Mounika	Mounika	Mounika	Mounika
35	P. Srinivasa Murthy	ECE	P.S.Murthy	P.S.Murthy	P.S.Murthy	P.S.Murthy	P.S.Murthy
36	Mr.Ch.Bharadwaj	IT	Bhargh	Bhargh	Bhargh	Bhargh	Bhargh
37	Mr.M.Swaroop Reddy	IT	Swaroop Reddy	Swaroop Reddy	Swaroop Reddy	Swaroop Reddy	Swaroop Reddy
38	Mrs.K.Varshitha	IT	Varshitha	Varshitha	Varshitha	Varshitha	Varshitha

*S. Dany*  
COORDINATOR

*ADN*  
PRINCIPAL

*N. Jhalani*  
HOD-CSE



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Head of the Department  
Computer Science and Engineering  
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