HOW TO IMPLEMENT E-LEARNING

A. Why is E-learning the best way to learn?

E-Learning provides the following advantages in the teaching-learning experience:

1. It stimulates better comprehension because the students see concepts in audio-visual form/animation. This is the best means of interactive learning.

2. The language abilities of students and teachers improve due to the use of standard language and pronunciation in the voice-overs used in the E-learning modules.

3. With standardization of content and teaching methods across schools, the divide between the rich and poor schools, urban and rural schools, government and private schools disappears.

4. It also helps the teachers in better comprehension and language abilities.

5. Learning is more interesting for children, because the explanations are vivid and colourful, resulting in:

    i. better learning outcomes for students
    ii. better attendance, as children find learning more fun.

B. What is the RILM E-Learning Program?

1. This program aims to improve the quality of students' education through use of high quality curriculum-based e-learning (audio-visual) modules in local language and thus enhance knowledge absorption and abilities of children in selected Government and Government-aided primary and elementary schools.

The requisites of E-Learning are:
   a. A projector/ television
   b. A white screen or white-painted/lime-washed wall for projection in the event that a projector is being used
   c. Software as per State Board, local language and curriculum
   d. Electricity or solar power enabling projector/television

C. How to get Government Support for E-Learning?

To widen the resources for E-Learning it would be essential to get Government support at different level :-

At the State Level :-
   a. Chief Secretary
   b. Secretary of Education
   c. Director of Education
   d. Commissioner of Lok shikshan
   e. Commissioner of Rajya Shiksha Kendra

At the Divisional Level :-
   a. Divisional Commissioner
   b. Joint Director education

At the Revenue District level :-
   a. District collector/ Deputy Commissioner
   b. District Education Officer

It would sensitize the concerned Government officials who have financial resources to implement various Government schemes.

D. How will you select a school for E-Learning?

1. Select schools that are "State-funded", that is, funded by the State Government or a Municipal Corporation/Council or a Zilla Parishad/Panchayat Samiti/Village Panchayat. The focus of all verticals under T-E-A-C-H is, however, on primary/elementary schools.

2. The schools would need to have at least two teachers.

3. The schools would need to have electricity or solar power connection.

4. The schools would need to have at least one class room with pucca construction or an all-weather classroom with a white painted/lime-washed wall.

5. Ideally the schools would have to agree to contribute Rs. 10,000/- for e-learning installation (projector and e-learning modules).

E. How can you obtain E-learning modules?

The E-Learning modules need to be local curriculum and local language based, hence, there has to be a different software for each State Board and language. To help Districts and Clubs, RILM's E-Learning Committee after due diligence, will shortlist software vendors and negotiate rates with them to pass on the volume discounted prices to the Districts and Clubs.

1. A Club may choose a vendor from the panel drawn up by the National E-Learning Committee of RILM as per negotiated terms.

2. The Club will have to pay the full cost of the e-learning facility directly to the vendor chosen by it.

F. How can you train teachers in E-learning?

1. The vendors for software and hardware will directly train the teachers in proper use of e-learning facilities in schools.

2. The Clubs may also mobilize a small group of volunteers that would undergo training in running and preliminary troubleshooting of the E-learning modules and hardware.

3. This volunteer group may be deployed to train the teachers in the selected schools as and when E-learning installation is completed in those schools.

G. How may you finance E-Learning and get RILM support?

i. The expected cost of E-learning installation (as payment to the vendors) is Rs. 30,000-40,000/- per centre.

ii. RILM will share Rs. 10,000/- of the total cost.

iii. The Club/District should encourage beneficiary schools to contribute at least Rs. 10,000/- from their local fund / Gram Panchayat . This gives them a buy-in into the program and maintenance of the E-Learning facilities.

iv. The remaining amount should be arranged by Club/District. The Club/ District should encourage other organizations such as corporate houses, educational trust, known NRIs, relatives of Rotarians, school alumnus and other individuals.

v. In case the School is unable to contribute Rs. 10,000/- to the cost, the Club may bear this share of the cost. The Club may alternately try to find an organization or individual to finance the deficit.

vi. To access the RILM grant, the Club would need to fill in and submit the **E-Learning Grant Application Form No. E1** available at **Resources Download Forms** at www.rotaryteach.org

vii. Upon successful establishment and upload of the ELP through **"Part E: Upload Upon Completion"** of the **E-Learning Grant Application Form No. E1**, RILM will disburse its Grant to the applicant Club in the form of a re-imbursement.

H. How can you fill in a Grant Application?

1. The **E-Learning Grant Application Form No. E1**, which is available at the Resources Tab of www.rotaryteach.org, will have to be used for the grant application process.

2. Download and print the form and familiarize yourself with the information needed to fill in this Form.

3. The Club President (CP), and any other Club Member nominated by the CP as the Primary Contact (PC) for the specific E-learning installation are authorized to fill in the Form online.

   o Primary Contact' (PC) is a member of the applicant Rotary Club so designated by the CP for the purpose of filling in the grant application and who has to be contacted for clarification by DG, DLCC, National E-Learning Committee Chair or Members and RILM Office.

   o The CP, CLCC or Club Secretary can him/herself be the PC.

4. The PC will have to select the RID No. and subsequently enter his/her name and email id to register himself/herself. On such registration an automatic email will go to the CP with a request to allow the PC to fill-out the form. Email ids of all CPs as per the RI District wise data base have already been included in the RILM Grant Application.

5. The CP will have to click on the allow option in the email to recognize and authorise the PC. Once this is done, the PC will receive an automatic email indicating the Grant No. and the password for that Grant Application.

6. Now with the PC's username (email id) and password the application can be accessed. For accessing the application for edits till final submission, you will have to click on the unique Grant Application No. in the Existing Applications section.

7. Detailed instructions have been given to aid you to smoothly fill out the application form.

8. Once the CP/ PC have ensured that details in Parts A, B, C and D of the Form have been filled in, the first level of Application Authorizations by the CP and PC have to be done by clicking on the authorize buttons. After either the CP/PC clicks on the authorize button, an automatic email will go to the other person that their authorization is awaited.

9. After the first level of authorizations, an automatic email will go to the District level authorities (DG and DLCC) to let them know that their authorizations on the Club's application are awaited.

10. Similarly, once all District level authorities have viewed the Form and authorized, an automatic email will go to the National-level E-Learning Committee Chair and the Chair/CEO at RILM to give final in-principle approval of the grant application.

11. If any District or National Level authority feels that some improvements need to be made to the detailing in the forms before he/she may authorize the application, he/she would need to notify the PC of the Club of the specific requirement. The PC of the Club would then have to notify the RILM office and have the submitted on-line application "unlocked" to edit the application before re-doing first level authorizations.

12. Once the Grant Application has thus been submitted for final approval and an in-princi-ple approval has been received from RILM, the Club may proceed to execute E-Learning.

I. How would you measure the impact of an E-Learning facility installed?

1. You may speak to 1/3rd of students from each class, after 6 months of e-learning installations in those classes, and ask them if their learning experiences are better due to E-learning.

2. You may ask the teachers of the classes, after 6 months of E-learning installation in those classes, what their teaching experience has been while using e-learning.

3. You may also ask the parents of the children undergoing e-learning supported education for 6 months, if they feel their children' learning experience has improved.

J. How can you upload completed E-Learning installation on www.rotaryteach.org?

1. Visit the Project Upload Tab on www.rotaryteach.org to upload the details of the completed E-learning Project online along with pre and post-completion pictures of the school.

2. For **Clubs seeking Grant**:
   - Use the **Project Upload Form in Part D** of the Grant Application Form to upload details of an established E-Learning installation. Upload at least 2 pictures (dated) of each E-learning supported class in progress.
   - Besides the Part D of the form, upload the scanned copy of a letter of satisfaction with the e-learning experience by the Chair Person of the School Management Committee (SMC) or Head Teacher.

3. **Only after such upload, the Club will be entitled to receive the RILM grant**.

K. How can you upload a completed E-Learning installation?

Responsibilities of District/Club Functionaries		
DG/DLCC	**District E-Learning Committee Chair & Members (DELCC/DELCM)**	**CP/CLCC**
1. Set goals for E-Learning Program (ELP)	1. Attend Level-I Training program and conduct Level-II Training in the slot allotted for ELP	1. Attend Level-II Training program
2. Compile the District goal sheet	2. Motivate Clubs to take up ELP	2. Understand the modalities of ELP
3. Conduct recommended/ appropriate training	3. Set timelines for execution of the various ELP	3. Set goals for the Club

Responsibilities of District/Club Functionaries		
DG/DLCC	**District E-Learning Committee Chair & Members (DELCC/DELCM)**	**CP/CLCC**
	4. Monitor progress of the Rotary Clubs executing the EL	4. Discuss proposed project at the Club
	5. Disseminate information received from RILM or E-Learning Committee Member (ELCM)	5. Select a school for an ELP as recommended
	6. Work in close coordination with the ELCM	6. Select an e-learning vendor from the from the panel drawn up by the national e-learning committee of RILM
	7. Ensure upload of all completed projects by all Clubs concerned	7. Organise teacher training in use of the e-learning set up
	8. Ensure District ELP goals are met	8. Recruit and train volunteers for the various activities mentioned in the previous sections (from the list of District volunteers available at www.rotaryteach.org) using the volunteer management tool on the website
		9. If seeking grants from RILM, use the grant application form to apply for grants and proceed with planning and executing EL on receipt of in-principle approval
		10. Upload the completed ELP with the requisite details as recommended in section I of this document