Computer as a Learning Resource for presentation, documentation, word processing and evaluation

Computer as a Learning Resource

- Computers are one of the most valuable resources in a classroom because they have so many useful functions.

- With computers and the internet, students today have a wealth of information at their fingertips that can help them develop their research and communication skills while preparing them for a future career.

- Use of computers in education has been steadily increasing and in many ways has revolutionized traditional education.

- Computers in the classroom have multiple benefits for both students and their teachers.

- Computers also have an important role beyond primary and secondary education classrooms.

- Thanks to computers and technological advancements, higher education is now more accessible than ever.

- Computer can be used for presentation, documentation, word processing and evaluation

Computer as a Learning Resource for Presentation

- Computer is used for the purpose of presentation by teachers as well as students.

- Computers provide convenience of organizing what students or teachers want to say into slides and allows them to use multimedia effects; all helping in better communication with the audience.

- The students who gather information for their assignments and / or projects can present it to other students using the computer and get feedback before final submission.

- Computer software can mix text pictures, sound and motion to provide a variety of options for learners during presentations. Multimedia software cannot be the only classroom resource, but it can contribute richness and variety to student work.

- Feedback given by the Teacher can be incorporated into the presentation by the students immediately. The revised presentation can be presented by the students without loss of time.

- Teachers can use the computer to prepare a PowerPoint Presentation for the lesson.

- Teachers can use the computer to add videos, pictures, audio clippings and other graphics to the presentation and make it more engaging for the students.

- Teachers can use the computer for presentation of difficult concepts thereby making them simpler for the students.

- A clear advantage of computer-generated presentations is that teachers and / or students must plan in advance. They must organize the slides and create the text as well as add the visual elements, such as charts and graphics.

- The ordering of the slides on the presentation also encourages the teacher or the student to remain topic-focused because they keep him on track.

- Overall, computers are a boon for the teachers as well as students, as they can be used for presentation of a lesson and enhance the overall quality of the lesson.

Computer as a Learning Resource for Documentation

- Documentation plays a very important role in the life of a teacher. It can be defined as the material that provides official information or evidence or that serves as a record.

- Teachers have to maintain so many records which include students' personal details, marks of the students, their grades, the attendance, the information that they get during meetings and seminars, the results of the students, and so on.

- Keeping a track of so many records is difficult at times. So, a computer is very helpful in the process of documentation.

- Computers have various softwares which can be used to keep a track of various records which are required by the teacher.

- Documentation can be done using a word processor, a spread sheet or a database such as MS Access

- Documentation has been made relatively simpler by computers.

Computer as a Learning Resource for Word Processing

- Word processing is the creation of word documents using word processor program.

- A word processor is a computer application used for the production of any sort of printable material.

- A word processing program can be used for desktop publishing.

- Students can create newsletters and magazines, advertisements, etc.

- The drawing tools included in most word processing programs allow students to create pictures and logos, puzzles and more.

- Students can construct Interactive documents using hyperlinks. A word processor document can be hyperlinked to other documents. This enhances interactivity of the main document with several other documents.

- Tables are useful for recording information/data, analyzing and interpreting the data.

- Charts of different types such as column, line, bar, pie XY chart can be used to illustrate and compare data.

- The word processor can be used as a self assessment tool for the students by the teacher. The students can record on a weekly basis their own learning pitfalls and learning gains. This becomes a part of comprehensive assessment.

- The teacher can prepare notes in the digital form which can be easily printed and circulated for deliberation and discussion during class.

- The word processor can be effectively used to construct tests for formative assessment in different school subjects.

- The teacher can build teaching units, resource units and lesson plan outlines and make them available to students in the form of visual organizers.

- While writing the bibliography/reference section for projects/dissertation/thesis the citations and bibliography option on the ribbon under references tab in MS WORD comes extremely handy.

- The translate option under the Review tab in MS WORD can aid a student or teacher to translate a word document to another language using web support or local computer based services.

Computer as a Learning Resource for Evaluation

- Computer-aided assessment or Computer-assisted assessment is a term that covers all forms of assessments either online or offline which are made by employing computer technology.

- The different formats of such an assessments are:

➢ Optical Mark Reading (OMR) for OMR sheets.

➢ PowerPoint based assessment using hyperlinks

➢ Web based learning

➢ Optical Mark Reading (OMR) for OMR sheets – OMR sheets are used to mark the answers by the students. These answer sheets are then read and marked using a Computer. It helps in faster generation of the result which is more accurate.

➢ PowerPoint based assessment using hyperlinks – Hyperlinks are created in the PowerPoint Presentation by the teachers, for the answers. Once the students give the answer, the hyperlink can indicate if the answer is correct or incorrect. This helps in having an interactive session, thereby keeping the students engaged in the class.

➢ Web based learning – The outcome of the learning which is carried out online, can be assessed by conducting online assessments. These assessments, at times, are integrated in the module and the students can attempt them as per their convenience. The answers and the scores are displayed upon submitting the answers. Thus, the students know their scores and the correct answers as well