

BEST PRACTICES FOR COMPUTERIZED TEACHING DIARY

(A Tool for an Effective Teaching)

Abstract:

Teaching, now a days, has become a challenging and ever changing profession. It is transforming in all aspects like the learner, teaching environment and curriculum. Teaching must be done in accordance with the learner's needs. A teacher is expected to satisfy the needs of the learner. So, a teacher should introspect within himself and recognize the shortcomings in himself as well as the teaching methodology. He has to undergo some critical analysis and find ways and means to improve the learning process. Teaching is not merely providing information to the learner but it is bringing a radical change in learning process which leads to the grooming of a good knowledgeable learner. So, a teacher has to plan all the learning process critically before teaching the learner. It will help in avoiding bad practices implemented by a teacher unintentionally and at the same time makes the learning process effective and comfortable to the learner. It can be done by meticulous planning and careful recording of every aspect of learning process in detail by the teacher before taking a class. Finally, a Teaching Diary is a great help in this regard.

Introduction:

“ If we teach today's students as we taught yesterday, we rob them of tomorrow.”

From the above quote, it is clear that the teaching methodology should meet the learner's attitude and behaviour. It should not be the same method as well as monotonous. Now and then, A teacher should devise new approaches, methods and techniques to make the learning process interactive and effective. So, he requires a comprehensive feedback on the teaching learning process and modification of behaviour in the learner's behaviour.

Here, we can think of a teaching diary. It is a personal record of teacher-learner experiences in classroom environment maintained by the teacher only. It can be prepared by an individual teacher as well as a group of teachers. What should be recorded? It may contain objectives of topic discussed in the class, something that happened/worked well in the class, something that did not work well in the class, a teacher's beliefs, generalisations, understanding, feelings, questions and problems related to the experiences of the class etc. there is no fixed structure/ method for a teaching diary. A teacher can prepare the diary on his own priorities.

A Teaching Diary has some benefits; they are:

- i) **Reframing perceptions and assumptions:** It provides time for a teacher to analyse the learning process and identify some disastrous moments during the class room environment. It helps the teacher in reframing and restructuring the methodology and refines the learning environment.
- ii) **Providing feedback:** It provides the teacher time to rewind the learning experiences and think of it quietly on the affected behaviour of the learners after the teaching. A teacher can adjust his teaching methods or techniques based on the feedback.
- iii) **Writing skill:** It will provide practice to the teacher in writing when he/she analyses and evaluates the experiences of the learner and the teacher himself. It can improve the writing ability of the teacher.
- iv) **Knowledge of Professional Practice:** It can also provide the teacher with the difficulties faced by the teacher and the learner in real situations. So, definitely, it helps him in his professional development.
- v) **Examining general beliefs/principles:** It's a tool for examination of general beliefs/ principles of the teacher towards teaching the learner and the learning process for his professional practice and development.

- vi) **Pointer to future classroom arrangements:** it acts as a reference or pointer to the future class room discussions and arrangements. It makes the future class room situations fruitful and enjoyable.
- vii) **Modification of teaching methods:** It's a great help in changing/adapting suitable methodologies for an efficient learning environment in the future. He can easily identify the methods that failed in the learning process.

Here, the students of Computer Science were taught the lesson Computer Science Technology with a human face. The objectives were set, the methodology was selected for the class. Everything was recorded in the teaching diary with Computerization. After careful examination of the diary, it was clear that the objectives were not achieved and students were not clear about the lesson. The methodology selected for the lesson was not good for the lesson. The students also failed in learning the vocabulary because of the methods used. So, Teaching Diary, now, guides us to make the lesson more effective and fruitful for the next batch of students by bringing required changes in methodology and content delivery. So, as a teacher, one should analyse the teaching diary maintained by him and make the learning process comfortable and conducive to the student community.

Here, the students of Computer Applications were taught the same lesson Computer Applications Technology with a human face. The objectives were set, the methodology was selected for the class. Everything was recorded in the teaching diary with Computerization. After careful examination of the diary, it was clear that the objectives were achieved here and students were clear about the lesson. The methodology selected for the lesson was good for the lesson. The lesson was explained with the help of presentation which uses some pictures and videos. It arises some interest among them in the lesson. The students also succeeded in learning the vocabulary because of the

methods used. So, Teaching Diary, now, helped us to make the lesson more effective and fruitful for the next batch of students.

A Teaching Diary can be prepared by the teacher on his priority. An individual teacher or a group of teachers can design their own teaching diary. He should spend some time to write the diary at the end of the class/ after the class.

Conclusion:

A Teaching Diary or Computerized Teaching Diary will definitely play a vital role in our teaching-learning process. It will show the difficulties of the teacher and leads to an effective solution. A teacher should be the first student in the class and should be a continuous learner. He should always learn how to make the learning process effective and efficient to his students. He has to identify new approaches, techniques and methods to develop his learners in every possible aspect. A teacher can rely on this diary and can bring the required changes in his teaching strategies. As Sarvepalli Radhakrishnan says, "Change is the Law of Nature." We can also apply this to education. We should strive to bring better changes in the process of teaching-learning environment for the betterment of the student community.


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