iON Digital Learning for Administrators
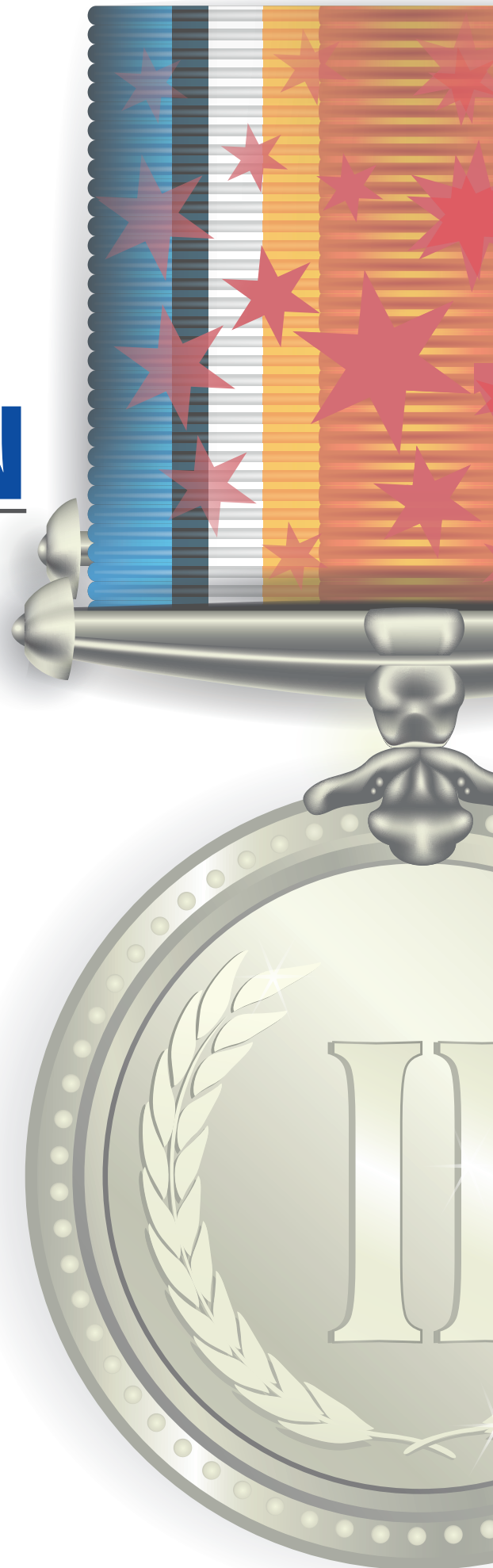
BE THE
CHANGE
CHAMPION

Being in charge of institution administration, you have a host of painstaking activities and associated details to take care of. We are aware how intense, yet rewarding the job can be. You drive innovation and excellence in the institution and can be a true change champion.

iON Digital Learning helps you in your quest for excellence.

Here we are sharing with you some ideas that the administrators on Digital Learning are already applying on a daily basis. You can re-use these or create your very own ones.

What you do with Digital Learning is only limited by your imagination.

Notifications !

Eliminate the complex yet routine cycles of circulars involving printing, noticeboard displays, class-wise announcement, assemblies, large open houses. Not only did they disrupt routines, but were cost, time and effort intensive. iON Digital Learning helps simplify the process

With iON Digital Learning (LX) you can –

- Create circulates online or upload circulars in one shot

- Choose groups for selective information sharing or choose to send information to all

- Reach all your stakeholders with just a click

- Design and create colourful banners that showcase institution & student achievements, events, guest visits and more

- Send updates via SMS functionality

- Share important information about academic and exam schedules

- Make policy announcements

- Send out urgent announcements (such as unplanned holidays, emergency news)

- Send information about organizational changes, introduction of new faculty or staff, sale of books, uniforms, fee notifications and dates

- Become a Green champion and reduce use of paper by posting all communications online

Collaborate

An institution has several stakeholders – students, teachers, staff and other administrators, parents, partners and guests. You make every effort to reach to all these stakeholders, share information specific to them. At times though, it gets tough especially when you are short of time. With iON Digital Learning you can connect with stakeholders all together or as specific groups, making your communication simpler.

With iON Digital Learning you can –

- Create communities for collaboration across the entire organization

- Create stakeholder-wise communities such as parent communities, student communities, faculty communities, staff communities, placement communities, transport communities, HoDs communities and so on

- Engage in collaboration and knowledge share interactions in these communities

- Post circulars specific to a particular community (eg Parent teacher meeting invite in parent communities; faculty appraisal meeting invite in faculty communities, staff responsibilities in staff communities)

- Track who has viewed or not viewed important communication which might be essential for compliance

Events

Events are an integral part of an institution's functioning and add towards its brand and acceptance. However, they involve extensive planning, scheduling, interactions and communications. You have an ally to help in this –

With iON Digital Learning you can:

- Create a community for each event you organize (Annual Day, Convocation, Cultural events, Sports events etc)

- Invite all relevant participants

- Post event posters, schedulers and banners in the community

- Create a calendar of important milestones relevant to the event

- Share event do's & don'ts

- Share event location and address maps

- Upload event schedule, invitations and share

- Discuss event workflows

- Share ideas and debate the pros and cons of various programs planned

- Create polls or surveys for important issues (such as event dinner menu, choice of chief guest, venue etc)

- Upload event photographs and videos

Meetings

Events are an integral part of an institution's functioning and add towards its brand and acceptance. However, they involve extensive planning, scheduling, interactions and communications. You have an ally to help in this –

With iON Digital Learning you can:

- Create meeting schedules and share with relevant participants

- Create a calendar of various meetings lined up

- Have a virtual meeting with participants sharing their thoughts

- Have a debate with participants to arrive at a resolution

- Undertake polls for issues that need consensus

- Generate an idea and seek inputs

- Invite participants to any urgent meetings via SMS

- Store all meeting related interactions and documents at a single location

- Have a trail of discussions done (which can be used for audit or tracking purposes)

Academic Schedules

The start of an Academic year means an annual beginning of schedules, plans, events and exams. Maintain a record of all that is required of the year and share the plans with all your stakeholders.

With iON Digital Learning you can –

- Create the annual academic calendar and share with all

- Have monthly activity schedule calendar

- Communicate to all in case of any changes to the schedule

- Create exam specific calendar

- Put up transport schedules

Supervisory Activity Support

Running an institution involves a lot of operational and strategic activities. Creating reports, documents, reviewing activities and performance, providing updates to management and so on. iON Digital Learning allows you to do all of this and more with simply a click and without the need for reams of paper.

With iON Digital Learning you can -

- Upload presentations of institution development/progress share with management

- Review reports to be sent to regulator/boards

- Access and review overall performance of HoD, faculty - reports

- Review student performance through grade reports

- Review infrastructure reports – library, hostel, labs etc

- Review Financial report

- Provide feedback on the reports and suggest improvements

External Connect

Experience learning and improved student outcomes involve exposure to external entities who can give a bigger picture and share their real life experiences. Now you have the platform to facilitate such connects with external users.

With iON Digital Learning you can -

- Create community of guest faculty & invite them

- Collaborate with other institution for research & ideation by way of community collaboration

- Create community for placement and invite recruiters of potential companies

- Create an alumni community

- Create and maintain repositories of all such interactions

- Have Q&A sessions with such invitees so students and teachers benefit

Repositories

Loads of documents and files can be hard to maintain and share. However, this is no longer a pain point with iON Digital Learning

With iON Digital Learning you can -

- Upload Institution vision, mission, values

- Share Principal, HoD, Faculty profiles

- Create wikis for various institutional policies and procedures

- Maintain teacher/staff information & leave records

- Maintain and update transport logistics/schedules

- Maintain fee records

- Maintain Institution procurement information…and so on

- Create a repository of ebooks, manuals and magazines

- Upload school magazines, annual reports and student resources

Grievance Management

With hundreds of people, there can be several issues and concerns. Listening, recording and providing responses to these concerns and grievances can be difficult due to the limited manpower you have. We have a solution on hand.

iON Digital Learning can help you–

- You can create a community for grievances

- Users can post their queries or concerns on the community and notify you

- You can review the posts and respond, alternatively you can share the concern with relevant department

- You can review the responses and actions taken

Professional Development

The dynamic education sector requires that you keep pace with the new knowledge structures and needs. Learning on the go is an essential ingredient of success and at iON Digital Learning we offer you the resources to do just that!

With iON Digital Learning you can –

- Access professional development certifications

- Reach out to experts for career guidance

- Learning from best practices and knowledge of your peers in communities

- Access our ebooks for that additional depth

- Access hundreds of resources relevant to you

Orientation

Every year you have hundreds of new parents, students and several new teachers. You have to orient them towards institution philosophies, culture, people and processes. Perhaps it involved days of preparation and some more for inviting all of them, taking care of logistics and spending time in delivering these sessions. You can simplify the entire cycle

With iON Digital Learning you can –

- Create a specific community for Orientation Purpose

- Upload all documents you feel are relevant for orientation

- Invite all relevant users

- Run them through videos that introduce institution culture

- Upload teacher introduction videos

- Reuse the community and artefacts for multiple years (with relevant updates)

Placements

The placements cycle is complex yet fulfilling. You realise your goal that your students reach their aspirations. However there are challenges of time, effort and complex communications and overall co-ordination. iON Digital Learning allows you to simplify the entire cycle through instant communications, instant scheduling and information storing and retrieval capabilities.

With iON Digital Learning you can -

- Reach out to corporate and create their communities

- Create communities of students as per their specialization

- Create Career Guidance communities with advisory information

- Invite career experts for guidance

- Job postings as informed by corporates

- Post Company Profiles

- Post student profiles and CVs

- Create placement event calendar and share with students and companies

- Send Notifications to students

- Send notifications to corporates

- Send notifications to management & parents

- Upload placement related documents and student success stories

About TCS iON

iON is a strategic unit of Tata Consultancy Services focused on Manufacturing Industries (SMB), Educational Institutions and Examination Boards. TCS iON provides technology by means of a unique IT-as-a-Service model, offering end-to-end business solutions. It caters to the needs of multiple industry segments, through innovative, easy-to-use, secured, integrated, hosted solutions in a build-as-you-grow, pay-as-you-use business model. TCS iON serves its clients with the help of best practices gained through TCS' global experience, domestic market reach, skills, and delivery capabilities. iON's Cloud Based Solution is highly modular, scalable and configurable giving businesses and educational institutions the benefits of increased efficiencies, faster go to market, predictability of technology as well as spend and better business results.

For more information, visit us at **www.tcsion.com**

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About Tata Consultancy Services Ltd (TCS)

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