

Digital education: The approach of a modern teacher

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Abstract: This study aims to improve teachers' ability to deliver excellent and effective digital education. Education is regarded as the fundamental right that a person should possess. However, teaching is a vocation that is mainly disconnected from digital progress. As a result, when a pandemic strikes the world, Philippine Education is one of the sectors caught off guard regarding Blended Learning. Worse, instructors are being inundated with new things to implement, which has resulted in criticism and discussion about educational aptitude in terms of competency. This is undoubtedly an issue for which we should all seek a solution and act. As a result, this research will provide a comprehensive approach to Digital Education that incorporates the GSF-VLOOKUP formula, Google forms, Google spreadsheets, Chatbot Education, and the i. portal.

Keywords: Chatbot education, Google forms, GSF-VLOOKUP formula, Google spreadsheets, I. portal

1. Introduction

There is no such thing as a perfect method in the classroom when it comes to education. Everyone must understand that acquiring knowledge is a process that continues throughout one's life. On the other hand, effective classroom management requires a teacher to have a strong command of various instructional methods. Now, the question would be, which specific instructional method should we employ today for Next Normal Education? Although many strategies are available to us via the internet, it is the responsibility of each individual instructor to evaluate the strengths and weaknesses of his or her class to determine which strategy is most appropriate. We are all aware that a teacher is the most significant educational resource that can be utilized in a classroom environment, but what happens to the ongoing learning when the teacher leaves the meeting or the class? This paper suggests that we should be knowledgeable on digital education incorporating the GSF-VLOOKUP formula, Google forms, Google spreadsheets, Chatbot Artificial Intelligence, and the i. portal. These should be used, particularly those geared toward digital and blended learning.

On the flip side, in many of the papers discussed, it stands to reason those tired and overworked instructors are less successful than those with better time management skills and are not as fatigued and overworked as others, as stated in the book *Time Management for Teachers* by Nelson (Nelson, 2012). *Time management* is an investment that pays off well when it comes to elevating the academic standards in the classroom. Your pupils will study more, leading to the school achieving a higher level of success overall. The more regimented and successful you are, the better. Moreover, one of the more time-consuming tasks that teachers have to perform in an educational setting is collecting and checking the outputs of their pupils. Therefore, this paper aims to present how instructors can use Google Spreadsheets, Google Forms, and the Vlookup algorithm to lessen workloads.

2. Conjunction of Facebook page and Google website

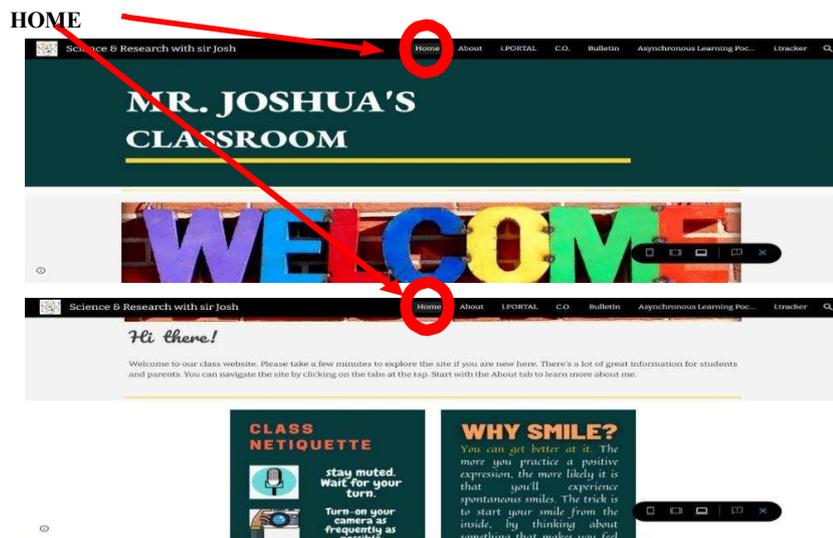


Figure 1: Home. This where the part you could present what this site all about. You can also post here your Classnetiquette as example in the picture above.

a. About

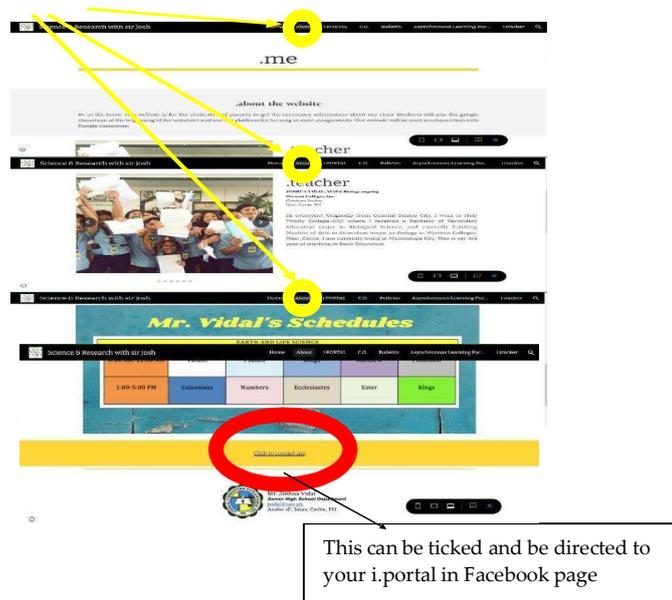


Figure 2: About. This part where you will introduce yourself, you can post your videos if you would like to introduce virtually. This part can also be where students and parents access your schedules in aday.

b. I. Portal



Figure 3: I. Portal. This part is where all the Performance tasks like research will be posted for easy access and to organize the contents.

c. Course Outline



Figure 4: Course Outline. This is where you could post your course outline or class standards to be implemented in class. Usually, students asked for the outline of the discussion for the whole term.

d. Bulletin



Figure 5: Bulletin. This where the announcement can be posted, or can also be a board for inspirational messages, freedom wall, or a quarterly achievers report.

e. Asynchronous Learning Pocket



Figure 6: Asynchronous Learning Pocket. This where you could post your asynchronous activities and pockets for the rest of the time.

f. Tracker



Figure 7: Students' Tracker. This part is used for student's tracker in their activities especially in major tasks. This will be helpful both the parents and students to know what activity they have missed and to be done.

g. Chatbot

Chatbot is being used in order to lessen the gap of learning. Internet connectivity is one of the main issues in an online learning. With this chatbot education, we could make sure that the students will not be left behind, even the teacher is at rest, leave, or student's query late at night, chatbot will help the students accomplish tasks on his/her most convenient day and time.

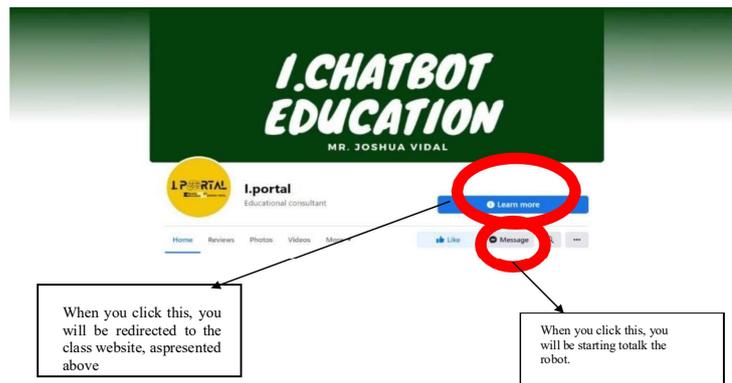


Figure 8: Chatbot-Artificial intelligence

h. Chatbot Conversation

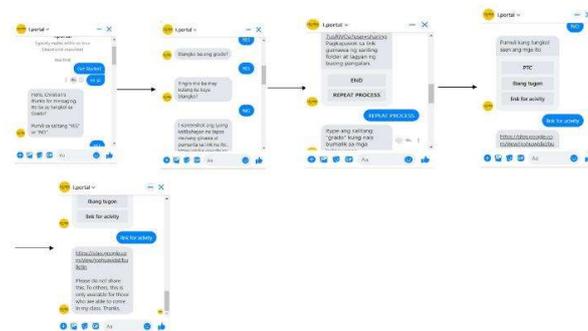


Figure 9: Chatbot Sample. Take note that this, chatbot education is usually for recurring questions or frequently ask questions. Example, students will ask for the PowerPoint, tasks, quiz, assessment, attendance, PTC, and much more. The general function of this i. portal education website is to organize all of the Learning Materials and students' tasks. It is very important to have a portal in order for the students to be guided accordingly.

3. Integrating Google Spreadsheets and Forms Using VlookUp Formula on Teachers' E-Record

a. Methods

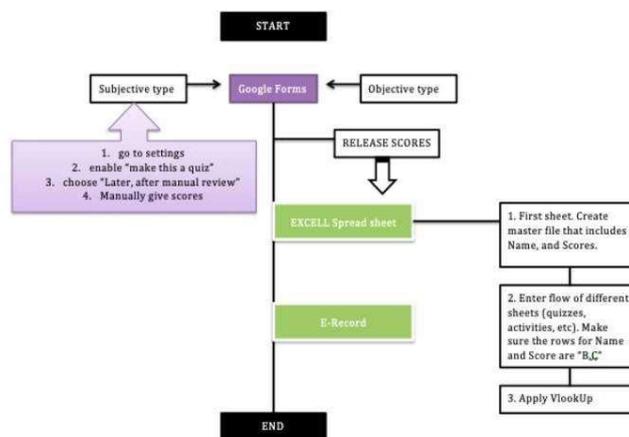


Figure 1. Vidal, J. (2021) Framework on having an Effective E-Recording-Integration of Google Forms and Google Spread Sheets using Vlookup

Table 1: Mechanism and its descriptive definitions

Domain	Descriptive Definitions
Objective Type	Commonly like multiple-choice, identification, test, or other activities.
Subjective Type	Commonly like a short response, essay, narrative, or other written activities.
Google forms	This is one of the google workspace's features used in many online activities and assessments.
Excel spreadsheets (Google)	This is one of the google workspace's features with the same function as Microsoft excel.
e-record	The 'e' stands for electronic, meaning the record is stored in a digitalized format.
VLOOKUP	VLOOKUP stands for 'Vertical Lookup.' It is a function that makes Excel search for a specific value in a column (the so-called 'table array') to return a value from a different column in the same row.

b. Innovation Output

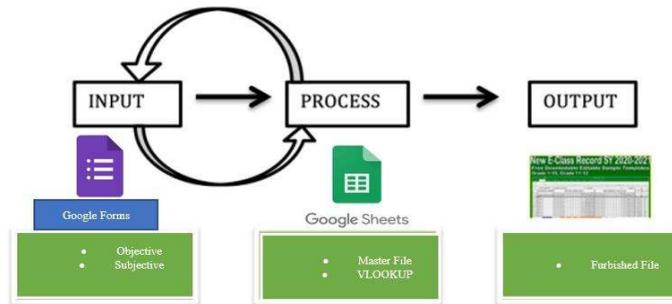


Figure 10: Innovation paradigm for effective automated grades recording

The Input part of this section will basically use google form, it could be subjective or objective type of test, just make sure that prior exporting the responses to sheets you have made a score to every student that has answered the test from google form. Right after collecting all the responses link the form to google spreadsheet (Process Part) as your master file where all your records of scores be inputted. In Masterfile you need to decide what is the standard identifier to be referred to look in your spreadsheets, it could be a students' ID, name, code, LRN, etc., therefore, we use VLOOKUP (this study used the formula =COUNTIF(VLOOKUP(select identifier, sheet exported! Table array, manually write the number of row that you want to look, put 0), then another 0)). For example =COUNTIF(VLOOKUP(A5,Sheet2!C:D,2,0),0) when there is a need to find things in a table or a range by row. For example, look up a name of a student part, or find a student name based on their Learners' Reference Number. Take note, once your google form has been linked to your google spreadsheet, any entry or take test will be automatically submitted and recorded, that makes it automated and be easily recorded as your furnished file for grading electronic record (VLOOKUP function. (n.d.). Support.microsoft.com.).

4. Contribution of the Study

One of the issues identified in the educational system is that instructors are overworked. Instead of focusing on class preparation, they are occupied with administrative duties (Education World, n.d.). It is common knowledge that checking and recording grades are a more time-consuming aspect of a teacher's job. This is since teachers are required to check an average of five sections, with 25 students in each section, for various activities, quizzes, and other subjective and formative tests. The most significant contribution this study may provide is eliminating the requirement for educators to update and enter scores in the class record. Second, there will be fewer mistakes due to manually entering scores into the class record. As humans, we cannot conceal the fact that we commit errors frequently. Finally, teachers can complete other crucial tasks, such as drafting the lesson plan and other instructional materials used during the lesson.

5. Conclusion

As a product of this innovation and narrative inquiry, educators will have the opportunity to advance their practice in some way. In this day and age of technology, we should all work together to further education and the teaching profession. The objective of this article is to enhance education in the year 2024 so that teachers can compete successfully on a worldwide scale and keep up with technological advancements. As

part of the 2030 education aim, teachers and students can choose whether or not to shift to a more digital form of education.

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