

Guidelines for 3 Days online workshop on “Enhancing Blended and Online Teaching Capability through Hands on Training”

This online workshop is conceptualized to enable participants to:

- understand different type of govt. digital initiatives relevant for online education like SWAYAM, SWYAM PRABHA, DIKSHA, NROER etc.
- understand OERs (Open Educational Resources), Creative Commons (CC) and its different modalities of license etc.
- acquire skills to develop educational videos through freely available digital tools like SCREENCASTIFY, SCREENCASTOMATIC & ACTIVE PRESENTER, etc.
- acquire ICT skills to develop own site through freely available GOOGLE SITE TOOLS with features of LMS (Learning Management System) and simple package of ICT Skills for sharing e-learning materials, online assessment etc.
- acquire ICT Skills to use free GOOGLE CLASSROOM DIGITAL TOOL as package for sharing e-learning materials, online assessment & web-conferencing of online classes, etc.
- acquire ICT skills to work on MOODLE as Learning Management System (LMS) for designing, developing and delivering online courses on four quadrant approach

All participants are required to comprehend what they will acquire after going through each session.

Session: Topic, Date & Timing	Expert & description of activities/sub-topics	Takeaway for participants	Assignment for participants
Day-1 (24/07/2020), 1330-1400 HRS Topics: <i>Introductory session</i>	Expert: Sr. Advisor, Quality Council of India (QCI), New Delhi Description of sub-topics: <ul style="list-style-type: none"> ○ Agenda setting how all planned sessions in 3-days workshop are complete ICT package for continuing Blended & Online Teaching-Learning Process ○ Some sessions are planned for enabling participants for creating educational 	<ul style="list-style-type: none"> ○ Understanding ICT skills essential for Blended and Online Teaching-Learning Process 	NIL

Session: Topic, Date & Timing	Expert & description of activities/sub-topics	Takeaway for participants	Assignment for participants
<p>Day-1 (24/07/2020), 1400-1545 HRS</p> <p>Topics: <i>Online initiatives of govt, Open Educational Resources (OER) & CC (Creative Commons)</i></p>	<p>videos & e-learning materials</p> <ul style="list-style-type: none"> Some sessions are planned for creating cost effective LMS (Learning Management System) etc. <p>Expert Name: Dr. Patanjali Mishra, School of Education (SOE), Vardhmaan Mahaveer University (VMOU), Kota</p> <p>Description of sub-topics:</p> <ul style="list-style-type: none"> Major online educational initiatives of Govt. (SWAYAM, SWAYAM Prabha, National Digital Library of India, NROER (National Repository of Open Educational Resources), e-pathshala, DIKSHA etc. OERs (Open Educational Resources) CC (Creative Commons) 	<ul style="list-style-type: none"> Learn different type of online government initiatives. Understand OERs, CC and different type licenses under CC Identify and search e-resources browsing YouTube under Creative Common category understanding different elements of licenses Identify and search various e-resources (image, pictures & e-textbook etc.) under OERs/CC category 	<ul style="list-style-type: none"> Identifying list of OERs/CC resources related to <i>any topic in concerned school subject</i> on YouTube etc. OERs/CC Resources may be Video Learning Materials, PDF, E-textbooks etc. <p>Note: All participants are required to identify any topic in their subject. Assignment will be given to work on identified topic only. Same topic will continue for 3 days.</p> <p>Submission date: Before starting session on Day 2</p>
Tea Break for 15 minutes			
<p>Day-1 (24/07/2020), 1600-1700 HRS</p> <p>Topics: <i>Developing different type educational VLMS (Video Learning Material) through free available</i></p>	<p>Expert: Dr. Jai Singh, Vasanta College, BHU, Varanasi</p> <p>Description of Activities:</p> <ul style="list-style-type: none"> Demonstration of adding SCREEN CASTIFY as 	<ul style="list-style-type: none"> Acquire skills for making educational videos through SCREENCASTIFY Acquire skills for making concept map through C-MAP 	<p>Assignment: Making educational videos on any selected topic from concerned subject domain by using SCREENCASTIFY</p>

Session: Topic, Date & Timing	Expert & description of activities/sub-topics	Takeaway for participants	Assignment for participants
<p>SCREENCASTIFY a google chrome extension</p> <p>Topic: Developing Concept Map through digital app</p>	<p>extension to google chrome</p> <ul style="list-style-type: none"> ○ Demonstration of making educational videos ○ Demonstration of making concept map through C-MAP 		
<p>Day-1 (24/07/2020), 1700-1730 HRS</p> <p>Topics: Demonstration of acquired skills by Participants for making educational videos through SCREENCASTIFY</p>	<p>Expert: Dr. Jai Singh, Vasanta College, BHU</p> <p>Description of sub-topics:</p> <ul style="list-style-type: none"> ○ Demonstration of acquired skills by participants ○ Remedial session by Expert 	<ul style="list-style-type: none"> ○ Participants will be able to make educational videos through SCREENCASTIFY 	<p>Nil</p>
<p>Day-2 (25/07/2020), 1330-1530 HRS</p> <p>Topics: Developing different type educational VLMs (Video Learning Materials) through using freely available SCREENCOSTOMATIC & Active Presenter</p>	<p>Expert: Dr. Gaurav Singh, SOE, Indira Gandhi National Open University (IGNOU), New Delhi</p> <p>Description of activities:</p> <ul style="list-style-type: none"> ○ Types of educational videos ○ Sources of free stock videos & images etc. for developing educational videos ○ How to access and search free images & videos etc. on google ○ Accessing royalty free music for videos 	<ul style="list-style-type: none"> ○ Acquire skills for making different type of educational videos ○ Acquire skills for accessing free stock images, videos & music for videos ○ Demonstration skills for developing educational videos 	<ul style="list-style-type: none"> ○ Developing educational videos of 15-minute duration of already identified topic in concerned subject domain ○ For developing educational videos, participants are required to make PPT having 8 to 10 slides related to identified topic in concerned subject domain. ○ Educational video will be developed & edited using SCREENCASTOMATIC & Active Presenter ○ Educational video should have free images with CC license and embedding

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	<ul style="list-style-type: none"> ○ Key points for effective Video recording ○ Hosting of videos ○ Screen recording options ○ Free video editor ○ Demonstration for making educational videos 		<p>videos taken from YouTube with CC License and educational video should have background music taken from free stock.</p> <ul style="list-style-type: none"> ○ Hosting developed educational videos on google drive & YouTube channel <p>Submission date: Before starting session on Day 3</p> <p>Note: If participants have any doubt/query related with assignment, kindly ask concerned resource person during the session.</p>
Tea Break for 15 minutes			
<p>Day-2 (25/07/2020), 1545-1730 HRS</p> <p>Topics: Developing skills for continuing online education through freely available GOOGLE SITE TOOLS & GOOGLE CLASSROOM TOOLS</p>	<p>Expert: ICT Team of NABET/QCI</p> <p>Description of Activities:</p> <ul style="list-style-type: none"> ○ Demonstration to develop GOOGLE SITE identical to Learning Management System (LMS) ○ Demonstration to use GOOGLE CLASSROOM digital tools for online education ○ Demonstration of organizing online classes through web-conferencing 	<ul style="list-style-type: none"> ○ Acquire skills for creating GOOGLE SITE with features of LMS (Learning Management System) ○ Acquire skills for organizing online classes through Google Classroom digital tools 	<p>Assignment:</p> <ul style="list-style-type: none"> ○ Creation of GOOGLE SITE by participants

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	tools like GOOGLE MEET etc.		
<p>Day-2 (25/07/2020), 1730-1800 HRS</p> <p><i>Topics: Developing skills for organizing web-conferencing through google meet/Micro soft teams etc.</i></p>	<p>Expert: Internal Team NABET/QCI</p> <p>Description of activities:</p> <ul style="list-style-type: none"> ○ Comparison of few web-conferencing platforms ○ Demonstration of skills for web-conferencing through at least any two online platforms ○ Demonstration of skills for developing questions on google forms 	<ul style="list-style-type: none"> ○ Acquire skills for web-conferencing through any two online platforms ○ Acquire skills for developing questions on google form 	<p>Assignment</p> <ul style="list-style-type: none"> ○ Developing at least 10 Multiple choice questions on google forms related to identified topic in concerned subject domain
<p>Day-3 (26/07/2020), 1330-1530 HRS</p> <p><i>Topics: Developing skills for delivering online course on LMS (MOODLE) based on four quadrant approach</i></p>	<p>Expert: Dr. Jai Singh, Vasanta College, BHU, Varanasi</p> <p>Description of activities:</p> <ul style="list-style-type: none"> ○ Demonstration to create site on MOODLE ○ Demonstration to run online course based on four quadrant approach ○ Demonstration to create interface for students ○ Demonstration of skills for ensuring active participation & online assessment of learning of students 	<ul style="list-style-type: none"> ○ Acquire skills for running online courses on MOODLE based four quadrant approach 	<ul style="list-style-type: none"> ○ Creating account & site on MOODLE ○ Running online course by uploading e-learning materials developed & identified during DAY 1 & DAY 2 session ○ Adding 4 participants as students <p>Note:</p> <ol style="list-style-type: none"> 1. Participants are required to create account & site by browsing https://moodlecloud.com/ 2. Participants are required to create account & site on free

Session: Topic, Date & Timing	Expert & description of activities/sub-topics	Takeaway for participants	Assignment for participants
			available trial version for 45 days. 3. Participants will create account & site before day 3 session on 10 th July, 2020
Tea Break for 15 minutes			
Day-3 (26/07/2020), 1545-1700 HRS Topics: Demonstration of acquired skills by Participants to deliver online course through LMS (MOODLE)	Expert: Dr. Jai Singh, Vasanta College, BHU, Varanasi Description of activities: <ul style="list-style-type: none"> ○ Demonstration of acquired skills by each group of participants 	<ul style="list-style-type: none"> ○ Strengthening acquired skills for working on LMS (MOODLE) 	Nil
Day-3 (26/07/2020) 1700-1715 HRS Topic: Self-assessment by participants for “Know your maturity level” on advanced teaching pedagogy through online portal	Expert: Internal Team NABER/QCI Description of activities Demonstration for how to conduct self-assessment for “know your maturity level” on advanced teaching pedagogy through online portal developed by NABET/QCI	<ul style="list-style-type: none"> ○ Understanding their “Maturity level” on advanced teaching pedagogy 	<ul style="list-style-type: none"> ○ Conducting-self-assessment on online portal
Valedictory & closure of session (1715-1745HRS)			

General Instruction for participants

Participants are requested to ensure the following before attending online workshop:

1. Laptop with proper network connectivity
2. Add SCREENCASTIFY in google by going through <https://www.screencastify.com/>

3. Create an account & site on MOODLE by going through <https://moodlecloud.com/>
4. MOODLE provides 45 days' free trial versions; participants can get started for free.
5. Go through the <https://screencast-o-matic.com/> and become familiar with SCREENCASTOMATIC. Create an account on this online tool.
6. Kindly go through the link <https://cmap.ihmc.us/cmaptools/cmaptools-download/> and install CMAP software for developing concept maps.
7. You are requested to become familiar with searching educational videos on YouTube under CC (Creative Common) Category with different elements of license.
8. Hosting videos on Google Drive & YouTube etc.
9. Working on google form for developing questions.
10. This 3-days online workshop will be organized through Microsoft Teams; you should be familiar with this online platform.

Instruction for designing Online Course

Participants are required to go through enclosed Annexure-1, this is outline about the designing, developing and delivering of online course through MOODLE. As per instruction given in Annexure-I, entire tasks need to be completed before MOODLE session on 26th July, 2020.