

Guidelines for 2 Days online workshop on “Enhancing Blended and Online Teaching Capability through Hands on Training (19th-20th September, 2020)”

This online workshop is conceptualized to enable participants to:

- understand different type of govt. digital initiatives relevant for online education like SWAYAM, SWAYAM PRABHA, DIKSHA, NROER and NDL (National Digital Library) 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 skills for creating Learning Management System (LMS) through freely available GOOGLE SITE & GOOGLE CLASSROOM ICT Packages
- acquire skills for embedding synchronous and asynchronous online activities in LMS
- acquire skills for creating Google Site for any subject like Mathematics, Science, English etc. for variety of asynchronous online activities
- acquire skills for using Google Jam board, Google Docs & Google Forms for applying in different school subjects like Science, Mathematics and Language etc. for assessment tools & techniques and real-time interaction between student-student and student-teacher.

Note:

1. *Working on Google Site is user friendly and person from any subject discipline like Language, Mathematics, Humanities etc. can work and develop their Google Site for concerned subject with variety of asynchronous online activities.*
2. *Asynchronous online activities refer organizing e-learning resources like links for educational videos (self-created or taken from YouTube Channel etc.), link for audio file hosted on Podcasts, links or files of e-materials (e-textbooks, Case studies, PPTs, PDFs Word Documents etc.) and assessment materials (links of assessment tools created in Google Forms & Google Docs etc.) at one place aesthetically. Students can access e-resources anywhere, anytime for extended learning, self-paced learning & auto-instruction.*
3. *Synchronous online activities refer real-time interaction between student-student, student-teachers, live session for doubt clearance, interaction through live chat-box, asking students to solve questions on Google Jam Board or Google Docs, Live discussion forum etc.*
4. *Learning Management System= Online Synchronous activities + Online Asynchronous activities*
5. *After going through planned sessions, participants will be competent to create their own LMS (Learning Management System)*

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
<p>Day-1 (19/09/2020), 1100-1130 HRS</p> <p>Topics: <i>Introductory session</i></p>	<p>Expert: Sr. Advisor, Quality Council of India (QCI), New Delhi</p> <p>Description of sub-topics:</p> <ul style="list-style-type: none"> ○ Setting agenda about how entire sessions will enable participants for creating own LMS (Learning Management System) for variety of synchronous and asynchronous online teaching-learning activities 	<ul style="list-style-type: none"> ○ Understanding ICT skills essential for Blended and Online Teaching-Learning Process 	<p>NIL</p>
<p>Day-1 (19/09/2020), 1130-1300 HRS</p> <p>Topics: <i>Understanding applicability of digital initiatives of govt. like SWAYAM, DIKSHA, NROER, NDL, SWAYAM PRABHA etc. in different school subjects</i></p>	<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"> ○ Presentation on usability of SWAYAM Portal, SWAYAM PRABHA, DIKSHA, NROER, NDL and YouTube Channels of NCERT & CBSE etc. 	<ul style="list-style-type: none"> ○ Understanding usability of digital initiatives of govt. for applying in their concerned school subjects 	<p><i>Identifying list of e-resources from DIKSHA, NROER, NDL and SWAYAM Portal etc. for any topic related to their concerned school subject</i></p> <p>Note: Submission of assignment before start of sessions on next day.</p>
<p>Lunch Break for 30 minutes</p>			

Session: Topic, Date & Timing	Expert & description of activities/sub-topics	Takeaway for participants	Assignment for participants
<p>Day-1 (19/09/2020), 1330-1545 HRS</p> <p>Topics: Creating Learning Management System through Google Site & Google Classrooms ICT packages</p>	<p>Expert: NABET/QCI ICT Team</p> <p>Description of Activities:</p> <ul style="list-style-type: none"> ○ Presentation on major elements of LMS (Learning Management System): features of synchronous & asynchronous online activities ○ Demonstrating skills for creating Google Site for various school subjects with features of variety of asynchronous online activities <p>Note: Session on Google Classroom will be taken on next day.</p>	<ul style="list-style-type: none"> ○ Participants will simultaneously create Google site for their concerned subjects with variety of asynchronous online activities ○ Access to model Google Sites created for Mathematics, Science, English & Social Study for getting fair idea for how to create aesthetically organized Google Site 	<p>Assignment: <i>Developing aesthetically systematic Google Site for their concerned school subjects.</i></p>
Tea Break for 15 minutes			
<p>Day-1 (19/09/2020), 1600-1730 HRS</p> <p>Topics: Google Forms, Google Docs & Google Jam Board</p>	<p>Expert: Dr. Jai Singh, Vasanta College, BHU</p> <p>Description of sub-topics:</p> <ul style="list-style-type: none"> ○ Demonstrating skills for using 'Equation Editor Tool' in Google Doc for real-time interaction in Teaching of Mathematics ○ Demonstrating skills using Google Forms for developing assessment tools for different school 	<ul style="list-style-type: none"> ○ Acquiring skills to use of "Equation Editor Tool" in Mathematics ○ Acquiring skills for making variety of questions, logic for scoring & analytics etc. in Google Forms for different school subjects ○ Understanding and acquiring skills for inserting mathematical 	<p>Making assessment questions in Google Forms</p>

Session: Topic, Date & Timing	Expert & description of activities/sub-topics	Takeaway for participants	Assignment for participants
	subjects (making different type questions, logic for scoring, analytics of data, rubrics and grading etc.) <ul style="list-style-type: none"> ○ Techniques for adding mathematical equation in Google Forms ○ Use of Google Jam Board for real time interaction during online teaching in school subjects 	equations in Google Forms <ul style="list-style-type: none"> ○ Acquiring skills for using Google Jam Board real-time interaction during online teaching 	
<p>Day-2 (20/09/2020), 1230-1400 HRS</p> <p>Topics: Understanding Open Educational Resources (OERs) and Creative Commons (CC) and different type of licensing of OERs under CC, issues of copyright and plagiarism</p>	<p>Expert Name: Dr. Patanjali Mishra, School of Education (SOE), Vardhmaan Mahaveer University (VMOU), Kota</p> <p>Description of Activities:</p> <ul style="list-style-type: none"> ○ Presentation on Open Educational Resources (OERs), Creative Commons (CCs) and modalities of licensing under CC ○ Presentation on understanding modalities of Licensing and how to use OERs keeping in mind copyright and plagiarism issues ○ Demonstrating skills for searching YouTube videos 	<ul style="list-style-type: none"> ○ Understanding OERs and Creative Commons ○ Acquiring skills for accessing online resources from YouTube and other platforms under CC for reuse in teaching ○ Hosting self-made educational videos on YouTube under different type CC licensing ○ Acquiring skills for searching online educational resources labelled as reuse 	<p><i>Identifying online educational resources under different types of Creative Common Licensing and mentioning how to use</i></p>

Session: Topic, Date & Timing	Expert & description of activities/sub-topics	Takeaway for participants	Assignment for participants
	& other learning materials under Creative Commons from different platforms		
Break for 15 minutes			
<p>Day-2 (20/09/2020), 1415-1600 HRS</p> <p>Topics: <i>Developing different type educational VLMs (Video Learning Materials) through using freely available SCREENCOSTOMATIC & Active Presenter</i></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 ○ Key points for effective Video recording ○ Hosting of videos ○ Screen recording options ○ Free video editor ○ Demonstration for making educational 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 videos taken from YouTube with CC License and educational video should have background music taken from free stock. ○ Hosting developed educational videos on google drive & YouTube channel <p>Note: Submission of assignment as per instruction</p>

Session: Topic, Date & Timing	Expert & description of activities/sub-topics	Takeaway for participants	Assignment for participants
Tea Break for 15 minutes			
Day-2 (20/09/2020), 1615-1730 HRS Topics: <ul style="list-style-type: none"> ○ Conducting synchronous & asynchronous online activities through Google Classroom ICT package ○ Web-conferencing through Google Meet ○ Making Concept Map through C-MAP digital tool 	Expert: ICT Team of NABET/QCI Description of Activities: <ul style="list-style-type: none"> ○ Demonstration of skills for conducting synchronous & asynchronous online activities through GOOGLE CLASSROOM ICT package ○ Demonstration of skills for web-conferencing through GOOGLE MEET ○ Demonstration of skills for making Concept Map through C-MAP 	<ul style="list-style-type: none"> ○ Acquire skills for conducting variety of synchronous and asynchronous online activities through Google Classroom ICT package ○ Making Concept Map through C-MAP digital tool 	Assignment: <ul style="list-style-type: none"> ○ Making concept map through C-Map digital tool
Valedictory & closure of session (1730-1745 HRS)			

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. Go through the <https://screencast-o-matic.com/> and become familiar with SCREENCASTOMATIC. Create an account on this online tool.
4. Kindly go through the link <https://cmap.ihmc.us/cmaptools/cmaptools-download/> and install CMAP software for developing concept maps.
5. You are requested to become familiar with searching educational videos on YouTube under CC (Creative Common) Category with different elements of license.
6. Hosting videos on Google Drive & YouTube etc.



7. Working on google form for developing questions.
8. This 2-days online workshop will be organized through Google Meet