Report on CEMCA-University of Hyderabad Workshop on eContent Development and Online Facilitation

Venue: University of Hyderabad Dates: December 6-9, 2017





Organized by Commonwealth Educational Media Centre for Asia (CEMCA) In collaboration with University of Hyderabad

Report

By Dr. Indira Koneru, Workshop Facilitator



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Executive Summary

With the support of the Commonwealth Educational Media Centre for Asia (CEMCA), New Delhi, the Central University of Hyderabad (UoH) organised a 4-Day capacity building workshop for teachers on "eCourse Development Using OER for Quality Learning" from 6th to 9th December, 2017.

The workshop was intended to enable the teachers of UoH understand the meaning, designing and development of e-Content and build the capacity among them to share or embed eContent, including Open Educational Resources in their eCourses and develop and offer the blended / online courses through the Moodle, the UoH eLearning platform¹.

Dr. Indira Koneru, the Lead Facilitator from Hyderabad engaged the workshop participants in developing eContent and exploring Moodle functionality for developing eCourses and Prof. Mohan Menon introduced OER related concepts, including Creative Commons Licenses, finding OER and CEMCA's Quality Assurance Guidelines for Open Educational Resources, the TIPS Framework.

Prof. Prabhakar Rao, Director, eLearning Centre, University of Hyderabad presided over the inaugural session. During his welcome address, he shared the significance of the Online Education Policy (OEP) of UoH, which the MHRD considered as one of the best policies in the country. He also expressed that the workshop was unique in the sense that for the first time the Faculties of all disciplines had participated in the eCourse development workshop. He also informed the participants of the CEMCA, COL and UoH partnership and the role of UoH in in designing an Integrated Model for Higher Educational Institutions in the country. He appreciated the participants from UoH and other collaborating institutions, namely, MANAGE and IFCAI for showing enthusiasm and participating in the eCourse development workshop.

Prof. B. P. Sanjay, the Pro Vice-Chancellor launched the UoH Moodle Platform, which would be used for providing flexible access to UoH courses, seminar and conference material etc. During his inaugural address, the Pro VC emphasized the need for effective implementation of the OEP and translating the courses into other languages. He hoped that the UoH eLearning initiatives would promote equity, transparency and accountability and provide flexible learning opportunities to students.

Dr. Pavan Kumar, Assistant Director, eLearning Centre presented the vote of thanks.

Though 50 Faculties registered for the workshop, only 30 of them participated throughout the 4-Day workshop.

During the technical sessions, the participants were engaged in developing and managing eContent in their Moodle Courses. The Facilitators trained the participants in: (i) Recording course introductory video using Screencast-O-Matic and publishing on YouTube; (ii) Exploring Moodle functionality and modules for: adding, embedding or creating multimedia learning resources; creating and grading assignments and quizzes; creating forums for engaging students in meaningful discussions; communicating with students; tracking student's progress; managing gradebook; backing up course etc.

The valedictory session started with the participants' feedback and Prof. Prabhakara Rao, Prof. Vasuki, Deputy Director, e-Learning Centre and Dr. Manas Ranjan Panigrahi addressing participants' queries.

Prof. Prabhakara Rao, apprised the Vice Chancellor of the workshop aims and outcomes and future plans on implementing eCourses. He shared the UoH 3-level eLearning courses offering model – (i)

¹ http://uoh-elearn.uohyd.ac.in/moodle/

core and elective courses offered online for the UoH students, (ii) Sharing eCourses as OER for opening up access to anyone, and (iii) innovative courses to be offered as paid courses.

During his valedictory address, Prof. Appa Rao Podile, Vice-Chancellor of the University emphasized the need to integrate technology not only for the benefit of the University of Hyderabad students but also for the benefit of other students by developing fully online open courses. The session was concluded with the VC awarding the certificates to the participants.

Pre-workshop Activities

The Facilitator created and shared the workshop preparatory activities with the (i) <u>Systems Admin /</u> <u>Moodle Admin</u> and (ii) <u>Workshop participants</u> and communicated the <u>same</u> in the Google group <u>UoH-COL-</u> <u>CEMCA-fWorkshop-Dec2k17</u>, created by the eLearning Centre, University of Hyderabad.

Preparatory Activities for Administrators

The Systems admin and Moodle admin preparatory activities included:

- 1. Install latest stable version of Moodle
- 2. For Facilitator Create two Moodle courses (one for creating Moodle Basics course and one for workshop demonstration) and assign teacher role
- 3. For Participants Create one Moodle course to each participant and assign teacher role Uninterrupted power supply and Net Connectivity (with good bandwidth)
- 4. Unblock YouTube during the workshop, if blocked.
- 5. Check workshop participants' laptop for the following prerequisites:
 - 1. Two browsers Firefox and Chrome latest versions (Internet Explorer not recommended) in all personal Laptops
 - 2. Enable Java, JavaScript, and cookies on two browsers
 - 3. MS Office
 - 4. Adobe Reader and Flash Player in all Laptops
 - 5. Built-in speakers Webcam for recording video (optional)

The Facilitator visited the University of Hyderabad on December 29, 2017 to discuss the workshop pre-requisites with the eLearning team and check the readiness of the workshop lab.

Preparatory Activities for Participants

The Facilitator instructed the participants to be ready with the following workshop preparatory resources and activities one week prior to the workshop.

- 1. Profile picture and brief bio to update your profile on Moodle
- 2. Lesson plan / Course Plan / Syllabus
- 3. Course Introductory Video Create a PPT with the following slides with script (narration) in the note area for each slide for recording a 3-5 minutes video
 - 1. Slide 1: Course description
 - 2. Slide 2: Course objectives
 - 3. Slide 3: How or why this course is relevant to the students
 - 4. **Slide 4:** Course structure
 - 5. Slide 5: Delivery format (blended / online)
 - 6. **Slide 6:** Learning activities discussion forum, peer rating etc.
 - 7. Slide 7: Assessments quizzes and assignments
 - 8. Slide 8: Expected participation in the course
 - 9. Slide 9: Tech support team contact details etc.
- 4. List of announcements / reminders for proposed online and offline events
- 5. Teaching-Learning Resources
 - 1. Course chapter/unit-wise self-written content Word, PDF, PPT etc. on USB stick / Google Drive
 - 2. Own PPTs
 - 3. Gmail account for uploading videos to YouTube & embedding in Moodle
- 6. Sign up for <u>SlideShare</u> account for publishing PPTs & embedding in Moodle
- 7. Assessment Activities
 - 1. 50 MCQs in the Aiken format (download <u>Aiken sample file</u> and <u>instructions</u> on creating MCQs) for importing to the question bank and adding to the quiz created
 - 2. Assignment questions
 - 3. Forums questions for

- 1. instructor assessment and
- 2. peer assessment

Check your Laptop readiness for the workshop

- 1. Two browsers Firefox and Chrome latest versions (Internet Explorer not recommended)
- 2. Enable <u>JavaScript</u> on Firefox and Chrome
- 3. MS Office
- 4. Adobe <u>Reader</u> (to view and download PDF files) and <u>Flash Player</u> (to view videos, animations and games)
- 5. Download <u>Screencast-o-Matic</u> for recording videos
- 6. Headset microphone and Webcam for recording video

University of Hyderabad Moodle

The Facilitator provided instruction to the eLearning Centre team on using a high-end server for installing Moodle and making the University of Hyderabad Moodle site² available for the workshop participants. Mr. Anil, Research Scholar, School of Computer and Information Sciences installed Moodle 3.3 on the Local Server. The configuration of UoH Moodle server is 16 GB RAM and 3X750GB HDD. One week prior to the workshop, Dr. Indira Koneru, configured the UoH Moodle site; integrated additional plugins; created courses; and assigned teacher role to the participants in their respective courses. She also created a course "OER-enabled Course Development on Moodle" for sharing the programme schedule, workshop presentations, documentation on Moodle and assigning activities to the participants.

Day 1 Sessions

Day 1 started with the inaugural session, followed by the participants' introductions and technical sessions.

Inaugural Session

Prof. Prabhakar Rao, Director, eLearning Centre, University of Hyderabad presided over the inaugural session. During his welcome address, he shared the significance of the Online Education Policy (OEP) of UoH, which the MHRD considered as one of the best policies in the country. He also expressed that the workshop was unique in the sense that for the first time the Faculties of all disciplines had participated in the eCourse development workshop. He also informed the participants of the CEMCA, COL and UoH partnership and the role of UoH in in designing an Integrated Model for Higher Educational Institutions in the country. He appreciated the participants from UoH and other collaborating institutions, namely, MANAGE and IFCAI for showing enthusiasm and participating in the eCourse development workshop.

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² http://uoh-elearn.uohyd.ac.in/moodle

Workshop Delivery Format

The Facilitator delivered the workshop through presentations and demonstrations and hands-on activities.

- Presentations the following workshop presentations licensed under CC BY were made available to the workshop participants through the course "OER-enabled Course Development on Moodle" (*See* Figure 1).
 - Introduction to Moodle
 - o Moodle Mobile App
 - o Creating videos Screencast-O-Matic
 - o eContent
 - How to publish OER on Slide Share

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Figure 1: Workshop presentations

- Hands-on activities the Facilitator demonstrated and engaged the workshop participants in the following hands-on activities:
 - Configuring Moodle course page
 - Recording lecture using Screencast-O-Matic, publishing on YouTube and embedding in Moodle course page
 - Integrating OER with Moodle courses
 - Creating activities assignment, forum and quizzes
 - Grading student's performance
 - Tracking student's progress
 - o Communicating with students
 - Backing up and restoring the course

Technical Sessions

The Facilitator started the first technical session with a poll using Poll Everywhere³ to ascertain the participants Moodling experience. Out of 27 respondents, 33% 'never heard of Moodle', 56% 'heard of Moodle', 7% 'explored Moodle functionality, but never used' and 4% 'used Moodle for teaching-learning' (*see* Figure 2).

³ https://www.polleverywhere.com/

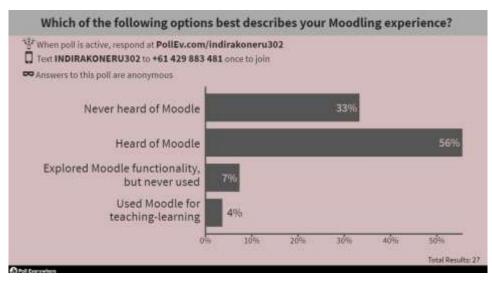


Figure 2: Poll Everywhere Moodling experience activity

Pre-test

The pre-workshop test meant for helping the participants to assess their current knowledge on Moodle and OER was administered online. The participants were instructed to answer 15 MCQs in 20 minutes. 41 participants attempted the quiz (See Figure 3).

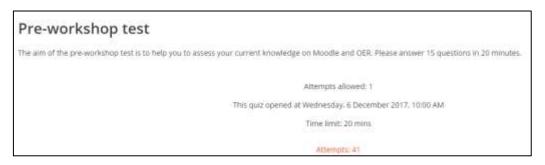


Figure 3: Pre-workshop test on OER and Moodle

Sessions on Moodle

The pre-test was followed by the Moodle sessions. The Facilitator through her presentation, made the participants understand What is Moodle?, Why Moodle!, Moodle functionality – managing resources, communicating with students – Announcements, Messaging, Moodle mobile app, creating activities and assessments – discussion forums, assignments and quizzes, assessing students' performance, tracking students' performance using activity report, course participation report etc.

Hands-on Activities

During the hands-on session, the Facilitator engaged the participants in the following Moodling activities:

- Editing and updating profile with brief introduction and profile picture
- Configuring Moodle course page editing course title and setting the course start date and number of topics/units; changing course format and layout and hiding gradebook
- Using editing controls turning the course page to edit mode, structuring the course with topic / unit titles, adding sub-topics, hiding / showing topic(s), highlighting a course topic as current topic, adding / editing / updating a topic summary, adding a resource or activity, editing a topic / resource / activity title, hiding / unhiding a resource or activity and using the Atto toolbar buttons

- Updating course general area by adding the course summary, learning outcomes, evaluation scheme, reference material and course facilitator details
- Adding and configuring the 'Know Your Facilitator' block

Managing Resources

During the post-lunch session, the Facilitator through her PPT presentation introduced what and why of eContent; eContent standards; eLearning authoring tools; Moodle H5P plugin and its content types for creating interactive content and also MHRD guidelines for adopting the 4-quadrant approach while developing eCourses.

Later, she made the participants add and manage resources using the Moodle File, Folder, URL, Page and Book modules. The file and folder modules enabled the participants to share their teaching resources. Using the URL module they shared their course-relevant Web resources. The Page module enabled the participants create content in multimedia – text, image and video, whereas the Book module, facilitated creating content in multiple pages – chapter and sub-chapters or topic and sub-topics.

The Facilitator demonstrated how to record a PPT with narration using Screencast-O-Matic⁴ and publish it on YouTube. She made the participants record their 'Course Introductory video', publish on YouTube and embed the same in their course general area (*See* Figure 4).

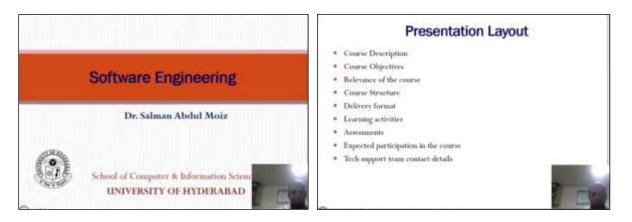


Figure 4: Participant's course introductory video

She also instructed the participants record a video on their course topic, publish on YouTube and be ready with two MCQs on the same video so as to create an interactive video using the H5P plugin.

Day 2 Sessions

Prof. Mohan Menon facilitated the Day 2 sessions on OER. He started his session with the Preworkshop attitude scale – Assessment of Attitude towards Open Educational Resources. It was followed by his presentations on (i) OER related concepts- Presentation and (ii) Open Licenses: Creative Common Licenses. He engaged the participants in discussion, activities on OER and addressed their queries.

During the post-lunch session, Prof. Menon demonstrated searching and finding OER in text using Google Advanced Search. Later, he presented a session on "Use and Reuse of OER for eContent development and OER Quality". He introduced the COL's TIPS framework and its 'Four Dimensions'; Quality Assurance Processes in OER integrated Course Development and different ways of adopting

⁴ https://screencast-o-matic.com/

OER and building Creative Commons Attribution in the TASL format; Factors/Competencies determining effective OER integration etc.

Dr. Indira Koneru demonstrated (i) searching and finding OER in multiple media, including images on Google and Flickr and videos on YouTube and (ii) how to choose⁵ and apply a Creative Commons license to a PPT and (iii) how to publish OER on the Slide Share⁶.

Prof. Menon concluded his sessions with the Post-workshop attitude scale and workshop evaluation.

Day 3 Sessions

The Day 3 sessions focused on assessment related hands-on activities, including quiz and assignment. The Facilitator made the participants enroll two of their peers as their students in their courses so as to submit quiz and assignment as students. This activity not only enabled the participants learn how to enroll students but also grade the assignment and quiz.

Quiz

The Facilitator engaged the participants in creating: the question bank categories, importing MCQs using the Aiken format⁷, editing the imported questions to insert formulae and images, importing essay questions using the GIFT format⁸, administering quiz, manually grading essay questions, reviewing and analyzing results and exporting quiz grades.

Assignment

During the post-lunch session, the Facilitator involved the Participants in:

- Creating and configuring assignment settings, such as Availability, Submission types, Submission size, Feedback types, Notifications, Grade and grade to pass etc.
- Grading the assignment in two methods (i) grading online and (ii) 'Downloading all submissions' (zip folder). The second method enabled the participants 'downloading the grading worksheet', extracting students submitted files from the zipped folder for assessing their performance, adding grades and feedback in the downloaded grading worksheet and 'uploading the grading worksheet'.
- Providing feedback in multiple ways (i) online, (ii) in the downloaded grading worksheet and (iii) using the Annotate PDF feature.

Communicating with Students

Various Moodle modules, messaging functionality and Moodle mobile app facilitate communicating with students. The Facilitator engaged the participants in testing the Moodle communication functionality through announcements forum, bulk messaging and individual messaging using the Moodle mobile app; and tracking student's progress and alerting non-participants through the course participation reports page.

Day 4 Sessions

On Day 4, the Facilitator made the participants create discussion forums using the Moodle forum module and enable peer rating; creating a poll using the Choice module; managing the course

⁵ https://creativecommons.org/choose/

⁶ http://www.slideshare.net/

⁷ https://docs.moodle.org/34/en/Aiken_format

⁸ https://docs.moodle.org/34/en/GIFT_format

gradebook; taking the course backup and attempt the post-test, along with a demonstration on how to create interactive videos using the Moodle H5P plugin.

Forum

Moodle forum module enables teachers create different types of forum depending on the nature of discussions and engagement. The Facilitator involved the participants in creating a: (i) Standard forum for general Course-support forum, (ii) Each person posts one discussion for posting Topic-related queries, (iii) Question & Answer forum for Reflective learning / Case analysis etc. and enable peer rating.

She made the participants, as students in their peers' courses, post or reply to a discussion thread initiated by the teacher and rate their peers' posts.

Choice

The choice module enables a teacher to: create a quick poll and offer a selection of possible responses. The Facilitator made the participants create and administer a poll.

Interactive Video

The Facilitator demonstrated how to create an interactive video by (i) embedding a YouTube video, and (ii) adding interactions.

BigBlueButton

For addressing a query on how to conduct web conferencing with distance learners, the Facilitator integrated the BigBlueButton plugins and demonstrated how to create and conduct a live classroom session. BigBlueButtonButton is an open source web conferencing system for creating and recording live interactive sessions.

Managing Gradebook

During the post-lunch session, the Facilitator introduced the Moodle gradebook and its features. She demonstrated how the Moodle gradebook facilitates the teachers view the reports in different formats – Grader report for viewing all activities' grades, Single view for viewing grades either by a single activity or a single user and User report for experiencing the student's view. She made the participants edit the grade letters, as per the UoH grading norms. She then engaged them in: adding offline grade items, such as End semester, Major assignment etc.; exporting the gradebook with the offline grade items; adding the grades and feedback in the exported / downloaded excel file and saving the file; and importing the same to the course gradebook for updating the gradebook with the imported offline items' grades. This activity enabled the participants display all items' (both online and offline) grades on their course gradebook for each student.

Course Backup

The Facilitator made the Participants back up and download their courses and demonstrated how to restore the course for the next batch of students.

Active Learner Badge

The Facilitator created the badge 'Active Learner' and communicated the tasks to be completed through the 'Workshop Activities' page (*See* Figure 5).

For awarding the badge, the Facilitator used the criterion 'Activity completion'. This criterion enabled awarding the badge automatically to those participants, who had completed the assigned activities (*See* Figure 6).



Figure 5: Badge overview and criteria

The badge had been automatically issued to 20 participants after completing the activities assigned. (*See* Figure 7).

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Figure 6: Active learner badge recipients

Post-test

The Facilitator administered the post-test for assessing the participants' OER knowledge and Moodling skills acquired through the 4-Day workshop participation. The participants were instructed to answer 15 MCQs in 20 minutes. 30 participants attempted the quiz. The top 10 highest grades were displayed to the participants using the 'Activity results' block (*See* Figure 8).

ACTIVITY RESULTS		Post-worksho	pp
Pre-workshop test		test	1
The 10 highest gra	ides:	The 10 highest gra	ides:
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 valisianuliin wi Kakla Artha 	76.67% 76.67%	2. Chakraunthy	93,33%
3. Goula Sankar D	70.00%	Bhatyati	
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5. Streetha Telugu	70.00%	5. Akenti Gettern	30.00%
6. Laistmi Murry	70.00%	E. Y Wseadotha Malda	202223000
7. Roy Ruman Gattl	66.57%	7. DR BR SHAMANNA	80.00%
8. DR BRISHAMANNA	69.93%	B. Natrian Abrill Most	80,00%
9. 5 Arulmozi	60.00%	9. SANIMOZI	76.67%
10. GR AMIL	00.004	10 Kalla Althia	76.57%

Figure 7: Pre- and post-tests

The average percentage increase in score from pre-test to post-test among the top 10 was 20%, which indicates a substantial learning from the 4-Day workshop.

Workshop Feedback

The Facilitator created an online feedback form with 19 questions using the Moodle Feedback module⁹ and collected an anonymous feedback from the participants. 29 - 16 (55.17%) male and 13 (44.83) female participants submitted the feedback form.

Participants' Reactions towards Workshop

Feedback survey helped in gathering participants' reactions towards workshop usefulness and learning experience.

What is your overall reaction to this workshop?

Average rating was 3 on 5, with 20.69% rated as 'Excellent', 58.62% as 'Very Good', and 17.24% as 'Satisfactory' and 3.45% as 'Not satisfactory' (See Figure 9).

	Responses
(1) Not satisfactory	1 (3.45 %)
(2) Satisfactory	5 (17.24 %)
(3) Very good	17 (58.62.%)
(4) Excellent	6 (20.69 %)

Figure 8: Participants' overall reaction to the workshop

How do you rate the event duration?

51.72% rated the event duration as 'Just Right', 24.14% as 'Too Short' and 24.14% as 'Too Long' (See Figure 10).

Just right	15 (51.72 %)
Too short	7 (24.14 %)
Too long	7 (24.14 %)

Figure 9: Rating to the event duration

To what extent the workshop was helpful in developing skills required to identify different functionalities of Moodle for developing an eCourse?

Average rating was 3.76, with 20.69% rated as 'Very great extent', 41.38% as 'Great extent', 34.48% as 'Some extent' and 3.45% as 'Very little extent' (*See* Figure 11).

	Responses
(1) Very Little Extent	1 (3.45 %)
(2) Little Estent	្ន
(3) Some Extent	10 (34.48 %)
(4) Great Extent	12 (41.38 %)
(5) Very great extent	6 (20.69 H)
Average: 3.76	



⁹ https://docs.moodle.org/34/en/Feedback_activity

To what extent the workshop was helpful in sharing / creating learning resources in multiple media?

Average rating was 3.66, with 10.34% rated as 'Very great extent', 48.28% as 'Great extent', 37.93% as 'Some extent' and 3.45% as 'Little extent' (See Figure 12).

	Responses
(1) Very Little Extent	0 0 (
(2) Little Estent	1 (3.45 %)
(3) Some Extent	11 (37,93.36)
(4) Great Extent	14 (48.28 %)
(5) Vory great extent	3 (10.34 %)
Average: 3.66	

Figure 11: Workshop usefulness in creating resources in multiple media

To what extent the workshop was helpful in integrating OER with your eCourse?

Average rating was 3.62, with 17.24% rated as 'Very great extent', 31.03% as 'Great extent', 48.28% as 'Some extent' and 3.45% as 'Little extent' (See Figure 13).

	Responses
(1) Very Little Extent	0
(2) Little Extent	T (3.45 %)
(3) Some Extent	14 (48.25 %)
(4) Great Extent	9 (31.03 %)
(5) Very great extent	5 (17.24 %)
Avorage: 3.62	

Figure 12: Workshop usefulness in integrating OER in Moodle course

What did you like best about the workshop?

Listed below are the reactions from the participants as is.

- hands on training part was nice, but more training is required.
- practice and hands on experience
- focus on practical exposure. personalised attention
- Well Organized, well Coordinated and Systematic and very Informative
- The interactive elements in Moodle and the interaction with the peers.
- It is something new in teaching and learning process
- This was a hands-on workshop.
- Hands on usage experience of various modalities of the software.
- It attempted to integrate both practice and theory.
- The workshop kickstarted wonderfully. But I had a few queries and despite my asking more than a couple of times for a clarification, they were left unanswered. I was told I could refer to the instruction manual or something. Of course, I can do that, but why should I've attended the workshop at all then? Could've learnt the entire thing online. I think after this point, I found it very hard to focus, as the facilitator did take the trouble to answer most of the queries and since mine was left unanswered, I just lost it completely. Sorry to say this, but I just can't help it. Besides, as I am totally new to this university, I couldn't do the team/group activities. That also left me out of the loop. Otherwise, the workshop was certainly great and effective. Thank you for the four days!
- The interactiveness of the sessions
- Interactive component in the workshop
- Program schedule and systematic organisation

- hands on workshop mode and patient resource person
- STRUCTURE OF PROGRAM, PARTICIPANT ENTHUSIASM
- It was an interesting workshop and I learnt many new things.
- Hands-on experience
- Very Effective and it is more useful to me.

eCourse Development and offering through UoH Moodle LMS

Dr. Manas Ranjan Panigrahi, Programme Officer (Education), CEMCA presented a session on "eCourse Development and offering through UoH Moodle LMS" and took the participants through – (i) planning courses for offering in January 2018 semester and July 2018 semester; (ii) preparation for developing course content; (iii) implementation; and (iv) dissemination of research findings, with due attribution to CEMCA and UoH.

Valedictory Session

The valedictory session started with the participants' feedback and Prof. Prabhakara Rao, Prof. Vasuki, Deputy Director, e-Learning Centre and Dr. Manas Ranjan Panigrahi addressing participants' queries.

Prof. Prabhakara Rao, apprised the Vice Chancellor of the workshop aims and outcomes and future plans on implementing eCourses. He shared the UoH 3-level eLearning courses offering model – (i) core and elective courses offered online for the UoH students, (ii) Sharing eCourses as OER for opening up access to anyone, and (iii) innovative courses to be offered as paid courses.



During his valedictory address, Prof. Appa Rao Podile, Vice-Chancellor of the University emphasized the need to integrate technology not only for the benefit of the University of Hyderabad students but also for the benefit of other students by developing fully online open courses. The session was concluded with the VC awarding the certificates to the participants.

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