	Capacity Building Workshop of Teachers for online facilitation of Learners	

Date: 30th -31st October and 1st November, 2017

By: Dr. Nisha Singh, *IGNOU, New Delhi*

Venue: Netaji Subhash Open University (NSOU), Salt Lake City, Kolkata, West Bengal

Report Submitted to:

Commonwealth Educational Media Centre for Asia (CEMCA)
New Delhi

Introduction

Netaji Subhas Open University is the premier State Open University in India established in year 1997, which was the birth centenary year of Netaji Subhas Chandra Bose. The University started functioning with effect from July 1998 Semester, only with the Bachelor's Degree Programme in Arts & Commerce to provide an opportunity of higher education in the vernacular medium to various disadvantaged groups of aspiring learners.   NSOU at present has School of Humanities; School of Social Sciences; School of Sciences; School of Education; School of Professional Studies and School of Vocational Studies. University has successfully completed projects with CEMCA. At present School of Vocational Studies is doing a project titled "Vocational Education & Training offering through Mobile Learning: An Innovative ODL Approach". The project is being carried out with the financial support from Commonwealth of Learning-Commonwealth Educational Media Centre for Asia (COL-CEMCA). The School is working to develop e-content of the course materials (non-print version/ digital version) as well as the video lectures especially compatible to Mobile App.

The present three-day *Capacity Building Workshop of Teachers for e-content development for online Facilitation of Learners*, in association with COL-CEMCA was organized as part of the project. The subject experts of different disciplines were invited to attend the three day workshop who will be involved in the development of e-content for the present project.

Objectives

The objective of the present workshop was capacity building among faculty members to design and develop e-content for online facilitation of learners. Therefore, after the workshop the participants will be able to:

- explain the types of e-content.
- apply AIDDE model for designing the e-content of their discipline.
- make a concept map using Free mind.
- develop e-content using eXe.
- develop story board and short video.
- develop different types of objective quiz using Hot Potatoes.

Participants

Twenty four participants attended the programme. List of participants is at Appendix C.

Methodology

The methodology used by demonstration using PowerPoint presentation and the software followed by hands-on by the participants. Each participant practiced the skills individually. They also worked in groups for design and development of e-content for presentation on the final day of the workshop.

Dates

The workshop was for three days October 30th and 31st and November 1st, 2017.

Venue

The venue of the workshop was Netaji Subhash Open University (NSOU), Salt Lake City, Kolkata, West Bengal

Inauguration: October30[th], 2017

Inauguration is the beginning of any event and sets the tone of the event. It was initiated *by Dr. Anirban Ghosh*, Project Coordinator and Associate Professor, NSOU who welcomed all. His definition of ODL was interesting as open and digital learning instead of open and distance learning. The use of digital technologies has increased the reach to learners. He briefly explained the various collaborations of NSOU and CEMCA. He also highlighted the efforts and the continuous drive of NSOU in the field of e-leaning, OER and capacity building of teachers. Strive for quality e-content for skill development and the capacity building of the teachers for this will be the focus of the present workshop.

Dr. Manas R. Panigrahi, Programme Officer, CEMCA introduced the theme and highlighted the objectives of the present project. He also mentioned that both NSOU and COL-CEMCA are jointly working towards major goal of sustainable development of learning. This is not standalone but a continuous project and based upon previous association as well as future prospective. COL and CEMCA has conceptualised integrated Higher Education Model of learning, the focus being quality learning to marginalised youth. There is need to develop skills to enhance employability and to develop quality teaching learning material. There is need to enhance capacity of teachers to produce quality teaching-learning material, strategies for student support material. The institution needs to promote student employability and entrepreneurship for social inclusion. Initiatives of Government of India like SWAYAM and SWAYAM PRABHA are commendable. Three things need to be dealt at higher education level: increasing enrolment; enhancing institutional capacity and increasing employability. NSOU has initiated this project which is praiseworthy under the dynamic leadership of present Vice Chancellor, *Professor Subha Sankar Sarkar*.

In his inaugural address, Dr. C. K. Ghosh, Former Director, National Centre of Innovations in Distance Education (NCIDE), IGNOU emphasised the importance of e-content and e-learning. He was one of the contributor of SAKSHAT portal which was beginning of e- learning in India. E-learning, he reiterated, is through use of internet and computerised technology. He talked of four pillars of education. There is abundance of digital materials and also as OER for learners which needs to be explored and adapted and utilized. It is no more dependence on only SLM but availability of plenty of digital material. He also talked of four quadrant approach in development of e-content in SAKSHAT. The four quadrant approach is also being followed in SWAYAM with little changes. He stressed on the need of innovative methods to educate the large learner population. He praised the role of NSOU in education. He also emphasised

the importance of analytical skills, research, and communication. He cautioned on the difference between and information, knowledge and wisdom and the role of teachers in making the learners realise the difference. He hoped that the present workshop will achieve its goal of universalisation of learning through quality resources to all, especially marginalised youth. It is dream we have with our eyes open.

Dr. Nisha Singh, Deputy. Director, Inter University Consortium for Technology Enabled Flexible Education and Development (IUC-TEFED), IGNOU acted as the resource person nominated by COL-CEMCA. She highlighted in the inaugural session the expected outcome of the three day workshop. She stressed on the importance of capacity building of teachers in developing quality e-content for e-learning.

Professor Subha Sankar Sarkar, Vice-Chancellor, Netaji Subhas Open University could not attend the inaugural session due to unavoidable reasons.

The vote of thanks was proposed by Ms. Barnali Roy Chaoudhary, Assistant professor, School of Vocational Studies.
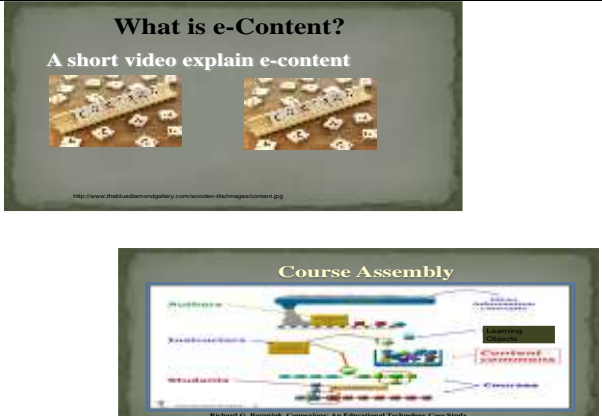
Day 1: October 30th, 2017

1st session: 12.30 pm to 1.30pm

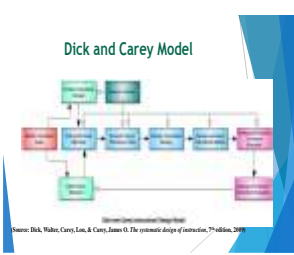| **Understanding of** **E-Learning**	 **Dr. Manas R. Panigrahi**	**Participants will be able to** • **define e-learning** • **explain the components of e-learning** • **appreciate the importance of e-learning**

The first session was the introduction to the E-Learning. It was an initiation to the three days workshop. It dealt in detail with the definition of e-learning i.e. teaching learning through the use of any digitized content delivered through various electronic media. E-leaning is quite an encompassing concept and provides flexibility and openness in teaching and learning. The session was taken by Dr. Manas R. Panigrahi who explained in detail about the importance of e-learning. He covered the wide range of e-learning concepts and highlighted the uses of e-learning in the present day educational scenario. He also shared with the participants the initiatives being taken in the field of e-learning across the world.

2nd session: 1.30pm -2.15pm

E-Content: What it is; Definition: Types: Textual; audio; video; audiovisual		Participants will be able to • describe the various types of e-content • identify the type of e-content suitable to their context

The second session was the introduction to the E-content. It dealt in detail with the definition of e-content i.e. any digitized content that can facilitate the teaching and learning process and is delivered through various electronic media. It provides flexibility of - time, place, pace of learning. The session covered various types of e-content available and the various e-content standards being used world over. The session also covered the some of the initiatives taken for development of e-content by Government of India like SWAYAM and SWAYAM PRABHA.

3rd session: 2.45 pm to 3.45pm

Instructional Design: Concept; Basics and ID Model : AIDDE		Participants will be able to • realize the importance of ID • Use AIDDE model of ID

In the third session of the workshop the participants were introduced to the concept and models of Instructional Design. The core ID model: ADDIE i.e Analysis, Design, Develop, Implement and Evaluate

was discussed in detail. Instructional Design is the process by which instruction is improved through the analysis of learning needs and systematic development of learning materials. Instructional designers often use technology and multimedia as tools to enhance instruction. (http://www.instructionaldesign.org). The five phases of ADDIE model-Analysis; Design; Develop; Implement and evaluate were explained in detail with the examples. Theories like Robert Gagne's nine steps to Instruction, Bloom's taxonomy of learning objectives were also discussed.

4th session: 3.45 to 4.30pm

E-content: Scripting Basic; importance; Points to consider while developing script for e-content And Group work		Participants will be able to • design e-content • identify the multimedia components of the e-content • identify which component will be available as OER and which they have to develop

The fourth session focused on scripting of e-content. Scripting is important for outlining the structure of e-content; conceptualizing logical pathways and defining contents for each screen in the e-content. A storyboard is organized sequentially, screen by screen and each screen is stretched out with design notes and specifications. It is the design for the user interaction and navigation through the contents of multimedia package or the e-content. The phases in scriptwriting and storyboarding and the guidelines were elaborated in detail with help of examples by the resource person-Dr Nisha Singh, DD, IUC, IGNOU, New Delhi.

5th session: 4.45 pm to 5.45 pm

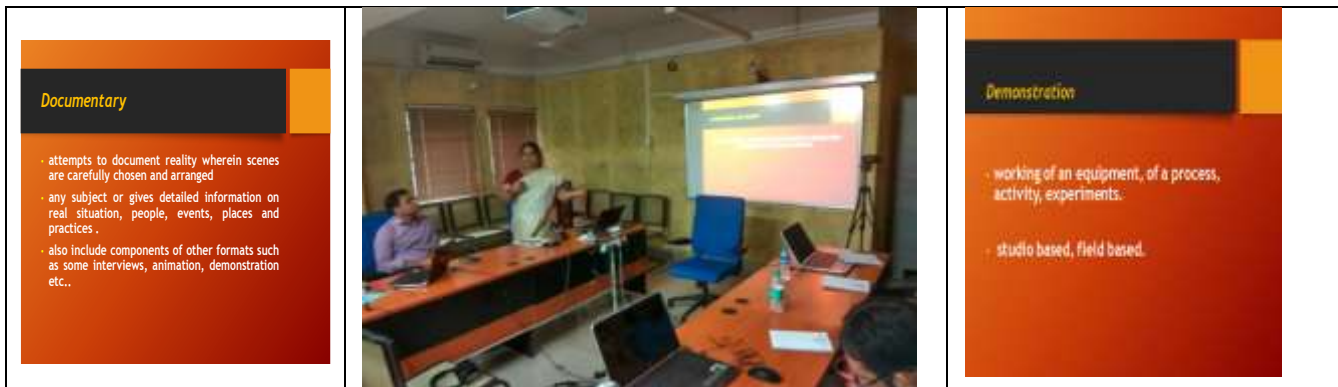|		
Concept Mapping: Basic; importance; Software for developing concept map: Free-mind And **Group work**		**Participants will be able to** • **develop concept map on the identified concept using Free mind**

The fifth session covered the concept making software Freemind. Free mind is an Open Source Software widely used in making concept maps. It is widely used for tracking projects; for developing collection of notes (a knowledge base); in essay writing and brainstorming; develop a small database. Organization of any kind is facilitated by Freemind. It can be easily downloaded and needs Java environment to work. The installation is simple as is the interface of the software Freemind. The concept of parent, child and sibling nodes was explained to participants. The creation of nodes; formatting the nodes; developing concepts at various levels; Hide-unhide the levels; adding icons, picture, hyperlink to nodes was also shown. Participants were given time to learn these on their laptops.

The day sessions ended with group formation among participants. All participants were divided in five groups.

Day 2 :October 31st, 2017

2nd day 1st session: 10.00 am to 1.15pm

Multimedia components: **Formats of Audio and Video Programmes;** **Quality of multimedia content** **Development of Audio/Video using Mobile/camera and Studio Video production And Group Work**		**Participants will be able to** • **design and develop audio for their e-content** • **design and develop video using camera/mobile for their e-content** • **identify components of video production in studio** • **participate in video production**

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The second day started on the development of audio-video programmes as e-content. Audio and video play a important role in making teaching learning process effective. It breaks the monotony of class room environment and motivates both teachers and students. The strengths and limitation of the audio and the video was discussed at length with the use of adequate examples. The participants took keen interest as it was something they could relate to both as in their daily life and as teachers. Samples of different video format were also shown. The development of videos as e-content under SWAYAM and SWAYAM PRABHA by Government of India was also discussed.

Video developed by School-Guru under the aegis of NSOU were shown. The participants were asked to develop script for two minute video as a group activity and record it during the session. These videos were then discussed in the session focusing on the various parameters and steps of video production. . This activity generated lot of interest among the participants.
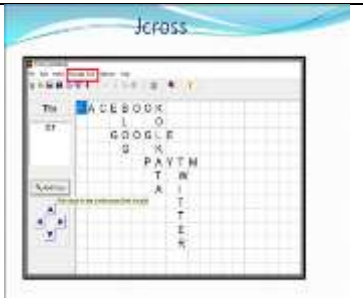
2nd day 2nd session: 2.00 pm to 5.30pm

eXe- E-content Developing Tool And Group work		Participants will be able to • install eXe • create pages on eXe • insert multimedia components in eXe

The post lunch session of the second day of the workshop was focused on the free and open source e-content developing software- eXe - eLearning XHTML editor (eXe). It provides an authoring environment to assist teachers in the design, development and publishing of web-based learning and teaching materials without the need to become proficient in HTML or complicated web-publishing applications. Many content management and learning management systems do not provide an intuitive WYSIWYG (What You See Is What You Get) environment where authors can see what their content will look like in a browser when published. Also most content management and learning management systems utilize a centralized web server model thus requiring connectivity for authoring. This is limiting for authors with low bandwidth connectivity or no connectivity at all.

eXe has been developed as an offline authoring tool without the requirement for all time connectivity. eXe's WYSIWYG functionality enables users to see, while developing their e-content, how the content will look like when published online. eXe has many categories of instructional devices(i-devices) like interactive; non-interactive; textual; non-textual; experimental which have many more i-devices under each category. The functionality of i-devices was demonstrated and the participants practiced it one by one. The participants were given opportunity to include different i-devices for their e-content.

Day 3: November 1st , 2017

3rd day 1st session: 10.00 am to 11.30 am

Online Assessment: Hot Potatoes **And Group work**		**Participants will be able to** • **install Hot potatoes** • **develop quiz using Hot potatoes containing multiple choice; Fill in blanks. Match the following; crossword, mix and match**

The first session of the third day of the workshop focused on an important aspect of the teaching learning process i.e. assessment. In e-learning scenario the assessment takes the e-form and thus online assessment. Hot potatoes software which is freeware was chosen. The Hot Potatoes suite is a set of six authoring tools which enable you to create interactive Web-based exercises of several basic types. Multiple choice/multiple select; cloze; match; mix and crossword. The Masher is able to integrate all theses exercises in one complete package to be delivered over web.

The exercises are standard Web pages using XHTML without knowing anything about XHTML or JavaScript to use the programs. All you need to do is to enter your data -- texts, questions, answers etc. -- and the programs will create the Web pages for you. Then you can post them on your Web site. However, the programs are designed so that almost every aspect of the pages can be customized, so if

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you do know HTML or JavaScript code, you can make almost any change you want to the way the exercises work or to the format of the Web pages.

3rd day 2nd session: 11.45 am to 1.15pm

Development of e-content in groups		**Participants will be able to** • **develop e-content using the tools taught : eXe; hot potatoes**

The second session of the third day of the workshop was given for hands on work to participants for the development of e-content by the participants. The participants were earlier divided in five groups on the first day and they continued to work on e-content. This was presented during the last session.

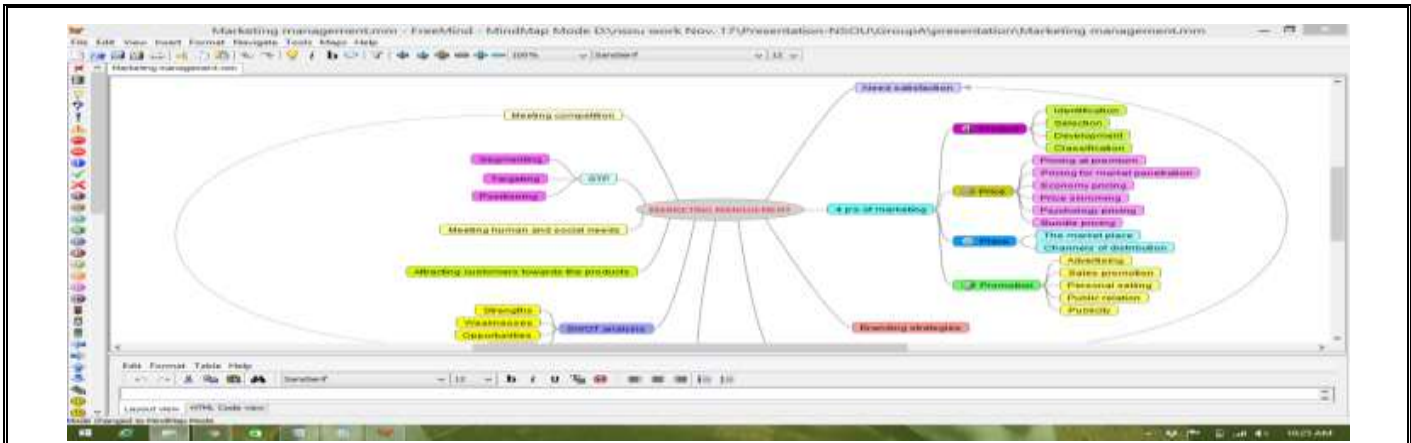**3rd day 3rd session: 2.00 pm to 3.00pm**
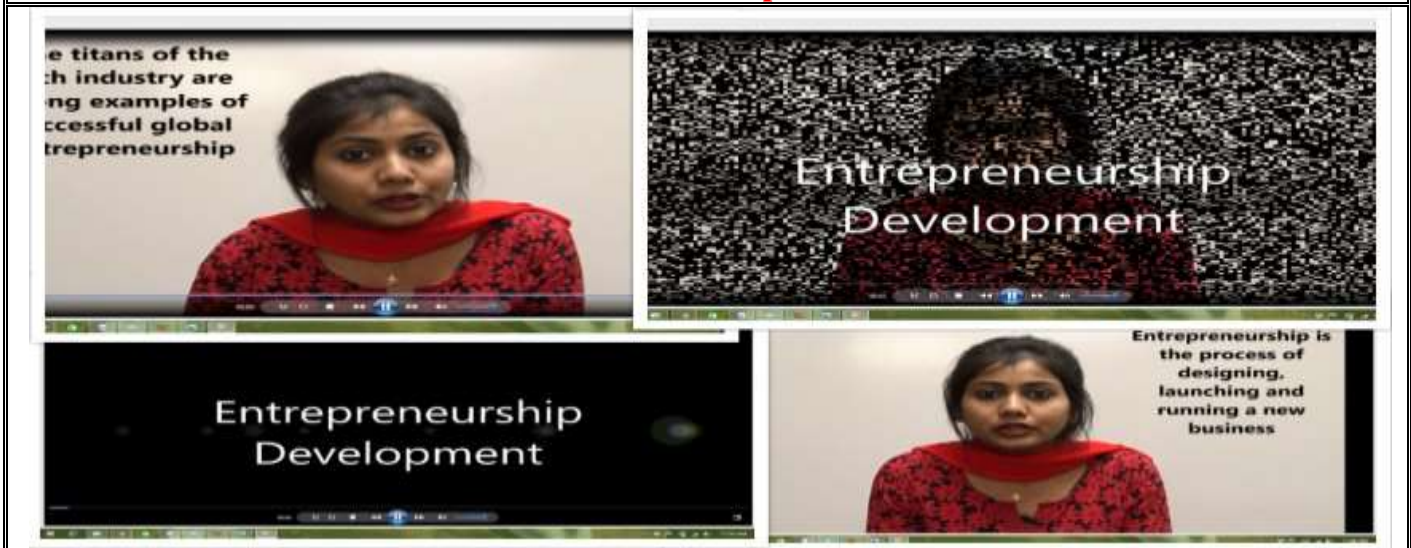
Group presentations

Members Group A

- Ms. Aditi Banerjee
- Mr Utpal Ghowdhary
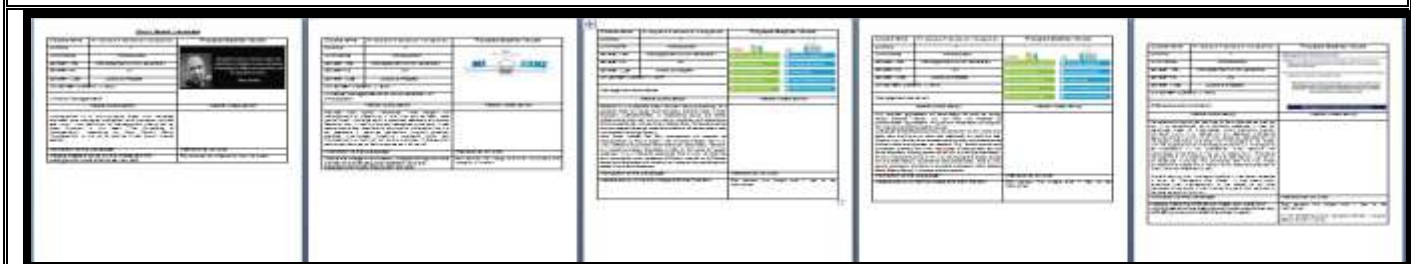- Mr. Probir Kr. Dey
- Ms. Ananya Ghosh
- Mr. Satyaki Dey
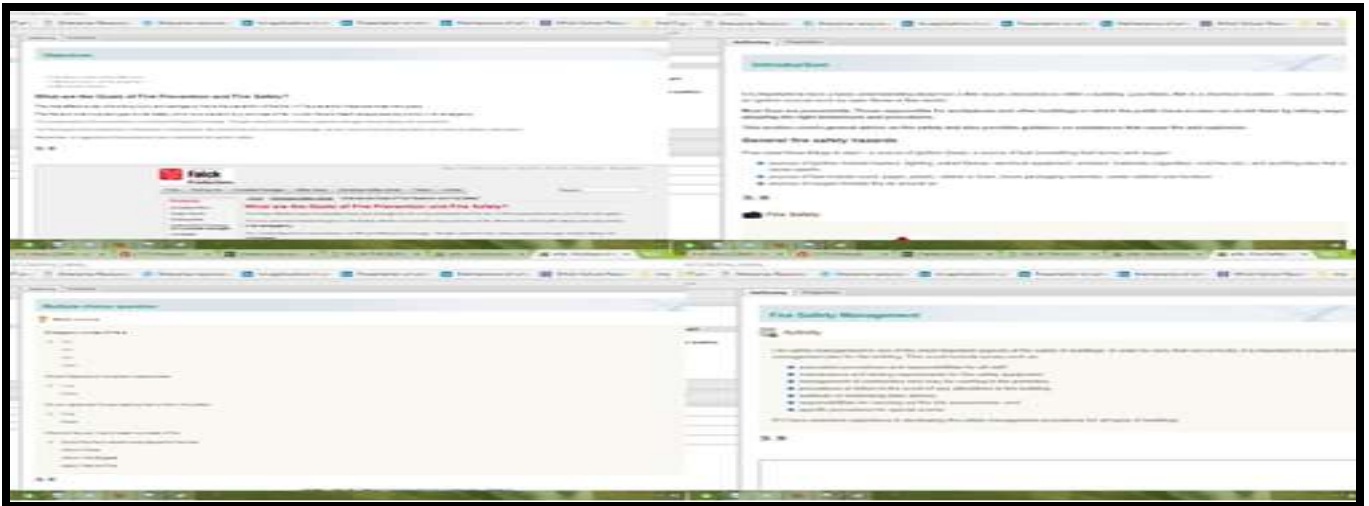
E-content using eXe

Mind Map

Video Development
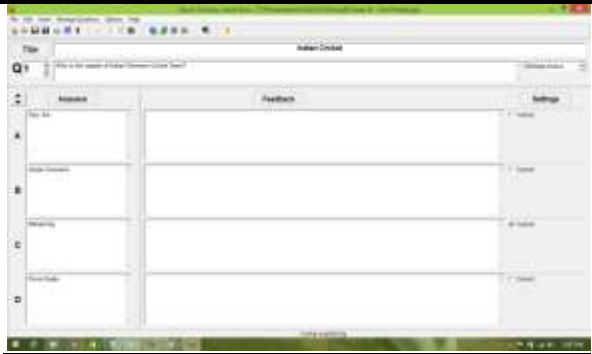

Story Board Creation

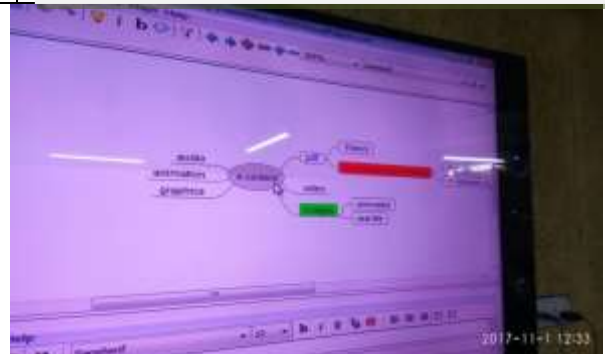**Assessment Creation using Hot Potatoes**

Members Group B

- Ms. Santi Maity
- Ms. Gita saha
- Mr. Abhik Kr Mukherjee
- Ms. Rumi Pal
- Ms. Debashree Dey

Assessment using Hot Potatoes

Mind Map

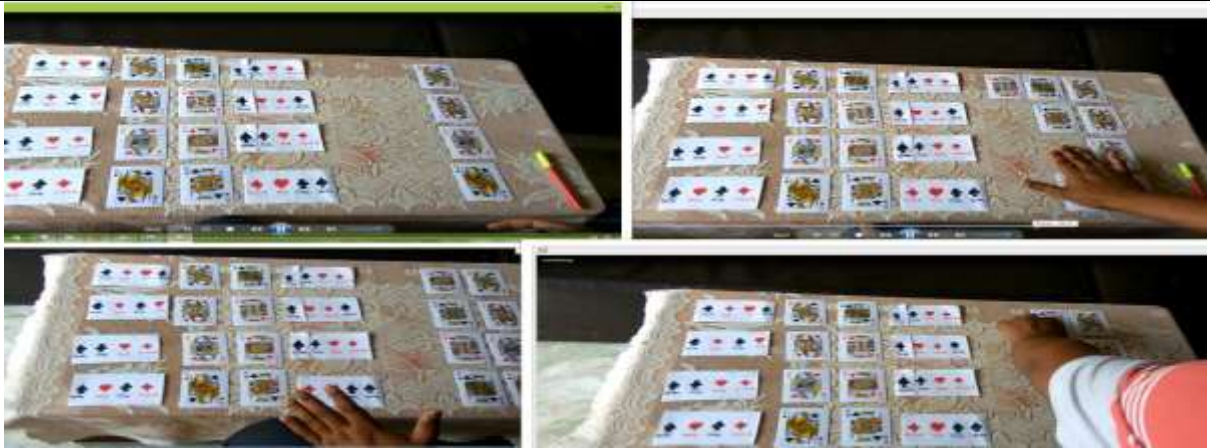**E-content using eXe**

Story Board

Members Group C

- Ms. Kasturi Sinha Ghosh
- Mr. Srideep Mukherjee
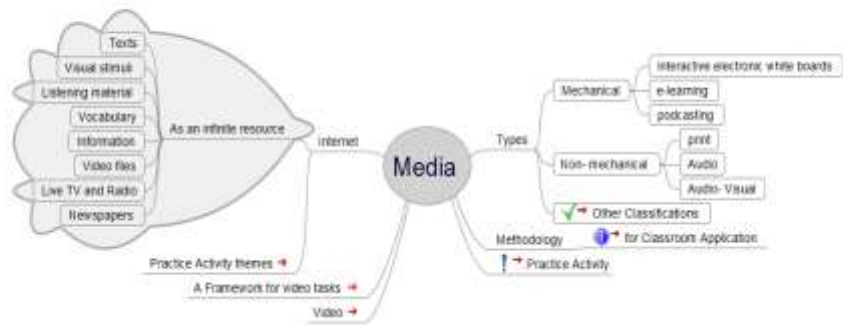- Mr. Mrinal Nath
- Ms. Tinki Bhattacharya
- Mr. Prabir

Assessment using Hot Potatoes

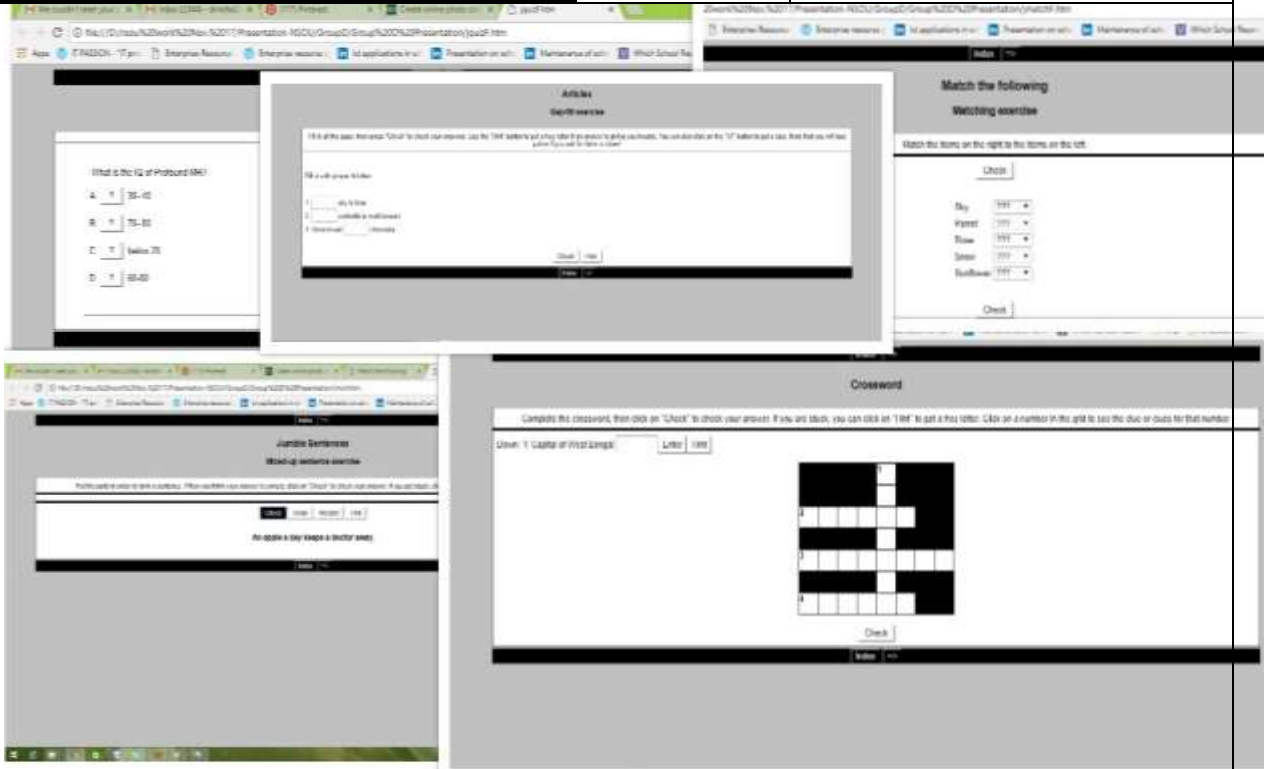**Video Development**

E-content using eXe

Mind Map

Members Group D

- Ms. Swapna Dey
- Ms. Antara Ghowdhary
- Ms. Barnana Guha
- Ms. Srabanti Choudhary
- Mr. Arjit Ghosh

Assessment using Hot Potatoes

Story Board Development
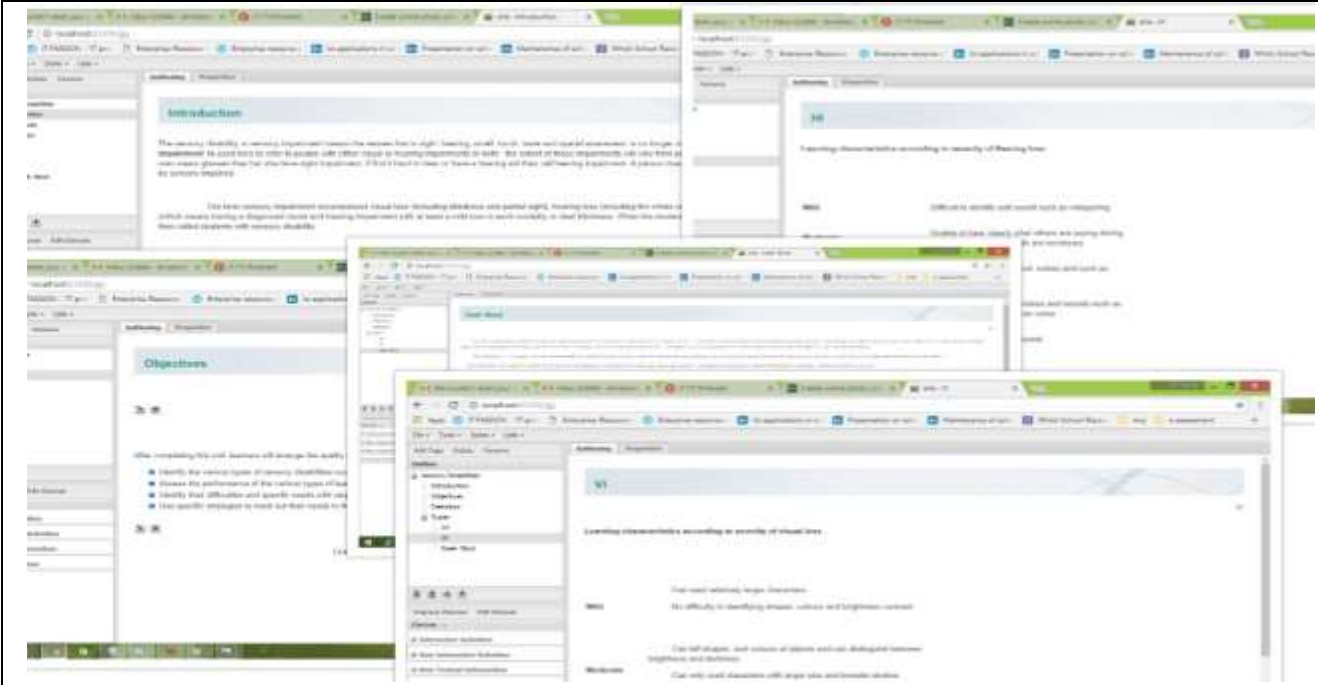
E-content using eXe
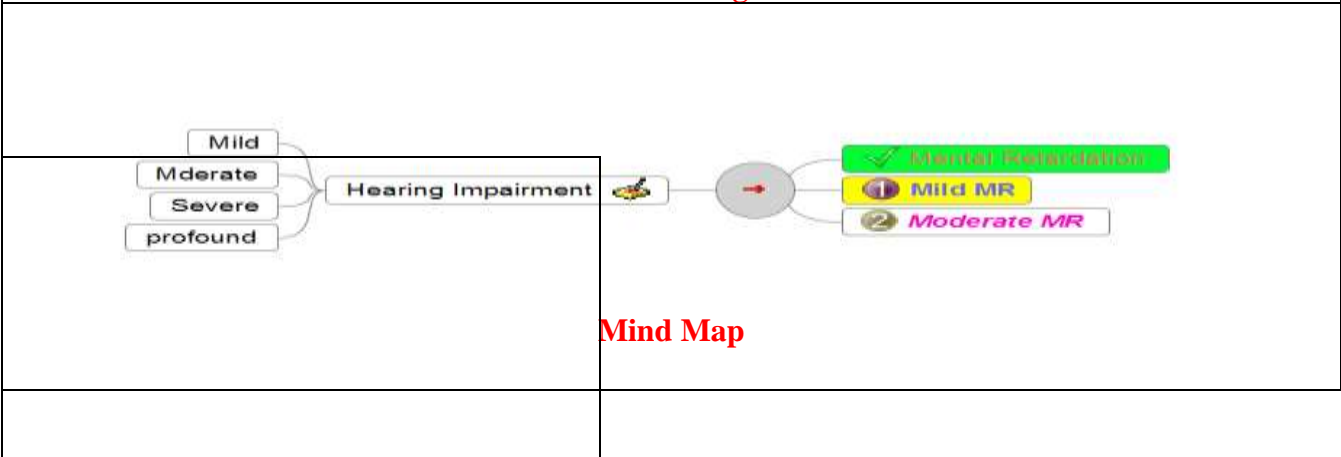
Mind Map

Members Group E

- Mr Ashish Kumar Mandal
- Mr. Anupam Biswas
- Mr. Prason jeet Haider
- Ms. Sumonna Bandopadhaya

Assessment using Hot Potatoes

Story Board Development

E-content using eXe

Mind Map

Concluding Session

Vice Chancellor addressing the participants

The concluding and the valedictory session was graced by the presence of Vice Chancellor of NSOU, Prof Subha Sanker Sarkar. His presence enthused the participants. Dr. Anirban Ghosh briefly

recapitulated the workshop proceedings. Dr Manas R. Panigrahi also shared about CEMCA's continuous strive towards quality e-learning.

Prof Subha Shanker Sarkar, VC, NSOU talked about the initiatives by NSOU for e-learning. He also stressed on the importance of e-content. He emphasized that the future is with electronic form of teaching and learning and the sooner we adapt the better it will be. He cautioned all about being careful about the quality of the e-content and e-learning. He

He appreciated the faculty effort and thanked CEMCA for the support in these endeavors. He also saw some of the e-content developed by the participants during the workshop.

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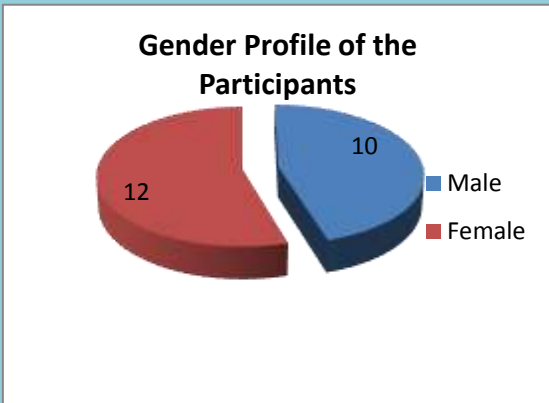
Feedback is information about reactions to a product, a person's performance of a task, etc. which is used as a basis for improvement. Feedback can be both positive and negative, which provide valuable information that can be used to make important decisions. Feedback is used to adjust and improve current and future actions and behaviors.

Feedbacks are an important phase of any workshop. Feedback form was given to participants for getting their responses to the workshop. Twenty participants responded through the feedback form. The obtained data is analysed and is presented below:

A. **Demographic Profile:**

Table A-1: Gender Profile of the Participants			
S. No.	**Gender**	**No. of Participants**	
1.	Female	12	

2.	Male	10	Gender Profile of the Participants

The above table A-1 shows that more than half i.e. 12 of the participants were female whereas the 10 of participants were male. This shows the interest of women faculty engage in capacity building exercise and to learn technology.

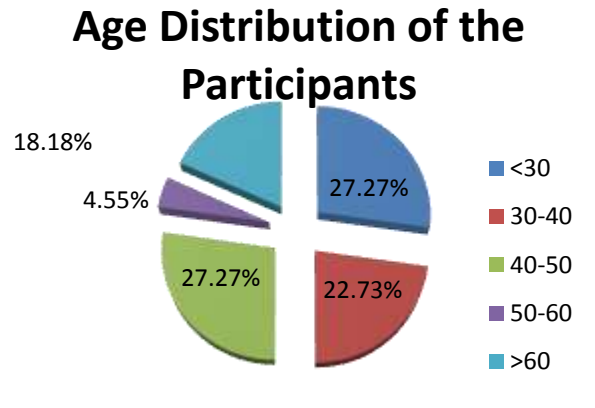| Table A-2: Age-wise Profile of the Participants			
S. No.	Age Group	No. of Participants	Age Distribution of the Participants
1.	<30	6 (27.2%)	
2.	30-40	5 (22.7%)	
3.	40-50	6 (27.2%)	
4.	50-60	1 (4.5%)	
5.	>60	4 (18.1%)	

As is clear from the table A-2 that below 30 years and between 40-50 years form equal percentage i.e. 27.2% followed by 22.7% from the 30 to 40 years. Interestingly 18.1 % of participants are above 60 years indicating their zeal to learn new technology. Only 4.5% represented 50-60 year age group. Thus the trend shows that all are interested in learning technology though the representation in the group of 50-60 years is less in this case.

B. Usefulness of the Sessions

S. No.	Session	Usefulness				
		Excellent	Very Good	Good	Average	Poor
1	Understanding of e-Learning	12	4	5	1	0
2	E-Content: Types	6	12	4	0	0
3	Instructional Design: AIDDE	11	6	4	1	0
4	E-content: scripting	6	11	4	1	0
5	Concept Mapping using Free mind	11	10	1	0	0
6	Multimedia components:	8	8	6	0	0
7	Planning and recording Audio-Video programmes	9	9	3	1	0
8	eXe- E-content Developing Tool	10	8	4	0	0
9	Online Assessment: Hot Potatoes	9	10	3	0	0
10	Presentations: Individual/Group	10	7	4	1	0

Table B: Usefulness of the Sessions

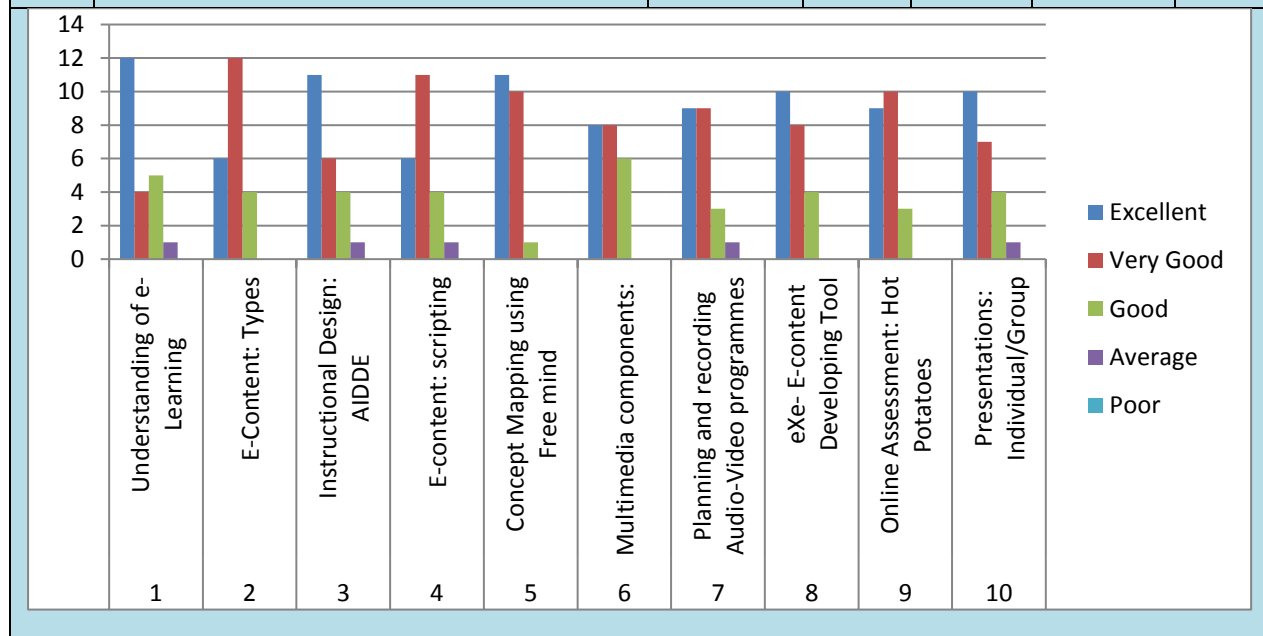Table B above shows that most of the participants found almost all the sessions to be useful as indicated by excellent as response. It is the sessions of understanding e-learning, Instructional Deigning, E-content- scripting, Planning and recording Audio-Video programmes which one participant expressed to be average useful which could be due to these being more conceptually oriented. No one had any

doubt about the usefulness of the workshop. Thus we can conclude that all the participants had positive opinion about the usefulness of the e-content and e-learning.

S. No.	Session	Excellent	Very Good	Good	Average	Poor
**Table C: Relevance of the Sessions**					
	Session		**Relevance**			
1	Understanding of e-Learning	7	9	6	0	0
2	E-Content: Types	9	6	7	0	0
3	Instructional Design: AIDDE	10	5	6	0	1
4	E-content: scripting	5	11	5	0	1
5	Concept Mapping using Free mind	9	11	2	0	0
6	Multimedia components:	8	7	5	1	1
7	Planning and recording Audio-Video programmes	9	9	4	0	0
8	eXe- E-content Developing Tool	10	7	4	1	0
9	Online Assessment: Hot Potatoes	7	8	7	0	0
10	Presentations: Individual/Group	10	6	5	1	0

Table C above shows that most of the participants found almost all the sessions to be relevant as indicated by the responses. It is the sessions of Instructional Designing, E-content- scripting and

multimedia components which one participant expressed to be not relevant which could be due to these being more conceptually oriented. Thus 95% had no doubt about the relevance of the workshop. Only 4.5 % had doubt on three sessions of the workshop and not for other sessions. . Thus we can conclude that almost all participants had positive opinion about the usefulness of the e-content and e-learning.

S. No.	Session	Learning Gain				
		Excellent	Very Good	Good	Average	Poor
1	Understanding of e-Learning	6	8	7	1	0
2	E-Content: Types	1	14	6	0	1
3	Instructional Design: AIDDE	4	10	6	2	0
4	E-content: scripting	5	6	11	0	0
5	Concept Mapping using Free mind	8	9	4	1	0
6	Multimedia components:	5	6	9	2	0
7	Planning and recording Audio-Video programmes	6	9	6	1	0
8	eXe- E-content Developing Tool	8	9	5	0	0
9	Online Assessment: Hot Potatoes	7	10	3	1	1
10	Presentations: Individual/Group	9	5	2	6	0

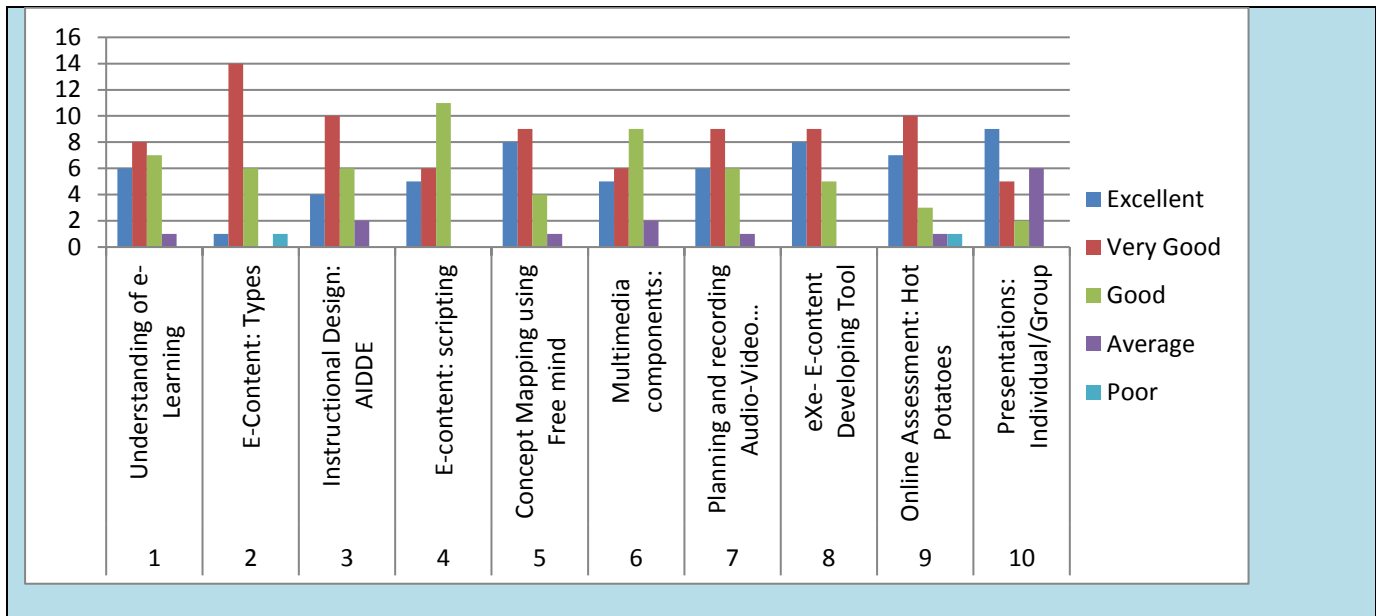Table D: Learning Gain of the Sessions

Table D above shows that most of the participants expressed that there was learning gain in almost all sessions of the workshop as indicated by the responses. It is the sessions of E-content- types and online assessment wherein one participant expressed that learning gain was poor which could be due to these being more theoretical and conceptually oriented. Thus 95% had no doubt about the learning gain of the workshop. Only 4.5 % had doubt on two sessions of the workshop and not for other sessions. . Thus we can conclude that almost all participants had positive opinion about the learning gain of the workshop of the e-content and e-learning.

E. **Experience during the Workshop**

**Table E. Experience during the Workshop**
S. No.	**Workshop Sessions**	**Very Satis fied**	**Satis fied**	**Ave rag e**	**Dissat isfied**	**Very Dissat isfied**
1.	**Objectives were stated in beginning**	11	11	0	0	0
2.	**Sessions were completed on time**	10	10	2	0	0
3.	**Adequate hands-on was provided**	13	8	1	0	0
4.	**Interaction in the workshop sessions**	16	5	1	0	0
5.	**Outcomes of the workshop**	11	10	1	0	0
6.	**Infrastructure for the workshop**	12	8	2	0	0

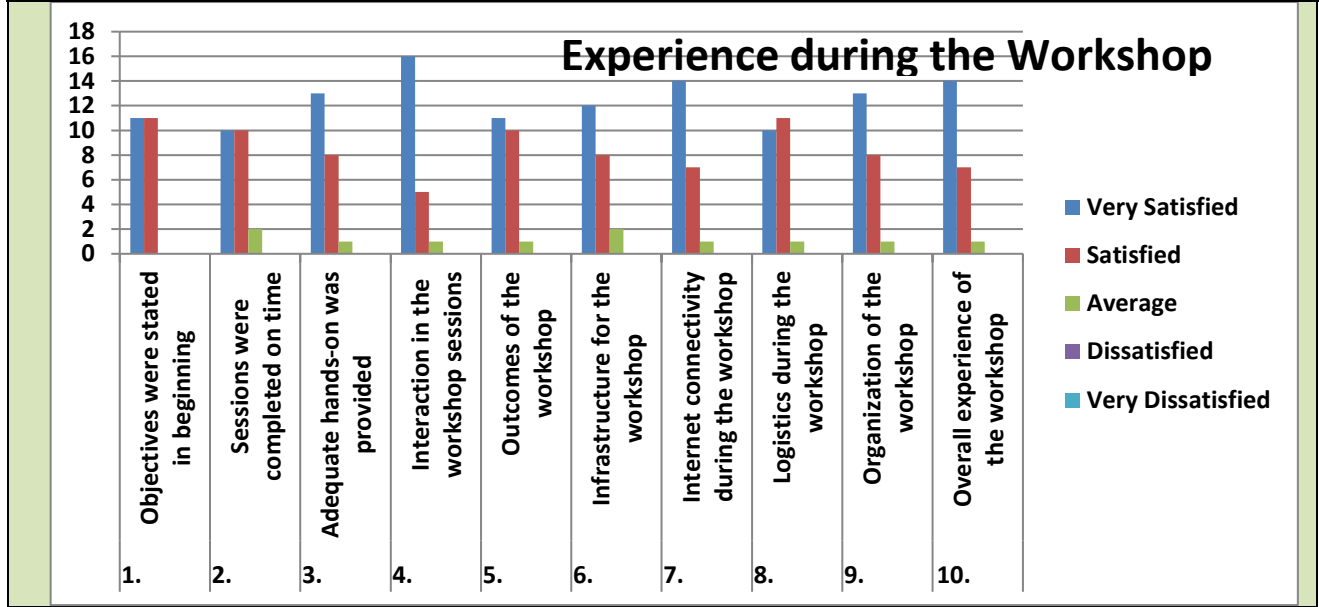| 7.	Internet connectivity during the workshop	14	7	1	0	0
8.	Logistics during the workshop	10	11	1	0	0
9.	Organization of the workshop	13	8	1	0	0
10.	Overall experience of the workshop	14	7	1	0	0

Table E above shows that most of the participants were very satisfied with almost all the aspects of the workshop like objectives, hands-on and very few found it to be average in satisfaction scale. It is only the eighth aspect of session related to logistics that where more participants found the session to be satisfied (11) than very satisfied (10). This could be due to the fact that the logistics have a little of subjectivity. Thus we can conclude that all the participants found the administration and management of the workshop satisfactory. None of the participants were dissatisfied from the workshop. Almost all participants did express desire for longer duration workshop later in comment section of the feedback form.

F. **Views on Role of E-content in enhancing reach to learners.**

When asked whether they think that e-content will increase our reach to our learners. The participants were quite varied in age and experience and still all responded in affirmation that e-learning is the future and can help bridge the gap existing in our education system. E-learning will play a crucial role in reaching to our learners who have taken admission in distant parts of West Bengal. If incorporated properly, the students will get enormous help and would not have to depend solely on the study materials. The e-materials may be shared, re-used redistributed, remixed and made more meaningful and updated. It may be accessed by a large number of learners.

One of the participant mentioned that 'in distance education programme, reaching the unreached through technology will definitely be beneficial', which reflects that teachers are having positive attitude towards e-learning and e-content.

However, infrastructure development from both side i.e. Teacher and Student and institution is very essential to make it successful in future. The role of content developer and teacher becomes very important. The interactivity and attractiveness of e-content motivates learners to learn.

One of the participant expressed that the entire workshop session was very useful for enhancing the knowledge and improving the technological skills. It will help in making e-content by implementing the acquired knowledge. By continuously practicing and developing the e-contents, it can easily reach to the students and learners. It the students get adequate facilities in order to access over the e-contents, then it will very beneficial for their future growth.

G. Suggestions for improvement of the workshop for:

NSOU: All the participants expressed that the duration of the workshop should be more. More time should be devoted to hands on practice. Also that the workshop should be arranged at regular intervals so that the participants can upgrade their skills continuously. One of the participants expressed "We may devote more time in developing e-resources as faculties. The workshop is excellently organized with very knowledgeable experts so the level of satisfaction after attending is very high." One participant expressed that the software may be sent to all participants as pre workshop work.

All praised the organizer Dr Anirban Ghosh and the resource persons.

Another expressed "The workshop is excellently organized with very knowledgeable experts so the level of satisfaction after attending is very high."

CEMCA: All participants expressed their satisfaction in the workshops organized by CEMCA jointly with NSOU. Here also suggestions for increasing duration of workshop so that more hands-on can be given was suggested.

CEMCA's initiative was appreciated by all participants. One of participants suggested that if discipline wise focused workshops be planned as the needs are unique on a subject of subject basis. Another expressed that "CEMCA must organize such workshop more often. We may develop our own e-content and CEMCA experts may give their inputs for further developments."

Appendices

Appendix 1. Inauguration Schedule

Workshop on e-Content Development & Online facilitation of Teachers

Jointly organized by
School of Vocational Studies, Netaji Subhas Open University
(NSOU-SVS)
and
Commonwealth of Learning – Commonwealth Educational Media Centre for Asia
(COL-CEMCA)
30-31 Oct. & Nov. 1, 2017

Date: 30/10/17
Venue- Seminar Room, DD-26, Salt Lake, Kolkata

Registration: 10.30 am to 11.00 am

Inaugural Session: 11:00am to 12:00noon

11.00am: Welcome Address by Dr. Anirban Ghosh, Associate Professor of Commerce, & Officer-in-Charge, School of Vocational Studies, Netaji Subhas Open University

11.10am: Address by Dr. ManasRanjanPanigrahi, Education Officer, CEMCA

11.25am: Address by Chief Guest, Dr. C .K. Ghosh, Former Director, National Centre for Innovations in Distance Education, IGNOU

11.45am: Presidential Address by Professor SubhaSankar Sarkar, Vice-Chancellor, NSOU

11.55am: Vote of Thanks by Ms. Barnali Roy Choudhury, Assistant Professor, NSOU

12.00noon: Tea Break

Business session starts at 12.30pm

Appendix 2 : Workshop Schedule

Three-day Workshop on
e-Content Development and Online Facilitation for Teachers/Trainers
(30-31 October and 01 November 2017)
organised by
School of Vocational Studies, Netaji Subhas Open University (NSOU)
Supported by
Commonwealth Educational Media Centre for Asia-Commonwealth of Learning (COL-CEMCA)

Duration	Content/Topic	Learning outcome	Resource Person
Day 1 (30/10/17)			
12:30-1:30	Understanding of e-Learning	Participants will be able to • define e-learning • explain the components of e-learning • appreciate the importance of e-learning	Dr. Manas Ranjan Panigrahi
1:30-2:15	E-Content: What it is; Definition: Types: Textual; audio; video; audiovisual	Participants will be able to • describe the various types of e-content • identify the type of e-content suitable to their context	Dr. Nisha Singh
2:15-2:45	**Lunch Break**		
2:45-3:45	Instructional Design: Concept; Basics and ID Model : AIDDE	• Participants will be able to realize the importance of ID • Use AIDDE model of ID	Dr. Nisha Singh
3:45-4:30	E-content: Scripting Basic; importance; Points to consider while developing script for e-content and Group work *(Development of non-print materials)*	Participants will be able to design e-content • identify the multimedia components of the e-content • identify which component will be available as OER and which they have to develop	Dr. Nisha Singh
4:30-4:45	**Tea Break**		
4:45-5:15	Concept Mapping: Basic; importance; Software for developing concept map: Free-mind and Group work	Participants will be able to • build concept map on the identified concept using Free mind	Dr. Nisha Singh
Day 2 (31/10/17)			
10:00-11:30	Multimedia components:	Participants will be able to • design and develop audio for their e-content	Dr. Nisha Singh, Dr. Manas R. PaniGrahi

	Formats of Audio and Video Programmes; Quality of	• design and develop video using camera/mobile for their e-content	And Expert, School
11:30-11:45		**Tea Break**	
11:45-1:15	Planning and recording Audio-Video programmess	Participants will be able to • design and Audio-Video programme • record an Audio-Video programme	Dr. Nisha Singh, Dr. Manas R. PaniGrahi And Expert, School Guru
1:15-2:00		**Lunch Break**	
2:00-3:30	eXe- E-content Developing Tool And Group work	Participants will be able to • install eXe • create pages on eXe • insert multimedia components in eXe	Dr. Nisha Singh
3:30-3:45		**Tea Break**	
3:45-5:15	Hands-on	Participants will be able to • develop package on eXe	Dr. Nisha Singh
**Day 3 (01/11/17)**			
10:00-11:30	Online Assessment: Hot Potatoes and Group work	Participants will be able to • install Hot Potatoes • develop quiz using Hot Potatoes containing multiple choice; Fill in blanks: Match the following; crossword, mix and match	Dr. Nisha Singh
11:30-11:45		**Tea Break**	
11:45-1:15	Hands On	Participants will be able to develop e-content using the tools taught , eXe; Hot Potatoes	
1:15-2:00		**Lunch Break**	
2:00-3:15	Presentations: Individual/Group	Participants will showcase the e-content developed individually/ group	Dr. Nisha Singh Dr. Manas R. Panigrahi Dr. Anirban Ghosh
3:15-3:30		**Tea Break**	
3:30-4:45	Concluding session : Feedback & way forward	Participants will share their experiences and give suggestions/feedback	Dr. Nisha Singh Dr. Manas R. Panigrahi Dr. Anirban Ghosh

Appendix 3: List of Participants

S. No.	Name	Photo	E-mail
1.	Santi Maity		Santimaity23@gmail.com
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18.	Srideep		

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