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eLearnig Center

REPORT

Capacity Building Workshop on the Development of eContent to Deliver Digitally

Submitted to: CEMCA

Submitted by:
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EXECUIVE SUMMARY

Commonwealth Educational Media Center for Asia (CEMCA) in collaboration with the Open School of Bangladesh Open University (OSB) and the eLearning Center of Bangladesh Open University (BELC) organized a capacity building workshop on *Capacity Building Workshop on the development of the eContent to Deliver Digitally* for the academic and technical staff of OSB, School of Business (SOB), and BLEC in January 19-23, 2016 at eLearning Center, BOU Main Campus, Gazipur. The mode of the workshop was face-to-face. The workshop was attended by the 27 faculties and 4 technical staff from OSB, SOB and BLEC. The objectives of the workshop were – 1. Enhancing the capacity of the OSB and BELC academics and technical staff in creating eContents; 2. Creating a pool of resource persons on designing and developing the eLearning courses; 3. Installing and customising the moodle-based LMS for BOU; 4. Finalising the plan for stabilising BOU LMS; and developing 11 elearning courses by OSB and BLEC following the activity. The workshop was based on – sharing, engagement, competency, gender responsiveness, and sustainability. Over the 5 days, the participants listened attentively and were engaged in learning the use of moodle and created a moodle-based eContent. On the final day, the presence of the honorable Vice Chancellor of BOU ornamented the closing ceremony and inspired the pertcipants to move forward with the virtual learning mission of BOU. The excellent performance of the randomly chosen participants in creating moodle-based eCourse impressed all of us and signaled a big success of the workshop. Dr. Manas Panigrahi, Programme Officer Education, CEMCA and Mr. Ashutosh Taunk, Hindustan Time Media, were the key resource persons in the workshop.

The workshop was completed in 10 intensive sessions. The sessions were:

DAY 1: Inaugural session – All the participants arrived on-time (9.30am) at the training venue. Professor Dr. Sadia Afroze Sultana, Dean, Open School, opened the workshop with a brief introduction on the objectives and expectations form the workshop. Professor Mostafa Azad Kamal from BELC and Dr. Md. Shafiqul Alam from BOU Training Cell were present in the opening session and delivered their brief speech specifying their commitment to support the workshop for its smooth functioning. After the opening, the main business started and continued except the scheduled refreshment and network breaks. 1) Morning session [10am-1.00pm] – Icebreaking, pre-workshop diagnostic; eLearning basics, LMS; 2) Afternoon session [2pm-4.30pm] - Overview on a eLearning course, Introduction to moodle, sharing plan for Day 2.

DAY 2: 1) Morning session [10am – 1.00om] - Recap from Day 1, Using and creating OER, Open Licenses, Open repositories, OER search engines, Creating OER by using the template on OER Commons; 2) Afternoon session [2pm - 4.30pm] – Describing and explaining features of moodle, hands-on excercises, Homework and plan for Day 3.

DAY 3: 1) Morning session [10am – 1.00om] – Recap from Day 2, Practice on moodle continued; 2) Afternoon session [2pm-4.30pm] – Designing the contents for eLearning course, uploading into moodle.

DAY 4: 1) Morning session [10am – 1.00om] – Recap from Day 3, Creating own eLearning course; 2) Afternoon session [2pm - 4.30pm] – Elearning course creation continued, review of the courses, hands-on experiences, plan for Day 5.

DAY 5: 1) Morning session [10am – 1.00om] – Recap from Day 4, Review of the eLearning courses continued, Preparing for presentation on the developed moodle-based contents, hands-on exercises. 2) **Closing Session (2pm – 4pm):** At the end of the 4 and half-day intensive sessions, OSB, BELC and Training Section of BOU arranged a closing ceremony in the middle of Day 5. Vice Chancellor of BOU Professor Dr. M A Mannan was the chief guest. The resource persons - Dr. Manas Panigrahi from CEMCA and Mr. Ashutosh Traunk from Hindustan Times Media – spoke in the occasion. Concluding ceremony was chaired by Professor Dr. Sadia Afroze Sultana, Dean, Open School. Among others who spoke on the occasion are Professor Dr. Md. Abu Taher, Treasurer and Professor Mostafa Azad Kamal, Director, eLearning Center of BOU. Deans and high officials of the university were present in the ceremony. The event was anchored by Ms. Annanya Laboni, Assistant professor, Open School.

Post-workshop meeting on BLEC action plan [4 pm - 5.30pm] – Designing a plan for BELC for better functioning of LMS (exclusive discussion with BELC team).

1. Workshop structure

1.1. Sessions: There were 2 business sessions each day of the 5-day workshop. A total of 10 sessions were designed to engage the participants in a meaningful way.

1.2. Mode of delivery: The workshop delivery was face-to-face. However, some online engagements were encouraged during the sessions. Most of the activities/exercises done by the participants online at the training venue. Learner-centric approach had been emphasized in the whole workshop sessions.

1.3. Workshop resources: The printed copy of the workshop resources. The resources used in the workshop were mostly on eLearning and moodle. The participants got individual 1-1 access to desktop computers with internet connections.

2. About the participants

2.1.   Composition: A total of 31 participants attended the workshop. All are the academic and technical staff of BOU especially from Open School, Business School and BLEC. The gender balance has been maintained while nominating the participants. Almost 50% of the participants were female. Most of the participants were from Open School. Please see Annex-1 for the list of the participants.

2.2.   Readiness and Expectations: The participants were so much eager to know about the concept elearning and to have hands-on experience in using moodle as an eLearning platform. In addition, they got interest in understanding OER, its benefits, use and creation.

3. Session details

3.1.   Day 1 [January 19, 2016]

3.1.1. Morning Session [10:00am – 1:00pm]:
Started with a brief introduction for ice-breaking, the participants were requested to fill-out the online diagnostic form. Then a PPT file was presented by the facilitator which covered the common features of an eLearning course. Following the PPT presentation, a brainstorming discussion was popped-up among the participants to have more explanation on eLearning design. Finally, the resource person presented the design and features of moodle as an eLearning platform. [Resource person: Ashutosh Taunk]

3.1.2. Afternoon session [2.00pm – 4.30pm]:
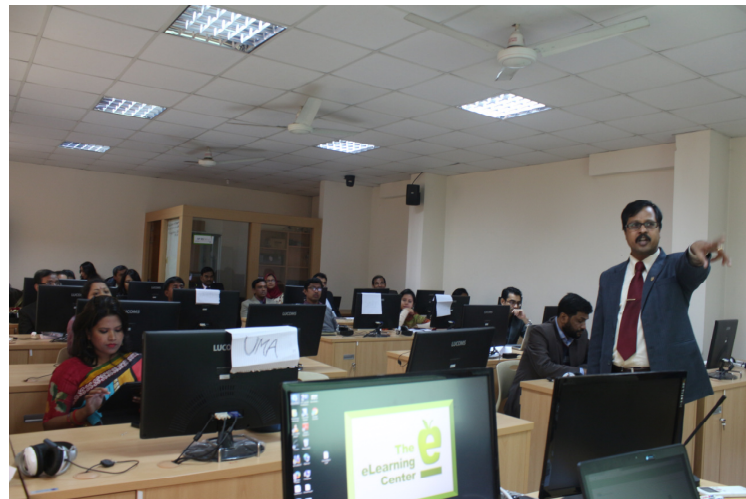Resource person started with an overview on moodle-based eLearning

course to give the participants a reference design. Then, the participants were taken to the moodle-based platform step-by-step. Finally, some homework and the plan for Day 2 were shared.

[Resource person: Ashutosh Taunk]

3.2. Day 2 [January 20, 2016]

3.2.1. Morning Session [10:00am – 1:00pm]:

Started with recapping the experiences in Day 1, the resource person Mr. Ashutosh Taunk left the training room to help BLEC technical staff install moodle and customize for BOU courses. The session was then curved a bit to engage the participants in a presentation on OER. This very important and highly engaging session was led by Dr. Manas Panigrahi. The concept, use and creation of OER were discussed in the session. The participants learnt open licenses, become familiar with Open repositories and learnt how to create an open course or resource by using OER Commons online template. [Resource person: Dr. Manas Panigrahi]

3.2.2. Afternoon session [2.00pm – 4.30pm]:
The afternoon session resumed hands-on explanation of moodle platform. Then the resource person collected the information of the

participants and opened individual ID for each of the participants. The session ended with some homework and the plan for Day 3 was shared. [Resource person: Ashutosh Taunk]

3.3. Day 3 [January 21, 2016]

3.3.1. Morning Session [10:00am – 1:00pm]:
Started with recapping the experiences on Day 2, the resource person Mr. Ashutosh Taunk opened the moodle platform and explained the basic features of moodle step-by-step [Resource person: Ashutosh Taunk]

3.3.2. Afternoon session [2.00pm – 4.30pm]:
The afternoon session resumed hands-on explanation of moodle platform. Then the resource person collected the information of the participants and opened individual ID for each of the participants. The session ended with some homework and the plan for Day 3 was shared. [Resource person: Ashutosh Taunk]

3.4. Day 4 [January 22, 2016]

3.4.1. Morning Session [10:00am – 1:00pm]:
Morning session of Day 4 started with an overview on all the features of moodle that refreshed the participants' experiences of Day 3. They then started to create their course on moodle. Uploading continued with the facilitation of the resource persons and help of the fellow participants. [Facilitator: Ashutosh Taunk]

3.4.2. Afternoon session [2.00pm – 4.30pm]:

The afternoon session continued with content uploading into moodle. Uploading and quick review were going on simultaneously. The session ended with the announcement of the Day 5 plan and the participants were requested to have a self-check on their uploaded contents. [Facilitator: Ashutosh Taunk]

3.5. Day 5 [January 23, 2016]

3.5.1. Morning Session [10:00am – 1:00pm]:
The very busy day for participants came eventually to fine tune their elearning projects. The whole morning they were busy to fill up the gaps with their contents and course design. They were so much serious in shaping their course the best so that they can present their project confidently. [Facilitator: Ashutosh Taunk]

3.5.2. **Closing Session:** At the end of the 4 and half-day intensive sessions, OSB, BELC and Training Section of BOU arranged a closing ceremony in the middle of Day 5. Main attraction of the ceremony were – presentation of the created eLearning contents by the randomly chosen participants, fascinating reflections from the participants, certificate distribution, and a photo session followed by a delicious Bangla traditional lunch. Vice Chancellor of BOU Professor Dr. M A Mannan was the chief guest in the concluding ceremony and handed over the certificates among the participants and endorsed that this training definitely enhanced the capability of the faculties to develop eLearning courses. He randomly picked up 4 names and request to present their projects. He was amazed to see the performance of the eContents developed by the participants in this very short period f time. He said that BOU is the only distance learning university whose technical capability should be sufficiently enhanced to cope with the current demand for educational and training. The resource persons - Dr. Manas Panigrahi from CEMCA and Mr. Ashutosh Traunk from Hindustan Times Media – spoke in the occasion and expressed their deep satisfaction on the overall support to the workshop and the meaningful output from the training sessions.

Concluding ceremony was chaired by Professor Dr. Sadia Afroze Sultana, Dean, Open School. Among others who spoke on the occasion are Professor Dr. Md. Abu Taher, Treasurer and Professor Mostafa Azad Kamal, Director, eLearning Center of BOU. Deans and high officials of the university were present in the ceremony. The event was anchored by Ms. Annanya Laboni, Assistant professor, Open School.

3.5.3. Post-workshop meeting on future actions [4.00pm – 5.30pm]:

After the formal session of the workshop, the resource persons sat with the director and team members of the eLearning center of BOU (BELC) and discussed the actions to be taken to make BLEC more effective. The proposed actions were as follows –

- Customization of the LMS
- Creating interface with LMS for full launching of the course
- Stabilizing the servers
- Stabilizing the internet bandwidth and networking
- Submission of proposals for developing 07 eLearning courses

4. Summary of activities and outputs

Intervention	Resource person	Outputs
Orientation of eLearning	Mr. Ashutosh Taunk	Prticipants became familiar with eLearning and related concepts
How to use Moodle	Mr. Ashutosh Taunk	31 academic and technical staffof BOU have been trained 31 mater trainer have been created
How to use and create OER	Dr. Manas Panigrahi	31 academic and technical staff have been trained on OER. They are now familiar with OER.
Install Moddle	Mr. Ashutosh Taunk	Moodle has been downloaded and installed at BOU server BOU academics are now have access to moodle from their own PCs

5. Conclusion

The workshop was very intensive in terms of arrangement, engagements and outputs. The participants were sincere enough to attend the workshop sessions. The logistic supports and arrangements for the workshop were perfect. Overall, it was a very much successful workshop and first ever meaningful engagement of the academic and technical staff in learning moodle properly. The participants got required skills to develop an eLearning course. . It was highly expected that the follow-up activities would be continued to optimize the outcome of the workshop.

Annex-1: List of participants

Open School

1. Dr. Md. Chenggish Khan
   Associate Professor (Bengali)
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5. Ms. Ananya Laboni
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16.   MS Runu Biswas
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17.   MS Shahina Akter
Lecturer (Geography)

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School of Business

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23.   MS Romana Kader
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School of Science and Technology

24.   Saria Islam
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Computer Division and eLearning Center

25. Dr. Sharker Md. Numan
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