



**Three-Day Workshop on
Development of E-Content and Facilitation for Online
Learning through Moodle LMS including Mobile App**

October 26 to 28, 2018

WORKSHOP REPORT

Organized by

Department of Teacher Education

KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

Guwahati

In association with

**Commonwealth Educational Media Centre for Asia
(CEMCA), COL**

Venue: Hotel Rajdhani Regency, Guwahati, Assam, India

The Department of Teacher Education, KKHSOU organized a three-day workshop on **“Development of E-content and Facilitation for Online Learning through Moodle LMS including mobile app”** from 26 to 28 October 2018. The main purpose of the workshop was to train the Mentors for the three-year project on **“Designing ICT-based Intervention Programmes for School Teachers: An Initiative by KKHSOU for Quality School Education”**. The project is being carried out in collaboration with CEMCA. For this project, the Department has to develop e-content and deliver them through a LMS. The workshop is organized for the mentors to train them for developing E-content and facilitating online learning through Moodle LMS. The subject-experts for different courses were invited to attend the workshop. There were in total twenty-one (21) participants in the workshop.

The workshop started with a welcome speech by Dr. Pranab Saikia, the Director of the project. He briefed the gathering on the objectives of the workshop and welcomed the dignitaries, resource persons and the participants. He also gave a brief presentation of the project. The Registrar of KKHSOU, Dr. Arupjyoti Choudhury, inaugurated the workshop with an inaugural speech. The Vice-Chancellor (i/c), Prof. N. N. Sarma, the Controller of Examination, Prof. Bhabaranjan Sarma, the Dean (Study Centre), Dr. Dibyajyoti Mahanta and the Dean (Academic) i/c, Prof. Umesh Deka were also present in the inaugural session along with the two invited resource persons, namely, Dr. Manas Ranjan Panigrahi, Programme Officer, Education, CEMCA, New Delhi and Mr. Ashutosh Taunk, Manager, Digital Learning Initiatives, Ahmedabad University.

The three-day workshop was divided into various sessions, which deal with different topics and software for development of e-content. The Resource Person took care of the respective session.

Sl. No.	Session	Resource Person
1.	Usage of ICT in Education	Dr. Manas Ranjan Panigrahi
2.	User Accounts & Allotment	Mr. Ashutosh Taunk
3.	Usage of Moodle LMS	Mr. Ashutosh Taunk
4.	Show KKHSOU LMS Structure	Mr. Ashutosh Taunk
5.	Course Life Cycle Configuration & Settings	Mr. Ashutosh Taunk

6.	Preparation for Uploads & Conversions	Mr. AshutoshTaunk
7.	Adding Resources & Uploads	Mr. AshutoshTaunk
8.	Adding Assignment & Discussion Activity	Mr. AshutoshTaunk
9.	Adding & Preparing for Quiz, Access & Review	Mr. AshutoshTaunk
10.	Gradebook & Badges	Mr. AshutoshTaunk
11.	OER Usage and Creation	Dr. ManasRanjanPanigrahi
12.	BYC Both Resource & Activity	Mr. AshutoshTaunk
13.	Feedback & Communication	Mr. AshutoshTaunk
14.	Designing a Course	Mr. AshutoshTaunk
15.	Best Practices - Do's &Don'ts	Mr. AshutoshTaunk

Day 1 (October 26, 2018)

The inauguration was succeeded by the first session conducted by Dr. Panigrahi on the usage of ICT in Education. He described the basics of MOOCs. He emphasized that no one is a teacher but one can be a facilitator of learning for another. He urged for using social media for teaching-learning process. He mentioned that it is important to frame the time duration of the course, duration of audio and video contents, hours of instruction for the mentors, etc. He also recommended the participants to enroll themselves in the Life Skill MOOCs to have an idea about the modalities of an online course.

In the following sessions, Mr. AshutoshTaunk explained the usage of Moodle LMS. He then demonstrated the KKHSOU LMS structure and its various components. He made the user accounts of the LMS of KKHSOU available to the participants. He assigned a group activity to the participants in which they have to prepare a course with all the components of the LMS like texts, tutorial video, quizzes, reference links, discussion questions, etc.

Day 2 (October 27, 2018)

The second day started with a recap of the previous day. It was an active day for the participants as they were engaged by Mr. AshutoshTaunk in hands-on practice of uploading the contents of courses in the LMS of KKHSOU, adding resources, assignments, discussion activities, quizzes, etc. The components of grading system like stars, grades, badges, etc. for the learners were also discussed.

Dr. ManasRanjanPanigrahi took a session on OER creation and usage. He focused on 5R (Reuse, Remix, Redistribute, Revise and Retain) in the area of OER. He indicated the use of JORUM, Xpert, Connecting Repositories, FreeFullPDF and Directory of OER, etc. for the use of OER. He also mentioned about the OER Common as a platform for publishing our own materials and said that creating and sharing knowledge is our responsibility. He urged the participants to use platforms like epathsala, nroer, OER Repository of Bangladesh Open University(www.ebookbou.edu.bd), Technology Enabled Learning Lounge of Commonwealth of Learning (www.tell.colvee.org).

Day 3 (October 28, 2018)

The sessions of the first half of Day 3 were conducted by Mr. Taunk. He demonstrated as well as helped the participants to upload resources and activities related to their course. He also shared ways that can be opted for providing feedback to the learners in the online learning platform. He mentioned about notifications, messages, etc. for communicating with the learners. After the participants were acquainted with various components of the online course, Mr. Taunk discussed and demonstrated how to design the course—opening and closing of courses, assignments, quizzes. He concluded with a very important discussion on the best practices of online courses. In the after-lunch sessions, the participants (in group) presented their preparation of the online courses.

Valedictory Session:

The valedictory function was graced by the acting Vice Chancellor and Director, CIQA, KKHSOU Prof. N. N. Sarma. He appreciated the active participation of the participants and thanked both the resource persons from CEMCA for their support for the workshop. Other dignitaries present in the function were Dr. Manas Ranjan Panigrahi, Mr. Ashutosh Taunk and Dr. Marami Goswami. All the resource persons expressed their satisfaction and wished the best to the entire team for the project activities ahead. The dignitaries distributed the certificates of participation to the participants. The vote of thanks was offered to all by Dr. Pranab Saikia, Project Director, CEMCA-KKHSOU Project. A group photograph was taken at the end of the programme.

Workshop Schedule

Duration	Content/Topic	Learning Outcome	Resource Person
Day 1 (26th October 2018)			
1100 - 1130	Usage of ICT in Education	Participants will be able to <ul style="list-style-type: none"> • Identify the areas of teaching learning where ICT can be used • Apply ICT in teaching-learning design and delivery • Employ appropriate ICT tools in delivering the content 	Dr. Manas Ranjan Panigrahi
1130 - 1230	User Accounts & Allotment	Participants will be able to <ul style="list-style-type: none"> • Use the user account to access the LMS to play his/her mentor's role 	Mr. Ashutosh Taunk
1230 - 1300	Usage of Moodle LMS	Participants will be able to <ul style="list-style-type: none"> • Explain about Moodle LMS • Demonstrate how Moodle works as LMS • Practice his/her course in Moodle LMS 	Mr. Ashutosh Taunk
1300 - 1400	Lunch		
1400 - 1530	Show KKHSOU LMS Structure	Participants will be able to <ul style="list-style-type: none"> • Review the KKHSOU LMS structure • Suggest necessary modification for improvement 	Mr. Ashutosh Taunk
1530 - 1600	Tea Break		
1600 - 1700	Course Life Cycle Configuration & Settings	Participants will be able to <ul style="list-style-type: none"> • Outlined his/her course for LMS • Develop his/her course in the LMS in sequential manner 	Mr. Ashutosh Taunk

Day 2 (27th October 2018)

1000-1030	Recap Day 1		
1030 - 1100	Preparation for Uploads & Conversions	<p>Participants will be able to</p> <ul style="list-style-type: none"> • Convert the content to e-content • Prepare the content for uploading in the LMS 	Mr. Ashutosh Taunk
1100 - 1130	Adding Resources & Uploads	<p>Participants will be able to</p> <ul style="list-style-type: none"> • Identify the appropriate resources • Organise the identified resources in the LMS 	Mr. Ashutosh Taunk
1130 - 1230	Adding Assignment & Discussion Activity	<p>Participants will be able to</p> <ul style="list-style-type: none"> • Demonstrate how assignment can be uploaded • Illustrate how discussion activity can be performed in LMS 	Mr. Ashutosh Taunk
1230 - 1300	Adding & Preparing for Quiz, Access & Review	<p>Participants will be able to</p> <ul style="list-style-type: none"> • Produce quiz for assessment • Revise the quiz in need • Assess the quiz 	Mr. Ashutosh Taunk
1300 - 1400	Lunch		
1400 - 1530	Grade book & Badges	<p>Participants will be able to</p> <ul style="list-style-type: none"> • Use the grade book in the LMS • Employ Badges as motivating means for learners 	Mr. Ashutosh Taunk
1530 - 1600	Tea Break		
1600 - 1700	OER Usage and Creation	<p>Participants will be able to</p> <ul style="list-style-type: none"> • Define OER • Explain how to use OER • Develop OER of his/her own subject or course 	Dr. Manas Ranjan Panigrahi

Day 3 (28th October 2018)

1030 - 1100	BYC Both Resource & Activity	Participants will be able to <ul style="list-style-type: none"> • Upload the resources and activity in the LMS 	Mr. Ashutosh Taunk
1100 - 1130	Feedback & Communication	Participants will be able to <ul style="list-style-type: none"> • Recognise the importance of feedback and communication in online learning • Apply different feedback and communication techniques to provide support services to the learners in learning 	Mr. Ashutosh Taunk
1130 - 1230	Designing a Course	Participants will be able to <ul style="list-style-type: none"> • Prepare the outline for designing the course • Design the course for the LMS 	Mr. Ashutosh Taunk
1230 - 1300	Best Practices - Do's & Don't's	Participants will be able to <ul style="list-style-type: none"> • List the Do's & Don't's while designing the course for the LMS • Practice the best practices while designing and imparting the course in the LMS 	Mr. Ashutosh Taunk
1300 - 1400	Lunch		
1400 - 1530	Presentations		
1530 - 1600	Validations		

List of Participants

Sl. No.	Name	Institution	Mail ID
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