



Instructions for Advance preparation for the Workshop

The Groups

We plan to divide the total number of participants into 5 groups. Each group should ideally have a combination of 1 academic, 1 media professional (Audio/video) and 1 computer expert.

Education - Deliverables

In order to make the most of the workshop, it is necessary that at least five lessons in soft-copy/ print form (preferably of 1800 to 2000 words) are ready for use during the workshop. Including activity sessions like Question and answers, FAQ's will enrich ODL deliveries.

In addition, it will be good idea to bring some bit of board work/Figures in soft copies apart from that two to three graphics, Videos appropriate to the theme of the lesson.

Video shooting for each of the five lessons will be done during the Workshop in a conventional Classroom Style(Chalk and Talk by five academicians).

Learning outcomes

During the five days' Workshop we shall concentrate mostly on:

- i) Textual Deilvery (Browse-/ Download/ODL/Supports for Visually impaired)
- ii) Audio recording, Editing and learning Audio Streaming
- iii) Converting Classrooms to Streaming Slide-show (usable on Net/ Players)
- iv) Video recording, Editing and streaming
- v) Enriching Classroom presentation with additional illustrations/ Video Clips
- vi) Streaming Java Objects to play across browsers
- vii) Video/Audio on Demand

Apart from multiple media mapping from one source, Media file optimisation is the one of the major findings of EasyNow approach. EasyNow Slogan "One subject in one CD (Around 150 Hours)", that is archiving cost effectively good teachers works in Streaming Forms (Net/CD player deliveries)

All the participants will receive exposure to all these deliverables and will be expected to submit (group-wise) their textual presentations in ODL format as well as the conversions of this into the other deliverables. These submissions will be uploaded on the website, preferably during the seminar.

Media personnel - Supports

Media persons may kindly arrange before hand all the formalities regarding audio/ video studio supports. As soon as conventional classroom video-graphing is carried out , kindly provide the recorded material

Computer Personnel - Supports

Computer Software experts to download and install all open software resources, in all system and facility in one system to File Transfer to websites (BRAOU or CEMCA). The list of Open Source software made available here.

All systems in the workshop should be Virus free, Multimedia enabled with microphones and headphones to facilitate recording.

MS-office, Adobe Photo-shop if made available, they will be used for comparisons and quick creations of material for those who are already familiar.

MS-Windows operational experience is a minimum requirement, if need be an hour of session may be dedicated for the same.

Workshop material

The CEMCA website under the EasyNow workshops link gives the EasyNow Booklet as well as the EasyNow Handbook. Please download this material and keep the required no. of copies multi-copied for distribution to the Workshop participants. Assessment forms viz. Workshop Expectations Form, Participatory Evaluation Form are also to be distributed.

Sum up

Classroom Recording

1. Five of the Participants Deliver Lectures conventional classroom style
2. Other participants attend the lecture session as Students
3. Question and answer session with 2 questions per session on the subject Delivered at the end of each session
4. Cds of the Video should be made available in DVD after marginal editing immediately, for further learning
5. Audio recording of the lecture/Script of lesson and checked by Lecturers
6. The Video will be improved (Enriched) by Media persons with the help of the lecturers by further out door shootings, graphs, pictures charts wherever possible Audio flow remains the same
7. Videos should be made available on Cds

We shall carry out as many things possible, with these outputs.

Studio requirements:

1. Studio Lighting
2. Black or white board in the Studio
3. Chalk or White board Markers
4. Preferably Two Cameras
5. Sitting arrangements for students, as possible
6. A chair and table for teacher/Lecturer

Computers (one per participant)

Multi media systems

256 MB memory

Atleast 10 GB Hard disk space

Micro Phone

Head Phone

Internet Connection

Virus FREE use atleast : AVG FREE FOR BASIC PROTECTOn: Download from:

<http://free.avg.com/>, update and scan

Software download keep all the system ready:

1. OPEN OFFICE: <http://www.openoffice.org/>
2. AUDIO EDITOR: <http://audacity.sourceforge.net/>
- 2a. LAME mp3 Converter: <http://lame.sourceforge.net/links.php>
3. PICTURE HANDLING: <http://www.gimp.org/>
4. MOV Camera files to AVI:
http://sourceforge.net/project/showfiles.php?group_id=123082
5. Any Video Converter:
http://www.any-video-converter.com/products/for_video_free/
6. Window Support for Video: WINDOW MOVIE MAKER
7. Text to Speech: <http://www.nextup.com/download.html>

If already available MS-office for comparison and ADOBE PHOTOSHOP for picture optimisation.

WEB PAGE UPLOAD

1. one system with internet connectivity and firewall free for File Transfer to SERVERS