Three-Day Workshop on

Development of E-Content and Facilitation for Online Learning through Moodle LMS including Mobile App

February 21, 22 and 23, 2020

Organized by

Department of Education Innovation and Teachers' Training
Krishna Kanta Handiqui State Open University
Guwahati-6, Assam

In Association with

Commonwealth Educational Media Centre for Asia (CEMCA), New Delhi.

Venue

National Institute of Rural Development and panchayati Raj (NER)

Khanapara, Guwahati

Workshop Report:

Theme:

The Department of Education Innovation and Teachers' Training, KKHSOU organized a three-day workshop on "Development of E-content and Facilitation for Online Learning through Moodle LMS including Mobile App" from 21st to 23rd February 2020.

Objective:

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-contents for various capacity building programmes for school teachers and deliver them though a LMS. The workshop was organized for the mentors to train them for developing E-content and facilitating online learning through Moodle LMS.

Participants: There were in total twenty-three (23) participants in the workshop.

Day 1: 21-2-2020 (10.00-11.00am)

Inauguration Session:

The workshop was started with a welcome speech by Dr. PranabSaikia, the Director of the project. He briefed the gathering on the objectives of the workshop and welcomed the dignitaries, resources persons and the participants. The inauguration session of the workshop was graced by Prof. N. N. Sarma, Director CIQA, KKHSOU and Dean Academic of the University Dr. Rahul S Mazumdar. The other two invited Resource person Mr. Ashutosh Taunk, Manager, Digital Learning Initiatives, Ahmedabad University and Prof. Jitendra Nath Deka, Department of Science and Engineering IIT, Guwahati. Dr. Rahul S Mazumdar (Dean, Academic) inaugurated the workshop with his inaugural speech. Mr. Partha Pratim Bhattacharjee, Assistant professor of ICT, NIRD also joined the session, who shared his experience and views regarding the importance of ICT for teachers.

Prof. Jitendra Nath Deka of IIT, Guwahati delivered his lecture emphasizing role ICT on present day Education system. He described the basics of MOOCs. In his speech, he reflected on NPTL. He emphasized that no one is a teacher but one can be a facilitator of learning for another. He focused on the content domain of the teacher or mentor delivering education through LMS.

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

Sl No	Topic of Sessions	Resource Person
1	Usage of ICT in Education	Mr. AshutoshTaunk
2	User Accounts & Allotment	Mr. AshutoshTaunk
3	Usage of Moodle LMS	Mr. AshutoshTaunk
4	Show KKHSOU LMS Structure	Mr. AshutoshTaunk
5	Course Life Cycle Configuration & Settings	Mr. AshutoshTaunk
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	Mr. AshutoshTaunk
12	BYC Both Resource & Activity	Mr. AshutoshTaunk
13	Feedback & Communication	Mr. AshutoshTaunk
14	Designing a Course	Mr. AshutoshTaunk
15	Best Practices - Do's &Don't's	Mr. AshutoshTaunk

Day 1 (21-2-2020)

The inauguration was succeeded by the first session conducted by Mr. Ashutosh Taunk. He mentioned about the importance of LMS. 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. Dr. Gautam Sarma, Asst. Librarian of KKHSOU helped him in the demonstration. The participants were allotted their user accounts of the LMS of KKHSOU available to them.

Day 2 (22-2-2020)

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. 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 3 (23-2-2020)

The sessions of the Day 3 were conducted by Mr. Taunk. He again 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 learner 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 last sessions, the participants (in group) presented their preparation of the online courses.

Valedictory Session:

The valedictory function was graced by the Director, CIQA, KKHSOU Prof. N. N. Sarma and Controller of Examination KKHSOU, Dr. Bhabaranjan Sarma. Both the dignitaries mentioned about the importance of E-learning at present day contest. They appreciated the active participation of the participants and thanked the resource persons Mr. Ashutosh Tauk for his support for the workshop. The resource person expressed his satisfaction and wished the best to the entire team as well as the participants for the project activities ahead. The participants also shared their gratitude and thankfulness to the resource person as well as to the project team for organizing such a workshop. The dignitaries distributed the certificates of participation to the participants. The vote of thanks was offered to all by Dr.Archana Adhikary, Assistant Professor, Department of Education Innovation and Teachers' Training, KKHSOU. A group photograph was taken at the end of the programme and lunch was served to all.

Day-wise workshop Schedule

Day 1: 21.2.2020

Duration	Content	Learning Objectives	Resource Persom
11.00 – 11.30	Usage of ICT in Education	Participants will be able to-→ • 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	Mr. AshutoshTaunk
11.30 -12.30	User Accounts & Allotment	Participants will be able to- • Use the user account to access the LMS to play his/her mentor's role	Mr. AshutoshTaunk
12.30 – 13.00	Usage of Moodle LMS	Participants will be able to- • Explain about Moodle LMS • Demonstrate how Moodle works as LMS • Practice his/her course in Moodle LMS	Mr. AshutoshTaunk
Lunch Break **13.00 ----14.00**			
1400 - 1530	Show KKHSOU LMS Structure	Participants will be able to -• Review the KKHSOU LMS structure • Suggest necessary modification for improvement	Mr. AshutoshTaunk
Tea Break 15.30 – 16.00			
16.00-17.000	Course Life Cycle Configuration & Settings	Participants will be able to- • Outlined his/her course for LMS • Develop his/her course in the LMS in sequential manner	Mr. AshutoshTaunk

Day 2: 22.2.2020

10.00-10.30	Recap Day		
10.30-11.00	Preparation for Uploads & Conversions	Participants will be able to • Convert the content to econtent • Prepare the content for uploading in the LMS	Mr. AshutoshTaunk
11.00 – 11.30 Adding Resources & Uploads	Adding Resources & Uploads	Participants will be able to • Identify the appropriate resources • Organise the identified resources in the LMS	Mr. AshutoshTaunk
11.30 – 12. 30	Adding Assignment & Discussion Activity	Participants will be able to • Demonstrate how assignment can be uploaded • Illustrate how discussion activity can be performed in LMS	Mr. AshutoshTaunk
12.30 – 13.00	Adding & Preparing for Quiz, Access & Review	Participants will be able to • Produce quiz for assessment • Revise the quiz in need • Assess the quiz	Mr. AshutoshTaunk
Lunch Break **13.00-14.00**			
1400 - 1530	Grade book & Badges	Participants will be able to • Use the grade book in the LMS • Employ Badges as motivating means for learners	Mr. AshutoshTaunk

15.30 – 16.00 **Tea Break**			
1600 - 1700	OER Usage and Creation	Participants will be able to • Define OER • Explain how to use OER • Develop OER of his/her own subject or course	Mr. AshutoshTaunk

Day 3: 23.2.2020

10.00 – 10.30	BYC Both Resource & Activity	Participants will be able to-- • Upload the resources and activity in the LMS	Mr. AshutoshTaunk
10.30 – 11.00 Mr. AshutoshTaunk	Feedback & Communication	Participants will be able to - • Recognize 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. AshutoshTaunk
11.00 – 12.00	Designing a Course	Participants will be able to • Prepare the outline for designing the course • Design the course for the LMS	Mr. AshutoshTaunk
12.00 – 12.30	Best Practices - Do's &Don't's	Participants will be able to	Mr. AshutoshTaunk

		• 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	
12.30 – 13.00 **Presentation**			
13.00 – 13.30 **Certificate Distribution and Validations**			
13.30 – 14.00 **LUNCH**			

List of Participants

Sl No.	Name of the Participant	Institutional Affiliation	Email Address	Contact No
1	Dr. Utpal Kalita,	Assistant Professor R.G Baruah College , Guwahati	utpalkalita20@gmail.com	7002823535
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7	Dr. Archana Adhikary	Assistant Professor, KKHSOU	archana.adhikary103@gmail.com	8752919776
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10	Dr. Gautam Sarma	Assistant Librarian,	gkslib@gmail.com	708648410

		KKHSOU		0
11	Dr. Tarali Pathak	Assistant Professor, Cotton University	taralipthk41@gmail.com	9864473331
12	Mr. Mintu Bhattacharya	Assistant Professor, Disabilities Studies, Gauhati University	mints17@hmail.com	9859525974
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22	Dr. Sruti Sruba Bharali	Assistant Professor, KKHSOU	sruti.s.bharali@gmail.com	8822717684
23	Ms. Deepsikha Bharadwaj	Assistant Professor, Province College	dbharadhwaz@gmail.com	8876819992

PHOTOGRAPHS OF THE PROGRAMME: