Development of Online Courses

Online Workshop for Capacity Building of Teaching and Academic Staff

Organised by
Commonwealth Educational Media Centre for
Asia (CEMCA)
and
Rajeev Gandhi University (RGU)
during
06th-08thJuly, 2020

Report Submitted
by
Dr. Nisha Singh, Deputy Director, Centre for Online Education, IGNOU

Introduction:

Rajiv Gandhi University (formerly Arunachal University) is the premier institution for higher education in the state of Arunachal Pradesh and has completed twenty-five years of its existence. Ever since its inception, the university has been trying to achieve excellence and fulfil the objectives as envisaged in the University Act. The University got academic recognition under section 2(f) from the University Grants Commission on 28th March, 1985 and started functioning from 1st April, 1985. It got financial recognition under section 12-B of the UGC on 25th March, 1994. Since then Rajiv Gandhi University then Arunachal University has carved a niche for itself in the educational scenario of the country which culminated in its selection as a University with potential for excellence by a high-level expert committee of University Grants Commission. The University was converted into a Central University with effect from 9th April 2007 as per notification of Ministry of Human Resource Development, Government of India. The teaching and research programmes of the University are designed with a view to play a positive role in the socio-economic and cultural development of the State. The University offers Under Graduate, Post-Graduate, M. Phil and Ph.D. programmes. The Department of Education also offers B.Ed. programme. There are fifteen colleges affiliated to the University. The University has been extending educational facilities to the students from the neighbouring States, particularly Assam. The strength of students in different Departments of University and in affiliated colleges has been steadily increasing.

RGU since its inception, has made significant progress in teaching, research, innovations in curriculum development and developing infrastructure. In present times online education has seen growth in higher education. The pandemic due to COVID-19, has further escalated the importance of online methods of teaching. SWAYAM, online learning platform of Government of India, is increasingly making its presence. It seems online will be here to stay and preparedness of teachers need to be built. Therefore, a three-day workshop was organised online for capacity building of teaching and academic staff of RGU and other higher education institutions, on "Development of Online Courses" from 06th -08th July, 2020. It was organised jointly by Commonwealth Educational Media Centre for Asia (CEMCA) and Rajeev Gandhi University (RGU), Itanagar, Arunachal Pradesh.

[Source: https://www.rgu.ac.in/About/AboutUS]

Objectives: After the online workshop the participants were able to-

- understand the SWAYAM MOOCs and its various guidelines

- create a MOODLE account for practice on gnomio.com

- develop video using easily available software.

- design a course using four-quadrant design specified by UGC on their Moodle site

Participants: one hundred and four participants from RGU and other higher education institutions attended the programme. The list of participants is placed at Appendix 3.
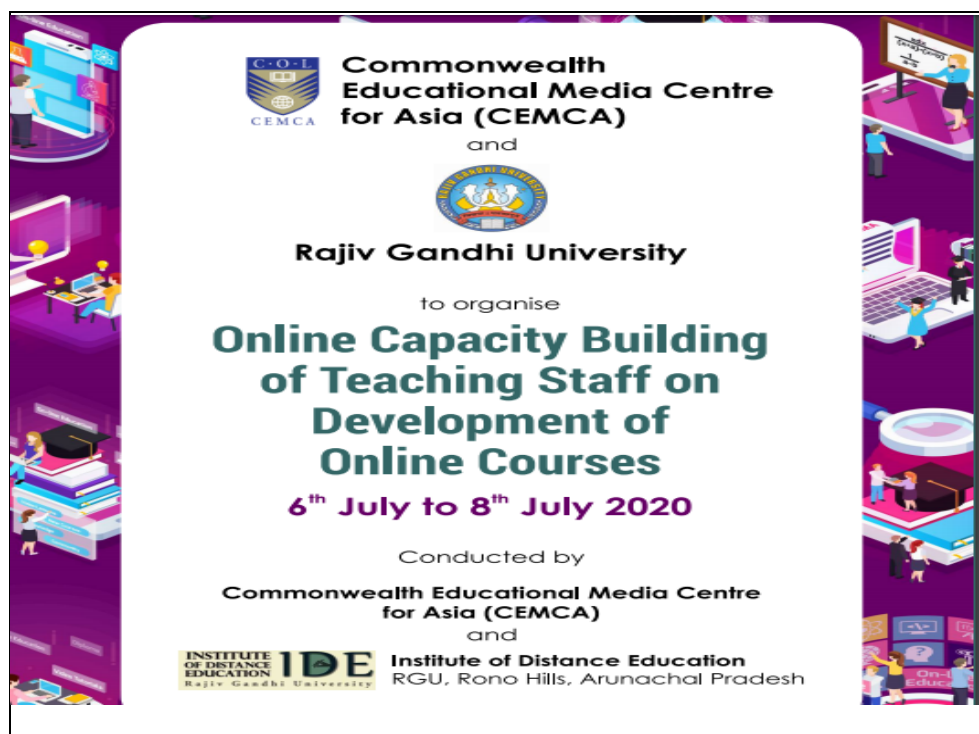
Methodology: The workshop was conducted **online through the virtual platform ZOOM.** The methodology used was discussion on the online education, initiative of SWAYAM by Government of India, guidelines and demonstration on the MOODLE platform and followed by hands-on by the participants. Each participant practiced the skills individually. They shared their work through a specially designed Google form and asynchronous mentoring was done on the WhatsApp platform. It was used to share information, answer queries and submitting the assignment.

Dates: The workshop was for three days 06th to 08th July, 2020.

Venue: The workshop was conducted **online through the virtual platform ZOOM.**
(Brochure and Schedule are placed as Appendix-1 and 2 respectively)
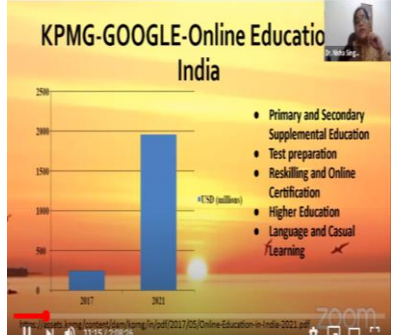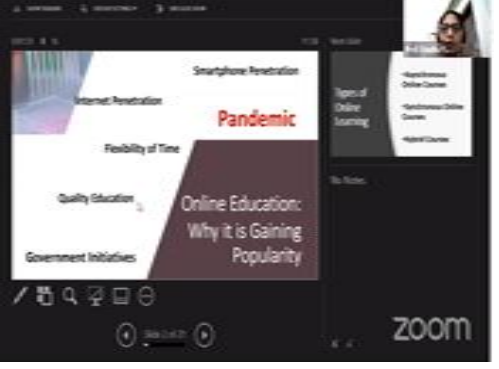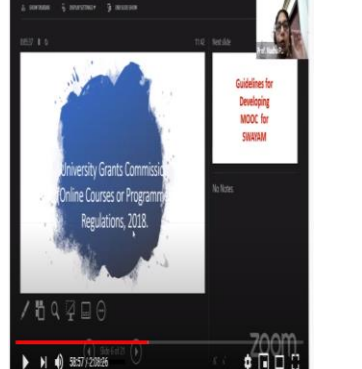

Inauguration: July 06th, 2020

Inauguration is the beginning of any event and sets the tone of the event. It was graced by the presence of Prof. Madhu Parhar, Director, CEMCA; Dr. Manas Panigrahi, Senior Programme Officer, CEMCA; Prof. Ashan Riddi, Director, Institute of Distance Education, Dr Moyir Riba, Faculty IDE, Dr. Nisha Singh, Deputy Director, COE, IGNOU and the participants from RGU and other higher education institutions. Dr. Manas Panigrahi welcomed members and all participants to the three-day online workshop. Prof. Madhu Parhar gave an overview of the goals and the learning outcomes of the workshop. She stressed on the importance of online education and MOOCs in higher education. She encouraged the faculty members to develop online courses and submit proposal for SWAYAM courses. Prof. Saket Khushwaha, VC, RGU could not attend due to some emergency meeting with State government. He conveyed his good wishes for the success of the workshop. After brief introduction, the first session started.

Sessions Details		
Day 1: *July 06th, 2020*		

Forenoon session: 10.30 AM to 12.30 PM

Designing MOOC through Moodle (SWAYAM Quadrant 2)		Participants were able to • create account on MOODLE on gnomio.com • design Quadrant 2 (e-Content) of SWAYAM • upload the e- Content on their gnomio account

The first session was focused on development of online courses and the MOOCs. Prof. Madhu Parhar began her session by discussing why online education is gaining popularity. She further discussed in details the importance of the SWAYAM and its guidelines. She also discussed the process of development of proposal for MOOC on SWAYAM. She encouraged all participants to develop an online course/SWAYAM MOOC proposal. The RGU university should come up with at least few courses on SWAYAM platform of MOOCs. The scenario of online education in India and SWAYAM, the MOOC initiative of Government of India were discussed as an initiation to the three days' workshop.
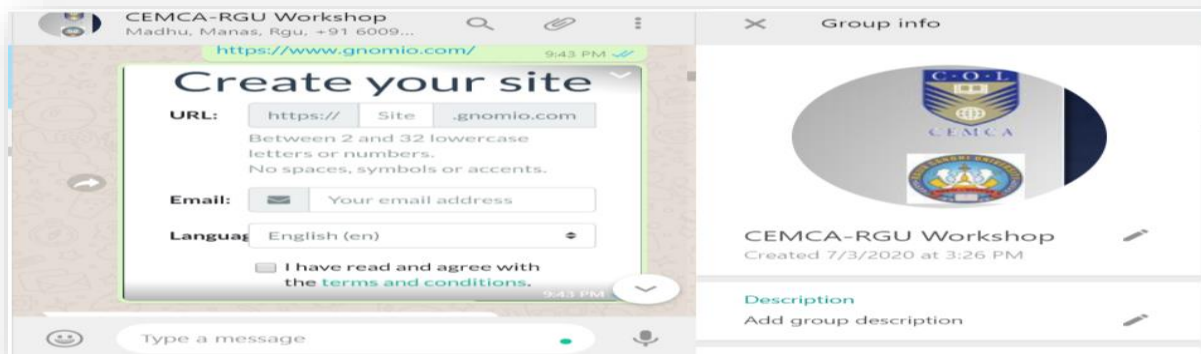
Dr Nisha Singh in her presentation gave a theoretical overview of the MOOCs and highlighted the important features of SWAYAM. She also talked about Learning Management System (LMS) especially MOODLE which is a robust, free and open source LMS available for all. As there are some cloud-based MOODLE hosting free sites available, gnomio.com was used to give practice to the participant. Moodle account creation on gnomio.com was shown by the resource person. All

participants were requested to make account on gnomio.com. Account creation, profile picture upload, banner change and course creation were demonstrated one by one. Also, the uploading of textual resources was also demonstrated using resources on MOODLE on the first day which is the Quadrant 2 of the SWAYAM i.e. on the e-text.

Afternoon session was through Asynchronous mode.
At the end activities were given to participants who practiced it in afternoon session with support from resource persons through asynchronous mode (WhatsApp). The WhatsApp Group was used to facilitate the participants. All their queries were attempted through WhatsApp. Also, for some queries, very short video were made to clear the doubts of the participants.
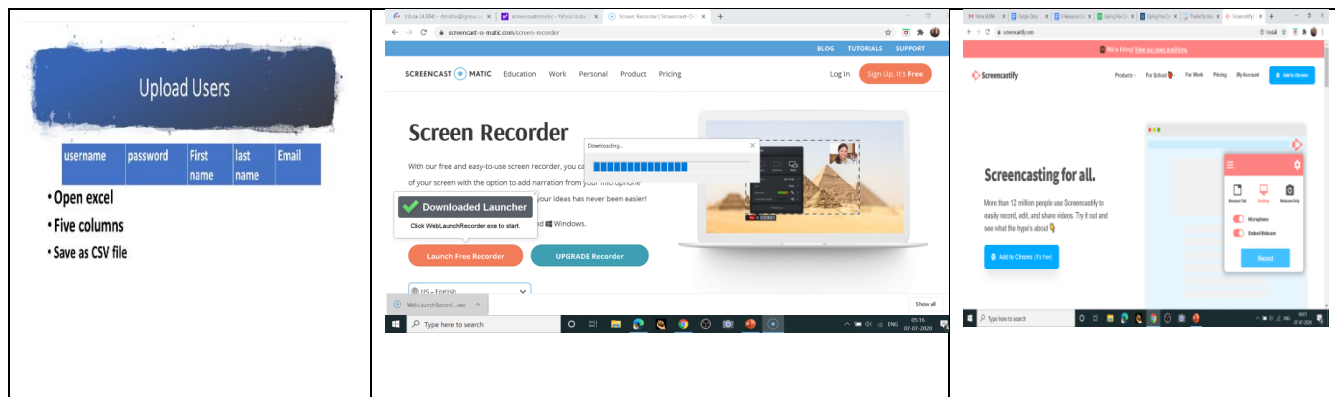
Assignment for the Day 1: Create account on gnomio.com. Rename the site name/banner change. Upload profile picture, Create a course on the site and upload e-text resource.

Day 2: July 07th, 2020

Forenoon Session: 10.30 AM to 12.30 PM

Video Content Creation using free software (SWAYAM Quadrant 1) Video Content Development (Swayam Quadrant 1)		Participants were able to • Develop Videos using free software • Upload developed video on their Moodle site

On the second day, the focus was on the Quadrant 1 of the SWAYAM i.e. E-tutorials. E-Tutorial covers a whole range of video and audio content in an organised form, animation, simulation, video demonstrations, virtual labs and related e-resources. It also guides to upload the transcription of the video as it helps learner to overcome, pronunciation differences, speed of communication in video. The development of videos as e-content under SWAYAM was discussed. Also, the creation of simple videos for facilitating learning of learners in online mode can be done using easy to use, free software. It needs planning and preparation to develop a good video which was shared with the participants. The proposal for SWAYAM courses mandates a small 2 to 5 minutes introductory video. Therefore, participants were requested to make 3-5 minutes video using free software using Screencast-O-Matic and Free CAM and upload on the course created on gnomio.com.
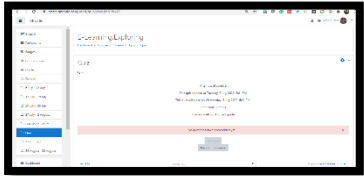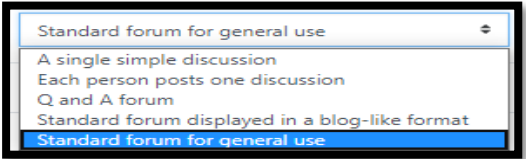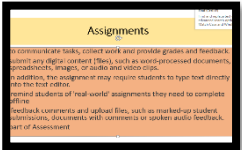
Further identification of videos available on video repository like You Tube, Vimeo, Teacher tube which can be used as resources for course development, was also discussed.

The uploading of video content as resource on MOODLE was demonstrated. The use of various resource options like Label, Page, URL were demonstrated one by one so that the participants were clear about the selection of the type of resource to upload.

Afternoon session on Day 2 was also through Asynchronous mode. The WhatsApp Group was used to facilitate the participants on hand-on learning. The queries were solved through asynchronous mode over WhatsApp.

Assignment for Day 2 was to create 2 to 5-minute video related to their course. Upload on Moodle site. Also update two weeks course resources on the site.

Morning Session: 10.30 AM to 12.30 PM

Discussion Forum (SWAYAM Quadrant 3) Assessment: Assignment and Quiz (SWAYAM Quadrant 4)		Learners were able to - Create Discussion Forum - Design Formative and Summative Evaluation

The first session of the third day of the workshop focused on the two other important aspects of the SWAYAM /MOOC courses i.e. discussion forum and assessment. The Quadrant III is for creation of Discussion Forum and Quadrant IV is for creation of Assessment. The interaction amongst the learners and the teacher are very important for learning and construction of knowledge. In the online world, this is achieved by Discussion Forum on the LMS platform. The process of creation of a discussion forum on MOODLE was explained. The various options of discussion forum available were discussed in detail. Further the process of creation of assignment and Quiz on MOODLE as a part of Quadrant IV was also demonstrated. The creation of objective questions, bulk upload of questions using Aiken format, importing questions from question bank were shown and discussed in detail. The grading of quiz is automatic and can be effectively used. Assignments is also part of assessment. The grading of assignment was discussed in detail and the process adopted in returning the corrected assignments was clearly explained using a teachers' and learners' accounts.

Valedictory Session:12.00 pm to 12.30 pm

The concluding and the valedictory session were graced by the presence of Vice Chancellor of RGU, Prof. Saket Kushwaha. His presence enthused the participants. Prof. Madhu Parhar appraised Prof. Saket Kushwaha, Vice Chancellor of RGU, regarding the workshop proceedings of the past three days. She shared the role of CEMCA in education and skill development. She also appreciated the Institute of Distance Education, RGU as the first formal university to come forward for capacity

building of their faculty members. She motivated the university faculty members to develop course for SWAYAM portal.

Prof. Saket Kushwaha talked about the importance of these faculty development endeavours especially in the pandemic times. He said online learning has become the need of the hour and RGU is committed to take all necessary steps to adapt to the new normal. He shared his experiment of development of teacher training, script writing and video development. His experience of BHU days was quite successful and was appreciated. He also stressed on the importance of e-content. He shared his work on development of software for delivering online lectures. One should work hard to gain mastery over one's area of expertise and lectures. He encouraged IDE to collaborate with CEMCA to work further in this direction. He appreciated the collaborative initiatives by CEMCA and RGU for capacity building of teachers for e-learning.
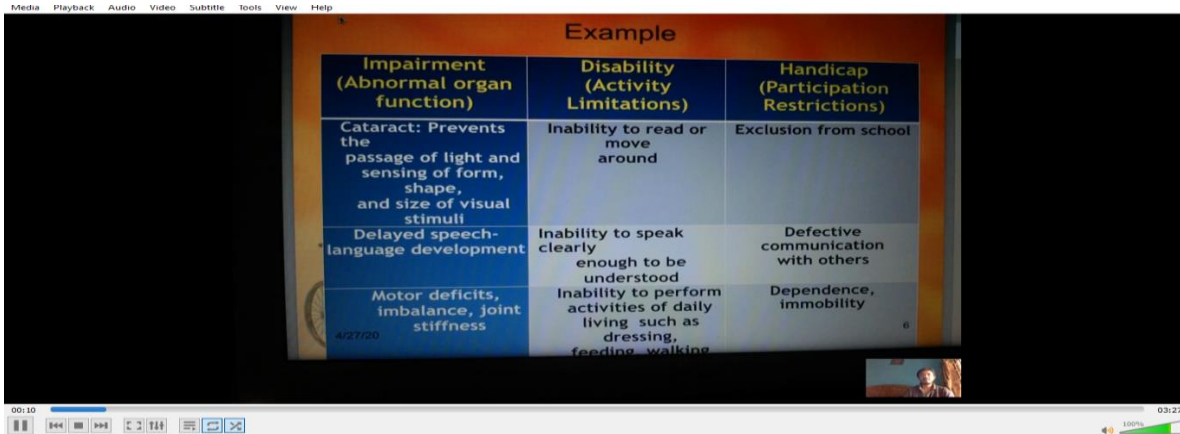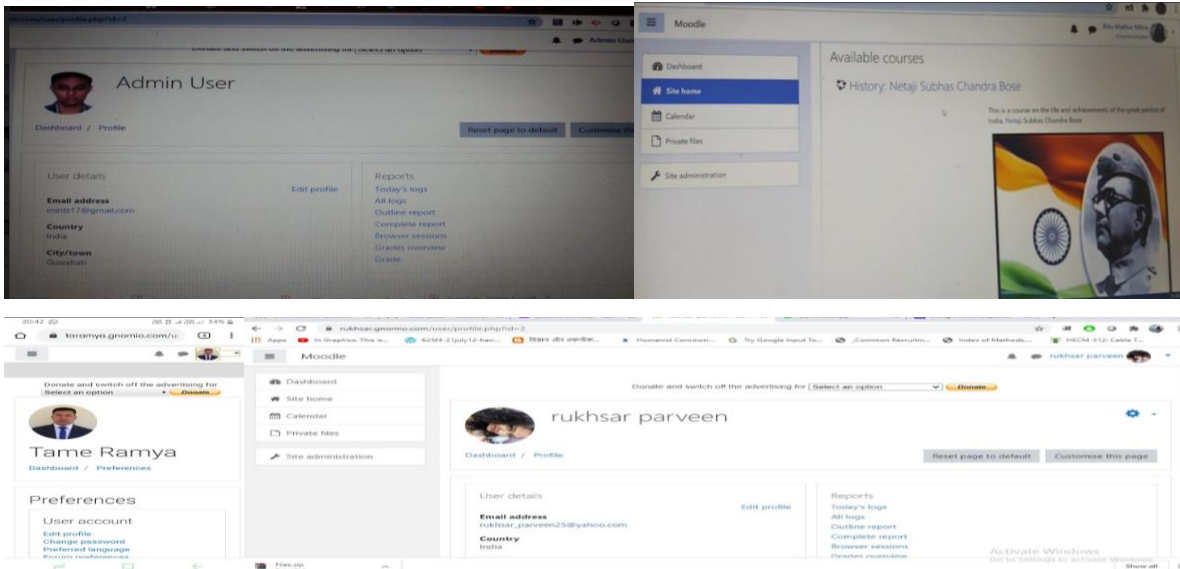
He appreciated the capacity building efforts by CEMCA. Prof. Saket Kushwaha appreciated the efforts of the faculty and thanked CEMCA for the support in these endeavours. He also saw some of the e-content developed by the participants during the workshop. In the end, Prof. Ashan Riddi, Director, Institute of Distance Education, proposed vote of thanks. Dr Manas R. Panigrahi moderated whole concluding session.
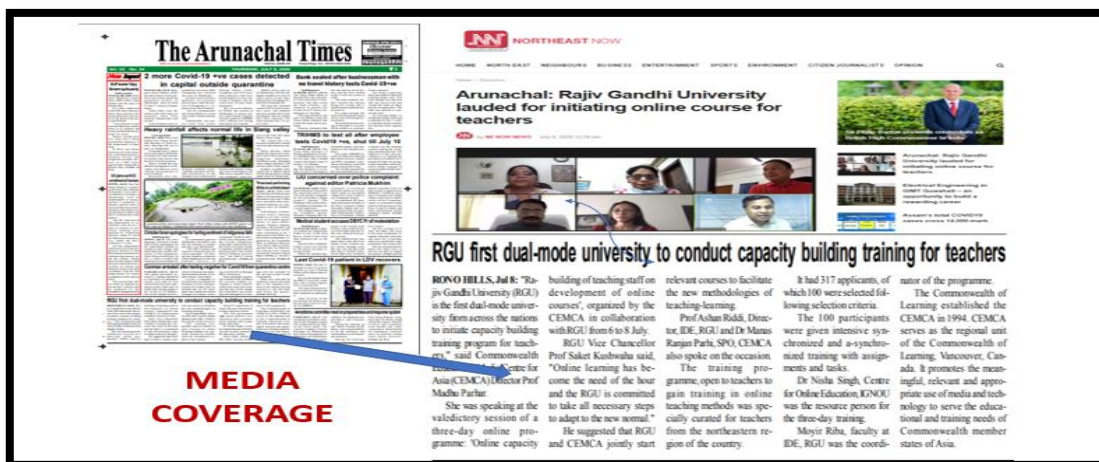
Afternoon session: 2.00 pm to 4.00pm
The post lunch session of the third day of the workshop was focused on facilitating hand-on learning. The queries were solved through asynchronous mode over WhatsApp. The task for the day three was to demonstrate the design of the course incorporating all four quadrants. All participants shared their MOODLE link to showcase the designed course. A learner account-*student* was created in all Moodle sites so that others can also visit the sites of others.
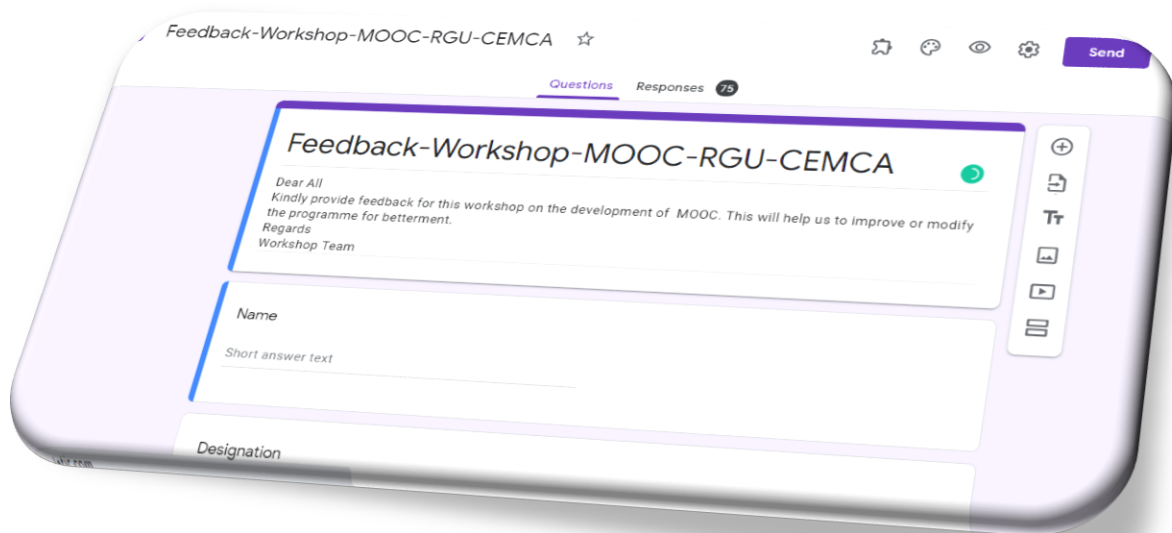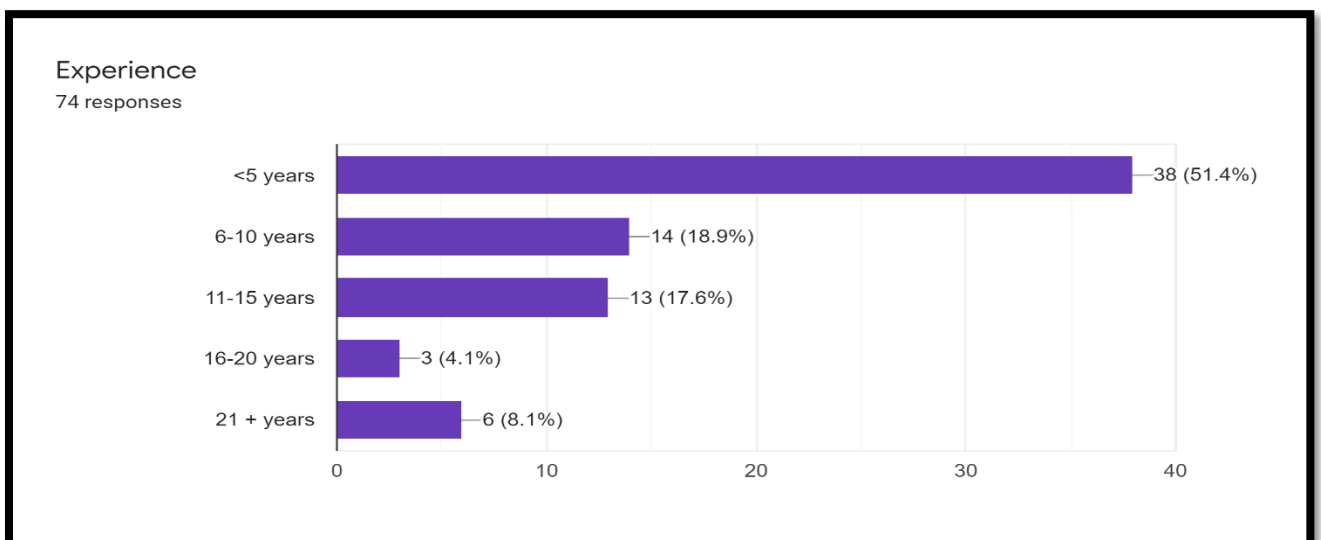
Outcomes of the Workshop:

Media Coverage:

FEEDBACK

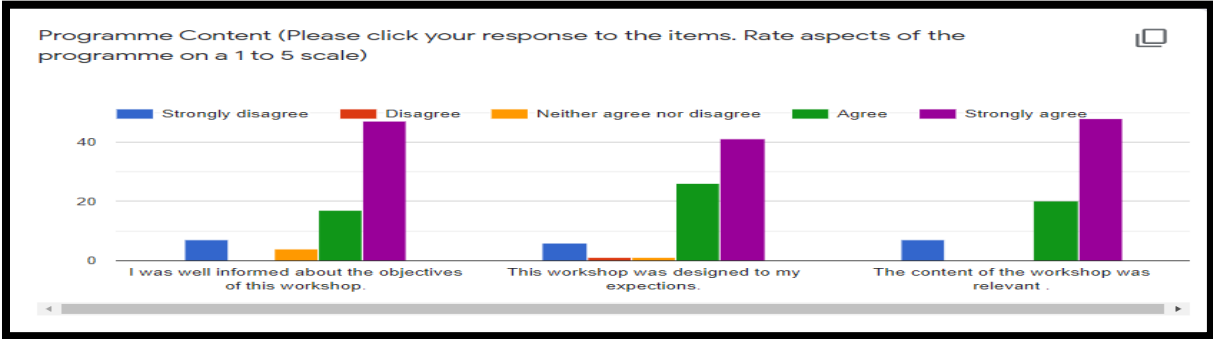The participants were requested to fill in the feedback form designed using Google Forms.

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. Feedback is an important phase of any workshop. Feedback form was given to participants for getting their responses to the workshop.
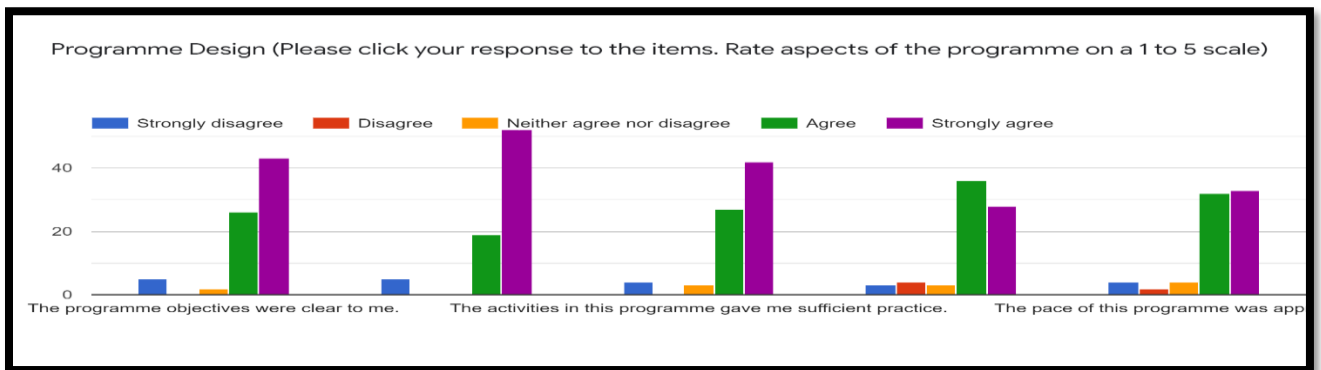
EXPERIENCE:

While analyzing the experiences of the participants, 51.4% of the RGU faculty and from other higher education institutions had less than 5 years, 18.9% had 6-10 years experiences and 17.6% had 11-15 years of experiences. Interestingly 8.1% of participants had more than 21years experiences this shows that RGU faculty were keen to learn and are expected to design and develop courses for the Swayam portal and also their own inhouse LMS platform. The younger group had come forward to attend the workshop. There were less of senior person which could be due to apprehension about technology or their reaching their ceiling in promotion where attending workshops did not have any apparent benefit for them. There should be motivational schemes to encourage senior members to embrace technology enabled teaching and learning.

Programme Content:

The participants replied on their viewpoint on the content of the programme. 79 participants responded and 85% strongly agreed that the objectives of the workshop were well informed to them. 89% agreed that the workshop was designed to their expectations. 91% agreed that the content of workshop was relevant. Few (8-9%) participants expressed their dissatisfaction with the content, design and relevance of content of the workshop. This workshop was organized in short notice during lockdown, and there was large range of the skill level of participants and thus some of the participants found content to be at higher difficulty level.
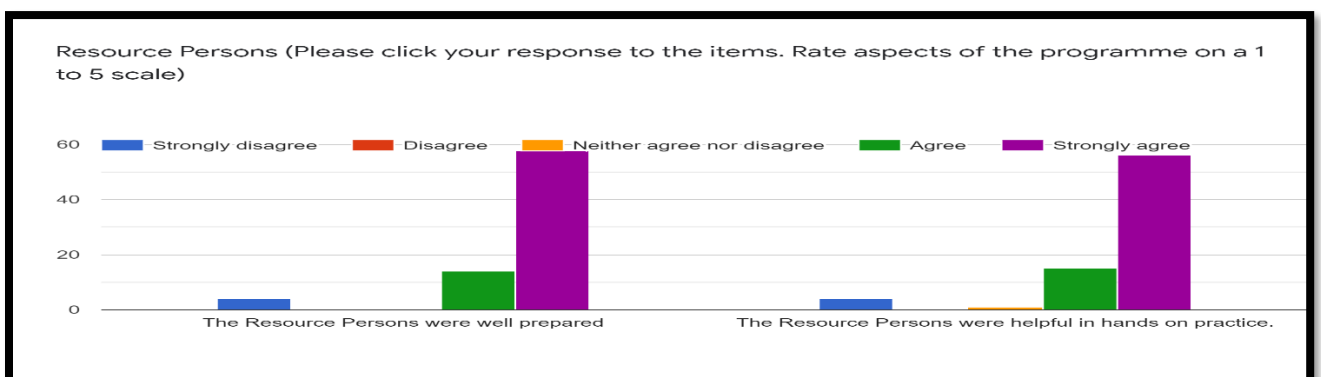
Programme Design:

There were five questions posed in this section--
- The programme objectives were clear to me.
- The programme activities stimulated my learning.
- The activities in this programme gave me sufficient practice.
- The difficulty level of this programme was appropriate.
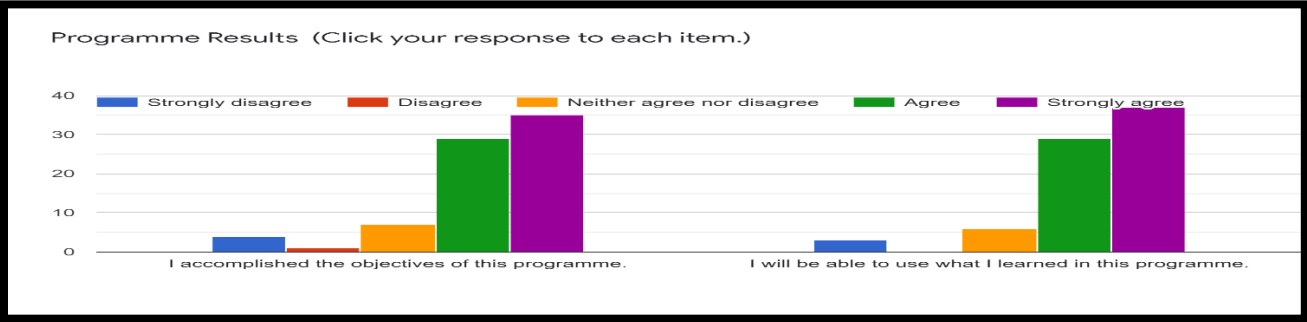- The pace of this programme was appropriate

While analyzing the feedback of design of the workshop, 92% of participants expressed that the objectives of the workshop were clear to them and 95% expressed that they found the workshop to be stimulating. They said that adequate time had been given to practice time for activities. The pace of the workshop was found to be good by 85% participants. This is because of the design of the workshop as half of day was given to practice the activities which are monitored asynchronously through WhatsApp.
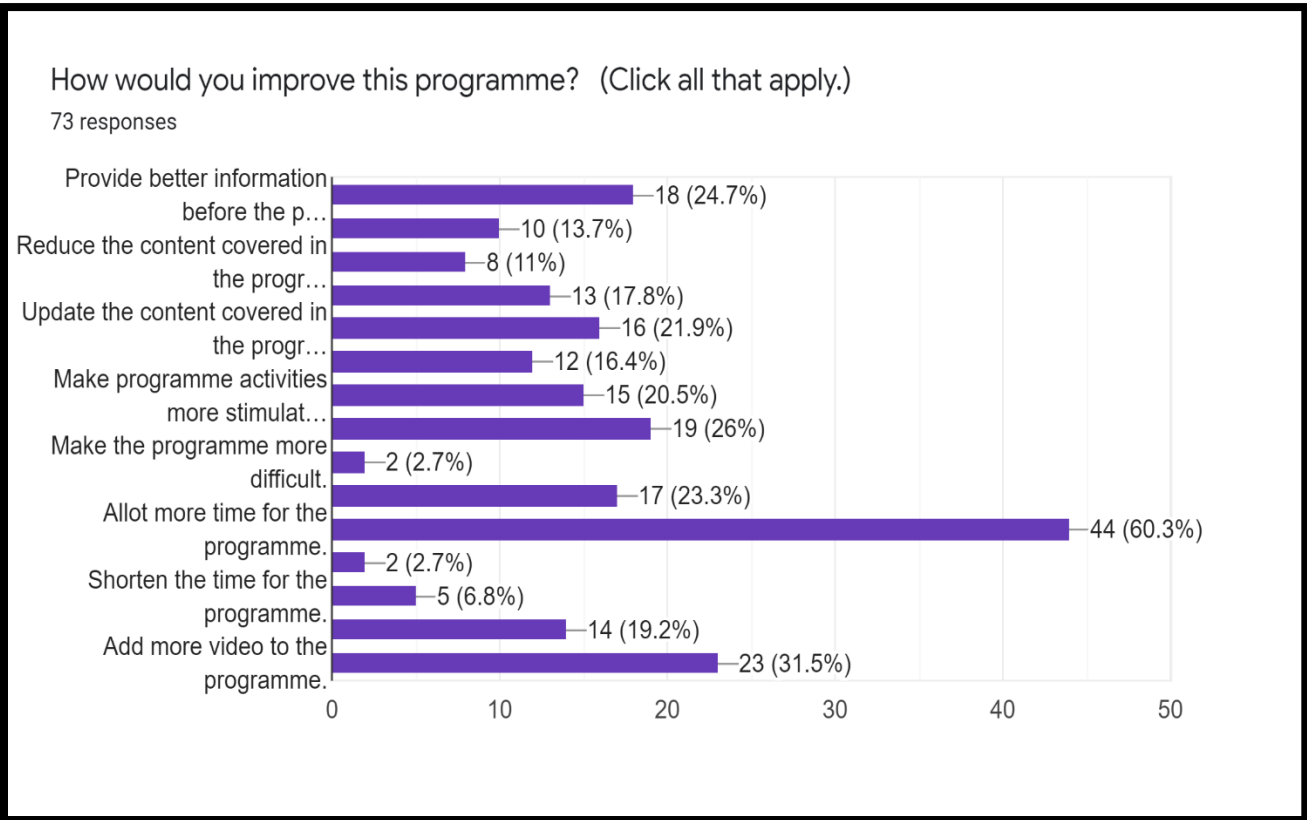
Resource Persons:

96% participants expressed that the resource persons of the workshop were well prepared for their sessions and 95% felt that they were helped in hands on practice on LMS. There were 5% participants who felt otherwise.

Programme Results:

It is noticed from the above figure majority of the participants agreed that the workshop objectives were achieved during three days and were convinced to apply in the teaching learning after the workshop. This implies that the efforts of workshop were successful and it reached the participants. Very few had shown dissatisfaction with the results of the workshop and this could be addressed in future.
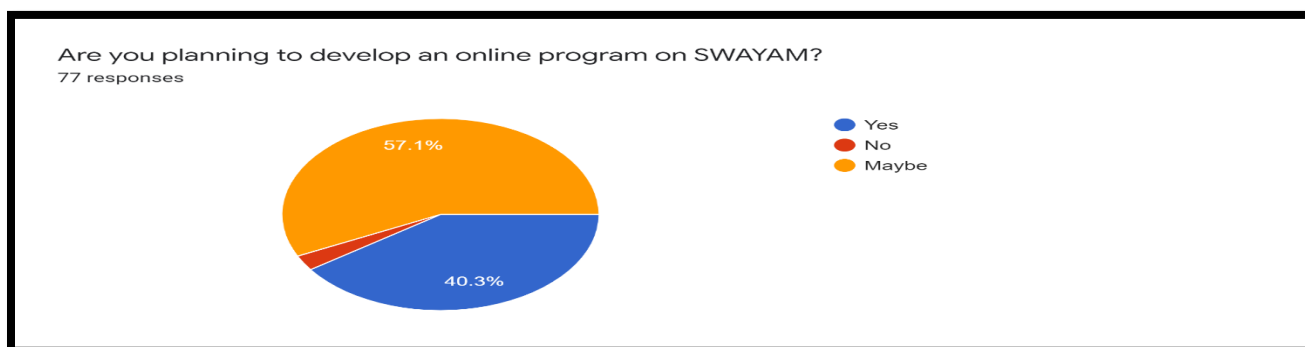
Ways of Improvement:

The above figure shows the participants' view on improvement of the workshop in future. 60% participants expressed more time for the programme. 31% expressed to add more video to the

programme and 40.5% said that there should be more activities which stimulate the programme. Similarly, 24.7% asked to provide workshop related information before the programme, 26% expressed that the content of the programme should be made less difficult. 23.3 % expressed that the pace of workshop should be slowed down. The participants' feedback helps to organizers and the resource persons for updating themselves in future programmes.

Planning of SWAYAM Course:

Are you planning to develop an online program on SWAYAM?
77 responses
- Yes
- No
- Maybe

57.1%

40.3%

As we can see from the chart above 40.3% said that they will plan to develop a SWAYAM course. 57% said they may plan for online programme on SWAYAM. We must support the 40% who are willing to plan whereas address the apprehension of 40% who need hand holding and motivation.

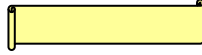**Some important suggestions from the participants**

There were lot of message sharing that the workshop was informative and useful. Few of them are placed below:

- *And I believe CEMCA has a big role to play in this. Teachers in Higher Education should have an induction program like corporate world which can be conducted in collaboration with CEMCA.*
- *It should be extended to full one-week program so that all others important topic may covered*
- *Every things was perfect......learnt a lot. Thank you*
- *Some extra treatment be given to the new learners as using online method was not needed earlier for many.*
- *Need to make all participants aware of the need to have a proper machine for hands on experience and learning, during the seminar*
- *Conduct one more workshop on this topic*
- *If the content can be reduced or the duration of the workshop can be increased because the pace of learning is not the same for everyone when it comes to technology.*
- *Program was up to my expectations. Looking forward to learn more.* 👍👍
- *The workshop should have a 30 minutes session on the UGC online Regulations*
  The main points which emerged out of suggestion were:
  - duration of workshop should be more, preferably one week

- more capacity building workshops for higher education faculty
- improved infrastructure and connectivity
- more hands-on practice
- session on UGC online regulations and other guidelines
- as learners were of different ability level, if some arrangements can be done for new learners.

Appendix 1. Brochure

Appendix 2 : Workshop Schedule

Online Capacity Building of Teaching Staff on Development of Online Courses

Organized by
Commonwealth Educational Media Centre for Asia (CEMCA)
and
Rajiv Gandhi University
(6-8th July 2020)

Programme Schedule

Online Sessions: via Zoom Link of the schedule sessions will be sent through mail to all the participants and resource persons.

Day 1: 6.07.2020				
S. No	Time	Activity Session	Experts/Resource Person	Outcome
1	10.30am-10.45am	**Inauguration** Introduction to the Workshop Welcome Address Workshop Overview Address by Vice-Chancellor, RGU Vote of Thanks	Dr. Manas Ranjan Panigrahi, SPO, CEMCA Prof. Ashan Riddi, Director, IED, RGU Prof. Madhu Parhar, Director, CEMCA Prof. Saket Kushwaha, VC,RGU Dr. Moyir Riba, RGU	
2	10.45am-11.30am	Designing MOOC through Moodle (SWAYAM Quadrant 2)	Dr. Nisha Singh, IGNOU	Learn about MOODLE Make an account on Moodle (free hosting site for

				practice)
3	**11.30am-12.00pm**	Video Content Development (SWAYAM Quadrant 2)	Dr. Nisha Singh, IGNOU	Learn to upload the textual content
		Day 2: 7.07.2020		
4	**10.30am-11.15am**	Creating Content (SWAYAM Quadrant 1)	Dr. Nisha Singh, IGNOU	Learn to develop video
5	**11.15am - 12.00pm**	Creating and Uploading Content (Swayam Quadrant 1)	Dr. Nisha Singh, IGNOU	Learn e-content development and uploading
		Day 3: 8.07.2020		
6	**10.30am-11.15am**	Discussion Forum (SWAYAM Quadrant 3)	Dr. Nisha Singh, IGNOU	Forum creation and facilitation
7	**11.15am-12.00pm**	Assessment (SWAYAM Quadrant 4)	Dr. Nisha Singh, IGNOU	• Design Assessment Questions • Learn Formative and Summative Evaluation
8	**12.00pm-12.15pm**	Closing / Address by Director, CEMCA Valedictory Address by VC, RGU Vote of Thanks	CEMCA and RGU Prof. Madhu Parhar, Director CEMCA Prof. Saket Kushwaha VC, RGU Prof. Ashan Riddi, Director, IED RGU	

Appendix-3

List of Participants

Sl. No.	Name in Full (as to be in the e-certificate)	Designation	Institutional Affiliation	State
1	MR. PRADUYT DEY	Assistant Professor	St. Francis De Sales College,	Assam
2	MR. MINTU BHATTACHARYA	ASSISTANT PROFESSOR	GAUHATI UNIVERSITY	ASSAM
3	MR. S ABRAR AHAMED	Student	Manipur University	Manipur
4	DR SONTHANG HAOKIP	Assistant Professor	Manipur University	Manipur
5	MS. RUATDIKI HMAR	Assistant Professor	Govt Johnson College	Mizoram
6	MS. IMMAYANGLA JAMIR	Student	North East Institute of Social	Nagaland
7	MR. MR. RAJANI DAS	Assistant Professor	Unity College Dimapur,	Nagaland
8	DR. LAMNEITHEM HANGSHING	Guest Faculty	School of Agriculture and	Nagaland
9	DR. LOWRENCE KITHAN	Scientist (Agronomy) All	School of Agricultural	Nagaland
10	DR. CHONGTICK LACHUNGPA	Associate Professor	NBBDC Tadong	Sikkim
11	DR. PEM CHODEN TENZING	Associate professor	Sikkim university	Sikkim

12	MR. AJAY PRASAD	Assistant Professor	Sikkim Manipal University	Sikkim
13	DR. KAJU NATH	Assistant Professor	NIT Agartala	Tripura
14	MS. MAMA TANG	Assistant Professor	Rajiv Gandhi university	Arunachal Pradesh
15	MRS. MONALISHA BORA	Assistant Professor	Rajiv Gandhi University	Arunachal Pradesh
16	PROF. PRADIP KUMAR KALITA	Professor	Rajiv Gandhi University	Arunachal Pradesh
17	MS. PHURPA LHAMU	Assistant professor	Rajiv Gandhi University	Arunachal Pradesh
18	MRS. NUKI GAMMENG	Assistant Professor	Rajiv Gandhi University,	Arunachal Pradesh
19	DR. TADE SANGDO	Assistant professor	Rajiv Gandhi University	Arunachal Pradesh
20	MR. ASHOK BARMAN	Assistant professor	Rajiv Gandhi University	Arunachal Pradesh
21	MRS. MRS.SHELLY ANGO	Assistant Professor	Rajiv Gandhi University	Arunachal Pradesh
22	MS. HIMADRI DUTTA	Assistant Professor	Rajiv Gandhi University	Arunachal Pradesh

23	DR.NISANTH.P.M	Assistant Professor	Rajiv Gandhi University	Arunachal Pradesh
24	MRS. ANIMA MIZE	Assistant Professor	Rajiv Gandhi University	Arunachal Pradesh
25	PROF. T. LHUNGDIM	Professor	Rajiv Gandhi University	Arunachal Pradesh

26	MR. DAI HARING	Research Scholar	Rajiv Gandhi University	Arunachal Pradesh
27	MR. SUBHENDU MANNA	Guest Assistant Professor	Rajiv Gandhi university	Arunachal Pradesh
28	MS. CHAYANIKA KALITA	Assistant professor	Rajiv Gandhi University,	Arunachal Pradesh
29	MR. PELI NYORAK	Assistant professor	SFS.College,Aal o.Rajiv Gandhi	Arunachal Pradesh
30	MS. LILY PERME	TGT	GHSS INNAO CHANGLANG	Arunachal Pradesh
31	MR. ABANI DOLEY	Assistant Professor	Jawaharlal Nehru College, Pasighat	Arunachal Pradesh
32	MR. TAME RAMYA	Assistant Professor	Dera Natung Government	Arunachal Pradesh
33	DR.AKASH RANJAN	Assistant Professor	Department of Education, Rajiv	Arunachal Pradesh
34	MS. MUM MIDA	Student	Institute of Distance	Arunachal Pradesh
35	DR. VIVEK MITTAL	Registrar	Himalayan University	Arunachal Pradesh
36	DR. RAVI RANJAN KUMAR	Assistant Professor	Department of Social Work,	Arunachal Pradesh
37	DR. DIL BAHADUR GURUNG	Assistant Professor	Rajiv Gandhi university	Arunachal Pradesh
38	MRS. LOD MEBIN	Assistant professor	Rajiv Gandhi University	Arunachal Pradesh
39	DR. DR. SAWAN KUMAR SINGH	Assistant Professor	Aligarh Muslim University	Uttar Pradesh
40	MR. PITABASH PATRA	LECTURER	NORTH ORISSA	ODISHA

41	MS. RITU ANAND	Research Scholar	STRIDE, IGNOU	Delhi
42	MR. IRFAN YATTOO	Journalist	The Rising Kashmir	Jammu and Kashmir
43	MR. ROHITASH KUMAR	Research Scholar	Mahatma Gandhi Central	Rajasthan
44	MS. RUKHSAR PARVEEN	Faculty	KTUJM	Chhattisgarh
45	MS. RAKHI KRISHNA S	Assistant Professor	RD National College of Arts	Kerala

46	MR KOTEKALLU PRAKASHA	LECTURER	B E HANUMANTH	KARNATA KA
47	MR. VIVEK DWIVEDI	P.G. Student	C. S. J. M. University	U. P.
48	MR. SAJIDUL HOQUE ANSARI	Assistant Professor	NEF College of Pharmacy	ASSAM
49	MR. PARAG DAS	Assistant Professor	Guwahati University	Assam
50	DR. RITU MATHUR MITRA	Associate Professor, Dept	Netaji Subhas Open University,	West Bengal
51	MR. DHANUSH P	Student	Reva institute of science and	Karnataka
52	MS. MANORAMA PRADHAN	B.Ed	UTKAL UNIVERSITY	ODISHA
53	MR. SAMIM RAHMAN	Research Scholar	COTTON UNIVERSITY	Assam
54	DR. PRATIBHA	Assistant Professor	Kishanlal public college Rewari	Haryana

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