"Fundamentals of ICT Tools for School Teachers"

Work plan for the development of MOOCs (One-week course-10 Hrs.)

Module-1: Introduction to ICT in Education

(Dr Ajay Semalti, Dr I Ahmad,Manoj Bahuguna, Ramesh Badoni)

- Welcome and Course Overview
- Write script/content for welcome video
- Develop introductory presentation slides
- Importance of ICT in Education
- Create engaging multimedia content (videos, infographics)
- Benefits and Challenges of ICT Integration
- Develop content explaining benefits and challenges
- Create interactive elements (quizzes, discussions)
- Icebreaker Activity: Share your experiences with ICT in teaching
- Develop instructions for the icebreaker activity
- Create discussion forums or other interactive features

Module- 2: Basic Productivity Tools

(S Bahukhandi,Archana G , Pk Bijalwan)

Lesson 1: Word Processing and Document Editing

- Script and record tutorial videos for Open Docs or Google Docs
- Prepare hands-on activities for formatting and collaboration

Lesson 2: Spreadsheet Basics

- Script and record tutorial videos for Sheet or Google Sheets
- Create practical exercises for data entry and formulas

Module-3: Presentation Tools

(Bhaskar Joshi,Ajay Pal, Pushpa Aswal)

Lesson 3: Creating Engaging Presentations

- Script and record tutorial videos for Impress or Google Slides
- Develop tips for adding multimedia elements
- Prepare engaging hands-on activities for creating presentations

Module- 4: Communication and Collaboration Tools

(Ashok Bhatt, Rajmohan Rawat)

Lesson 4: Email and Online Communication

- Script and record tutorial videos for email basics
- Introduce communication tools like Microsoft Teams or Google Meet
- Develop scenarios for practicing email communication
- Create interactive elements for online communication tools

Module-5: Internet Safety and Digital Citizenship

(Atual Bamrada, Sp Verma)

Lesson 5: Internet Safety for Teachers

- Develop content on cybersecurity basics
- Create materials on protecting personal information online
- Addressing online bullying and ethical issues
- Video tutorial on safe use of Internet
- Develop scenarios and case studies
- Encourage discussions on digital citizenship

Module- 6: Integrating ICT into Lesson Plans

(Daulat G, PC Upadhaya, Prabhakar Joshi, Vinod Basera, Rautella, Nainwal. Dr Raturi, Rajeev Sharma)

Lesson 6: Designing ICT-Infused Lesson Plans

- Develop content on identifying learning objectives
- Provide guidance on selecting appropriate ICT tools
- Create templates or examples for ICT-infused lesson plans
- Exemplar video or screencast using a topic from text book

Module- 7: Assessment, Reflection, and Conclusion

(Pradeep Negi, Sudhir Nautiyal)

Lesson 7: Assessing Student Learning with ICT

- Script and record tutorial videos on assessment strategies
- Develop interactive elements for using ICT in student feedback
- Self-assessment as an ICT-literate teacher

- Develop reflection prompts and self-assessment tools
- Recap, Q&A Session, and Course Evaluation
- Prepare materials for summarizing key points
- Create quizzes for Q&A sessions and course evaluation

Final Assessment and Certification: Quiz

- Develop a comprehensive final quiz based on the entire course content
- Set up the quiz on the MOOC platform with appropriate settings
- Ensure clear instructions for participants on final assessment and certification

Exemplar

Flow of Work Plan:

Module 1 - Introduction to ICT in Education

M1.1: Welcome and Course Overview

Morning Session:

- Conduct a planning meeting with the course development team.
- Assign roles and responsibilities for scripting, content creation, and multimedia development.

Afternoon Session:

- Script the welcome video.
- Develop introductory presentation slides outlining the course objectives, structure, and expectations.

M1.2: Importance of ICT in Education

Morning Session:

- Research and compile key points highlighting the importance of ICT in education.
- Identify relevant statistics, case studies, and examples to support the key points.

Afternoon Session:

- Develop content for the importance of ICT in education, emphasizing its role in enhancing learning outcomes and preparing students for the digital age.
- Create engaging multimedia content such as videos and infographics to illustrate the key points.

M1.3: Benefits and Challenges of ICT Integration

Morning Session:

- Research and analyze the benefits and challenges of integrating ICT in education.
- Compile examples and case studies showcasing the positive impacts of ICT integration, as well as common challenges faced by educators.

Afternoon Session:

- Develop content explaining the benefits and challenges of ICT integration, highlighting both the advantages and potential obstacles.
- Create interactive elements such as quizzes and discussions to encourage learner engagement and reflection.

M1.4: Icebreaker Activity

Morning Session:

- Design an icebreaker activity aimed at encouraging participants to share their experiences with ICT in teaching.
- Develop clear instructions for the icebreaker activity, outlining the objectives and guidelines for participation.

Afternoon Session:

- Create discussion forums or other interactive features to facilitate the icebreaker activity.
- Test the interactive features to ensure functionality and usability.

Review and Finalization

- Review all content developed for Module 1, ensuring consistency and coherence.
- Make any necessary revisions or enhancements based on feedback from the course development team.
- Finalize the script, presentation slides, multimedia content, and interactive elements for Module 1.

Moderator/Reviewer

- Conduct a final quality check to ensure all components meet the course objectives and standards.

Post-Work Period:

- Prepare for the integration of Module 1 into the MOOCs platform.
- Coordinate with the technical team for platform setup and testing.
- Plan for participant enrollment and communication strategies.
- Ensure the creation of high-quality content that engages learners and meets their learning needs.

Module 2 - Basic Productivity Tools

M2.1: Lesson 1 - Word Processing and Document Editing

Morning Session:

- Conduct a planning meeting to outline the objectives and content for Lesson 1.
- Assign roles for scripting, video recording, and activity development.

Afternoon Session:

- Script the tutorial videos for using Open Docs or Google Docs, covering basic features such as text formatting and collaboration tools.
- Prepare hands-on activities for formatting documents and collaborating with other users.

M2.2: Lesson 1 - Word Processing Video Production

- Record tutorial videos for using Open Docs or Google Docs, ensuring clear explanations and step-by-step demonstrations.
- Review and edit the recorded videos for quality and accuracy.

M2.3: Lesson 1 - Hands-on Activities

Morning Session:

- Develop detailed instructions for the hands-on activities related to formatting documents and collaboration using Open Docs or Google Docs.
- Create sample documents and templates for the activities.

Afternoon Session:

- Test the hands-on activities to ensure they are engaging and align with the learning objectives.
- Make any necessary adjustments based on feedback from the testing.

M2.4: Lesson 2 - Spreadsheet Basics

Morning Session:

- Hold a planning meeting to define the scope and content for Lesson 2 on Spreadsheet Basics.
- Assign tasks for scripting, video recording, and exercise development.

Afternoon Session:

- Script the tutorial videos for using Sheet or Google Sheets, covering basic functions such as data entry and simple formulas.
- Prepare practical exercises for learners to practice data entry, basic calculations, and formula usage.

M2.5: Lesson 2 - Spreadsheet Video Production

- Record tutorial videos for using Sheet or Google Sheets, providing clear instructions and demonstrations of spreadsheet basics.
- Review and edit the recorded videos to ensure clarity and coherence.

Post-Work Period:

- Review all content developed for Module 2 to ensure consistency and alignment with learning objectives.
- Integrate the tutorial videos, hands-on activities, and supplementary materials into the MOOCs platform.
- Conduct a final quality check to ensure all components of Module 2 meet the course standards and expectations.

Screen recording Free and Open Source:

1. OBS Studio is free to use and open-source, which means it's continually updated and supported by a community of developers. OBS Studio
2. FlashBack Express: This is a user-friendly screen recorder with the ability to capture your screen, webcam, and audio. It also offers basic editing features. Download FlashBack Express
3. ShareX: ShareX is a feature-rich screen capture tool that also includes screen recording capabilities. It offers various capture modes and extensive customization options. Download ShareX
4. CamStudio: CamStudio is a straightforward screen recording tool that allows you to record all screen and audio activity on your computer and create AVI video files. Download CamStudio
5. TinyTake: TinyTake is a simple and free screen capture and video recording software with basic editing features. It also includes cloud storage for sharing recordings. Download TinyTake
6. ScreenRec: ScreenRec is a lightweight screen recording software with options for capturing screen, webcam, and microphone audio. It also offers cloud storage for sharing recordings. Download ScreenRec
7. EZVid: EZVid is a user-friendly screen recording software that allows for quick and easy screen captures, along with basic video editing features. Download EZVid

OR

In Windows 10 and Windows 11, you can easily record your screen using the built-in Xbox Game Bar feature. Here's how to do it:

Using Xbox Game Bar:

Open Xbox Game Bar: Press Win + G on your keyboard to open the Xbox Game Bar overlay.

Start Recording: In the Xbox Game Bar overlay, click on the "Capture" button (a round button with a dot inside it) or press Win + Alt + R to start recording. Alternatively, you can use the "Record" button on the Game Bar's overlay.

Stop Recording: To stop recording, click the "Stop" button on the Xbox Game Bar overlay or press Win + Alt + R again.

Access Recorded Videos: By default, recorded videos are saved in the "Captures" folder within the "Videos" folder in your user profile directory.

Using Windows 11 New Features:

In Windows 11, Microsoft introduced a revamped Snipping Tool called Snip & Sketch, which includes screen recording capabilities. Here's how to use it:

Open Snip & Sketch: Press Win + Shift + S on your keyboard to open Snip & Sketch. Alternatively, you can search for it in the Start menu.

Choose Screen Recording: Click on the "New" button or press Win + Shift + R to start a screen recording.

Start Recording: Click and drag to select the area of the screen you want to record. After selecting the area, the recording will start automatically.

Stop Recording: To stop the recording, click on the stop button in the floating control bar at the top of the screen, or press Win + Shift + R again.

Access Recorded Videos: Recorded videos are saved in the "Captures" folder within the "Videos" folder in your user profile directory.