



Consortium for Educational Communication



Structure of the MOOCs Course with Guideline to be followed by CCs for development of a MOOCs Course after Proposal Approval

1. **One Course introductory video (for the entire course):-** 5-7 minute duration (Covers Course objectives, description, structure & brief about course content / curriculum , pre-requisites & learning outcomes of the course, duration of the course , grading scheme, and number of credits offered)
2. **Week Introductory Videos** (for every week):- 1-2 minutes video covers the week-wise description & brief content and activities to be undertaken in the week.
3. **Week sum-up videos:-** 1-2 minutes summing up video covers the content taught in the week to be provided at end of the week.
4. **Week-wise Content:** Will include the course content in the form of texts & videos, self-assessment questions, activities, discussion forums & references.
 - a) ***E-text: doc (Word file) or (PDF)***

- Consult/Study the syllabi of several universities before finalising the syllabus of the concerned subject
- Try to Identify Content writers from Universities other than the CC's own university (pan-India approach)
- Textual document should consist of about 3000 words of detailed write-up on the topic of each module.
- The textual description should also be enriched with multimedia supplements (images, hand drawings, maps, graphs etc) wherever applicable

Textual document should consist of at least 8-10 pages or minimum 3000 words with detailed write-up on the topic of the module/lesson. Topic should be built in systematic and logical manner. A summary at the end will help a learner to quickly review the entire e-text.

Self-check exercises (Problems with answers given) to be provided to learners on weekly basis, which allow them to assess their learning and progress. Doing them online with self-grading provides immediate feedback. In the body of the text, examples from day to day life, if applicable should be incorporated. Multimedia supplements may include images for which resolution should be about 600 dpi, animations, graphics, video or audio clips, line drawings, hand drawings whichever applicable/possible. For each topic or subtopic, Content Writer should use examples to explain the module, if required.

b) Video / Self-Learning: MP4

- The Video duration for the entire course to be about 20 hours for 4 credit course. The duration of full one module Video should be 25-30 Minutes (or more), which shall be broken into videos of about 8-10minutes to engage the students attention throughout the course.

- Video tutorial which will explain the concept of a module/lesson, should be initiated by the teacher with appearances (generally less than 25% of the total time, not more than 6 minutes) in-between the section/sub-sections of the topic and the entire topic should be in video timeline full of graphics, animations, PPT and not merely the content. Content delivery through Video is an essential component of each module that needs to be incorporated to explain the topic. It must include:- Multimedia, Animation, Documentary, Simulation, Graphics and Virtual Lab appropriately.
- **Video recording format: Full HD 1920x1080 pixels.**
 - Videos aspect ratio: 16:9 (widescreen).
 - Module Delivery: 1080i following MPEG-4 AVC Compression- Compression @500 kbps – 1 mbps with pixel resolution of 480x360 or better files on MPEG4 format to be provided
 - Audio Channel 1 to have Mixed Audio Track.
 - Font size: Heading: 24-30; Sub-heading: 22-26; Body: 20-24;
 - Full screen Video Frame, space of the Video should be utilized

Best practices for video

- The Video must not be like a Spoken Tutorial (audio narration / voice-over of text mention in presentation slides).
 - A clear description of visuals as well as text is required. Training demonstration, illustration of examples, case study, documentary, etc should be added wherever applicable.
 - No reading from teleprompter. Speak extempore. Body language should not be stiff.
 - Course Coordinators are advised to use the Indian faces in animation and videos
 - Training demonstration, illustration of examples, case study, documentary, etc should be added wherever applicable.
 - The expert/teacher whose video is being recorded should look straight into the camera lens.
 - The audio has to be clear and of superior quality. Make sure that there is no distracting background noise.
 - Video must include:- Multimedia, Animation, Documentary, Simulation, Graphics and Virtual Lab appropriately.
 - University logo/name/animation is not permissible in the MOOCs development; however course coordinator may use the logo of CEC/MHRD and SWAYAM in their videos.
- c) **Presentation: PPT (PowerPoint Presentation program):-**
- Avoid long blocks of text preferably use bulleted points, use appropriate fonts (e.g. Arial, veranda, Helvetica or Myriad pro etc), use larger font size (not less than 20) for clear visibility. Add graphics and images as much as possible appropriately. Kindly note that presentation would be part of video, however PI has to submit presentation for each module.
- d) **Assessment:** The Content Writer should provide minimum 10-15 questions for each

module / lesson for Self Assessment and weekly Graded Assessment. Further, make question groups i.e. Self Assessment and weekly Graded Assessment for each module/lesson accordingly.

(i) Self Assessment- Self assessments need to be given with each module/lesson.

(ii) Weekly Graded Assessment- Weekly assessments need to be given once in a week, which cover entire module/lesson delivered in respective week.

*Questions given as self assessments cannot be given for graded assessments.

Assessments questions can be given in following formats-

- i. Multiple Choice Questions with Answer
- ii. Multiple Select Questions with Answer
- iii. True & False Statements
- iv. Fill in the Blanks
- v. Match the Columns.
- vi. Short Answer type (one liner)
- vii. Comprehension
- viii. Subjective Assignments

Assessment Plan:- Grading Scheme: Allocation of marks (in percentage) to Assignments, quizzes, and Final Examination.- Two sets of Question Paper for final Exam to be provided by the Course Faculty in the format suggested by the National Coordinator.

e) References or Further Readings:-

This is to be provided as supporting material of respective modules in different forms. References, Web links, Development of Course, Open content on Internet, Cases Studies, Anecdotal information, Historical development of the subject; articles may be given for self learning.

GUIDELINES TO AVOID PLAGIARISM:

- CC to obtain copyright clearance from Content writers for any readings, images, and video clips used as core and supplementary reading in case of licensed material if used.
- Direct references to specific materials should be avoided in video content or other course material till clearance has been obtained.
- CC to ensure that content is NOT plagiarised, for this purpose URKUND or Turnitin software can be used
- Online freely available software –plagiarism-detect.com
- It shall be ensured that the proper credit and reference is given by the author about the source used in video or in e-text.