



# TAMIL NADU OPEN UNIVERSITY

## School of Education

### SDS - Online Short-term Programme on Digital Skills for 21<sup>st</sup> Century Teachers

#### Programme Objectives

While studying this online short-term programme, the learner shall be able to:

- acquire knowledge of basic concepts of learning management system and its applications;
- enumerate core teaching web applications and its application;
- strategize enhancing research and teaching skills through various web applications;
- recognize various e-content developing tools for teaching-learning process; and
- realize the essentials of research web applications and tools.

#### Programme Outcomes

After completion of this online short-term programme, the learner shall be able to:

- utilise the learning management system effectively in his/her classroom;
- develop his/her own website and weblog through which he/she disseminate the various teaching-learning materials;
- concentrate on continuous practice of web applications in his/her regular classroom for teaching-learning process;
- prepare himself/herself various e-contents for making the teaching-learning process in an effective way;
- practice various social and academic sites for publishing and disseminating his/her teaching-learning and research materials; and

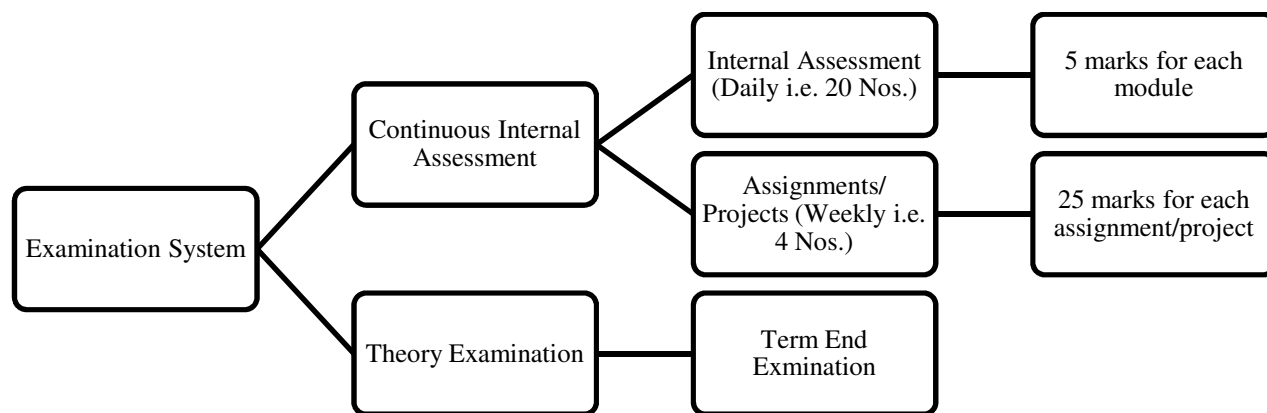
<b>Eligibility</b>	:	Graduate in any discipline
<b>Medium of Instruction</b>	:	English
<b>Mode of Instruction</b>	:	Online
<b>Duration</b>	:	Minimum 1 month and Maximum 2 months
<b>Fee Structure</b>	:	Rs. 750/-

## Programme Details

The credits for the online short-term programme will be three (3). The programme consists of 20 modules. Each module will be having 60 to 90 minutes of online classes daily.

Particulars	Frequency	Mode	Platform
Theory Classes - 20 Modules	Daily (60 to 90 minutes)	Online	Zoom
Internal Assessment	Daily	Online	University
Assignments/ Projects	Weekly	Online	University

## Examination System:



The Examination System for the programme will be (i) Continuous Internal Assessment, and (ii) Theory Examination.

## Continuous Internal Assessment (CIA)

Theory Examinations will be conducted by the University through online. The Continuous Internal Assessment consists of (i) Internal Assessment, and (ii) Assignments/Projects (Weekly).

The Internal Assessment will be conducted daily for 5 marks for each module. The internal assessment will be conducted each day after the theory classes.

There will be four (4) Assignments/Projects for this programme and each will be for 25 marks for each five modules. The assignments/projects for the programme should be submitted through

online weekly, which will be evaluated by the Evaluators/Resource Persons appointed by the University.

**Theory Examination:** Students shall normally be allowed to appear for theory examination by completing all the Assignments/Projects. The Term-End Examination consists of 50 Multiple Choice objective type questions and which will be conducted through online. All the questions should be answered compulsorily and each question carries one mark. The Total marks for the Theory Examinations will be 50 marks.

**Scheme of Evaluation and Minimum Passing**

<b>Mode of Assessment</b>	<b>Total Marks</b>	<b>Minimum Passing</b>
Continuous Internal Assessment	50 Marks	20 Marks
Theory Examinations	50 Marks	20 Marks
<b>Total</b>	<b>100 Marks</b>	<b>40 Marks</b>

**Classification of Successful Candidates:**

<b>Marks</b>	<b>Class</b>
60% and above	First Class
50% to 59%	Second Class
40% and/to 49%	Third Class

Module 1	<p><b>Learning Management System –Edmodo</b></p> <p>Edmodo - Account types Teachers Students Parents- Groups – Communication- Library and Folders-Planner- Assignments-Quizzes and Polls</p>
Module 2	<p><b>Learning Management System – Moodle</b></p> <p>Bulk course creation and easy backup-Collaborative tools and activities- Embed external resources-Multilingual capability- Multimedia Integration-Notifications and automatic alerts-Outcomes and rubrics-Peer and self-assessment- Secure authentication and mass enrolment-Supports open standards</p>

Module 3	<p><b>Google Forms</b></p> <p>Google Forms – features- tools-functions -plan events-manage registrations-set up a poll- collect contact information, pop quiz-spreadsheets - analyze data in Google Sheets-Add ons</p>
Module 4	<p><b>Google Classroom</b></p> <p>Google Classroom- People- Stream-Classwork-Announcements &amp; Assignments- Personalizing Your Class- Parents role - Google Mobile Apps- Assessment</p>
Module 5	<p><b>Creating Websites and Weblog</b></p> <p>Google Sites- Themes, Templates, Sites Pages &amp; Page Design Layout- Upload Files &amp; Folders View- Embed Sections-Embed URL-Google Gadgets Dashboard-Embed Google Maps -Google Sites Blog- Desktop &amp; Mobile Device Views-Live Collaborate Editing-Weblog- content management system (CMS) - Entries or Articles. - Comments. – Posts- Archives, Recent, Tag-Clouds- Links, blogrolls, friends- RSS Feeds.</p>
Module 6	<p><b>Quiz Softwares</b></p> <p>Socrative-Activities-Instant Feedback-Personalized Activities-Testmoz- Type of questions-Creation of question banks/pools-Uploading of images and files-Embedding videos</p>
Module 7	<p><b>Mind mapping Softwares</b></p> <p>MindMeister -CMap - Mindmap editor-Attachments-Project management. Images, video, and more-Publishing and embedding- Import and exports-History mode.</p>
Module 8	<p><b>Online Classes Softwares</b></p> <p>Video Lectures- Audio Lectures- Text Lectures- Quizzes- Download Lectures</p>
Module 9	<p><b>Book Creating Softwares</b></p> <p>Microsoft Word- Google Docs – Dropbox – Google Docs, PDD, EPUP</p>
Module 10	<p><b>Designing Softwares</b></p> <p>Kahoot-Create a quiz -Gameplay-Reports &amp; analytics. Download basic-Sharing &amp; organization. Camtasia- Automatic audio levelling-</p>

	Editable keyboard shortcuts.
Module 11	<b>Mobile Applications for Teachers</b> Google Applications, APK Applications, Web Applications
Module 12	<b>Interactive Slides</b> Animations -Hyperlinks- video clips-music clips-Narrations- Video making- Quiz generations
Module 13	<b>E-content Recording Softwares</b> Screencast-O-Matic - Record computer audio -Import narration and music-Scripted recordings-Draw and zoom.-Screenshot tool-Create captions with Speech-to-Text-Green Screen Filter. DU Recorder-Screen Recording-Video Editing. Trim, merge and add music to your recorded videos-Livestream-Screenshot & Image Editing
Module 14	<b>E-content Editing Softwares</b> Open shot-Adding Project-Setting Properties-Adding effects-Reviewing-Exporting Video
Module 15	<b>OBS and YouTube Live streaming</b> Intuitive audio mixer-Multiple video sources filters-Powerful configuration option-Streamlined settings panel-Multiple Themes-Real-time audio/video capturing and mixing.
Module 16	<b>Creative Common License</b> Three-layer design: The Legal Code- A Machine-Readable Version of the License – Creative Common License Types, Using License and mixing.
Module 17	<b>Social Sites – Research Gate, Academia, Loop</b> Signing up with the Social Sites – Importance of the Social Sites for a Researcher - Updating our Publications with the Social Sites - Integrating the publications with Citation in Social Sites - Managing the Publication in Social Sites - How to increase the Citation by using the Social Sites.
Module 18	<b>Citation Sites – Orcid ID, Scopus ID, Web of Science Researcher ID, Google Scholar</b>

	Signing up with the Citation Siting Tools – Importance of the Citation for a Researcher - Updating our Publications with the Citation Sites - Integrating the publications with the Citation Sites -Managing the Publication in Citation Sites - How to increase the Citation by using the Citation Sites.
Module 19	<b>Reference Tools – EndNote, Mandeley</b> Signing up with the Reference Management Tools – Integrating the References with the Reference Management Tools - How to use EndNote and Mandeley for Research Referencing.
Module 20	<b>Reference Tools - Paperpile, Zotero, RefWorks</b> Signing up with the Reference Management Tools – Integrating the References with the Reference Management Tools - How to use Paperpil, Zotero, and RefWorks for Research Referencing.

## References

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