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

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-wise Content:** Will include the course content in the form of texts & videos, self-assessment questions, activities, discussion forums & references.

   a)   _E-text: doc (document 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. 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 learners that allow them to assess how they are doing on an ongoing basis. Doing them online with self-grading provides immediate feedback) in the body of the text, applications 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_

   ● No reading from teleprompter. Speak extempore. Body language should not be stiff.

   ● The Video must not be like a Spoken Tutorial (audio narration / voice-over of text mentioned in presentation slides).

   ● A clear description of visuals as well as text is required.

   ● 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 UGC/MHRD and SWAYAM in their videos.

Video recording format: Full HD 1920x1080 pixels.

·   Videos aspect ratio: 16:9 (widescreen).

·   Module Delivery: 1080i following MPEG-4 AVC Compression.

·   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

- 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.
- 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.
- Video tutorial which will explain the concept of a module, 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.
- The expert/teacher whose video is recorded should look straight into the lens and talk to the camera and should tell extempore, teleprompter reading is not allowed. The audio has to be clear and of superior quality. Make sure that there is no distracting background noise. The equipment used should be semi professional one.

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) Self Assessment: The Content Writer should provide minimum 10-15 questions for each module in one or more of the following formats.

i) Multiple Choice Questions with Answer ii) True & False Statements iii) Fill in the Blanks iv) Match the Columns.

Assessment Plan:-   Grading Scheme: Allocation of marks (in percentage) to Assignments, quizzes, and Final Examination.

e) Learn More :-

Learn more quadrant is about the supporting material of respective modules in different forms. Wikipedia link , Development of Course, Open content on Internet, Cases Studies, Anecdotal information, Historical development of the subject, Articles may be given for Self Assessment.

4. *Week sum-up videos :- 1-2 minutes summing up video covers the content taught in the week.*

   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.*

   - *UGC/INFLIBNET has provided universities with URKUND software to check plagiarism.*

   - *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.*