Facilities for e-content Development Policy	Policy No: 04 Last reviewed: 2018 Issue: 1 Page: 1 to 4

Date effective from	September 11th 2018
Date of next review	September 11th 2020
Purpose	To provide the policy and procedure to enable faculty to produce e - content
Scope	To provide essential resources for effective integration of e-learning into the teaching learning methods at the Sri Ramachandra Institute of Higher Education and Research.

Procedure	1. Faculty of SRIHER is freely permitted to develop e-content for use by fellow faculty and their students.
	2. The following is the procedure for development of e-content:
	    (a) Make an application to the Head of the respective department for permission to produce e content on a particular topic.
	    (b) Heads of Departments will authorize development and production of e content with special attention to avoid duplication of production of same topic by different faculty.
	    (c) Academic content will be original content produced by faculty member. Academic content will not be copied from textbooks, internet or any other medium.
	    (d) Multimedia used in e-content like photographs, audio, video, animations etc will be purely original in content except under circumstances listed in Para 6 below.
	3. **Designing and development of e-content**: e-content developers will design their lessons keeping the principles listed by the ADDIE model. The key principles of the model include Analysis, Design, Develop, Implement and Evaluate.
	4. **Standards of e-content**: As far as possible, all content developed should be SCORM compliant. Sharable content

Object reference model is an industry standard which guarantees operability of e content and lessons across various learning management systems.

5. **Preparation of Assets and Learning Objects**: When developing e-content, all teachers will first collect the assets and formulate a lesson plan to teach a specific objective. An "asset" is the smallest indivisible digital unit for transfer of information. For eg, a picture, an audio clip, a video clip or picture with text, audio/text combination, video/text combination, video/audio combination are all assets. Learning objects are well planned, sequentially arranged assets which lead a learner to a definite objective or goal.

6. **Preparation of e-content**: e content can be prepared by using a variety of tools and software.

   (a) Licensed versions of software only will be used in the production of e-content. Software of Microsoft Office and Powerpoint can be used by beginners of e-content development.

   (b) Graphics, Audio and Video: Graphics can either be created by developers themselves by drawing with help of MS office paint or use powerpoint tools. For advanced graphics production, faculty members can approach Animation team in the Dept of Medical Education, SRIHER. Audio and Video recordings can be conducted in the Swayamprabha AV studio located in dept of Medical education. Application for permission to use Swayamprabha AV studio – sample format attached.

   (c) Editing of graphics/audio/video: As far as possible, editing will be carried out on freeware or open source software. Use of Proprietary software is permitted only when valid original licensing is available to the content developer. Editing of images can be conducted with DrawPad, MyPaint, GIMP

and Inkscape. Adobe Photoshop, Corel Draw, Illustrator are proprietary software. Wavepad and Audacity are free audio editing software which can be used by content developers. Videopad and Magisto are free video editors which allow import of videos, editing of videos, add music and effects, choose premade templates prepare a professional looking video.

(d) Authoring tools: Rapid authoring tools allow non programmers to produce high quality, interactive, world class e content. Faculty are free to use the capabilities of eXe learning, a free software tool that can be used to create educational and interactive web content. Xerte is another free and open source authoring tool which provides a full suite of open source tools for e-learning developers and content authors producing interactive learning content. Knowledge Presenter version XII is a proprietary rapid authoring tool. Faculty of SRIHER are allowed to access the software at computer terminal located within the Swayamprabha AV studio.

(e) Concept Mapping/Mind Mapping tools: Visual understanding environment is a free to download open source application tool of Tufts University. This concept mapping tool can be used both by teachers and students for meaningful integration of digital resources into their teaching and learning. This tool can be used for creating concept maps, mind maps, decision maps etc. These concept maps help students to identify connections and get a clear and panaromic understanding of how various things link up to form the bigger complete picture. Watch video at https://www.youtube.com/watch?v=GdKV8NApAeo

Frequency	Need based
Time	As & when required
Related/Supportive Documents	1. Sample application to Head of Dept for permission to produce e-content. 2. Sample application to e-learning unit initiatives for permission to use Swayamprabha AV studio. 3. Completion document to be filed by e-content developer after development of e-content and submitted to Head of concerned department.
Custodian	Dept Of Medical Education – E-learning section

Prepared by	Verified by	Approved by
Prof. Vijayasagar **Dr. Latha Ravichandran** **(Asso.Dean Education)** **Prof. Narasimma Swaminathan** **(Vice Principal)**	**Dr. Ravikumar** **(Dean Education)**	**Dr.P.V.Vijayaragavan** **(Vice chancellor)**