

## **Template for collection of Course Materials:**

*(Detailed explanation about each item has been done from Page 2 onwards)*

### **A. About the Course: (See Fig. 1 for sample)**

1. Course Name:
2. Course Description:
3. Author Name/ Designation/ Employee No.:
4. Course Duration:
5. Feature Image: *(Submit a separate image file (jpg/png) as a featured image for the course.*

### **B. Inside the Course: (See Fig. 2 for sample)**

1. *(Topic A Name):*
  1. *(Sub-Topic A Name)*
    1. *Content for sub-topic A (Submit the content in separate Word, PDF, Slides, Recorded Videos etc.)*
  2. *(Sub-Topic B)*
    1. *(Content...)*
2. *(Topic B Name):*
  1. *(Sub-Topic B)*
    1. *(Content...)*
  2. *(Sub-Topic B)*
    1. *(Content...)*
3. ....

### **C. QUIZ Bank: (See Fig.3 for Sample)**

- *(Submit the Question Bank in a separate .txt file) (A sample txt file for quiz is attached)*
- Provide the no. of attempts allowed to the user for the quiz.

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## **Understanding the Template for collection of Course Material**

### **Purpose of this document:**

Elearning platform shall provide a facility for peer to peer learning among the employees. It consists of courses authored by the employees or any other third party experts. Courses will contain lesson wise learning materials/ quizzes in a structured. Employees can self-enrol in the course, participate in the quizzes, discuss doubts in the forums, complete the course and get the course completion certificate.

This document is intended to collect materials for creation of an entire course through Point A, B and C.

### **A. About the Course: (See Fig. 1 for sample)**

1. Course Name:
2. Course Description:
  - a. Summary/ Short Description of the course (Like why this course was created)
  - b. What you will learn (Point wise)
3. Author Name/ Designation/ Employee No.:
4. Course Duration: (average time that will be required to complete the course)(in hours/ days/ weeks etc.)
5. Feature Image: A good looking featured image for the course

### **B. Inside the Course: (See Fig. 2 for sample)**

A course will have multiple sections/ topics/ chapters inside it. The topics will contain contents in the form of Text, PDFs, PPTs, and Videos etc. A topic can also have its own Quiz. Format

1. Topic A (give appropriate topic name):
  1. Sub-Topic A (give appropriate sub topic name)
    1. Content for A (Submit Write up in Word, PDF, Slides, Recorded Videos etc.)
  2. Sub-Topic B
    1. Content for B (Submit Write up in Word, PDF, Slides, Recorded Videos etc.)
2. Topic B:
  1. Sub-Topic A
    1. Content for A (Submit Write up in Word, PDF, Slides, Recorded Videos etc.)
  2. Sub-Topic B
    1. Content for B (Submit Write up in Word, PDF, Slides, Recorded Videos etc.)

3. ....

Sub-topics are optional but dividing topics into sub-topics will be much clearer and easy for readers of the course.

### **C. QUIZ BANK: (See Fig. 3 for sample)**

To be submitted in notepad (.txt format) as per template below

Quiz can be topic wise or a single quiz for entire course. (For this a quiz bank needs to be created consisting of 55-60 questions). When a user attempts quiz, the system will display questions in a random manner.

If quiz is required topic wise than mention the topic name and its respective quiz section.

In the template also, Provide the no. of attempts allowed between to the user for the quiz. Eg

The quiz bank needs to be created in a notepad file like below:

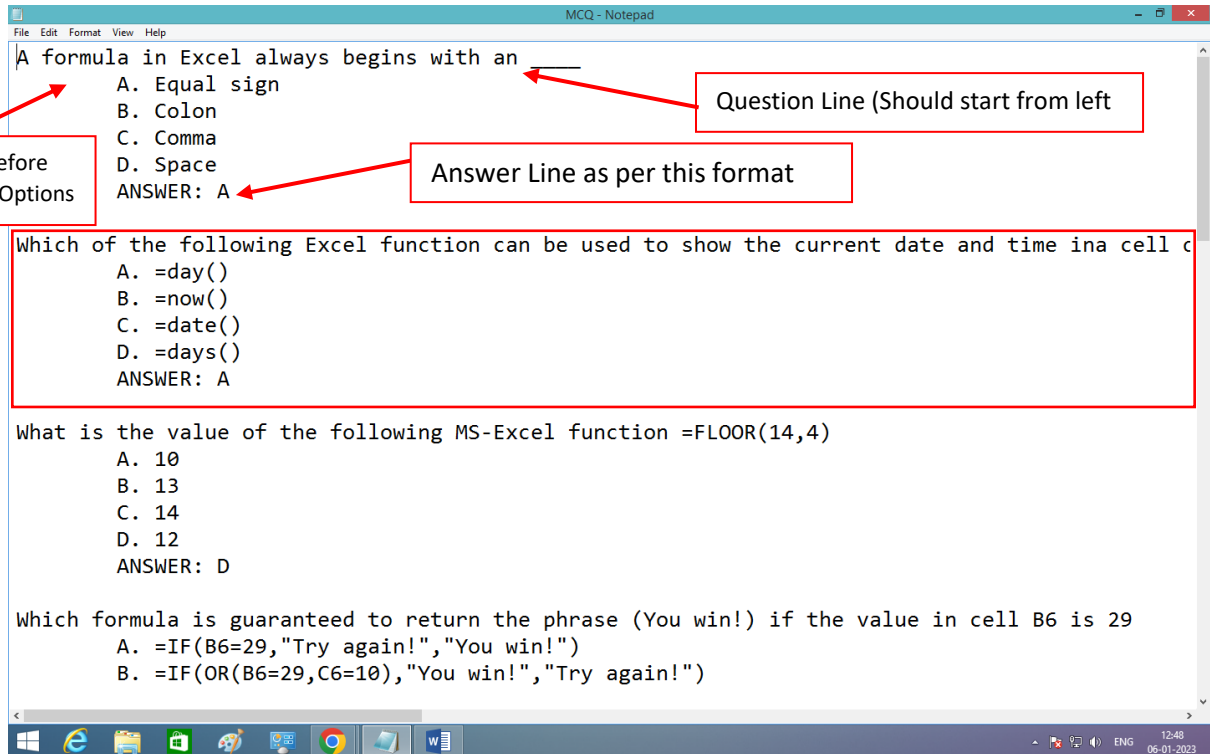
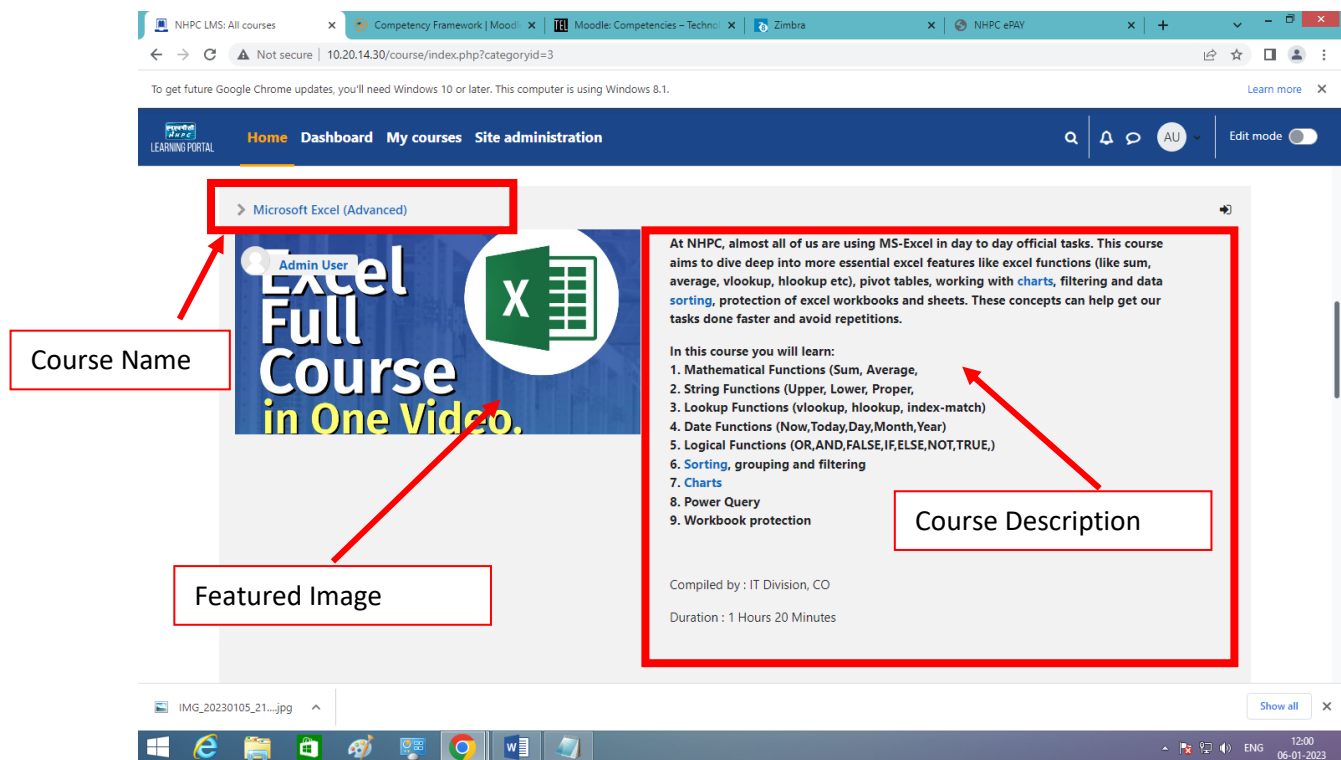
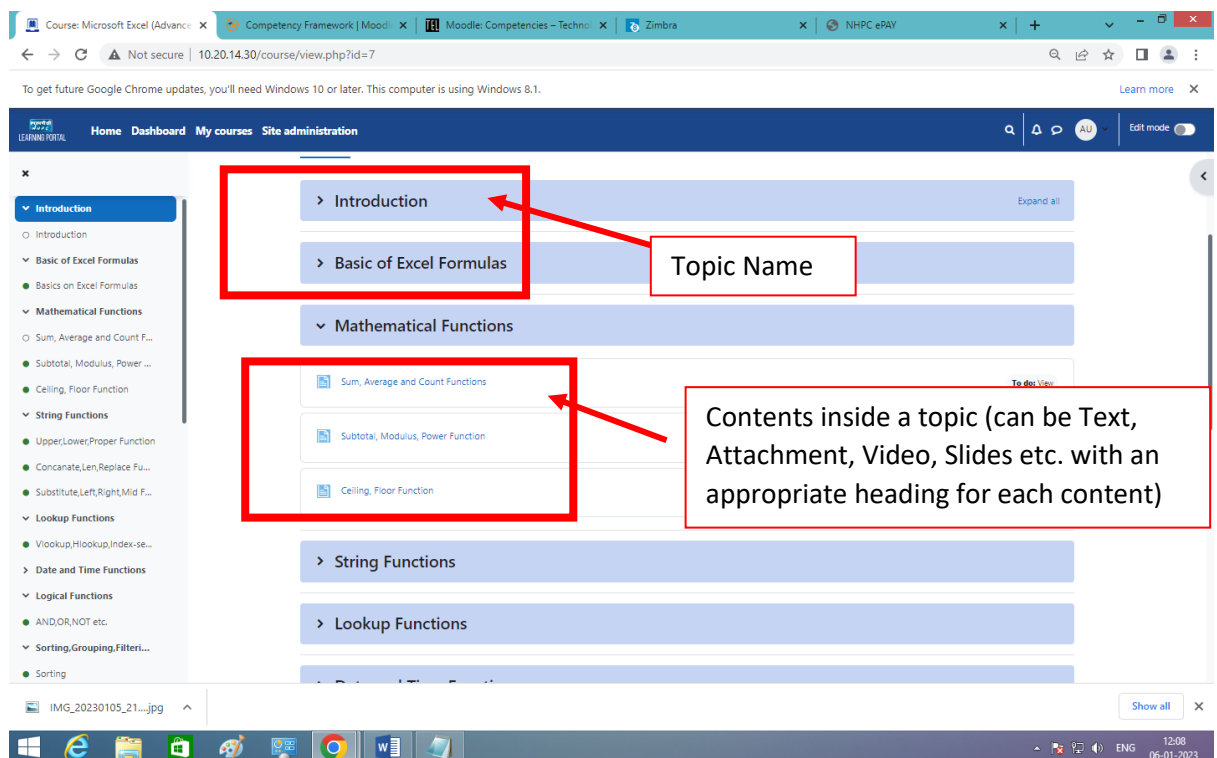


Fig 3 (How to create a Quiz bank)



(Fig 1 A Sample Course)



(Fig 2 A view inside a Course)