Teacher's Handbook
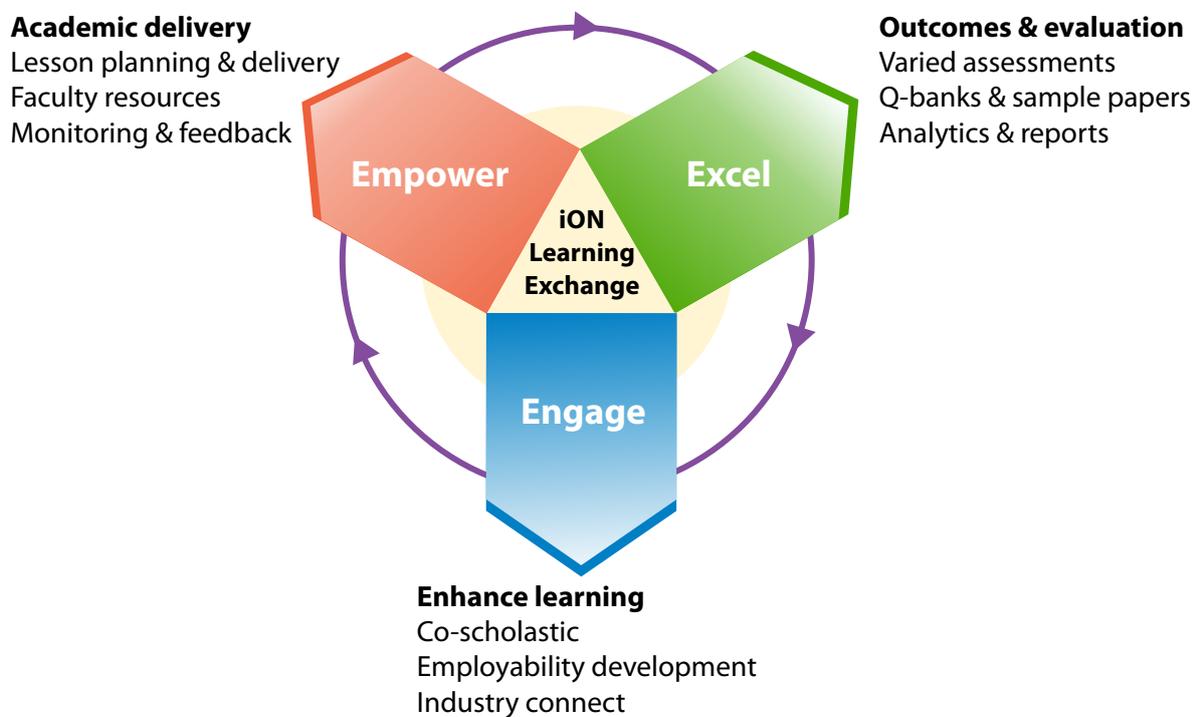
Lession Planning

A teacher is for Life!

Being a teacher is a true reward - to be shaping and creating intellect is an incredible calling. But there is simply so much to do.

iON Learning Exchange can help reduce the workload so you have time to focus on your students. With Learning Exchange provide incremental learning content; undertake assignments, assessments while providing students valuable personalized feedback with lower effort. Class room time could truly be used for enriched discussions leading to higher learning outcomes.

Learning Exchange is based on the Learning Practice Framework, which we call the 3E Framework focused on "Empower, Excel and Engage". The platform can assist you across the academic lifecycle starting from lesson planning to assessments to evaluations and feedback.

Academic delivery
Lesson planning & delivery
Faculty resources
Monitoring & feedback

Outcomes & evaluation
Varied assessments
Q-banks & sample papers
Analytics & reports

Empower

Excel

iON
Learning
Exchange

Engage

Enhance learning
Co-scholastic
Employability development
Industry connect

Lesson Planning through Learning Exchange

A critical component of your responsibility is planning your lessons and delivering them. Just because you do it all the time does not mean it is simple. Understanding student capabilities, their prior knowledge, putting in extra classes to bring them to the required level, making changes to lesson schedules – all these can disturb most well laid plans. Thankfully, help is closer than you think – iON Learning Exchange helps make the process as simple as possible and eliminate the complexities involved due to frequent changes.

This Handbook guides you through Lesson Planning in Learning Exchange.

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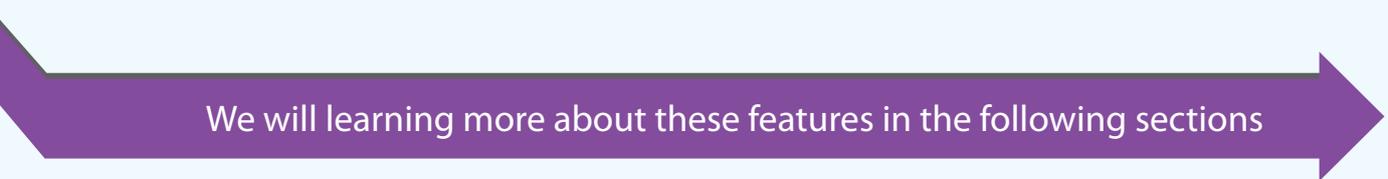
We will learning more about these features in the following sections

Create a master course – "Course Template"

The master course is nothing but a blueprint for the course you are planning. You can make more versions of this blueprint called "Batches" which are nothing but the course syllabus you share with your learners!

To begin with - To create a master Course, go to left panel of screen, click on the **Platform** tab and select the **Course Template** link from the **Manage LMS** section. Here, you have the option to create one single course template or multiple course templates in bulk.
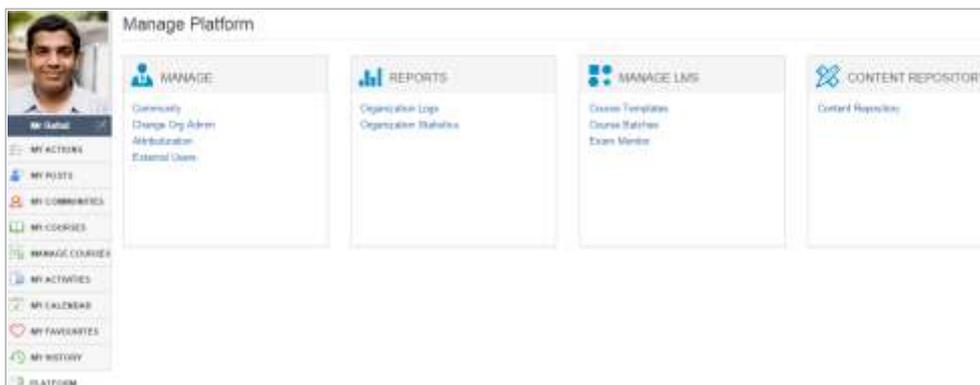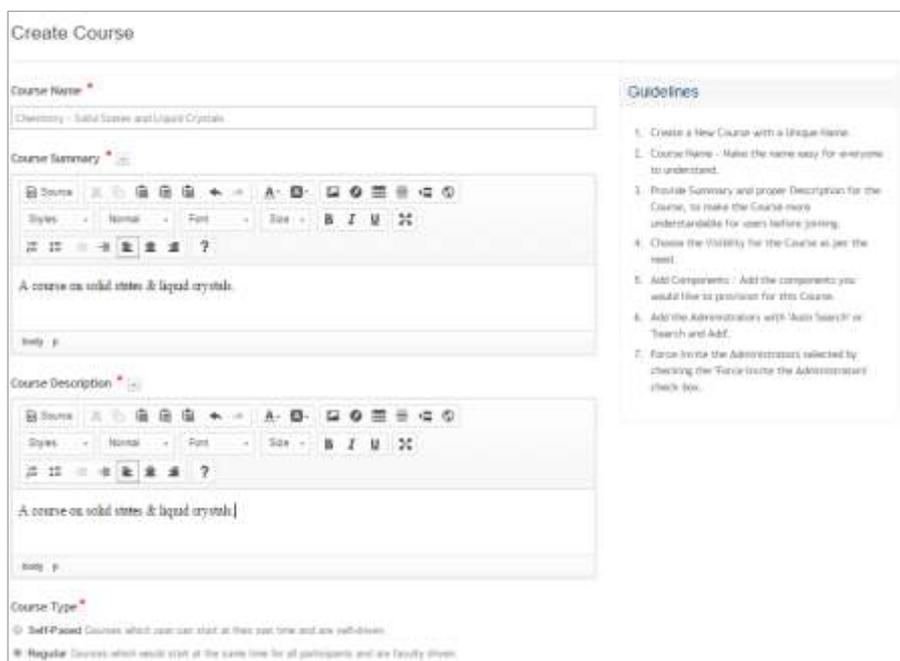

Let us look at each of the steps one by one.

1.1 Create Course Template
To create one single course template, click the **Create Course tab**. From the Create Course screen follow these simple steps to create a new template:

1. Specify the course details such as the name of the course, a brief summary of the course and an elaborated description in the **Course Name**, **Course Summary** and **Course Description** fields respectively.

2. In Course Type field, select the following options:
    - **Self-Paced:** If the learners can enroll at any time.
    - **Regular:** If the course enrolment dates are fixed.
3. In the **Duration** field, specify the number of days within which the course batch can be created for this course template.
4. In the **No of Attempts** field, specify the total number of times a learner can enrol for a course.

5. In the Course Visibility field, select the following option:
    - **Public:** To allow all the learners to search and enrol for this course.
    - **Private:** To make enrolment available for the course on invitation basis.

6. From the **Add Components** field, select the components which are   to be allowed for collaboration and assessment of the course.
7. In the Administrators field, you need to select two instructors as course template administrators to manage course template by selecting the **Quick Add** or **Search and Add** option.
    - **Quick Add:** To add administrator using the quick add feature, enter the name the admin. Similarly add the second admin. You can also change the admin selected, by clicking the red cross mark.
    - **Search and Add:** To add administrators using the search and add feature, enter the name/email id/ any search field and click the Search button. From the results populated, select the admin. Similarly add the second admin. You can also change the admin selected, by clicking the red cross mark.
8. Select the **Force Invite Administrators** checkbox if you want to send a force invitation to administrators and continue to create the course without the admin approval for activation
    If you want the administrators to accept invitation to join the course before course creation, then, do not select the checkbox.
9. After entering details in all the fields, click **Create**.

A notification for successful creation of Course Template will be displayed and an email will be sent to the members who are added as administrators.
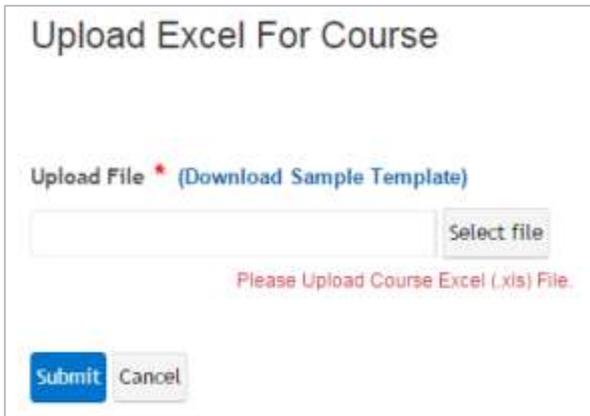
1.2 Create Course Template in Bulk

What you learnt in earlier section was to create a single course template. What if you have to create several course templates? We have a simple step for the same. Here's how you can do it -

To create course templates in bulk, select the Create **Course Templates in Bulk** tab.

The Upload Excel for Course screen will be displayed.

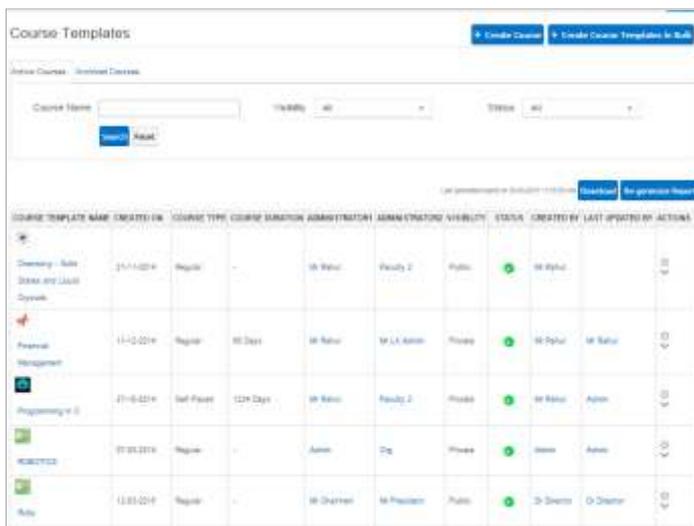Follow these simple steps to create the course template in bulk:
1. Select the **Download Sample Template** link to download excel file for updating course details.
2. In the Excel sheet, specify Course Name, Summary, Description, Visibility and Login ID of Administrators for each course.
    In Visibility column, select 1 for Public and 2 for Private.
Note: Administrators added through bulk upload will be only **Force Invited**.
3.   After saving all the details in the Excel sheet, upload the file in the Learning Exchange screen and click the **Submit**
    button.

On Submitting the excel sheet, a notification for successful creation of template will be displayed.

To check the status of created Course Template, click on **Platform** tab and select **Course Template** link from **Manage LMS**
section. You can either view your course template from the course template list given below/ search for the created course
template from Search criteria.

The details as mentioned by you will be displayed. In the status column, green tick mark will indicate that the course template
is active and red cross mark will indicate that course is inactive, i.e., administrator invitation is pending for acceptance.

**Congratulations! You have successfully created your course blueprint – COURSE TEMPLATE!! Now the next step is
creating the syllabus or table of contents for your course.**

Create a syllabus (table of contents) of the course

To create the structure of content for the template created

1. Click on the Manage Courses tab and select the course for which you need to add content. Then in the course screen, click the Course Tools tab and select the Syllabus option.


2. To define the structure of syllabus, click the Define Levels tab to define the headings and subheadings of the content. You can create maximum 6 levels or sub-headings in course structure.


3. Specify the level names for syllabus levels and click **save**. The course structure will be created in the format specified.

As per the levels defined, you need to add items to create hierarchy in the syllabus of the course content

4. Click **Add Unit tab** to create level 1 item (or topic) in Table of Contents. Specify name of the item and click **Save**.
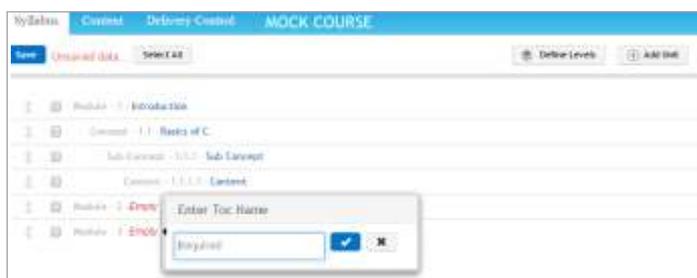
5. To add the next level item, click the **Add item** on the syllabus for which you need to add the item.
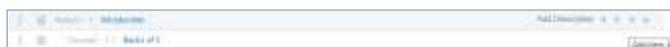
6. To add a description to the syllabus item, click **Add/Edit Description**
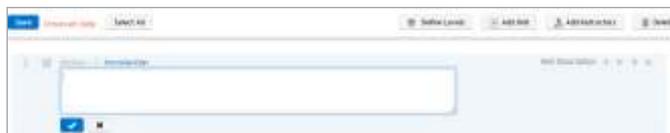
7. To increase or decrease level in the syllabus, select left /right arrow.

8. To assign instructors to the selected items, Select Syllabus items and click Add Instructors option and Save.

Now you can upload various types of content against your syllabus. Learning Exchange allows multiple types of content to be added in a Course. The type of content in a course can be:

1. Content Write up
   - A content topic can be created using the HTML editor.
   - Content can be embed in the form of images, tables, reference links and flash files.
   - Content can also be added from the content available in content repository, which is a repository where members of organisation can create and share content that can be used for courses.
2. Files for Photographs, Videos, Audios, PDF documents, Word documents, PPT files. The allowed types of files for upload are pdf, doc, docx, txt, rtf, xls, xlsx, html, jpeg, gif, png, zip, xzip, gz, gtar, tgz, swf, avi, flv, wmv, exe, psd, fla, cp, cptx, webm, ogv, mp3, mp4, m4v,ogg, mpeg ,xps,ppt formats.
3. Scorm Packages: You can upload scorm packages for web training packages. You can also select Scorm packages from Global Repository, if added in Global Repository.
4. Ebooks: You can upload *.epub files for ebook. LX provisions an ebook player in its content player for reading ebooks.
5. Help Content: You can choose to link pages from iON Help Central for sharing how to use various iON product screens/modules/solutions. For example if you want to guide learner on where to view his course marks, you select the URL from iON Help Central and link in a topic item in your course content.
6. Enablers: You can link enablers to course content from Global Repository. You can save question, quiz, debate, survey and media in Global Repository and use while creating content. With this provision you can add a feedback survey at the end of your course.

To create content:
1. Go to Content tab, select a syllabus item and click Add Content.
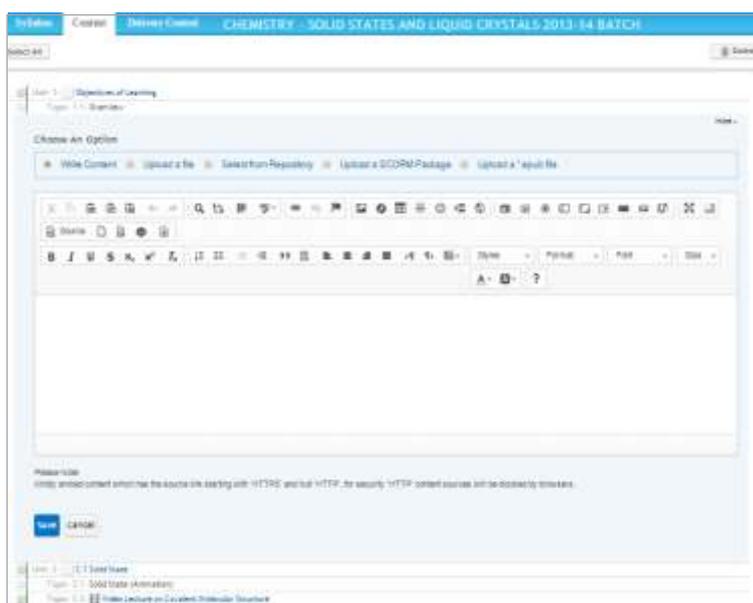
2. From the Choose an Option field, select the appropriate option as per the form of content you need to add
3. You can choose from the global repository
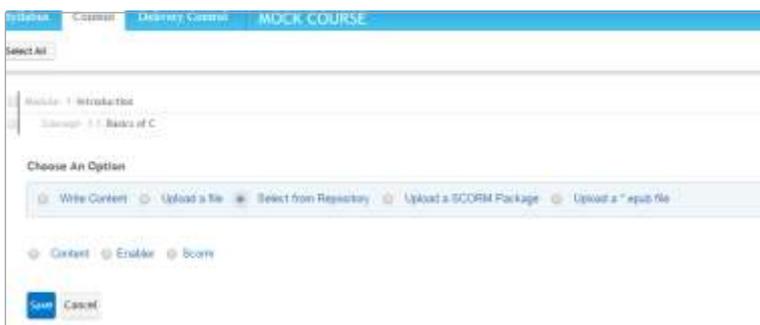
4. To add global repository for future use, select the Add to Global repository for Scorm package option

5. Select the Allow download as Yes to allow upload and download of file or scorm package and
6. After updating all the details, click Save.

After the content has been added, you need to select the time of content visibility and set the target audience.

Schedule delivery of each of the lessons planned in the syllabus

To set content visibility and audience, click the Delivery Control tab.
1. Select course topics/activities and click Share and Schedule/ click Activate and Share Now to make the content active and select the period of duration.
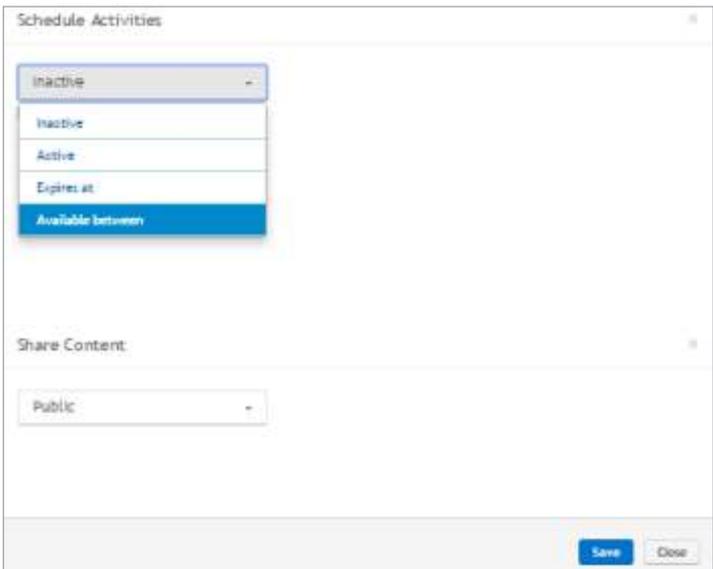
2. From the Schedule Activities dropdown list, set the schedule by entering the following descriptions in the given fields.

Field	Description
Inactive	Topic/Activity is not accessible to learners.
Active	Topic/Activity is accessible to learners. To make the content unavailable you will have to manually select schedule as Inactive.
Expires After	Topic/Activity is accessible to learners until the date specified in End Day. After the **End Day**, content topic/activity will become Expired.
Available between	Topic/Activity is accessible to learners between dates specified in **Start Day** and **End Day**.

3. After setting the schedule, click share level of content option to share content with the desired members.
4. After updating all the details, click Save.

Create Course Batch

Course batches are created from a course template, which is a standard layout. How can you use batches? If you teach multiple sections, you can create a batch for each section using the course template you have made.
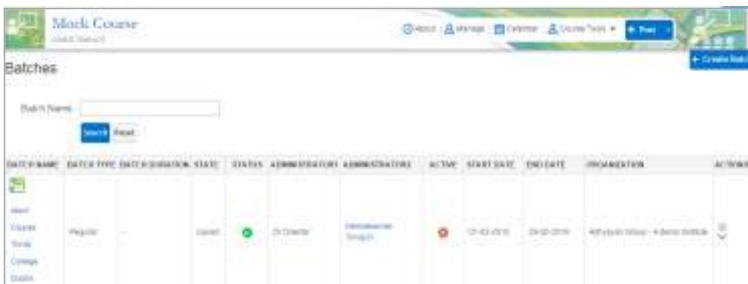To create a Course Batch:

1. Click on the Platform tab and select the Course Template link from the Manage LMS section.
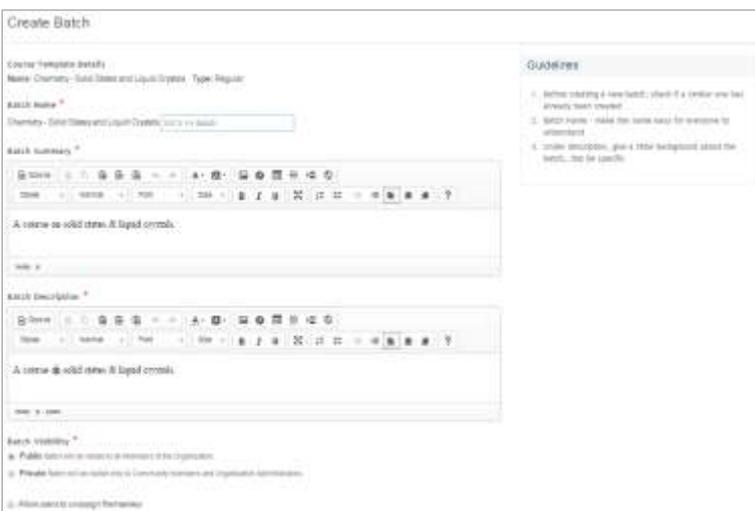

2. From the list of courses given, select a course for which you need to create a batch. In the Course screen, click on the Course Tools drop down list and select the Batches option.

3. In the Batches screen, a list of existing Course Batches will be displayed.

4. To create a new batch, click the Create Batch tab.

Access the Create Batch screen and follow these simple steps:

5. Specify details of a Batch in Batch Name, Batch Summary and Batch Description fields. You can specify section name in Batch Name to create section wise batches.
6. Select Allow users to unassign themselves checkbox, to display an Unassign button on Course so that users have this option available
7. From the Course Visibility section, select any of the following option:
    - Public: Allow all members of organisation to search and enroll for the course.
    - Private: Allow members of organization to search and enroll on an invitation basis.
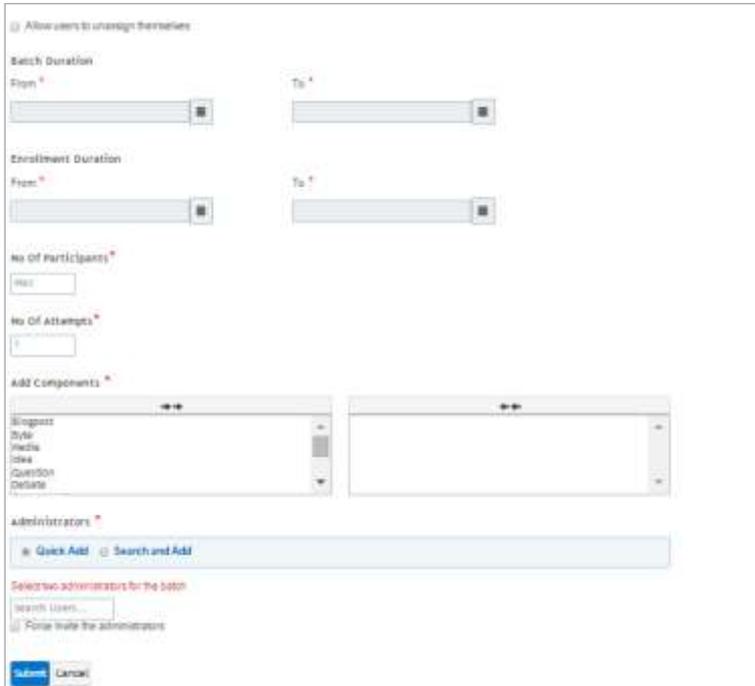
8. In the Batch Duration and Enrolment Duration section, specify the duration of enrolment and batch.
9. In the Number of Participants field, specify the total number of learners that can enroll for the course.
10. In the Number of Attempts field, specify the total number of times a learner can enroll for the course.
11. From the Add Components field, select the components which are to be allowed for collaboration and assessment for the course.
12. In the Administrators field, you need to select two instructors as Course Batch administrators to manage course batch. You can do so by selecting the Quick Add or Search and Add option.
13. Select the Force Invite Administrators checkbox if you want to send a force invitation to administrators and not wait for the administrator approval to activate course immediately after creation.

If you want to wait for both the administrators to accept invitation to join the course as administrators and create the course, then, do not select the checkbox.

14. Update all the fields and click Create. A notification for successful creation of Course Batch will be displayed.

On administrator acceptance of invitation, the course will be activated and ready to be consumed.

Congratulations – You are ready with your Course Batch!

To access the created Course Batch:
1. Click the Manage Courses tab and select the Current Courses option.

2. Specify search criteria to view the Course Batch listing.
3. In the status column ,green tick mark indicates that the Course Batch is active and red cross mark indicates that the Course Batch is inactive, i.e., administrator invitation is pending for acceptance (in case it is not a forced accepted).
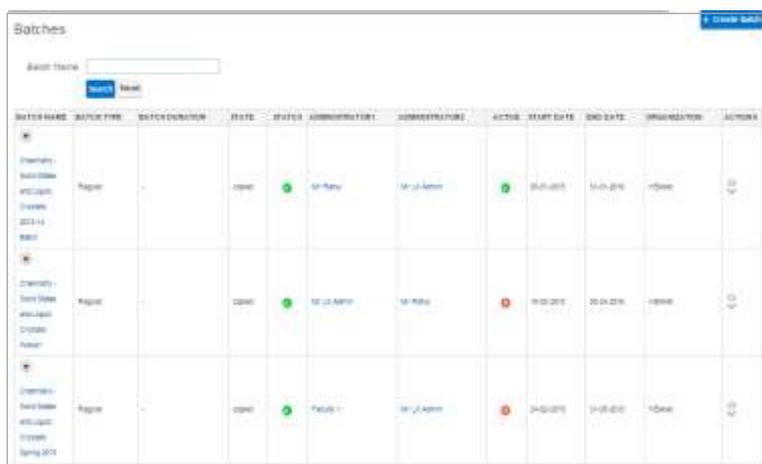

This completes how you can create a course structure and course batch so you can deliver course to your learners. Once the batch is created, the next step is

## Plan and schedule assessments and assignments initially itself and deliver as per schedule

You can prepare end to end assessments and assignments for a course and schedule for delivery on a specific date and time. Once you have created the activities, you can schedule these from Course Tools >> Delivery Control.
1. Select a course syllabus item and click Activities in top panel.
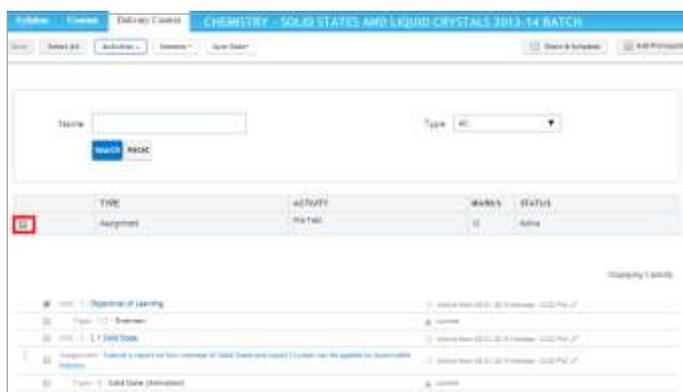
2. Click on + icon against an activity to tag the activity to syllabus item.

3. Select course syllabus item where you have tagged activity and click Share and Schedule/ click Activate and Share Now to make the activity active and select the period of duration.
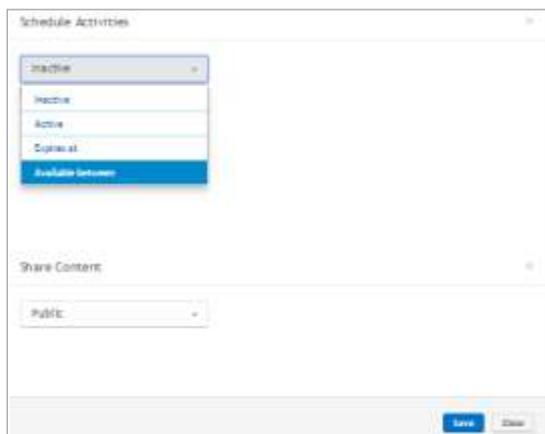
4. From the Schedule Activities dropdown list, set the schedule by entering the following descriptions in the given fields.

Field	Description
Inactive	Activity is not accessible to learners.
Active	Activity is accessible to learners. To make the content unavailable you will have to manually select schedule as Inactive.
Expires After	Activity is accessible to learners until the date specified in End Day. After the End Day, content topic/activity will become Expired.
Available between	Activity is accessible to learners between dates specified in **Start Day** and **End Day**.

5. After setting the schedule, click Share Content of option to share activity with the desired members.
6. After updating all the details, click Save.

Build pre-requisites for the course

You can add prerequisites to each syllabus item except the first item. You can create and select activities or preceding syllabus items for tagging as prerequisites. To add prerequisites:

1. Go to Delivery Control tab.
2. Select syllabus items and click Add Prerequisites.

3. Select syllabus items/activities from dropdown to mark as prerequisite and click Save.

Create a course calendar and share with all your students so they are aware of class and activity schedules

Content schedule is mapped to Course Calendar. Events are created for activation and Expiry of content and activities in course calendar. Learners can access the course calendar from Top Panel , by clicking on Calendar link.


You can click on a date to view events on the date. For example: when we click on 5th Jun in above calendar, events are displayed as below:

You can provision calendar in Right panel as well. To configure Calendar widget in Right Panel, go to panel >> Manage >> Design >> Configure.
Select Mini Calendar checkbox and click Configure.

Mini Calendar will be displayed in Right Panel of Course Homepage as follows:

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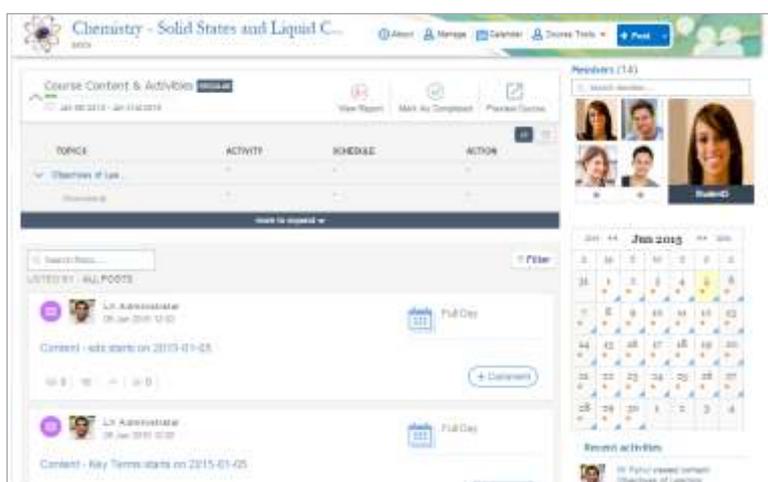
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For more information, visit us at **www.tcsion.com**

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