Content Development Workshop

Content

iGOT KY enables departments to match competency requirements for all officials with impactful CBPs that can best cover the gap
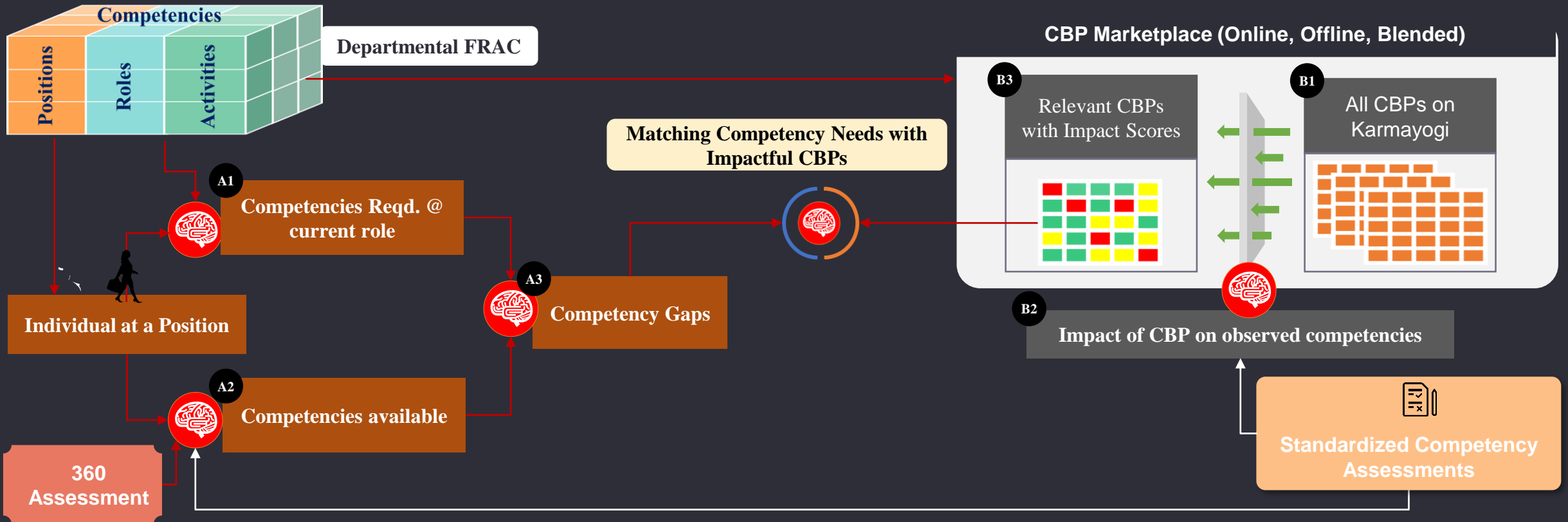
Key players for content creation

|	
Administrator	Org Admin identifies and provides creation, review and publishing access to the users. Also, Org Admin processes the requests related to organization change made by the iGOT users
Content Creator	Content Creator creates the learning content on the platform. Creator provides all the relevant information related to the created content.
Content Reviewer	Content Reviewer reviews the contents created by the creators. Reviewer also verifies the quality of the content. Based on the review, the Reviewer decides if the content needs further modifications
Content Publisher	Content Publisher publishes the content, approved by the reviewer, on the platform. After the content is published, the content gets available for the learner on the platform

Mission Karmayogi

User Onboarding | Dept. Admins will be Provided all necessary privileges by DoPT and they will manage User Accounts for the Dept.

1

Department identifies 1-3 iGOT KY Administrators and intimates credentials to DoPT
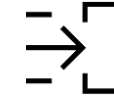
DoPT team creates Department on iGOT KY and provides Admin access for department to nominated administrators

2

Activities performed by Departmental Admins

Onboarding of New Users	User Role & Privilege Management	End to end Account Management of Departmental Users
▪ One time account creation of dept. users during onboarding ▪ Account Creation for new joinees	▪ Authorize content admins (creators, reviewers, publishers) ▪ Authorize Internal FRACing Team ▪ Create hierarchies – managers, teams	▪ Departmental tagging and de-tagging of staff during transfers ▪ Account purging due to retirement/ superannuation ▪ Account suspension/ revoking as part of disciplinary actions

Content Structuring on iGOT Karmayogi Platform

Resource	It is the smallest learning entity that may be consumed by a learner. A resource may be in one of the multiple formats supported on iGOT Karmayogi platform – PDF, Video, Interactive e-learning, Webpage, Assessments/ Quiz, link etc. **E.g. A learning video on "How to write effective e-mails"**
Module	It is a collection of resources. Multiple resources uploaded on a platform may be stitched together in a logical sequence to form a module. **E.g. Module on Written communication skills**
Course	It is a collection of modules. A course is aimed at improving targeted competencies of a learner. **E.g. Course on Communication skills**
Programs	It is a collection of courses **E.g. Program on Behavioral skills for Under Secretaries**

Mission Karmayogi

Content

The iGOT content framework WTDE-T

Microlearning
A visual way to learn

Reflection Quiz
Promote higher-order thinking
(3 to 5 questions) with diagnostic
feedback

Graded Assessment
Pre-assessment (where necessary)
and Post-assessment picked from a
Question Bank

1. Watch

2. Think

3. Do

4. Explore

5. Test

Learner

Interactive Scenario
3-5 Scenario-based questions or
simulation-based interactivities to test
application

Additional Links*
For self-directed learning
* Recommended, not mandatory

iGOT
Integrated Government Online Training

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PERSONNEL & TRAINING

Mission Karmayogi

'Watch' component

Watch component may include the following:

Lecture based

Webinars

Interactive journey through animations

Presentations

Things to keep in mind while creating watch

Byte-sized content

Include subtitles, closed captions & transcripts
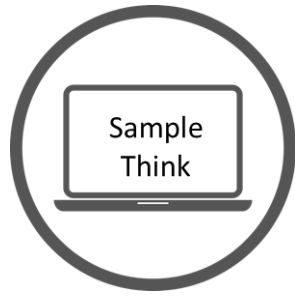

Human Voice-over

Sample Watch

'Think' component

Questions to promote higher order-thinking

iGOT

Practice Question - Delegated legislation

Q1 of 3

In respect of process of making subordinate legislation, the following is <u>incorrect</u>

○ Subordinate legislation is to be vetted by Ministry of Law & Justice before it is made

○ All subordinate legislation requires inter-ministerial consultation

○ It will be framed within a period of six months from the date on which the relevant statute came into force

○ It is to be laid on the table of house

‹ PREV

Created using iGOT Karmayogi platform
(Diagnostic Feedback not present)

Sample Think

Things to keep in mind while creating Think

Identify whether the group of people are internal stakeholders or external stakeholders, or whether they are not stakeholders at all.

Select the appropriate response and click 'Submit'.

● Internal Stakeholders
○ External Stakeholders
○ Not Stakeholders

Good job!

You have correctly identified the company owners as internal stakeholders. Correctly knowing your stakeholders helps you build an effective relationship with them.

Continue

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‹ PREV

Provide diagnostic feedback

Test your understanding of iGOT Content Framework

Sequence the order of the Content Framework for iGOT Karmayogi?
Select the sequence from each of the drop-down and click submit.

--Select--
--Select--
--Select--
--Select--
--Select--

Submit

Sardar Vallabhbhai Patel
National Police Academy

Social Contract Theory

REFERENCES | HELP | MENU | EXIT

IT'S TIME FOR A QUICK QUESTION!

Social Contract Theory is when people unite together and pledge to obey an authority and surrender the whole or part of their freedom and rights to an authority.

Select your answer and click Submit.

○ True
○ False

Submit

PROGRESS 75%

3 | 4

Insert Header Here

Results

Your Score:
0

Passing Score:
50

Sorry, you did not pass.

Review Quiz | Print Results | Retry Quiz

Created using Articulate Storyline

Integrated within the 'Watch' Component

It is good to have a score/result

Avoid True/False, All/None of the Above options

'Do' component

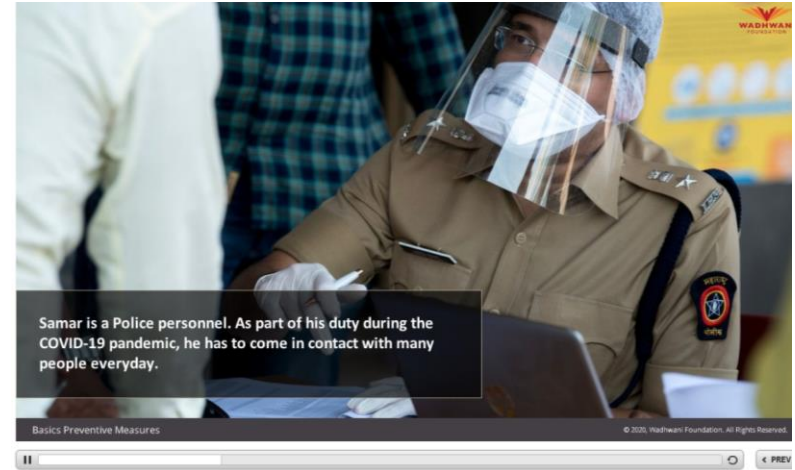## Real-life situations for exercise

Your boss is a new officer who has joined Central Secretariat recently on central staffing scheme. He wants to know the difference between prorogation and adjournment of Lok Sabha. Please write down in three sentences and submit through discussion forum.
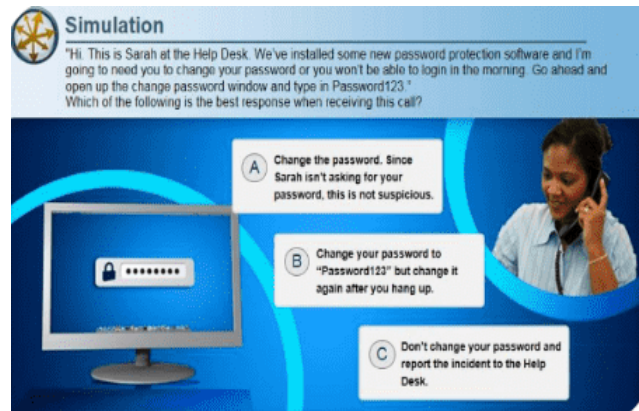
Case study

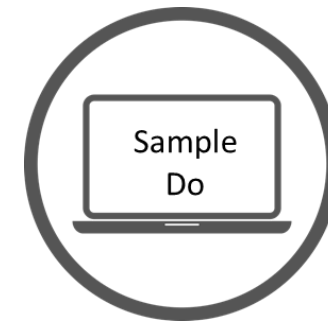Try out a real-life scenario to develop a course

Scenario-based Questions

Simulation
"Hi. This is Sarah at the Help Desk. We've installed some new password protection software and I'm going to need you to change your password or you won't be able to login in the morning. Go ahead and open up the change password window and type in Password123."
Which of the following is the best response when receiving this call?

A Change the password. Since Sarah isn't asking for your password, this is not suspicious.

B Change your password to "Password123" but change it again after you hang up.

C Don't change your password and report the incident to the Help Desk.

Simulations

Things to keep in mind while creating Do

Samar is a Police personnel. As part of his duty during the COVID-19 pandemic, he has to come in contact with many people everyday.

Basics Preventive Measures

**Include real-life scenarios and situations
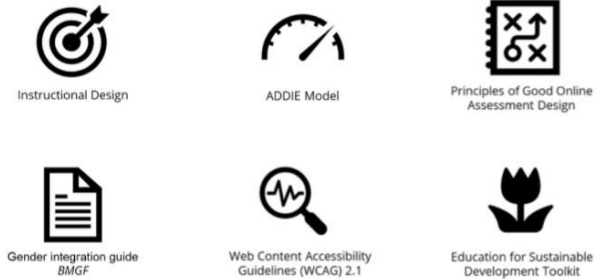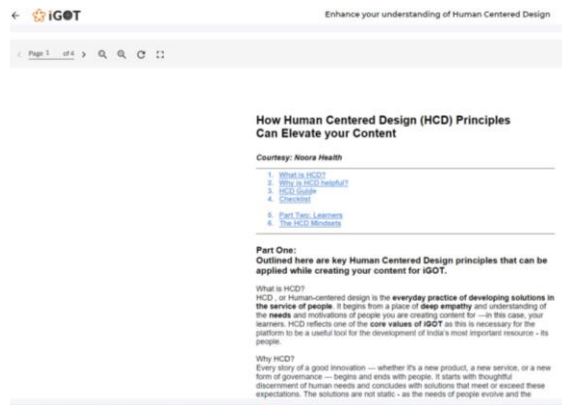(Diagnostic feedback is optional)**

Sample Do
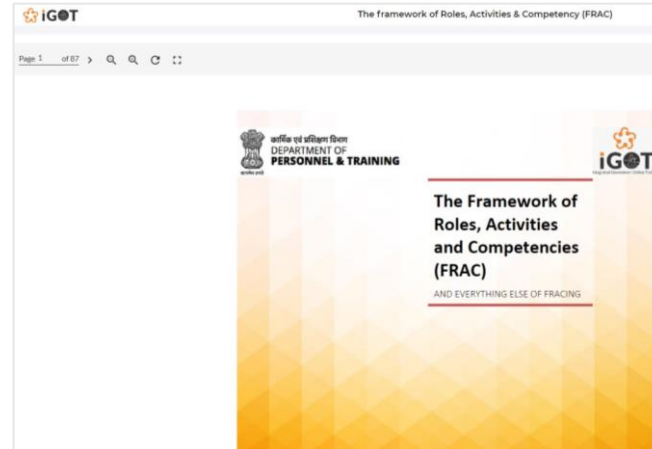
'Explore' component

Additional links or readings

Enhance your understanding of content design guidelines

Instructional Design   ADDIE Model   Principles of Good Online Assessment Design

Gender integration guide BMGF   Web Content Accessibility Guidelines (WCAG) 2.1   Education for Sustainable Development Toolkit

Links to external websites or repositories

The framework of Roles, Activities & Competency (FRAC)

Page 1 of 87

कार्मिक एवं प्रशिक्षण विभाग
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iGOT

The Framework of Roles, Activities and Competencies (FRAC)

AND EVERYTHING ELSE OF FRACING

Documents (Pdf, PPT)

Enhance your understanding of Human Centered Design

Page 1 of 4

How Human Centered Design (HCD) Principles Can Elevate your Content

Courtesy: Noora Health

1. What is HCD?
2. Why is HCD helpful?
3. HCD Guide
4. Checklist

5. Part Two: Learners
6. The HCD Mindsets

Part One:
Outlined here are key Human Centered Design principles that can be applied while creating your content for iGOT.

What is HCD?
HCD , or Human-centered design is the everyday practice of developing solutions in the service of people. It begins from a place of deep empathy and understanding of the needs and motivations of people you are creating content for — in this case, your learners. HCD reflects one of the core values of iGOT as this is necessary for the platform to be a useful tool for the development of India's most important resource - its people.

Why HCD?
Every story of a good innovation — whether it's a new product, a new service, or a new form of governance — begins and ends with people. It starts with thoughtful discernment of human needs and concludes with solutions that meet or exceed these expectations. The solutions are not static - as the needs of people evolve and the

Journals, Research Paper etc.

Sample Explore

Things to keep in mind while creating Explore

Additional Resources & Links

On-the-go Learning (Downloadable)

Avoid copyright infringement and use references

Avoid scanned copies. Upload documents with searchable text

It is a good practice to include voiceover for static content

'Test' component

Course end assessment

← iGOT ⏮ PREV   Course End Assessment_How to develop content for iGOT Karmayogi platform

Q1 of 17
Match the following WTDE-T elements to corresponding descriptions/examples

Watch		Questions
Think		Microlearning
Explore		Additional Links

Q2 of 17
Match the following

Gate Criteria		Peace and Non-violence
Content Quality Scorecard (CQS)		Originality
Sustainable development		Diversity & Inclusion

Assessment

Sample Test
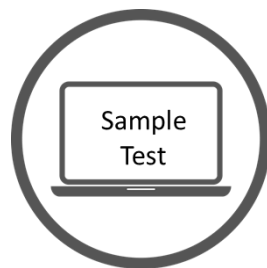
Things to keep in mind while creating Test

End Assessment

Total Questions: 17

Total Marks: 17

Passing Criteria: 70%

You are requested to attempt all questions

Note: There is no negative marks for wrong answers

Include passing criteria

Multiple formats of questions

Assessment at end of the course

Ensure target competencies are checked

Content
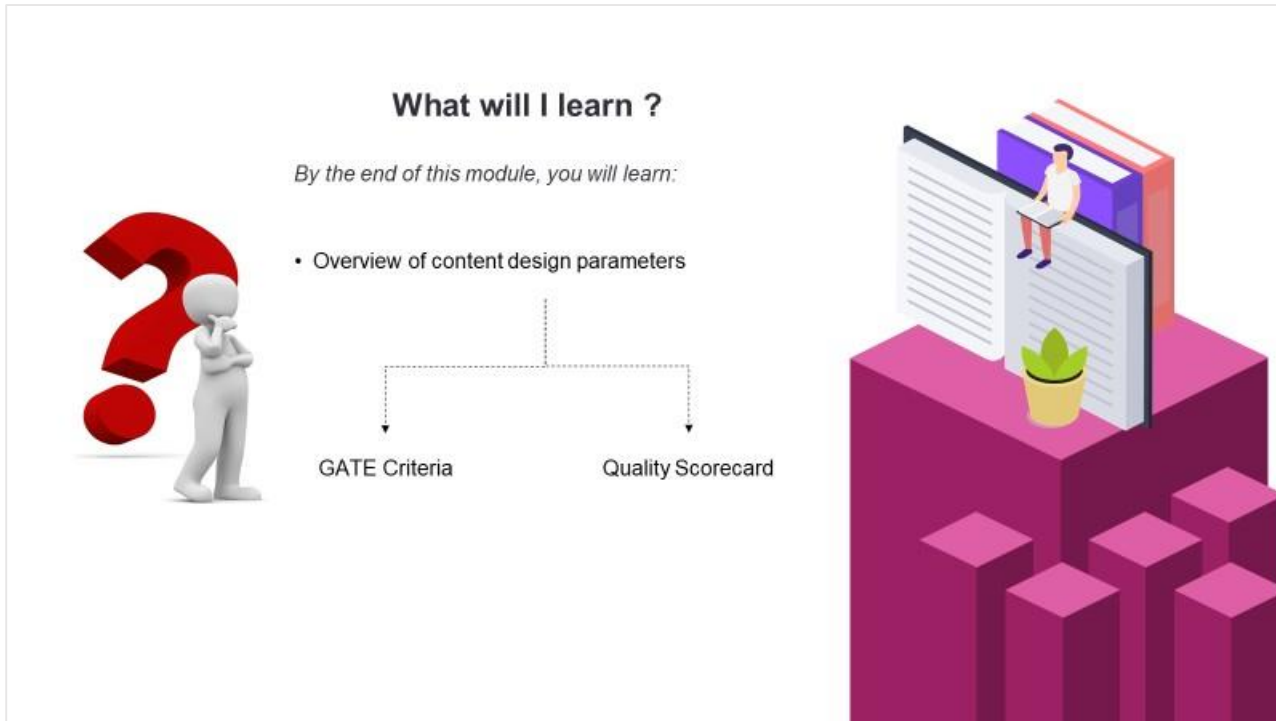
Modules

Things to keep in mind while creating Modules
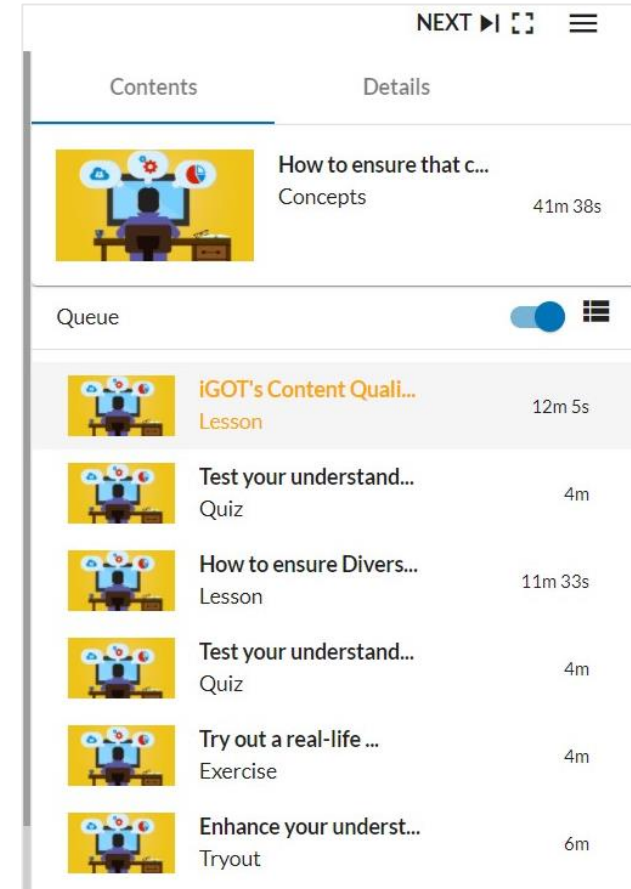

What will I learn ?

By the end of this module, you will learn:

• Overview of content design parameters

GATE Criteria   Quality Scorecard

NEXT ▶I [ ] ≡

Contents   Details

How to ensure that c...
Concepts   41m 38s

Queue

iGOT's Content Quali...
Lesson   12m 5s

Test your understand...
Quiz   4m

How to ensure Divers...
Lesson   11m 33s

Test your understand...
Quiz   4m

Try out a real-life ...
Exercise   4m

Enhance your underst...
Tryout   6m

Learning objectives should be clearly
mentioned at the start of each module

Each module shall have atleast one
Watch, Think, Do and Explore elements

Developing Courses

Courses

Things to keep in mind while creating Courses

Content Appropriateness

Check for content to meet basic appropriateness guidelines.

No Plagiarism

Ensure originality of the content being developed, so that there is no issue of plagiarism and copyright

No hate speech, abuse, violence and profanity

No sexual content, nudity or vulgarity

No defamation of any institution or individual

Do not hurt sentiments of any caste, religion or gender

All maps, borders and historical figures have been appropriately & accurately represented

References and credit

Plagiarism test & plagiarism-free certificate

Personal release agreement

Incorporate Instructional Design, Assessment Design, Learner engagement principles

Learning Objectives

At the end of the Course/Module, the learner will be able to:
- Describe the meaning, nature and scope of administrative law
- Describe relevance of administrative law to the functioning of Executive arm of State
- Describe the importance, process and controls over the delegated legislative functions of the Executive
- Describe the interplay between Principles of Natural Justice and the Administrative Law

Duration: 60 minutes

Expected participant

This short Course/Module has been developed keeping the requirement of:
- Government functionaries who have recently entered Service
- Government functionaries with some experience

Key competencies
- Legal prudence
- Responsible decision-making
- Accountable administration
- Enforcing justice

No. of Modules: 3
- The modules may be taken as per your convenience
- Post completion, it is mandatory to take the assessment

Any time, Any place, Any device

Learning Objectives, Audience, Target competencies clearly stated at beginning of course/module

Diagnostic Feedback

Target Competencies

Learning Activities

Practical Application

Understandable Language

Media Quality
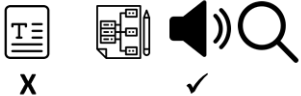
Abbreviations and glossary
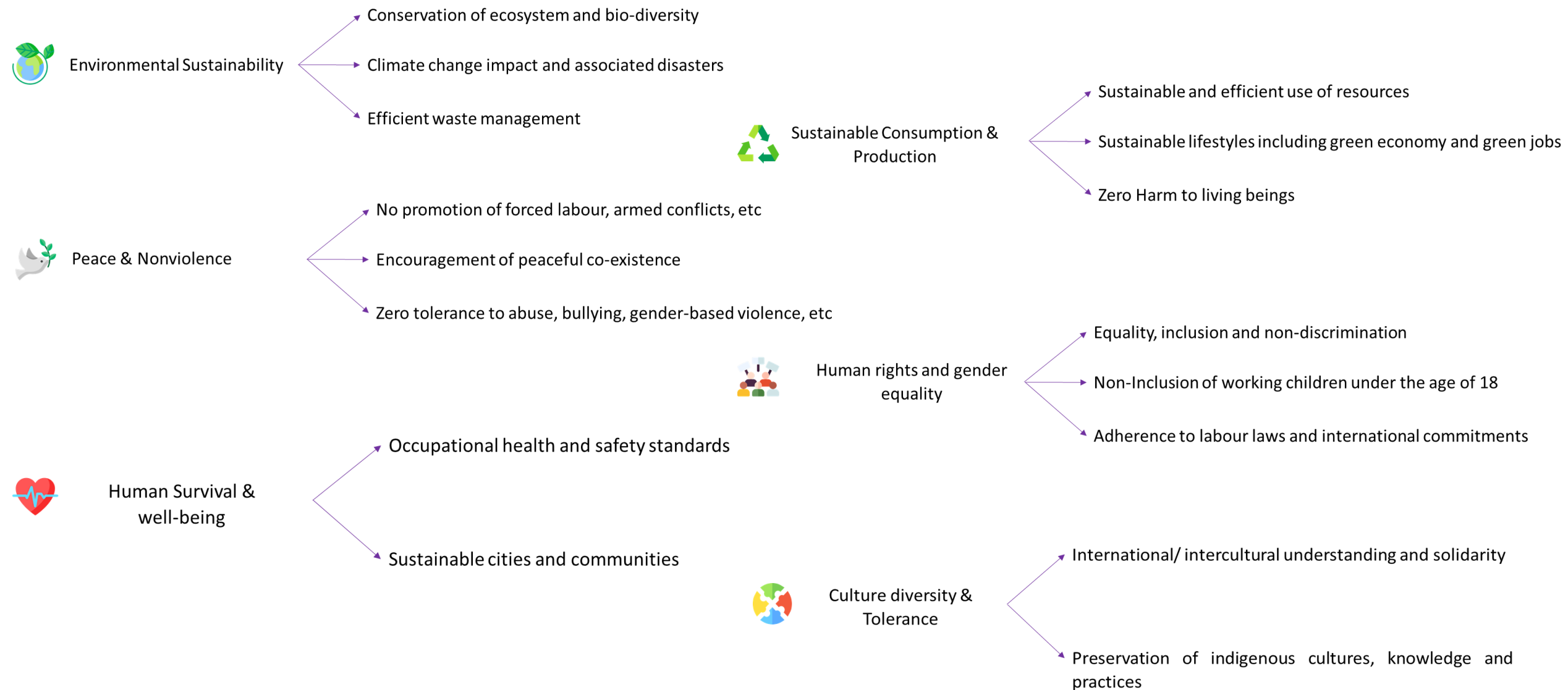
Incorporate Diversity & Inclusion principles

Anticipating various needs of all Learner and ensuring an accessible e-Learning platform for all learners (specifically focusing on learners with disability)

All-inclusive (based on gender, religion, caste, etc) content ensuring no harm to sentiments of any learner group

Usage of Colours	**Accessible Documents**	**Fonts**
X ✓	X ✓	X ✓
Avoid using red and green colours to aid learners with colour blindness. If it has to be used, use a dark red and a light green shade.	Record narrations, use PDF with word search feature, include glossary and organize content under specific heads instead of having pages of just plain text	Ensure clear and easy to read fonts to improve readability. Avoid italics to emphasise text in the middle of long paragraphs. Avoid blinking or moving text The Sans family font is preferred.
Language	**Hyperlink**	**Multimedia**
ABCDEFG अ আ அ অ	Click here ● / ■ / →	
X ✓	X ✓	X ✓
Ensure delivery of learnings in all official languages of India. If not, sub titles in official languages should definitely be ensured.	Use buttons for ease over hyperlinks. In case hyperlinks are a requirement, use relevant text instead of generic links like 'click here'. Ensure easy to use navigation options like 'Back to Top'.	Use multimedia links accompanied with alt tags or transcripts in required languages. Drop Down lists, drag and drop options, etc might be cumbersome for those with poor motor skills.

Incorporate Sustainable Development principles

Environmental Sustainability
- Conservation of ecosystem and bio-diversity
- Climate change impact and associated disasters
- Efficient waste management

Sustainable Consumption & Production
- Sustainable and efficient use of resources
- Sustainable lifestyles including green economy and green jobs
- Zero Harm to living beings

Peace & Nonviolence
- No promotion of forced labour, armed conflicts, etc
- Encouragement of peaceful co-existence
- Zero tolerance to abuse, bullying, gender-based violence, etc

Human rights and gender equality
- Equality, inclusion and non-discrimination
- Non-Inclusion of working children under the age of 18
- Adherence to labour laws and international commitments

Human Survival & well-being
- Occupational health and safety standards
- Sustainable cities and communities

Culture diversity & Tolerance
- International/ intercultural understanding and solidarity
- Preservation of indigenous cultures, knowledge and practices

Content

Content

What are the steps to create, review and publish content on iGOT Karmayogi platform ?

Self-Certification by Content Provider

GATE CRITERIA

Qualified

Qualified

Content Quality Scorecard (CQS)

Content Creator creates course on iGOT Karmayogi platform

Content Reviewer reviews course using CQS

Rework on content

Not-Qualified

Toddler/ Friendly

Content Publisher publishes course on iGOT Karmayogi platform

Content Live on iGOT Karmayogi platform

Learners access the course

It is recommended that all content provider takes the course on "How to create content on iGOT Karmayogi Platform"

iGOT Karmayogi Platform Demo

Contact:

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iGOT Platform
Dheeraj Srivastava - dheeraj.srivastava@tarento.com, 9500005281