

## FREQUENTLY ASKED QUESTIONS

A list of some of the frequently asked questions and their answers has been provided for your reference.

- **How would the project work be useful to me?**

The project work will enable you to:

- put into practice the knowledge you have gained from the theoretical courses;
- develop skills related to educational technology; and
- demonstrate the ability to integrate technology into educational processes.

- **How do I select activities for the project work?**

There is flexibility as far as the choice of activities is concerned. Firstly from the list of activities for a course, you may select any activity(s). Secondly from which course, you would choose activities with greater number of credits also depends on you. But the only condition is that your choice must cover activities worth at least one credit from each course.

- **What about the activities with half or one and a half credit?**

There are some activities worth only half a credit, while there are some with one and a half credits. You may opt for another such activity worth half or one and a half credit from the same or different course to make it a whole.

- **How many activities do I have to undertake?**

The number of activities is not important. It is the credit that matters. You may undertake as few as four activities, one from each course, provided their credits when added equal six. You have to undertake activities worth 6 Credits covering one credit worth of activity from each of the four courses and remaining two credits from the course(s) of your choice. This is to ensure that you gain practical experience for all the theoretical courses. This is depicted through the following table (Table 1):

Course	Credit for Activities
MES-031 (ET - An Overview)	Minimum 1 and maximum 3
MES-032 (Communication and Information Technology)	Minimum 1 and maximum 3
MES-033 (Computer Technology)	Minimum 1 and maximum 3
MES-034 (Designing Courseware)	Minimum 1 and maximum 3

- **Will the activities require me to visit other institutions?**

Yes, there are some activities that may require you to visit educational institutions/training centers/recording studio/printing press, etc. You should seek permission from the authorities before you start your work in any of these places. You should try to convince the authorities about the objectives of your study. Your student's Identity Card and a letter from our end, addressed to the authorities concerned, enclosed in this manual may help you.

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## **SAMPLE COVER PAGE OF THE PROJECT REPORT**

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This sample cover page will guide you in selecting the information to be included on the cover page of your project report.

### **PGDET PROJECT (MES-035)**

### **PROJECT REPORT**

Submitted to the School of Education, Indira Gandhi National Open University, in partial fulfillment of the requirement for the award of Post Graduate Diploma in Educational Technology.

**Name -**

**Enrolment Number -**

**Year-**

## EVALUATION

The project report submitted by you would be evaluated and graded. Besides, the parameters worked out for each activity, the following criteria would guide the process of assessment.

- Originality
- Logical presentation of the content with reference to:
  - Objectives
  - Introduction
  - Format of the report
  - Presentation
  - Communication of ideas and coherence
  - Clarity of language
  - Creativity
  - Inferences/Conclusions (if required)
- Inclusion of photographs to depict the places visited ( wherever required)
- Other relevant parameters unique to an activity.

### Grading

Following assessment, the project report would be graded. The grading would be on a five point scale from A-E and would be interpreted in the following manner (Table 3):

GRADE	INTERPRETATION	POINTS
A	Excellent	5 (Range: 4.5 & above)
B	Very Good	4 (Range:3.5- 4.49)
C	Good	3 (Range: 2.5 -3.49)
D	Satisfactory	2 (Range: 1.5- 2.49)
E	Unsatisfactory	1 (Range: 0-1.49)

The grades assigned to the report and other assessable products (if any) for the individual activities will be converted into their corresponding points. The average of the points will determine the grade for the project. For instance, if the grades obtained for the various activities performed by a learner are A, C, C, D & E, the sum of the points will be  $5+3+3+2+1=14$  (refer Table 3). The average will be  $14/5=2.8$ , i.e. C Grade. The project Report along with other assessable products submitted has 70% weightage while viva will have 30% weightage. One has to secure at least C Grade in the project report for passing. Similarly one has to get at least C grade in viva to clear it.

**Tools and technologies required:** thick papers, stationery items

**Your Role:** Your role would comprise the following activities:

- Study the 7th Unit of the course: Communication and Information Technology
- Select the content from any unit of the course: Communication and Information Technology
- Collect thick sheets of paper (A 4 size).
- Decide the text and the illustrations to be included within the charts and their organization.
- The text & illustrations may be hand made/printed.
- Prepare a report

**Output to be assessed:** The flip chart prepared and a summary of the content

**Assessment indicators:** Content selected, presentation of text and illustrations, the summary of the content, etc...

**Learner Support:** Unit 7 of the Course: Communication and Information Technology. You may also visit websites on preparation of flip charts to know more about it.

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### **Activity 3: Preparation of flip charts and recording the narrations (audio) in CD (Credit: 1)**

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Carry out Activity 3. Record the explanation that would accompany the visuals on each chart, as an audio programme of about ten minutes duration.

**Expected Learning Outcomes:** Following this activity, you are expected to:

- Develop the skills of preparing flip charts.
- Develop the skills of making presentation with the help of flip charts.

**Tools and technologies required:** papers(A4 size), stationery items, audio recording tools and CD.

**Your Role:** Same as in Activity 2 and recording the narration explaining the content included in the flipcharts.

**Output to be assessed:** The flip chart prepared and a summary of the content. The CD with the recordings

**Assessment indicators:** Content selected, presentation of text and illustrations on the flip chart, the narration recorded, etc.

**Learner Support:** Unit 7 of the Course, Communication and Information Technology. You may also visit web sites on preparation of flip charts to know more about it.

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### **Activity 4: Preparation of Transparencies (Credit: %)**

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Select content from any unit of MES-032 and prepare transparencies (about 10) to present the content.

**Expected Learning Outcomes:** Following this activity, you are expected to:

- Develop the skills of preparing transparencies for teaching.

**Tools and Technologies Required:** Sheets for preparing transparencies, stationery items, etc.

**Your Role:** Your role would comprise the following activities:

- Study the 7th Unit of the Course MES-032.
- Select content and prepare its summary.
- Collect sheets for transparencies.
- Decide the text and the illustrations to be included within the transparencies.
- The text & illustrations may be hand made/printed.
- Prepare a report

**Output to be assessed:** The transparencies prepared and the report.

**Assessment indicators:** Content selected, summary of the content, presentation of text and illustrations, etc.

**Learner Support:** Unit 7 of the Course MES-032. You may also visit web sites on preparation and use of transparencies to know more about it.

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### **Activity 5: Preparation of Transparencies and Recording the Narrations in CD (Credit: 1)**

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Carry out Activity 4. Record the explanation that would accompany the visuals on each transparency as an audio programme of about ten minutes duration.

**Expected Learning Outcomes:** Following this activity, you are expected to:

- Develop the skills of preparing transparencies.
- Develop the skills of making presentation with the help of transparencies.

**Tools and Technologies Required:** Same as for Activity 3.

**Your Role:** Same as in Activity 4 and recording the narration explaining the content included in the transparencies.

**Output to be assessed:** The transparencies prepared, a summary of the content and the CD with the recordings.

**Assessment indicators:** presentation of text and illustrations on the transparencies, the narration recorded, etc.

**Learner Support:** Same as in Activity 4.

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### **Activity 6: Preparing teaching aids in multiple media form (Credit: 2.5)**

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Select topics from any area. Prepare 10 transparencies, 10 PowerPoint slides, audio visual clips (of about five minutes duration).

**Expected Learning Outcomes:** Following this activity, you are expected to:

- Develop the skills of teaching with different types of technologies.

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**Activity 8: Studying the Process of Communication (Credit: ½)**

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Watch four types of programmes on television. (news bulletin, soap, discussion and an educational programme) on the television on a regular basis for a few days. List the factors responsible for making the communication effective and also list the barriers in communication.

**Expected Learning Outcomes:** Following this activity, you are expected to:

- Understand the factors responsible for making communication effective.
- Identify the barriers in communication.

**Tools and Technologies Required:** Television

**Your Role:** Your role would comprise the following activities:

- Watch the television programmes attentively.
- Analyze the process of communication in terms of the factors facilitating it and those acting as barriers.
- List the strategies that have been adopted to make the communication effective.
- Write a critical report with an introduction to the work done, objectives of the work, method adopted, etc. The critique should include discussions on clarity of the message, any strategy(s) for reinforcement of ideas, organization of the content, scope for interaction, etc. Title of the programme, channel and timings should be mentioned.

**Output to be assessed:** The report prepared

**Assessment indicators:** Points covered in the critique.

**Learner Support:** Units 1 & 2 of the Course: Communication and Information Technology.

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**Activity 9: Understanding the print technology (Credit : 1)**

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Collect information on the evolution of print technology. Visit a nearby printing press. Visit its constituent units and study their functioning and prepare a report.

**Expected Learning Outcomes:** Following this activity you are expected to:

- Know about the evolution of print technology
- Understand the modern mass printing process.

**Tools and Technologies Required:** Internet/library; camera

**Your Role:** Your role would comprise the following activities:

- Collect information on the evolution of print technology from a library or the Internet.
- Visit a printing press
- Seek permission to carry out your work.
- Make your notes on the process of printing.

- Take photographs if allowed
- Prepare a report with an introduction, objectives of the activity carried out and explanation of the following:
  - evolution of print technology
  - the printing process.

**Output to be assessed:** The report prepared

**Assessment indicators:** Points covered in the report

**Learner Support:** Units 9 & 10 of the Course: Communication and Information Technology.

### **Activity 10: Visit to a recording studio (Credit : 1 )**

Visit an audio/video recording studio. Go to the various unit comprising it and study the process of recording, editing, storage and other relevant activities and prepare a report.

**Expected Learning Outcomes:** Following this activity, you are expected to:

- Understand the functioning of a recording studio.
- Compare and contrast the theoretical knowledge you have gained with your actual experience.

**Your Role:** Your role would comprise the following activities:

- Seek permission from the studio authorities
- Study the functioning within the studio and prepare notes.
- You may take photographs only after special permission to do so. However, photographs of the studio you have visited may be taken while you are outside it.
- Interview the functionaries at the various units to understand their role.
- Visit the storage and archiving units and prepare notes on the techniques used for storing, archiving and cataloguing.
- Organize the information collected and prepare a write up.
- Prepare a report.

**Output to be assessed:** The report prepared

**Assessment indicators:** Information collected and presented.

**Learner Support:** Units 13 & 14 of the Course: MES 032

### **Activity 11 : Survey to Determine the Utilization of Broadcast and Non broadcast Media of IGNOU (Credit:3)**

Carry out a survey to determine the extent of utilization of the broadcast and non broadcast media facilities at any Study Center/Programme Study Center of IGNOU.

## COURSE 3: COMPUTER TECHNOLOGY

Course Code: MES-033

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### Activity 1: PowerPoint Presentation Depicting Hardware Components of a Computer Credit 1/2

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Prepare a PowerPoint presentation depicting the various hardware components of a computer and other peripheral devices.

**Expected Learning Outcomes:** Following this activity, you are expected to:

- Know about the various hardware components of a computer and other peripheral devices.

**Tools and technologies required:** PowerPoint programme

**Your Role:** Your role would comprise the following activities:

- Study Unit 1 of the Course, MES-033.
- Prepare the PowerPoint presentation.
- You may include pictures and audio in the slides (optional)
- Prepare a report and include in it a hard copy of the slides prepared

**Output to be assessed:** CD with the PowerPoint and the Report.

**Assessment indicators:** depiction of the components, the slides prepared.

**Learner Support:** Unit 1 of the Course MES-033 & Unit 7 of the Course MES-032.

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### Activity 2: Preparing a Handout Using any Word Processing Software (Credit ½)

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Prepare a handout of about two pages on a topic of your choice using any word processing software.

**Expected Learning Outcomes:** Following this activity, you are expected to:

- Develop the skills of using word processing software.

**Tools and technologies required:** Programme for word processing, printer, etc.

**Your Role:** Your role would comprise the following activities:

- Select any topic.
- Collect information on the topic selected.
- Design a handout with proper heading, subheading, sections, subsections, etc.
- Use word processing software to word process the document.
- You may include necessary graphics (optional).
- For the draft prepared, perform editing for the content, language and format so as to refine it and take a printout.
- Prepare a Report.



**Output to be assessed:** The handout prepared and the Report

**Assessment indicators:** the word processing skills as reflected in the handout.

**Learner Support:** Unit 4 &16 of the Course MES-033.

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### **Activity 3: Developing a Brochure Using any Desktop Publishing Software (Credit ½)**

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Prepare a brochure of two- four pages for the PGDET programme in which you have enrolled.

**Expected Learning Outcomes:** Following this activity, you are expected to:

- Develop the skills of using desktop publishing software.

**Tools and technologies required:** Desktop publishing software

**Your Role:** Your role would comprise the following activities:

- List the aspects to be included in an information brochure like objectives of the programme, the courses, the credits, duration of the programme, fees, eligibility, etc.
- Collect and compile the information on these aspects (The Programme Guide will help you).
- Conceptualize the text and graphics
- Use any desktop publishing software to prepare the document.
- Prepare a Report. Include in it a hard copy of the document along with the screen shots.

**Output to be assessed:** The brochure prepared and the Report.

**Assessment indicators:** The layout of the document, the skills of using the software, as reflected in the brochure, etc ..

**Learner Support:** Unit 4 of the Course MES-033.

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### **Activity 4: Reviewing Websites of Educational Institutions (Credit:1)**

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Review websites of ten educational institutions and identify at least one area in each that needs improvement.

**Expected Learning Outcomes:** Following this activity, you are expected to:

- Develop the skills of browsing the internet.
- Going through a website and critically evaluating it.

**Tools and technologies required:** Computer with Internet facility.

**Your Role:** Your role would comprise the following activities:

- Visit the web sites of any ten educational institutions.
- Study the home page and the web pages of each website.
- Critically evaluate the website along dimensions like information (adequacy, accuracy, whether updated or not), links (whether they are annotated, functional, well organized, ease of navigation), colour scheme, graphics, etc.
- Think about and list the aspects that need to be improved.

- Prepare a Report with an introduction to the activity carried out, objectives and the critique of the web sites evaluated.

**Output to be assessed:** Evaluation carried out and list of the points that need improvement with justification.

**Assessment indicators:** The skills of browsing and using websites and evaluating them.

**Learns- Support:** Unit 7 &10 of the Course MES -033. You may also visit websites on 'evaluation of websites'.

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### **Activity 5: Create an e-group for Supporting Collaborative Learning (Credit 1)**

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Create an e group for supporting collaborative learning and invite other learners to join the e group. Submit the screen shots of the different pages of the group.

**Expected Learning Outcomes:** Following this activity, you are expected to:

- Use the popular technique of virtual collaboration.
- Develop the skills of creating e group.

**Tools and technologies required:** Computer with Internet facilities; an email ID of your own and that of your group members.

**Your Role:** Your role would comprise the following activities:

- Have your own Email account
- Prepare a list of people who would be the members of your e group and obtain their email ID.
- Develop the e group.
- Prepare a Report.

**Output to be assessed:** The Report and the screen shots of the different pages of the group.

**Assessment indicators:** The screen shots of the different pages of the group and the narration of the steps taken towards the creation of the group.

**Learner Support:** Unit 6 of the Course MES-033. You may take online help like that being currently provided by Yahoo Groups (yahoo.com) that facilitates the creation of e groups.

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### **Activity 6: Preparation of PowerPoint with Text, Audio and Graphics (Credit 1.5)**

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Prepare a PowerPoint presentation with text, audio and graphic on any topic for any level of education /training.

**Expected Learning Outcomes:** Following this activity, you are expected to:

- Develop the skills of preparing power point slides with multimedia format.

**Tools and technologies required:** Computer with power point programme, suitable audio file, and graphics

**Your Role:** Your role would comprise the following activities:

- Select any topic and collect information on it.

- Select suitable graphics and arrange audio files.
- Prepare the PowerPoint presentation by inserting text and importing the audio files and graphics.
- Prepare a Report. Include in it a hardcopy of the slides prepared.

**Output to be assessed:** CD with the PowerPoint and the report.

**Assessment indicators:** The text, audio and visuals

**Learner Support:** Unit 4, 13 of the Course MES-033.

### **Activity 7: Using the Internet for Collecting Information (Credit 2 )**

Identify anyone of the following topics: Global Warming/Nuclear War/Rain Forests/Gender Parity. List 25 websites on the topic you have chosen and rate them in order of quality of content

**Expected Learning Outcomes:** Following this activity, you are expected to:

- Develop the skills of using the internet as a source of information.

**Tools and technologies required:** Computer with Internet facilities

**Your Role:** Your role would comprise the following activities:

- Select a topic
- Visit 25 websites on the topic chosen.
- Evolve a set of common criteria on the basis of which you would rank the web sites
- Carry out the ranking.
- Prepare a Report. Include in it the websites visited and their critique.

**Output to be assessed:** The report

**Assessment indicators:** The web sites visited, the criteria evolved for ranking them

**Learner Support:** Unit 7 of the Course MES-033.

### **Activity 8: Development of a multimedia lesson (Credit: 3)**

Convert any unit of this programme into a multimedia lesson.

**Expected Learning Outcomes:** Following this activity, you are expected to:

- Develop the skills of preparing content in multimedia

**Tools and technologies required:** Computer and necessary tools for creating multimedia.

**Your Role:** Your role would comprise the following activities:

- Select a unit from this programme and chisel out the portion suitable for a multimedia lesson
- You may rewrite it for presenting it as a multimedia lesson.
- Determine which part goes in which medium
- Develop a story board
- You may develop an exercise for assessment of learners (optional).