

**ITU Center of Excellence (CoE) Regional Workshop
Taskforce Meeting on Distance Learning Practices for Asian Pacific Regions
(23-27 July 2007 at ITU-ASP CoE PTA Node Islamabad)**

The Telecommunication Development Bureau of the International Telecommunication Union (ITU) and Pakistan Telecommunication Authority (PTA) jointly organized the “ITU Regional Workshop CoE Taskforce Meeting on Distance Learning Practices for Asian Pacific Regions from 23-27 July 2007 at ITU-ASP CoE PTA Node Islamabad, Pakistan to provide the knowhow and technical skills to the participants about the current practices on e-learning on-line courses structure and tools for information, communication and management with the aim impart training to potential instructors of the node countries regarding methodology for designing and conducting on-line courses.

Participation. This five days workshop was attended by 10 participants from Korea, Iran, Malaysia and Pakistan. Ms. Tensin Tobgyl from ITU Headquarters, Geneva conducted the training. List of participants is at **Annex-A.**

Contents of the Course. It was a useful course and participants were given sufficient practice to design and conduct on-line courses using ITU design tools. The participants of the course were given trainings on following tools:-

- a. WebCT-4 & ITU e-Learning Centre
- b. Course Structure & Designer Option
- c. Information and Communication Tools
- d. Evaluation Tools
- e. Tools for Management

The details of the tools are at **Annex-B.** A video demonstration of WebCT-6 was also given as well as relevant literature was provided to the participants.

Opening Session. Chairman PTA, Maj. Gen. (Retd) Shahzada Alam Malik chaired the opening session. Speaking on this occasion he said that PTA would continue to support ITU in its efforts to provide assistance to its member countries for the development of Telecom and IT sector. He appreciated the initiative taken by ITU for arranging this program.

He hoped that after this training, the participants of the workshop will be able to arrange online training courses themselves from the respective nodes.



Closing Remarks & Certificate Distribution. On termination of the course, Mr. Muhammad Younis, Director (IL&T)/ PTA Node Program Coordinator delivered the concluding speech. He said that this training was really needed as most of the Asian Pacific node countries did not have the requisite experience to design and conduct on-line courses. He appreciated the efforts of Ms. Tensin Tobgyl (ITU expert/Instructor) to educate the participants on distance learning process. At the end the certificates were distributed by Syed Nasrul Karim Ghaznavi (Member Finance, PTA) to the participants of the workshop.

Annex –A

S.No.	Country	Participants' Name	Department/ Organization
1	Iran	Mrs. ZOHREH MAFI	Post & Telecommunication Department Danesh St, Jenah Avenue, Iran
2	Korea	Prof. IL KYU EOM Manager (Pusan National University) ITU-ASP CoE PNU	Department of Electronics Engg 30 Jangjeon-Dong Geumjeong- Gu 609-735 Busan, Rep. of Korea
3	Korea	Prof. Byoung-Chul Kim Manager (Pusan National University) ITU-ASP CoE PNU	Department of Electronics Engg 30 Jangjeon-Dong Geumjeong- Gu 609-735 Busan, Rep. of Korea
4	Malaysia	Mr. Suwannit Chareen Chit Lecturer / Coordinator CoE Universiti Utara Malaysia	ITU-UUM ASP CoE Faculty of IT, UUM 06010 UUM SINTOK Kedah, Malaysia
5	Geneva	Ms. Tensin Tobgyl (Expert/Instructor) ITU e-Learning Platform	ITU HQs Geneva
6	Pakistan	Lt. Col. Muhammad Saleem, Assistant Professor	National University of Sciences & Technology (NUST), Rawalpindi
7	Pakistan	Mr. Asif Inam, Director (Commercial Affairs)	Pakistan Telecommunication Authority (PTA), HQs, Islamabad
8	Pakistan	Mr. Sajjad Latif Awan Director (Regulations)	Pakistan Telecommunication Authority (PTA), HQs, Islamabad
9	Pakistan	Muhammad Talib Dogar, Director (Engineering)	Pakistan Telecommunication Authority (PTA), HQs, Islamabad
10	Pakistan	Mr. Abdul Samad, Director (Wireless Local Loop & Mobile)	Pakistan Telecommunication Authority (PTA), HQs, Islamabad
11	Pakistan	Mr. Ali Faisal, Assistant Director (IL&T)	Pakistan Telecommunication Authority (PTA), HQs, Islamabad

1. WebCT & ITU e-Learning Centre

ITU e-Learning Centre - Overview

- Overview
- Target population
- Online course
- Future

Obtaining an account in the - ITU eLearning Centre

Tutor

- First contact with the ITU eLearning Centre Administrator
- Briefing - working method

Students

- Invitation Letter
- First contact with the (expert) tutor
- First briefing to the expert
 - By phone
 - Documents

Architecture of WebCT CE 4.1

- Main page of WebCT
- My WebCT - elements
- Main page of the online course

New version of WebCT CE 6.0 (Orientation of the newest application)

- Architecture of WebCT CE 6
 - Main page of WebCT
 - My WebCT
 - Main page of the training

Relations between the implied services into the ITU e-Learning Centre facilities

2. Course Structure & Designer Option

Course description & content presentation

How to select a relevant WebCT resource through the Designer Option

Add Page or Tool	Edit Page or Tool	Manage Files	Manage Course	Course Settings
Assignments	Update the student view of the Content Modules in your course.	Upload	Manage Students	Instructor's name
Calendar	Update student view	Create	Track Students	Language
CD-ROM		Edit	Manage Teaching Assistants	Numeric data format
Chat		Copy	Track Pages	Time display format
Compile	Homepage	Move	Backup Course	Course Menu display
Content Module	Assignments	Rename	Reset Course	Designer start page
Discussions	Calendar	Delete	Share Access	Designer links
Glossary	Chat	Zip	Import Content	
Image Database	Compile	Unzip	Export Content	
Index	Content Modules			Edit Course Menu
Language Selector	Discussions			Edit welcome page
Mail	Glossary			Customize course colors
My Grades	Mail			Modify/Add background image
My Progress	My Grades			Modify icon style
Organizer Page	My Progress			Replace individual icon
Quizzes/Surveys	Organizer Pages			Customize course news
Resume Course	Quizzes/Surveys			
Search	Search			
Self Test	Self Tests			
Single Page	Student Homepages			
Student Homepages	Student Presentations			
Student Presentations	Syllabus			
Student Tips	Whiteboard			
Syllabus				
URL				
Whiteboard				

- Identifying the resources of the designer interface in WebCT
- Using the dashboard for designers
- Modifying the appearance and content of the welcome page & organizer pages
- Changing standard icons
- Adding and modifying text blocks
- What to do with the Training materials
 - How to create a training materials
 - How to integrate training material into WebCT
 - Transferring documents into WebCT
 - Downloading documents (training materials, etc.)
 - Possibilities of structuring documents into WebCT
- More tools to organize a training materials
 - To add an individual page
 - To add a page of organization
 - To add a hyperlink (URL)
- To structure information by module
 - To build a module of content
 - To add a heading
 - To personalize the pages content of module
- Other functions available
 - Complementary features
 - Course program
 - Glossary
 - Objectives
 - Research tool
 - Index
 - Audio clip
 - Video clip
 - Notes
 - Image databases
 - Compilation
 - Selector of language
 - CD-Rom

3. Information and Communication Tools

Introduction

- The Main task of the tutor

Calendar (*How*)

- To register an entry
- To define the parameters and the options for the calendar
- The global calendar

Discussion forum (*How*)

- To see a message
- To write a message
- To create forums
- To manage the flood of messages
- To search
- To move messages
- To remove messages
- To move forums
- To post messages
- To compile and download messages
- To reinitialise the Forum for a new session

Private Mail (*how*)

- To read a message
- To write a new message
- To manage the flood of the messages
- To search
- To move messages
- To remove a message
- To define the parameters
- To post messages
- To compile and download messages
- To reinitialise the Private Mail for a new session

Chat * (*How*)

- To send a message
- To use other options of the chat
- To modify the Chat tool - options of the designer

WhiteBoard * (*How*)

- To draw a diagram
- To import and use images
- To record and consult a diagram
- To modify the WhiteBoard tool

Tips for students

4. Evaluation Tools

Introduction

- All training need to be evaluated..

Tests and surveys

Identify the different types of online evaluation through the WebCT (*How*)

- To build a database of questions
- To create a question with multiple choice

- To create a question of pairing
- To create a question with short answer
- To create a calculated question
- To create a paragraph question
- To assign questions to a test or survey

To organize the list of the evaluations online

To personalize the list of evaluations online

To add an evaluation online into a module of content

To view the results

Assignments

- To create an assignment
- To correct and return an assignment online
- To download assignments of all the students on your hard disk
- To view in Student mode

The autoevaluation

- To create an autoevaluation

Group in Work

- Generation of groups
- Organization of team work
- Personal page of the students

5. Tools for Management

Introduction

- In this section the tutors team can find the better resources for...

The management of the students

- To view files
- To modify student records
- To change the parameters
- To modify existing columns
- To create columns
- To export student results
- To upload student data from Excel
- To display student results
- To follow-up on student progress

Management of teaching assistants

- To add a teaching assistant
- To modify the data on the teaching assistants
- Backup of the training

Exporting and importing in the IMS format

- To export information in format IMS
- To import information in format IMS

HTML Editor in WebCT

- To personalize a text
- To create a hyperlink
- To add an image

Some useful HTML codes in WebCT, WebDAV & WebCT
Configure & utilise WebDAV in Windows NT or XP