

**Step by Step guide to
author a course using
existing content**

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1. Introduction

Swayam application currently allows the course coordinators to rerun the courses without having to upload all the content. Further sections in the document would provide a step by step explanation on achieving this function

2. Content Library Navigation - Course coordinator

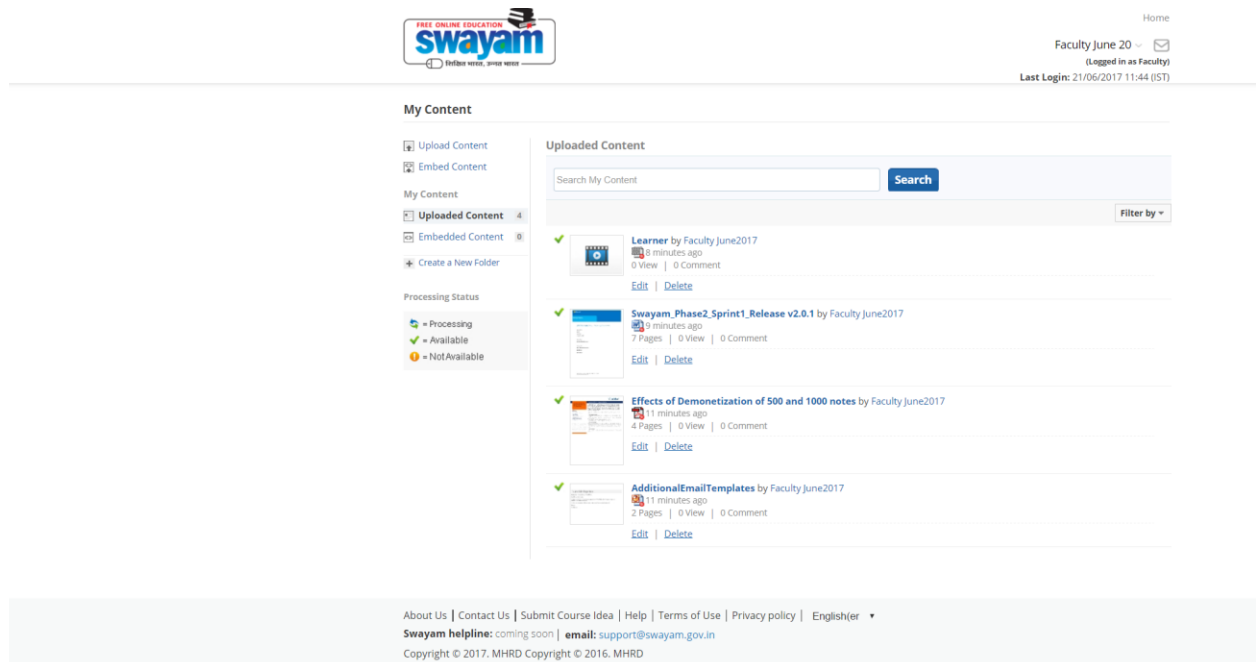
The content uploaded by the course coordinator would be already available in their content library which can be viewed and accessed using the left navigation pane upon login as below:

Course Coordinator Home → Content Library

The screenshot displays the Swayam Course Coordinator Home interface. At the top left is the Swayam logo with the tagline 'FREE ONLINE EDUCATION' and 'swayam' in blue. To the right, it shows the user's name 'Faculty June 20', a notification icon, and the text '(Logged in as Faculty)' and 'Last Login: 21/06/2017 11:44 (IST)'. Below the header is a navigation pane on the left with 'Content Library' highlighted. The main area is titled 'Courses' and features filters for 'Active (0)', 'Draft (2)', 'Past (0)', and 'Submissions (0)', along with a 'Course type: All' dropdown. Two course cards are visible: 'Web Designing - July 2017' and 'Web Design for Learners', both with 'Public' status. The footer contains links for 'About Us', 'Contact Us', 'Submit Course Idea', 'Help', 'Terms of Use', 'Privacy policy', and 'English(er)'. It also includes the Swayam helpline information and copyright notices for 2017 and 2016.

3. Content Library View – Course coordinator

The course coordinator could upload more content into the library before authoring the course. This section also allows the coordinator to delete content. Application saves the information in two sections



The screenshot displays the Swayam content library interface. At the top left is the Swayam logo with the tagline 'FREE ONLINE EDUCATION' and 'Bridging the divide, saving lives'. The top right shows the user 'Faculty June 20' logged in as Faculty, with a last login time of 21/06/2017 11:44 (IST). The main content area is titled 'My Content' and is divided into two sections: 'Uploaded Content' and 'Embedded Content'. The 'Uploaded Content' section is active and shows a list of four items, each with a thumbnail, title, author, and upload time. The items are: 'Learner by Faculty June2017' (8 minutes ago), 'Swayam_Phase2_Sprint1_Release v2.0.1 by Faculty June2017' (9 minutes ago), 'Effects of Demonetization of 500 and 1000 notes by Faculty June2017' (11 minutes ago), and 'AdditionalEmailTemplates by Faculty June2017' (11 minutes ago). Each item has 'Edit' and 'Delete' links. A search bar and a 'Filter by' dropdown are also present in the 'Uploaded Content' section. The footer contains links for 'About Us', 'Contact Us', 'Submit Course Idea', 'Help', 'Terms of Use', and 'Privacy policy', along with the Swayam helpline and email support information.

1. Uploaded Content : This section would display all the files which were physically uploaded by the course coordinator during prior course authoring
2. Embedded Content : This section would display all the embedded content the course coordinator has used in prior course authoring.

The content library would allow the course coordinator to edit & delete existing content

4. Steps to recreate courses on Swayam

4.1. Step 1 : Invite existing faculty to author Course

As part of recreating the course, National Coordinator would have to invite the existing faculty to create the course. National Coordinator can login to Swayam application and choose the option “Invite Faculty” from the left navigation.

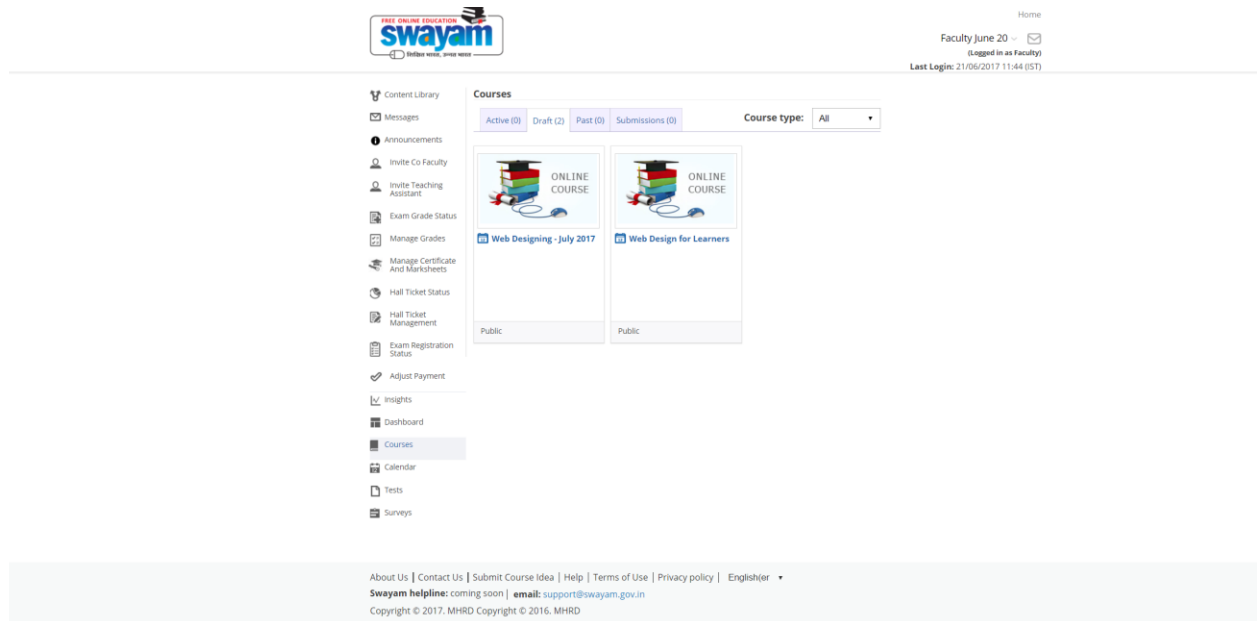
The screenshot shows the Swayam application interface. The left sidebar contains navigation options like DASHBOARD, COURSE INVITE STATUS, and INVITE FACULTY. The main content area is titled 'Invite faculty' and has two tabs: 'New faculty' and 'An existing faculty'. The 'An existing faculty' tab is active. Under '1. Invite an existing faculty', there is a 'SWAYAM user' field with the value 'Faculty June 2017', a 'Course name' field with 'Tribology', and 'Course type' (Public/Private) and 'Course sub type' (dropdown) fields. There are 'Add' and 'Clear' buttons. Below are sections for '3. Invite / add co-faculty' and '3. Invite / add teaching assistant'. On the right, the 'Invitation summary' table is empty with columns for First name, Last name, Role, Email, Phone number, and Delete. The footer contains 'Swayam helpline: coming soon | email: support@swayam.gov.in' and 'Copyright © 2017, MHRD'.

From the resulting screen, National Coordinator to choose the option “Existing Faculty”. This would result in screen shown below. National Coordinator can type in the few characters of the faculty first name, phone number or email, Swayam would suggest the existing faculties in the system to be chosen from. National Coordinator to choose the right faculty and key in the rest of the information in the screen as below:

The screenshot shows the Swayam application interface. The left sidebar contains navigation options like DASHBOARD, COURSE INVITE STATUS, and INVITE FACULTY. The main content area is titled 'Invite faculty' and has two tabs: 'New faculty' and 'An existing faculty'. The 'An existing faculty' tab is active. Under '1. Invite an existing faculty', there is a 'SWAYAM user' field with the value 'Faculty June 2017', a 'Course name' field with 'Tribology', and 'Course type' (Public/Private) and 'Course sub type' (dropdown) fields. There are 'Add' and 'Clear' buttons. Below are sections for '3. Invite / add co-faculty' and '3. Invite / add teaching assistant'. On the right, the 'Invitation summary' table has one entry: Faculty, June 2017, Faculty, faculty0616@mailinator.com, 9000000000. The footer contains 'Swayam helpline: coming soon | email: support@swayam.gov.in' and 'Copyright © 2017, MHRD'.

4.2. Step 2 : Login to Swayam as the invited PI

Login to Swayam application using the Course coordinator credentials. Upon login, application would display the courses section, under the Drafts section, course coordinator would see the course which needs to be reauthored.



The screenshot displays the Swayam application interface. At the top left is the Swayam logo with the tagline "FREE ONLINE EDUCATION". The top right corner shows the user's name "Faculty June 20", a notification icon, and the text "(Logged in as Faculty)" and "Last Login: 21/06/2017 11:44 (IST)".

The main content area is titled "Courses" and includes a navigation bar with "Active (0)", "Draft (2)", "Past (0)", and "Submissions (0)". A "Course type" dropdown menu is set to "All". Below this, two course cards are visible, both labeled "ONLINE COURSE". The first card is titled "Web Designing - July 2017" and the second is "Web Design for Learners". Both cards show a "Public" status at the bottom.

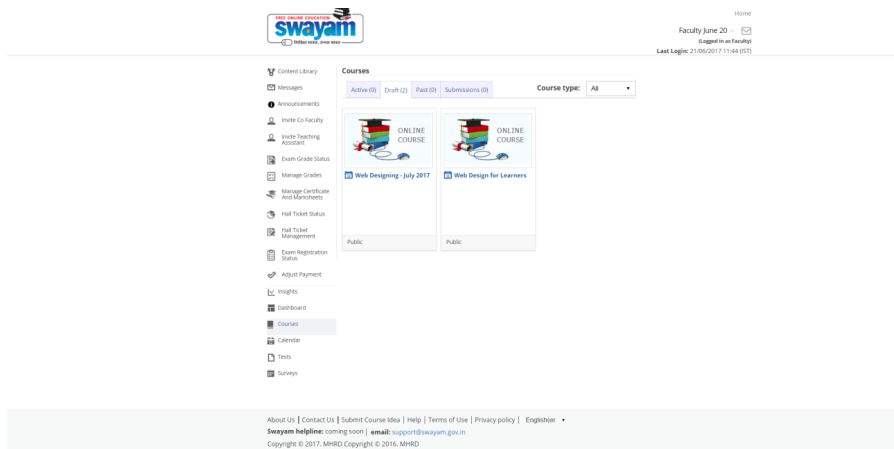
A left-hand navigation menu lists various functions: Content Library, Messages, Announcements, Invite Co Faculty, Invite Teaching Assistant, Exam Grade Status, Manage Grades, Manage Certificate And Marksheets, Hall Ticket Status, Hall Ticket Management, Exam Registration Status, Adjust Payment, Insights, Dashboard, Courses (highlighted), Calendar, Tests, and Surveys.

At the bottom of the page, there is a footer with links for "About Us", "Contact Us", "Submit Course Idea", "Help", "Terms of Use", and "Privacy policy", along with the text "English". It also provides contact information: "Swayam helpline: coming soon" and "email: support@swayam.gov.in", and copyright notices for 2017 (MHRD) and 2016 (MHRD).

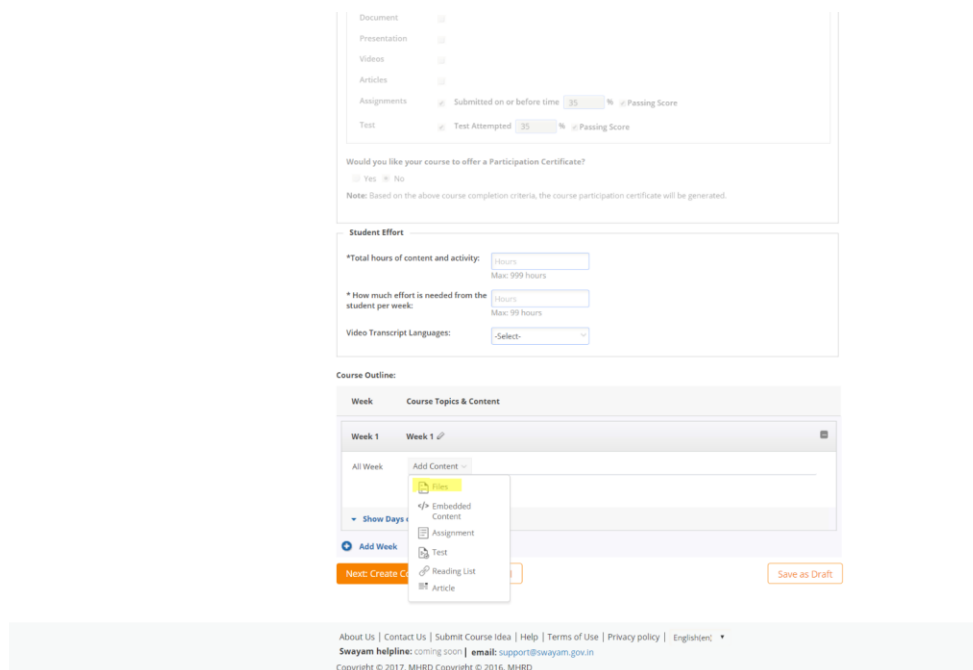
From the left navigation, course coordinator would be able to navigate to the content library to view existing files uploaded or embedded content available. This is similar to section 2 described above

4.3. Step 3 : Add existing content to the course

From the course coordinator home, navigate to the Draft course(s). Click on the course for which existing content is to be attached

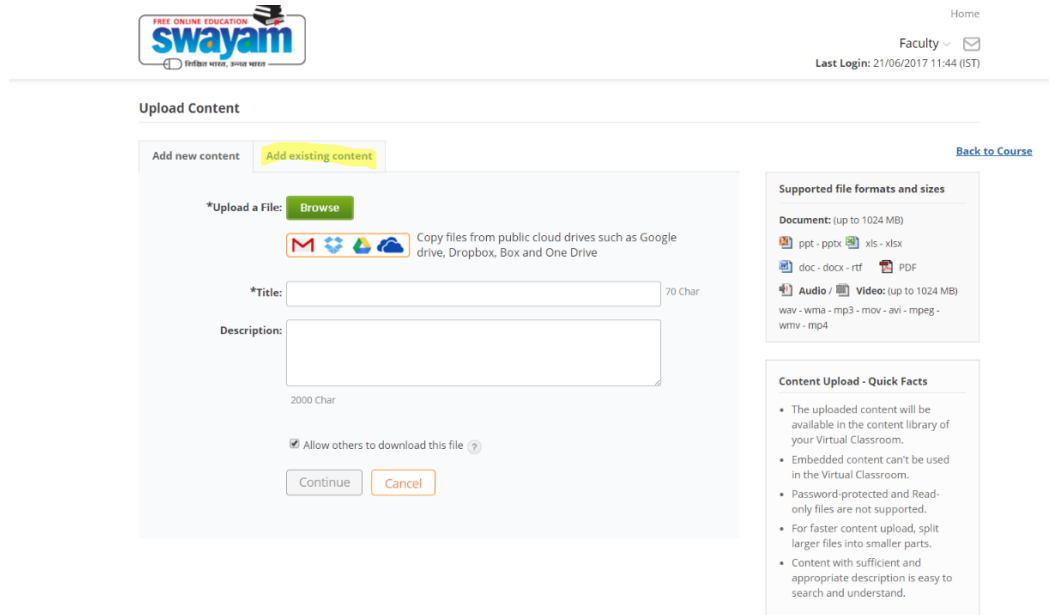


In the course author screen, enter the basic information such as Start / End dates, Course Credit information, Course completion settings. Post this navigate to the content section at the bottom of the screen. Click on “Add Content” dropdown menu and choose “Files” option from the menu options available

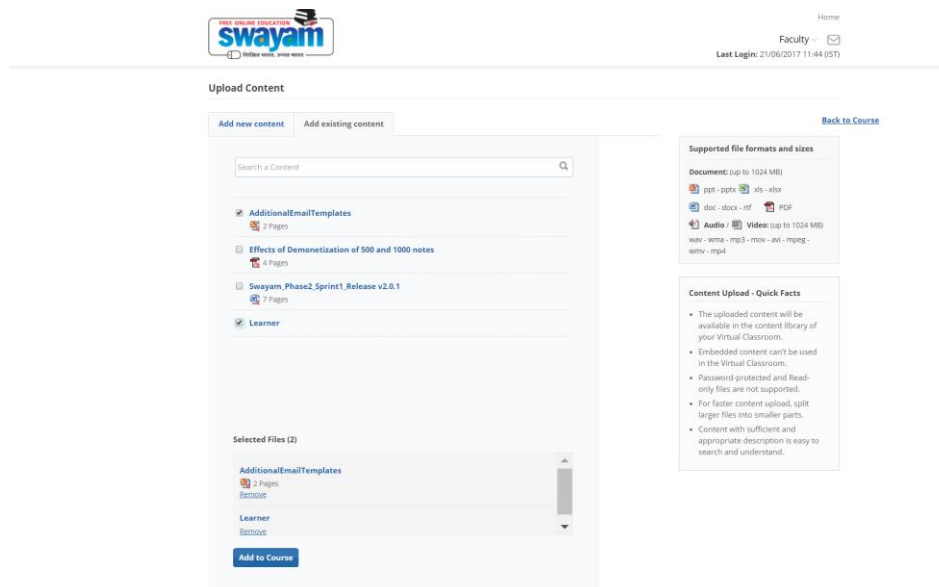


The resulting screen defaults to “Add new content” which is used when course coordinator wishes to upload new file which is not already available in the content library.

To attach an already available content to this course, click on the “Add existing content” tab option as shown below:



Upon clicking “Add existing content”, application displays the content library view with all the content uploaded by the course coordinator for earlier courses. Application will allow the course coordinator to choose one or more content to be attached to the course.



Course coordinator has to choose from the available content and click on “Add to course” button at the bottom. This will add the content selected into the course being authored.

Assignments Submitted on or before time % Passing Score

Test Test Attempted % Passing Score

Would you like your course to offer a Participation Certificate?

Yes No

Note: Based on the above course completion criteria, the course participation certificate will be generated.

Student Effort

*Total hours of content and activity: Max: 999 hours

* How much effort is needed from the student per week: Max: 99 hours

Video Transcript Languages:

Week Course Topics & Content

Week 1 Week 1

All Week

Content

- AdditionalEmailTemplates
- 2 Pages
- Learner

Show Days of Week 1

The selected content would be displayed in the schedule section similar to a newly uploaded content.

Similarly content can be added into respective week(s) / day(s) from the existing content using content library hence allowing reuse of course content.

4.4. Step 4 : Complete Authoring & Submit

Complete the schedule content addition and proceed to update course profile to attach a course category, learning path and other information such as Course information, Introductory video and Course coordinator information etc. Once complete, the course can be submitted to National coordinator for approval. From this point, the existing course workflow takes course.