



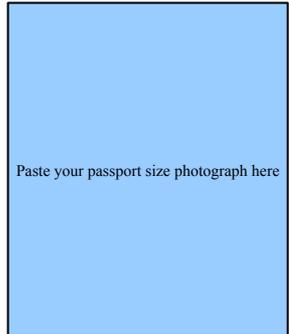
**Indira Gandhi National Open University
Staff Training and Research Institute of Distance Education**

**National Online Training on Self-Learning Material
Development
(August 4 – Sept. 26, 2008)**

Learning contract

Name of the participant: _____
Organisation: _____
Address: _____

Email: _____
Phone: _____



By signing this learning contract I commit to **complete** my training in basic wiki editing skills to achieve the status of a **Wikibuddy** (according to the skills specification in Annexure A attached), and also develop at least **One Unit of Self-Learning Material** (according to the specification on Annexure B attached) on a topic of my choice using WikiEducator. I will complete all the **learning activities** designed to support my learning and agree to allocate approximately 2 hours daily to my learning efforts for a period of 8 weeks.

IGNOU-STRIDE shall provide the content of the training by using Online Resources on the Internet (e.g. WikiEducator and GoogleGroup). IGNOU-STRIDE shall also provide continuous facilitation and end of training certification based on the performance and criteria set for the purpose. As the WikiEducator and GoogleGroup are third party resources, IGNOU-STRIDE shall not be responsible for problems related to web-site down or any other server side problems.

I will complete my learning resource by (specify date): _____

Signature: _____
Date: _____

Recommendation by

This is to recommend the participation of Ms./Mr./Dr./Prof. _____
in the **Online Training on Self-Learning Material Development** conducted by STRIDE-IGNOU, and the undersigned shall monitor the his/her progress to complete the learning activities.

**(Signature with Seal)
Head of the Institution.**

Note: Please send the signed and completed document to **Dr. Sanjaya Mishra, STRIDE, IGNOU, Maidan Garhi, New Delhi 110068.**

ANNEXURE A: SKILLS Specification for Wiki

Level	Skills required	Evidence
Apprentice Level 1 (About 3 hours learning)	Basic text formatting including: <ul style="list-style-type: none"> ● bold ● italics ● headings for different levels ● bullet lists ● numbered lists 	<ul style="list-style-type: none"> ● Register an Account on WikiEducator ● Complete Newbie survey; ● Complete personal information on WikiEducator user page demonstrating the use of: <ul style="list-style-type: none"> ● bold ● italics ● headings and sub-headings ● Lists ● Explain the wiki concept to a friend
Apprentice Level 2 (About 2 hours learning)	Basic editing skills including: <ul style="list-style-type: none"> ● External links using the "piped" link feature ● Internal links to existing pages using a "pipe" ● Creating a new page (internal link) ● Uploading images, including: <ul style="list-style-type: none"> ● Type (thumb or frame) ● Placement (left, right & centre) ● Size ● Caption 	User page to include: <ul style="list-style-type: none"> ● A link to an external website, for example place of work using a pipe; ● A link to an internal page, for example adding a link to the user's respective Country page and adding their name to the country page. ● Inserting a framed or thumbnail image with a caption on the user page, for example a photograph of the user.
Wikibuddy (About 3 hours learning)	Use of communication tools and educational layout features, including: <ul style="list-style-type: none"> ● Using recent changes and history information ● Reverting an edit ● Use of the WikiEducator mailing list ● Leaving a message for a WikiEducator user in WikiEducator ● Providing feedback or comments on a WikiEducator content page ● Inserting a pedagogical template 	<ul style="list-style-type: none"> ● User page to include at least 1 pedagogical template ● History of user page must show a revert of a "planned" mistake ● User contributions must show both a comment left on one of WikiEducator's content pages as well as a personal message posted to an active WikiEducator user. ● Introduce yourself to at least two WikiEducators. ● Developed one lesson or content resource for WikiEducator (between 30 and 60 minutes of student learning time) ● Monitor & Track WikiEducator's Recent Changes page for opportunities for collaborative editing and help a friend by making at least of interest to you make 4 edits/improvements. ● Evidence of demonstrating WikiEducator to a friend showing how it works.

ANNEXURE B: SKILLS Specification for Self-Learning Material

- Develop a good structure of a lesson/unit;
- Write objectives in behavioural terms;
- Introduce the unit to draw attention by providing an overview, rationale and guidance;
- Develop sections and sub-sections as required;
- Embed activities of various types within the text;
- Summarize the lesson/unit to help recapitulation;
- Write feedback to activities (Self Assessment Questions);
- Finalize the unit using WikiEducator, and make it available as Open Educational Resource; and
- Use only open source materials and shall not use copyrighted materials in his/her unit put on WikiEducator and/or infringe copyright held by others or plagiarize any already existing material.