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UNPAN ONLINE TRAINING CENTRE COURSE DEVELOPMENT GUIDELINES

1. The main objective of the course developers should be to create an online training which is interactive and engaging. It is a prerequisite that in order to create an interactive and engaging content, the developers first should create an extensive training material in the text format. This text-based document will be provided to the learners as an additional reading material.
2. Interactivity is a very broad term and it can be achieved by interactive media content such as voice, video, cartoon, shockwave file, interactive quizzes, interactive menu items, etc. UNPAN does not want to restrict the developers to a single content type; instead, it encourages them to review the possible options and to choose the ones that they are comfortable with. However, UNPAN asks developers to equally balance interactive content in the training in order to prevent development of purely video-based or purely sound-based trainings.
3. UNPAN has evaluated an online authoring tool called Myudutu. (<http://myudutu.com/myudutu/Login.aspx>) All the content that is created by Myudutu is compatible with the UNPAN Online Training Centre. UNPAN suggests developers to use this tool while creating interactive content. The software converts various content (picture, presentations, video, sound) to a format that is compatible with the UNPAN Online Training Centre. In addition, the company provides documentation, the Getting Started Guide, which is a pdf file that explains how to use the tool, and also two online courses that will give the developers an idea about the possible features of the online tool.
4. The company for the above software charges \$1 per screen when the course is ready to be migrated to UNPAN servers (i.e., if a developer creates 250 screens, the company charges \$250). UNPAN accepts responsibility for the payment of the costs at the end of the project if the developers choose to use this software.

UNPAN does not accept any responsibility for the possible costs if the developers choose to use another software to implement online training courses.

5. UNPAN will create usernames and passwords for the Myudutu software if the developers decide to use it. UNPAN can also organize an online web-based workshop to introduce the tool to the developers if requested. Please note that UNPAN will not provide extensive technical support on this software, as it is the developer's responsibility to learn and create an interactive online training by using necessary software programs.
6. UNPAN also suggests using the software TextALoud (<http://www.nextup.com>) to convert text into sound to use in the training that will be developed. This is a software program which costs less than \$50 and can create mp3 files from any text-based document. UNPAN does not provide this software to the developers.
7. UNPAN suggests the developers to define learning outcomes first. Learning outcomes can be defined as what the learners achieve after completing the course. Afterwards UNPAN suggests that developers consider how the learners will achieve these outcomes during the course. UNPAN believes that the interactive media content will be used in the "how" sections of the courses to help learners to achieve the outcomes. UNPAN encourages the developers to use scenarios and interactive exercises to help the learners to understand the learning outcomes.
8. UNPAN also recommends to the developers that while they are planning ahead for the project they should consider allocating adequate time and resources to convert the content into an interactive format.
9. Finally, whatever tool the developers choose (Myudutu or their preference), UNPAN requests the developers to contact Mr. Deniz Susar by sending an e-mail to susar@un.org or by calling +1 212 963 8421 before starting to convert the text format to the interactive format.