

Information for Instructors

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Products Sold on this Website

OHO invites you to create a video course and place it on this website.

The course must consist of **video lectures and their pdf transcripts** (copies of slides). In addition, the course may (optional) also consist of **assignments such as quizzes, problem sets, exams and projects**.

The videos and assignments will be sold as follows:

- **Video courses:** Individual videos, videos in selected topics or videos in the whole course. The course must be extensive enough to be used as a standalone, semester-long course in a University/College setting.

The intended customers are:

- University/college students taking a similar course and seeking to enrich their knowledge with extra work (like having a private tutor)
- Instructors who may adopt the OHO video course (which is relatively very affordable) as a “text” in place of a traditional printed text (which is very expensive)

- **Courses Offering OHO Certificate of Completion:** Videos in selected topics or Videos in the whole course, along with (virtually) proctored assignments (quizzes and/or exams) to verify the minimum required level of learning. This option is available to the user on a continuing basis, and automatically administered by OHO. The instructor will have no administration responsibility.

The intended customers are:

- Working persons seeking to enrich their knowledge and need proof in the form of a certification of completion, and who prefer virtual classes as opposed to in-person classes
 - Working persons seeking to earn continuing education credits to fulfill their employers/licensing agencies requirements, and who prefer virtual classes as opposed to in-person classes
- **Continuing Education Courses:** Similar to OHO certificate option above, but offered and administered time-to-time by the instructor. OHO will facilitate such offerings.

The intended customers are:

- Working persons seeking to enrich their knowledge and need proof in the form of a certification of completion, and who prefer in-person classes as opposed to virtual classes
 - Working persons seeking to earn continuing education credits to fulfill their employers/licensing agencies requirements, and who prefer in-person classes as opposed to virtual classes
- **Hire an OHO Instructor Plan:** Universities and Colleges may contact OHO to hire a temporary instructor for a course that is placed on this website and one for which they have a temporary need for an instructor. OHO will act as an agent for the instructor and make the arrangements for a fee.

The intended customers are:

Universities and Colleges seeking to hire part-time instructors.

If you haven't done yet, please visit the "Table of Contents" page and the "Plans and Pricing" page to get an idea of how courses, topics and videos are presented and sold on this website.

Your Revenue, OHO Fee and Additional Student Fees

Definition of Terms:

- F1: Third-Party Software Fees: Fees paid to third-party software such as Canvas and Honorlock. These fees are directly recovered from the customer.
- F2: Sale Revenue: The revenue that OHO collects from the customer.
- F3 = (F1+F2): Customer Cost: The customer pays the sum of the above two.

Your Revenue: 80% of the sale revenue (0.8F2). You will need to initially work with an OHO Admin to create a course (which includes lecture videos and pdf files of the transcript of video lectures, and assignments, if desired).

OHO Fee: 20% of the sale revenue (0.2F2). OHO will provide the following services and resources for the fee it charges:

- OHO Admin will work with you the instructor to evaluate and place the course and assignments on this website.
- OHO platform will:
 - Manage the website and make your courses available to customers in an efficient manner
 - Collect and process "user reviews and rankings" of videos, pdf files and assignments and make them available to you, the user and the potential future customers
 - Manage the OHO Certificate and Continuing Education options in an efficient manner
 - Act as an agent to arrange you as an instructor in a university/college course for a fee. The fee in this case is 10% of your salary.
- OHO will track sales and deposit your revenue in your bank account on a regular basis. OHO will also promptly make available the OHO account statement for you to access and review.
- OHO will Promote the website among:
 - Clients (students, class teachers, university departments etc.) to sell courses, and to advance other objectives of the website
 - Qualified potential instructors to solicit video courses to be placed on this website
- OHO platform will maintain quality and standard for courses placed on this website and other activities sponsored by the website
- OHO platform will manage the finances, personals, and all other issues pertaining to the website

Cost to Customers

The cost of accessing the products on this website by students include:

- The fees to purchase the privilege to watch the videos and the pdf files for an authorized period,
- To access and complete assignments that are either
 - Ungraded and un-proctored (in which case, there are fees to access the assignments on canvas)
 - Automatically graded, but un-proctored (in which case also, there are fees to access the assignments on canvas)
 - Automatically graded and virtually proctored (in which case, there are fees to access the assignments on canvas and to have the tests virtually proctored)
- To complete Continuing Education courses (in which case, there will be fees, some set by the instructor and some set by OHO)

Students will be charged on a "per test" basis or "per user" basis when accessing assignments on canvas and/or have them virtually proctored.

Steps in Publishing a Course on the Website

When you start from scratch, a course is submitted in 3 steps:

- Step 1: Submit a proposal (Required)
- Step 2: Upload Videos and Pdf files (required)
- Step 3: Add Assignments (optional)

Step 1: Submit a Proposal (Required)

In this initial step, you submit a proposal of the course, including some information, a few sample videos and pdf files, and a detailed list of lecture videos.

The proposal will be evaluated by the Admin. The Admin will work with you to revise (if needed) the proposal to comply with OHO guidelines and to help you develop the final version of the proposal.

In Step 2, you upload the lecture videos and pdf files, and get them published to the public.

The assignments, if any, are added in Step 3.

The pieces of information to be included in the proposal submitted in Step 1 are:

No.	Information Needed	Required/ Optional
1	Course name	Required
2	Author name (pseudonym)	Optional
3	Course Image	Optional
4	Course level etc.	Required
5	Video/Course price	Required
6	Number of topics and videos	Required
7	Applications of the course (now or in the future)	Required
8	Csv file with video details	Required
9	Two sample videos and pdf files	Required
10	Assignments (hidden in Step 1)	
11	Csv file with assignment details (hidden in Step 1)	
13	Cover letter(s)	Required
14	Process button	Required

Course name (required)

If you are currently working to list one or more course, you will see them in the dropdown list in this section. Otherwise, this dropdown will be empty. Just Ignore it.

For courses you are currently working on, you may use this page to edit (all of) the details until you make the final Step 1 submission. Once you make the final submission of a course, the details cannot be changed.

For a new course, the first time you are submitting it, enter the course name in the text box in this section. During revisions, the course name will appear in the dropdown list. Once published, your course will be featured under this name on this site.

The admin may suggest revision to the name to avoid conflicts with other courses already listed on this website by others.

Author name (pseudonym) (optional)

Enter a pseudonym if you prefer. Your course will be featured under this pseudonym. Otherwise, it will be featured under the name in your account (format: First Name Last Name).

The admin may suggest revision to pseudonym to avoid conflicts with other courses already listed on this website by others.

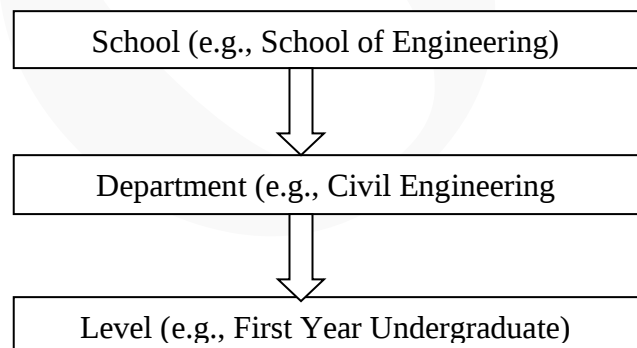
Course image (optional)

Upload an image for the course if desired. The image icon for your course will carry this image.

The admin will suggest revision to avoid conflicts with other courses already listed on this website by others or to avoid OHO policies.

Choose level, etc. (required)

The courses featured on this site are organized in a manner similar to how the courses are organized in a typical university catalog; namely, under a hierarchy:



Choose the choices your course fits under.

If you think your course does not fit in the above structure, enter your choices. The Admin will consider your choices, and let you know whether choices are acceptable; if not the admin will make suggestions.

Video/Course price (required)

Note: The prices referred to below are adjusted for countries based a cost-of-living.

Price per video (p_{video}): The price at which a video will be sold when sold on a video-by-video basis. Note that “video” here implies both the lecture video and it’s pdf transcript (i.e., slides).

Course discount (d_{course}): The percent discount provided when sold as a course. The formula used:

$$p_{course} = n_{videos} p_{video} (1 - 0.01 d_{course})$$

where

p_{course} = price per course

n_{videos} = number of videos in the course

p_{video} = price per video

d_{course} = percent course discount

Class discount (d_{class}): The percent discount provided when sold as a course to a class with at least 5 students. Generally coordinated and purchased by the instructor of the course. The formula used:

$$p_{class} = n_{videos} p_{video} (1 - 0.01 d_{course}) [1 + (n_{students} - 1)(1 - 0.01 d_{class})]$$

where

p_{class} = total price for the class

n_{videos} = number of videos in the course

p_{video} = price per video

d_{course} = percent course discount

d_{class} = percent class discount

$n_{students}$ = number of students in the class (≥ 5)

Topic discount (d_{topics}): The percent discount provided when sold as topics to a class with at least 5 students. Generally coordinated and purchased by the instructor of the course. The formula used:

$$p_{class} = n_{videos} p_{video} (1 - 0.01 d_{topics}) [1 + (n_{students} - 1)(1 - 0.01 d_{class})]$$

where

p_{class} = total price for the class

n_{videos} = number of videos in the course

p_{video} = price per video

d_{topics} = percent topic discount

d_{class} = percent class discount

$n_{students}$ = number of students in the class (≥ 5)

Csv file with video details (required)

Download (using the button provided) a template for the course Excel Csv file to be created as follows:

Create a Csv file with 7 columns with the following names:

1. Video Number (1, 2, 3,.....N, where N = total number of videos)
2. Topic Name (e.g., Friction)
3. Topic Number (1, 2,...M, where M = total number of topics)
4. Video Number-Local (1, 2,... N_1 ;1, 2,... N_2 ,...etc., where N_1 = number of videos in Topic 1, N_2 = number of videos in Topic 2, etc.)
5. Samples (0 when not used as a sample, 1 when used as a sample)
6. Question (e.g., What is Statics?)
7. Video Length (in minutes) (Leave this column empty in Step 1 & fill once all videos are finally uploaded in Step 2).

Notes:

- So, if you have 60 videos in your course, along with the caption line, this course CSV file must have 61 lines (rows).
- The list of videos in this Csv file is basically the table of contents for this course, and is presented in the Table of Contents page of the website.
- Some videos, referred to here as “samples”, along with their pdf transcripts are made available for free to anyone visiting this page as a way to promote the course. We recommend that you make at least one video the “sample” per topic.
- Video Length column: Leave this column empty in Step 1 & fill once all videos are finally uploaded in Step 2. You will be required to upload the final version of this CSV file once all videos have been created, finalized and uploaded as per instructions.

Upload two samples of videos and pdf files

In this section, upload two sample videos and their transcripts as PDF files (i.e., 2 videos and 2 PDF files). Remember that

- Each video answers a single question. Typically, the length of a video should be under 15 minutes. So, please ensure that the length is around or under 15 minutes.
- The PDF files are created on the basis of the final contents of the slides in the video lecture.

Assignment (hidden in Step 1, revealed in Step 3)

Skip this part in Step 1. Once the course is published, respond in Step 3.

Csv file with assignment details (hidden in Step 1, revealed in Step 3)

Skip this part in Step 1. Once the course is published, submit this in Step 3

Instructor/Admin letter

This section is divided into the "Instructor Letter" side and the "Admin Letter" side.

In the "Instructor Letter" side, include a cover letter on first submission. Subsequently, include letters addressing issues raised by the Admin (if any).

The Admin responses to your letter will be found in the "Admin Letter" side.

Process Button

Once the form is filled appropriately, click the button named "Process the above information" to submit the form.

The Admin will evaluate the course and correspond with you ASAP. The response of the Admin will be in the Admin Letter side. Please respond accordingly.

Step 2: Upload Videos and Pdf files (required)

Once you receive a notification from the Admin that your course is cleared for uploading, you may start developing your course; i.e., the videos and the associated PDF files.

If you intended to create assignments for the course and you find it easy to create them little by little as you create the videos, feel free to do so. You will be added to Canvas as an instructor, and you will have access to Canvas. However, note that the assignments will have to be added in Step 3 - only after the course is published; but they can be added immediately after the course is published.

How to upload the videos?

- The Admin will send you the following two links to upload the videos and Pdf files for the course
 - Link 1: This link will give you access to a "Sample" folder so that you will know how to name the videos and pdf files
 - Link 2: This link will give you access to a folder to upload the following course files:
 - the final version of the CSV file,
 - the videos (in .mp4 format), and
 - the Pdf files (i.e., slides of your lectures) that go with the videos

- Note that the final version submitted must be very close to the details presented in Step 1 and approved, although minor adjustments are permitted. You must contact the Admin (by email) if substantial revisions are encountered. In this case, it may be necessary in some cases to scratch this course and start a new course submission.
- The files will then be processed by the Admin and placed on the website. You will receive an email notification of this.
- You will have one more chance to check everything and ensure that the course has been setup as intended. If you find errors, notify the Admin; the errors will be corrected. Once the Admin receives the final Okay from you, the course will be published. You cannot make changes afterwards. If you still find errors, please contact the Admin to explore ways to correct them.

Step 3: Add Assignments (optional)

Assignment Types

Once the course is published, you may add assignments.

The following assignment types are supported:

- 1) Quizzes Proctored
- 2) Quizzes Un-proctored
- 3) HW Graded (graded homework)
- 4) HW Ungraded (ungraded homework)
- 5) Exams Take-home Graded
- 6) Exams Proctored Graded
- 7) Projects Take-home Graded

Software for Creating Quizzes: Canvas

Assignments are created using Canvas – the educational management software package used by most universities. Among the many features available on Canvas, OHO utilizes only the quiz feature. All seven of the assignment types listed above are created using the quiz feature of Canvas.

Canvas quiz feature, among other things,

- allows you to create several types of quizzes including: multiple choice, true/false, file upload, etc.
- has an equation editor, allowing you to use equations involving fractions, exponents, Greek letters, etc.
- allows you to insert images (e.g., jpeg files of problem figures)
- allows you to insert hyperlinks, etc. (e.g., linking a file in the file section, etc.)
- allows you to include files (say, in pdf form) that students can download (e.g., problem set)
- allows you to include an access code so that only students with that access code can access that quiz

- allows you to set opening date and deadline

Software for Proctoring Tests Virtually

OHO will be using the software named Honorlock to proctor tests virtually. The software is embedded within Canvas so that once a test is created using the quiz feature, it can be setup for proctoring, say, a quiz-based exam virtually.

Please note that the proctored and un-proctored quizzes will have to be different from each other; i.e., you cannot use the same quiz as proctored and un-proctored at the same time. (By the way, this should not be done in the first place since a student can purchase the un-proctored quiz, practice and learn to do it right, and then take the proctored version and get a perfect score!) So to maintain credibility of the proctored quizzes, the proctored and un-proctored quizzes will have to be different from each other.

Utility of Different Quiz Types

The OHO Certificate option and the Continuing Education option require some form of fool-proof evaluation method. The plan is for you to use either the “Quizzes Proctored” or the “Exams Proctored Graded” for this purpose.

The Quizzes Un-proctored and HW Ungraded are offered only to help the students verify their knowledge on their own (like the back-of-the-chapter problems in a text book).

The remaining options (HW Graded, Exams Take-Home Graded, and Projects Take-Home Graded), along with the types mentioned above may become useful for you when you do get a chance to teach a course for a university or college via OHO. It may even serve a role in Continuing Education courses.