



# OpenEMIS

Better data. Better education.

## **OpenEMIS Administrator Training Agenda**

**OpenEMIS “Client Name”**  
“DD-MMM-YYYY” – “DD-MMM-YYYY”  
City, Country

## Overview

The OpenEMIS initiative aims to deploy a high quality Education Management Information System (EMIS) designed to collect and report data on schools, students, teachers and staff. The system was conceived by UNESCO to be a royalty free system that can be easily customized to meet the specific needs of member countries.

## Method

These guidelines outline the time frame for each session included in the training. Each training workshop is organized by sessions. Each session begins with a presentation of the key topics included in the session. The presentation session is then generally followed by a step by step hands on lab exercises session to reinforce the concepts learned during the previous session. This training workshop covers the basic concepts and features of the application. It provides hands on, step by step instructions on how to use the individual modules. The course can be customized to meet specific user requirements and priorities. On successful completion of this training course, the participants will be able to confidentially use the system

## Purpose

The purpose of the mission is to build capacity by conducting an OpenEMIS Professional and OpenEMIS Administrator Training course for a total of “NN” days for “Client Name”.

<b>Day 1 - OpenEMIS Core - Administration</b>
<b>Start (09:00)</b>
<b>Session 1.0 – Opening Session</b> Official welcome, introduction of participants and trainers, facilities orientation, agenda review
<b>Session 1.1 – Administrative Boundaries</b> Overview of Administrative Boundaries
<b>Session 1.2 – Lab Session (Administrative Boundaries)</b> Hands on lab exercises
<b>Break (10:30 – 11:00)</b>
<b>Session 1.3 – Education Structure</b> Overview of Education Structures
<b>Session 1.4 – Lab Session (Education Structure)</b> Hands on lab exercises
<b>Lunch (12:30 – 13:30)</b>
<b>Session 1.5 – Academic Periods</b> Overview of academic periods
<b>Session 1.6 – Lab Session (Academic Periods)</b> Hands on lab exercises
<b>Break (15:00 – 15:30)</b>
<b>Session 1.7 – Assessments</b> Overview of Assessments
<b>Session 1.8 – Lab Session (Assessments)</b> Hands on lab exercises
<b>Finish (17:00)</b>

<b>Day 2 - OpenEMIS Core - Administration</b>
<b>Start (09:00)</b>
<p><b>Session 2.0 – Opening Session</b> Administrative issues, review of previous day and discussion of the planned sessions</p>
<p><b>Session 2.1 – Field Options</b> Overview of field options available</p>
<p><b>Session 2.2 – Lab Session (Field Options)</b> Hands on lab exercises</p>
<b>Break (10:30 – 11:00)</b>
<p><b>Session 2.3 – Custom Fields</b> Overview of custom fields available</p>
<p><b>Session 2.4 – Lab Session (Custom Fields)</b> Hands on lab exercises</p>
<b>Lunch (12:30 – 13:30)</b>
<p><b>Session 2.5 – Labels and Translations</b> Overview of how labels and translations work</p>
<p><b>Session 2.6 – Lab Session (Labels and Translations)</b> Hands on lab exercises</p>
<b>Break (15:00 – 15:30)</b>
<p><b>Session 2.7 – System Configuration and Notices</b> An overview of how system configuration and notices work</p>
<p><b>Session 2.8 – Lab Session (System Configuration and Notices)</b> Hands on lab exercises</p>
<b>Finish (17:00)</b>

<b>Day 3 - OpenEMIS Core - Administration</b>
<b>Start (09:00)</b>
<p><b>Session 3.0 – Opening Session</b> Administrative issues, review of previous day and discussion of the planned sessions</p>
<p><b>Session 3.1 – Security</b> An introduction to users, groups, roles and permissions</p>
<p><b>Session 3.2 – Lab Session (Security)</b> Hands on lab exercises</p>
<b>Break (10:30 – 11:00)</b>
<p><b>Session 3.3 – Surveys</b> An introduction to how surveys work</p>
<p><b>Session 3.4 – Lab Session (Surveys)</b> Hands on lab exercises</p>
<b>Lunch (12:30 – 13:30)</b>
<p><b>Session 3.5 – Communication and Training</b> An introduction to how communications and training works</p>
<p><b>Session 3.6 – Lab Session (Communication and Training)</b> Hands on lab exercises</p>
<b>Break (15:00 – 15:30)</b>
<p><b>Session 3.7 – Workflows</b> An introduction to how workflows work</p>
<p><b>Session 3.8 – Lab Session (Workflows)</b> Hands on lab exercises</p>
<p><b>Session 3.9 – Closing Session</b> Group photo, completion of evaluation forms and presentation of certificates</p>
<b>Finish (17:00)</b>