**OpenEMIS Advanced Lab
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 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

This course is designed for OpenEMIS administrators, who require customized and advanced training on key areas of the system. The Advanced Lab training gives OpenEMIS administrators an opportunity to work with software developers, data experts, trainers and education planners during the visit. The purpose of the course is to build technical capacity and advanced skills to confidently manage the OpenEMIS environment. This activity will be conducted in the OpenEMIS lab. Participants are expected to have knowledge of education management and information systems, experience with OpenEMIS and have successfully completed the OpenEMIS Professional and Administrator training courses.

Day 1 - OpenEMIS Core

Start (09:00)

Session 1.0 – Welcome, Introductions and Orientation
Official welcome, introduction of participants and trainers, facilities orientation, agenda review

Session 1.1 – OpenEMIS Core
Overview of the Institution – General and Academic features in OpenEMIS Core

Session 1.2 – Hands-on Session
Participants will be given lab exercises to practice

Break (11:00 – 11:30)

Session 1.3 – OpenEMIS Core
Overview of the Institution – Student and Staff features in OpenEMIS Core

Session 1.4 – Hands-on Session
Participants will be given lab exercises to practice

Break (13:30 – 14:30)

Session 1.5 – OpenEMIS Core
Overview of the Institution – Attendance, Behaviour and Results features in OpenEMIS Core

Session 1.6 – Hands-on Session
Participants will be given lab exercises to practice

Closing Session (16:30)

Day 2 - OpenEMIS Core

Start (09:00)

Session 2.0 – Review of Day 1
Review of the previous days presentations and hands on sessions

Session 2.1 – OpenEMIS Core
Overview of the Institution – Positions, Finance and Infrastructure features in OpenEMIS Core

Session 2.2 – Hands-on Session
Participants will be given lab exercises to practice

Break (11:00 – 11:30)

Session 2.3 – OpenEMIS Core
Overview of the Directory and Report features in OpenEMIS Core

Session 2.4 – Hands-on Session
Participants will be given lab exercises to practice

Break (13:30 – 14:30)

Session 2.5 – OpenEMIS Core
Overview of the Administration – System Setup features in OpenEMIS Core

Session 2.6 – Hands-on Session
Participants will be given lab exercises to practice

Closing Session (16:30)

Day 3 - OpenEMIS Core

Start (09:00)

Session 3.0 – Review of Day 2
Review of the previous days presentations and hands on sessions

Session 3.1 – OpenEMIS Core
Overview of the Administration – Security features in OpenEMIS Core

Session 3.2 – Hands-on Session
Participants will be given lab exercises to practice

Break (11:00 – 11:30)

Session 3.3 – OpenEMIS Core
Overview of the Administration – Survey and Rubrics features in OpenEMIS Core

Session 3.4 – Hands-on Session
Participants will be given lab exercises to practice

Break (13:30 – 14:30)

Session 3.5 – OpenEMIS Survey
Overview of the features in OpenEMIS Survey

Session 3.6 – Hands-on Session
Participants will be given lab exercises to practice

Closing Session (16:30)

Day 4 - OpenEMIS Data Warehouse, DataManager and Integrator

Start (09:00)

Session 4.0 – Review of Day 3
Review of the previous days presentations and hands on sessions

Session 4.1 – OpenEMIS Data Warehouse
Review of Data Warehouse Indicator Data Structure and the six components (Indicator, Unit, Subgroup, Area, Time Period, Source)

Session 4.2 – Hands-on Session
Participants will be given lab exercises to practice

Break (11:00 – 11:30)

Session 4.3 – OpenEMIS DataManager
Overview of the features in OpenEMIS DataManager

Session 4.4 – Hands-on Session
Participants will be given lab exercises to practice

Break (13:30 – 14:30)

Session 4.5 – OpenEMIS Integrator
Overview of the features in OpenEMIS Integrator

Session 4.6 – Hands-on Session
Participants will be given lab exercises to practice

Closing Session (16:30)

Day 5 – OpenEMIS Dashboard, Presentations, Planning and Closing

Start (09:00)

Session 5.0 – Review of Day 4
Review of the previous days presentations and hands on sessions

Session 5.1 – Dashboards Showcase
Review of the features in Dashboards

Session 5.2 – Hands-on Session
Participants will be given lab exercises to practice

Break (11:00 – 11:30)

Session 5.3 – OpenEMIS Dashboard and OpenEMIS Profiles
Overview of the features in OpenEMIS Dashboard and OpenEMIS Profiles

Session 5.4 – Hands-on Session and Presentations
Participants will be given lab exercises to practice

Break (13:30 – 14:30)

Session 5.5 – Future Planning
Discussion on the setup, data migration, pilot and rollout plan

Session 5.6 – Course Evaluation
Participants will evaluate the training course

Session 5.7 – Closing Ceremony, Certificates, Photos
Participants will receive certificate of participation upon completion of the training course

Closing Session (16:30)