

**OpenEMIS Analyst**

**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”.

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| **Day 1 - OpenEMIS Data Warehouse and OpenEMIS DataManager** |
| **Start (09:00)** |
| **Session 1.0 – Welcome, Introductions and Orientation**  Official welcome, introduction of participants and trainers, facilities orientation, agenda review |
| **Session 1.1 – Introduction of OpenEMIS System Architecture**  Introduction of OpenEMIS architecture diagram |
| **Session 1.2 – Introduction to Indicator Data Structure (IUSATS)**  Introduction of Data Warehouse Indicator Data Structure and the six components (Indicator, Unit, Subgroup, Area, Time Period, Source) |
| **Break (10:30 – 11:00)** |
| **Session 1.3 – DataManager**  Defining indicator templates |
| **Session 1.4 – Hands-on Session**  Participants will be given some practical exercises |
| **Lunch (12:30 – 13:30)** |
| **Session 1.5 – DataManager**  Defining indicator templates |
| **Session 1.6 – Hands-on Session**  Participants will be given some practical exercises |
| **Break (15:00 – 15:30)** |
| **Session 1.7 – DataManager**  Data entry and data import |
| **Session 1.8 – Hands-on Session**  Participants will be given some practical exercises |
| **Closing Session (13h00)** |

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| **Day 2 - OpenEMIS Integrator** |
| **Start (09:00)** |
| **Session 2.0 – Recap on Previous Day**  Questions and comments from the previous day |
| **Session 2.1 – Extract**  Inputs and data cubes |
| **Session 2.2 – Hands-on Session**  Participants will be given some practical exercises |
| **Break (10:30 – 11:00)** |
| **Session 2.3 – Extract**  Inputs and data cubes |
| **Session 2.4 – Hands-on Session**  Participants will be given some practical exercises |
| **Lunch (12:30 – 13:30)** |
| **Session 2.5 – Extract**  Inputs and data cubes |
| **Session 2.6 – Hands-on Session**  Participants will be given some practical exercises |
| **Break (15:00 – 15:30)** |
| **Session 2.7 – Extract**  Inputs and data cubes |
| **Session 2.8 – Hands-on Session**  Participants will be given some practical exercises |

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| **Day 3 - OpenEMIS Integrator** |
| **Start (09:00)** |
| **Session 3.0 – Recap on Previous Day**  Questions and comments from the previous day |
| **Session 3.1 – Transform**  Transformations and rules |
| **Session 3.2 – Hands-on Session**  Participants will be given some practical exercises |
| **Break (10:30 – 11:00)** |
| **Session 3.3 – Transform**  Transformations and rules |
| **Session 3.4 – Hands-on Session**  Participants will create cubes, transformations, publish |
| **Lunch (12:30 – 13:30)** |
| **Session 3.5 – Load**  Outputs and publishes |
| **Session 3.6 – Hands-on Session**  Participants will create cubes, transformations, publish |
| **Break (15:00 – 15:30)** |
| **Session 3.7 – Load**  Outputs and publishes |
| **Session 3.8 – Hands-on Session**  Participants will create cubes, transformations, publish |
| **Closing Session (17:00)** |

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| **Day 4 - OpenEMIS Dashboard** |
| **Start (09:00)** |
| **Session 4.0 – Recap on Previous Day**  Questions and comments from the previous day |
| **Session 4.1 – Datasets**  Participants will work on the entire data flow from defining indicators in OpenEMIS DataManager, generating indicators in OpenEMIS Integrator and designing OpenEMIS Dashboard |
| **Session 4.2 – Hands-on Session**  Participants will create cubes, transformations, publish |
| **Break (10:30 – 11:00)** |
| **Session 4.3 – Visualizations**  Participants will work on the entire data flow from defining indicators in OpenEMIS DataManager, generating indicators in OpenEMIS Integrator and designing OpenEMIS Dashboard |
| **Session 4.4 – Hands-on Session**  Participants will create cubes, transformations, publish |
| **Lunch (12:30 – 13:30)** |
| **Session 4.5 – Dashboards**  Participants will present their dashboards to the group |
| **Session 4.6 – Hands-on Session**  Participants will create cubes, transformations, publish |
| **Break (15:00 – 15:30)** |
| **Session 4.7 – Profiles**  Participants will evaluate the training course |
| **Session 4.8 – Hands-on Session**  Participants will create cubes, transformations, publish |
| **Closing Session (17:00)** |

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| **Day 5 – Assessment, Presentations and Closing** |
| **Start (09:00)** |
| **Session 5.0 – Recap on Previous Day**  Questions and comments from the previous day |
| **Session 5.1 – Assessment**  Participants will work on the entire data flow from defining indicators in OpenEMIS DataManager, generating indicators in OpenEMIS Integrator and designing OpenEMIS Dashboard |
| **Break (10:30 – 11:00)** |
| **Session 5.2 – Assessment**  Participants will work on the entire data flow from defining indicators in OpenEMIS DataManager, generating indicators in OpenEMIS Integrator and designing OpenEMIS Dashboard |
| **Lunch (12:30 – 13:30)** |
| **Session 5.3 – Presentation of Dashboards**  Participants will present their dashboards to the group |
| **Break (15:00 – 15:30)** |
| **Session 5.4 – Course Evaluation**  Participants will evaluate the training course |
| **Session 5.5 – Closing Ceremony, Certifications, Group Photo**  Participants will receive certificate of participation upon completion of the training course |
| **Closing Session (17:00)** |