



OpenEMIS

Better data. Better education.

OpenEMIS Professional 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”.

Day 1 - OpenEMIS Core Institutions
Start (09:00)
Session 1.0 – Welcome, Introductions and Orientation Welcome, introductions, administration and discussion of the planned sessions
Session 1.1 – Introduction to OpenEMIS Introduction to OpenEMIS Core (login/logout, notices, workbench)
Session 1.2 – Lab Session (OpenEMIS Core User Interface) Hands on lab exercises
Break (10:30 – 11:00)
Session 1.3 – Institutions, Reports and Directory Adding, updating, deleting and searching for Institutions, running reports and using the directory
Session 1.4 – Lab Session (Institutions, Reports and Directory) Hands on lab exercises
Lunch (12:30 – 13:30)
Session 1.5 – Institution General Viewing and updating dashboard, overview, attachments and history
Session 1.6 – Lab Session (Institution General) Hands on lab exercises
Break (15:00 – 15:30)
Session 1.7 – Institution Academic Viewing and updating shifts, programmes, classes and subjects
Session 1.8 – Lab Session (Institution Academic) Hands on lab exercises
Session 1.9 – Review, Questions and Closing Session Review of the days sessions and an opportunity to clarify any issues
Finish (17:00)

Day 2 - OpenEMIS Core Students and Staff
Start (09:00)
Session 2.0 – Opening Session Administrative issues, review of previous day and discussion of the planned sessions
Session 2.1 – Students Adding, updating, deleting and searching for students
Session 2.2 – Lab Session (Students) Hands on lab exercises
Break (10:30 – 11:00)
Session 2.3 – Staff and Positions Adding, updating, deleting and searching for staff and positions
Session 2.4 – Lab Session (Staff) Hands on lab exercises
Lunch (12:30 – 13:30)
Session 2.5 – Attendance, Behavior and Results Adding, updating, deleting student and staff Attendance, Behavior and Results
Session 2.6 – Lab Session (Attendance, Behavior and Results) Hands on lab exercises
Break (15:00 – 15:30)
Session 2.7 – Finance, Infrastructure and Surveys Updating institution Finance, Infrastructure and Surveys
Session 2.8 – Lab Session (Finance, Infrastructure and Surveys) Hands on lab exercises
Session 2.9 – Closing Session Group photo, completion of evaluation forms and presentation of certificates
Finish (17:00)