

DFC Training and Assessment Portal

Manual for Course Providers

Introduction

This manual describes the key functions for you as **course provider** for courses under the Danida Fellowship Programme; the key functions include:

1. How to access the Portal
2. How to enrol users, primarily facilitators and guest lecturers - *course participants will be enrolled by DFC*
3. How to add questionnaires, (in addition to DFC's standard questionnaires under the Assessment Centre)
4. How to retrieve and analyse data from questionnaires
5. How to upload course materials
6. How to add blogs and discussion foras

The **Course Manager** of a fellowship course will by DFC be assigned the *role* of **Local Course Manager** in the system. The typical tasks of the Local Course Manager in relation to the course and the Portal will as a minimum include the key functions mentioned above; however, the Portal also includes other features such as quizzes/assignments etc., which the course provider is encouraged to make use of in connection with planning and implementation of the fellowship course.

Before and during the course the Local Course Manager and the facilitators will be able upload course materials, they will be able to comment on students' assignments, e.g. the draft Action Plan or exercises.

The total **system flow** and the **definition of roles** are outlined below:

System flow in a course

Definition of system roles

Role 	Description	Short name
Course creator	Course creators can create new courses.	coursecreator
Facilitator	Facilitator can do anything within a course, including changing the activities and grading students, as well as create and edit courses.	editingteacher
Fellows	Fellows generally have fewer privileges within a course.	student
Guest	Guests have minimal privileges and usually can not enter text anywhere.	guest
Authenticated user	All logged in users.	user
Authenticated user on frontpage	All logged in users in the frontpage course.	frontpage
Local course manager	Teacher who can edit and create courses, as well as enroll students in them.	localcoursemanager
DFC Manager	Managers can access course and modify them, they usually do not participate in courses. They can also modify the questionnaires and manipulate their data.	dfcmanager

Processes to be addressed in connection with a fellowship course

DFC will be responsible for:

- Creating the specific course at the Portal, <http://dfc-assessment.dk>

- Based on the selection of fellows, prepare a **list of fellows** and transfer the list to **dfc-assessment** (role assigned to the fellows: **Student**)
- Define the **Course Manager** as user of **dfc-assessment** (role assigned: **Local Course Manager**)
- Create **pre-course questionnaire** based on questions formulated by the **Local Course Manager**
- Enrol fellows in the specific course as well as in the specific pre-course questionnaire and e-learning module for ***Planning for Change and Action Planning***
- Inform the fellows of **username** and **password** and instruct them to fill in the pre-course questionnaire and go through the e-learning module
- Instruct the fellows by mail to fill in end-of-study questionnaire and post-course questionnaire
- Export/convert data from questionnaires to relevant tables and/or graphics and inform course providers of results, when relevant

The Local Course Manager will be responsible for:

- Receive mail from DFC with logon (**username**) and **password** for Local Course Manager and fellows
- Define specific learning objectives/questions for the pre-course questionnaire and send these to DFC in connection with the selection of fellows for the course
- Enrol facilitators and guest lecturers
- Upload course materials and other relevant documentation before and during the course
- Comment on fellows' assignments including draft action plans
- Assist the fellows in accessing the course materials etc. during course implementation

Fellows will be responsible for:

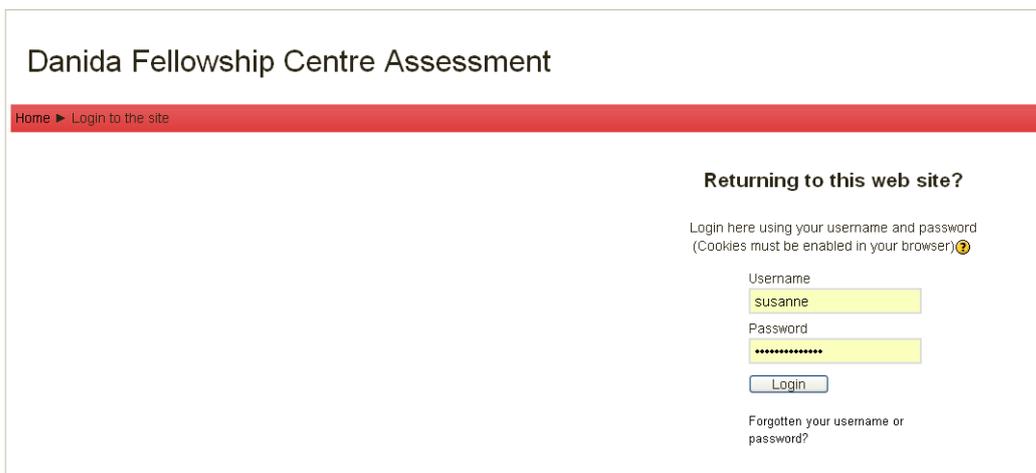
- Logging on to the Portal once username and password as well as instructions related to pre-course questionnaire and action planning have been received
- fill in the relevant profile information in **dfc-assessment**
- answer **pre-course questionnaire** before course start
- answer **end-of-study questionnaire** at the end of the course
- answer **post-course questionnaire** 6 months after the course
- download course materials during the course
- upload assignments (draft Action Plan etc.) before and during course and possibly after

1 How to access the DFC training and assessment portal

- Go to: <http://dfc-assessment.dk/>



Click on **Login**, and fill in your **username** and **password** which you have received from DFC:

The image shows the login page of the Danida Fellowship Centre Assessment portal. The page title is "Danida Fellowship Centre Assessment". Below the title is a red navigation bar with "Home" and "Login to the site". The main content area is titled "Returning to this web site?" and contains a login form. The form includes a "Username" field with the text "susanne", a "Password" field with masked characters, and a "Login" button. Below the form is a link for "Forgotten your username or password?".

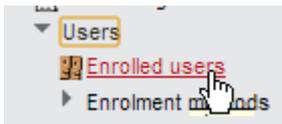
On this page you may also request a new password in case you have forgotten the one sent to you.

When you have logged in, you will be asked to change your password. Your new password must be at least six characters long, preferably consisting of both letters and numbers.



and select **Turn editing on**

Go to **Users – enrolled users**



1) This takes you to the **enrolled users** page:

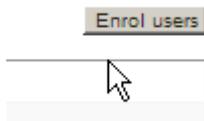
Enrolled users

Enrolment methods [Enrol users](#)

First name / Surname ↓ / Email address	Last access	Roles	Groups	Enrolment methods
 Mark Nana Kwame Asamoah mark.asamoah@aykiers.com	Never	Fellows x		Manual enrolments from Wednesday, 19 September 2012, 12:00 AM <input type="checkbox"/>
 Zaw Moe Aung zmaung2005@gmail.com	Never	Fellows x		Manual enrolments from Wednesday, 19 September 2012, 12:00 AM <input type="checkbox"/>

2) Here you may check that all the users have been enrolled in your course

3) If you need to enrol new users press the **enrol user** button:

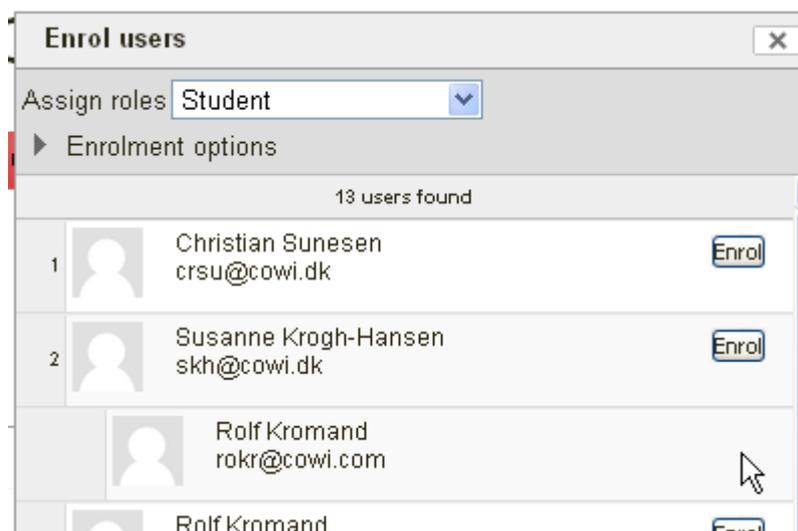


Press the **enrol users** button, and select the user(s) you want to enrol (This should be the **same names** as on the list from DFC)

4) Select the relevant **role** for the user(s):

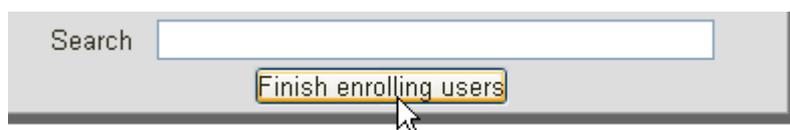


Press the **enrol** button next to the user



Once enrolled the button will disappear

Select **Finish enrolling users**



You can also use the **search field** to search for relevant users.

Further general instructions about enrolling users can be found here:

http://www.youtube.com/watch?v=ctGxOcsOY_8

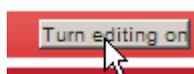
3 Adding Questionnaires to the Course

A pre- course, an end-of-study, and a post course questionnaire for each fellowship course will be added to the **Assessment Centre** by DFC; these questionnaires will assist DFC in measurement of 'impact' as requested by the Ministry of Foreign Affairs. DFC will share the results of the questionnaires with the course provider, when relevant. The course providers are welcome to create their own pre-course questionnaires under the specific Course, if they need any further information than the information obtained through DFC's 'standard' pre-course questionnaire.

The following description will explain how to add questionnaire(s) to the course:

a. Go to the course:

Turn editing on:



Go to the section in which you want to add the questionnaire and choose “Add an activity” –
Questionnaire:



Please fill in the name and summary of the questionnaire:

Name*

Summary*

Font family Font size Paragraph                 

View

Advanced settings

Questions

Preview

Add a block

Add...

Pre-course questionnaire

*1 **Key Gender concepts**
Please rate your knowledge and understanding of gender related theories, concepts and approaches in international policy and legislative frameworks before you attended the course

1	2	3	4	5	6
---	---	---	---	---	---

To edit **existing** questions, select the little **icon with a hand and pen** next to the question:



To **add** questions, select **question type** and press the button “Add selected question type”)

Questions

----- Page Break ----- Add selected question type

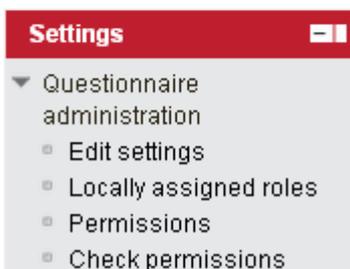
----- Page Break -----

Question types	
Check Boxes	
Date	
Dropdown Box	
Essay Box	
Label	X [Rate (scale 1..5)]
Numeric	
Radio Buttons	ge and understanding of gender
Rate (scale 1..5)	
Text Box	
Yes/No	

2 [Rate (scale 1..5)]

4 Retrieving data from questionnaires

When the fellows have completed the questionnaires, the data for the course in question can be retrieved by going to the course and opening the questionnaire:



The data may be presented in various forms by selecting the tabs at the top:



Your 1 response(s)

Pre-course questionnaire (template)

1. Key Gender concepts							
Please rate your knowledge and understanding of gender related theories, concepts and approaches in international policy and legislative frameworks before you attended the course							
	Average rank						
	1	2	3	4	5	6	
To what degree do you know and understand gender related theories and concepts?		■					2.0
To what degree are you aware of achievements and set-backs related of international policy frameworks related to gender equality?				■			4.0
To what degree are you able to distinguish between Women in Development (WID) projects and Gender and Development (GAD) programmes?		■					2.0

Aggregation per Course

View	Your responses- view 1	All responses (1)	Advanced settings	Questions	Preview
View All Responses		View By Response			
View Default order	Ascending order	Descending order	Delete ALL Responses	Download in text format	

View All Responses. All participants. View Default order Responses: 1

Pre-course questionnaire (template)

	Average rank						
	1	2	3	4	5	6	
1. Key Gender concepts Please rate your knowledge and understanding of gender related theories, concepts and approaches in international policy and legislative frameworks before you attended the course							
To what degree do you know and understand gender related theories and concepts?		■					2.0
To what degree are you aware of achievements and set-backs related of international policy frameworks related to gender equality?				■			4.0
To what degree are you able to distinguish between Women in Development (WID) projects and Gender and Development (GAD) programmes?		■					2.0

The data may be viewed as **all** responses or as **single** response.

The data can also be sorted and extracted as **csv. files*** for further statistical handling.

*a CSV file is a standard file (Comma Separated Values) that can be imported to any spreadsheet or database.

Transfer of Data (Results) from DFC-Assessment to Excel

Open **Excel** and minimise the programme

Log in to DFC-Assessment

Danida Fellowship Centre - Training and Assessment Portal

You are logged in as

Welcome to the Training and Assessment Portal

This Portal contains course materials and materials for the Danida Fellowship Centre also contains the Learning Centre Assessment Centre

Calendar

Subscribe to this forum

Site news

Add a new topic

Welcome

by Susanne Krogh-Hansen - Thursday, 4 October 2012, 11:57 AM

You have now entered the DFC Training and Assessment portal. We hope that the portal will help you get the most possible out of your Danida Fellowship Course.

You are kindly requested to complete the e-learning module available to you in the **e-learning centre**, and you also need to fill in the **pre-course questionnaire** which you will find in the **assessment centre**.

Read the rest of this topic(114 words)...

Available courses

Assessment Centre

The Assessment Centre contains 3 questionnaires:

1. **Pre-course questionnaire**, which assists in establishing a baseline for measurement of the course effect. Please fill in this questionnaire **before** you start on your fellowship course.
2. **End-of-study questionnaire**, which provides DFC with information of your immediate reaction of the fellowship course. The questionnaire should be filled in **before** termination of your fellowship course.
3. **Post-course questionnaire**, which provides data on competence development of the course participants and provides DFC with information to measure effect(s) of the course. This questionnaire should be filled in **6 months** after your fellowship course.

available: tilgængelig Deaktiver

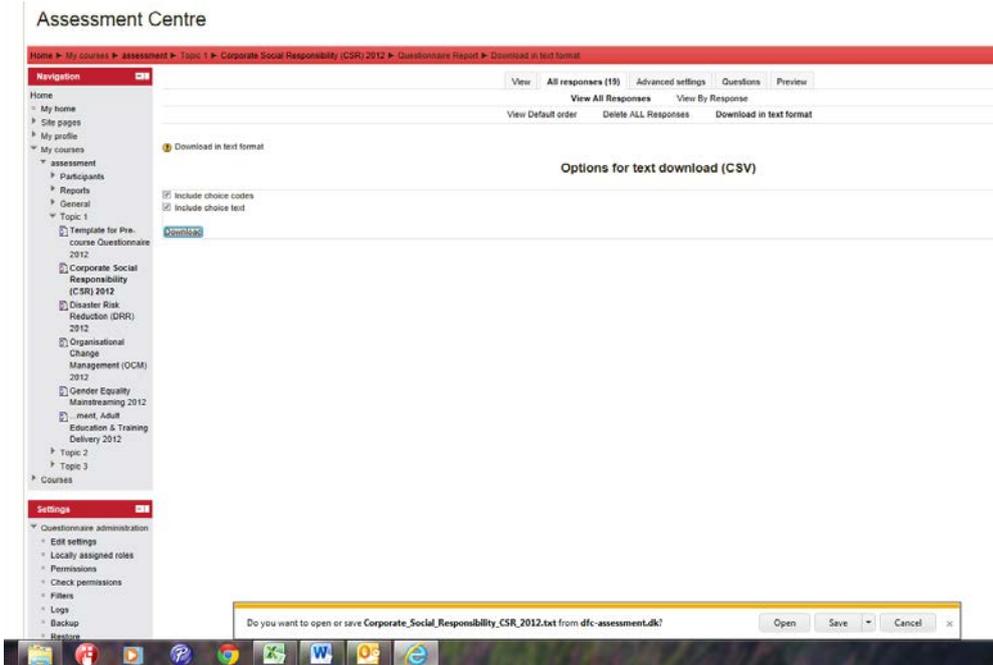
Configurable Global Report Manage report

Online users (last 5)

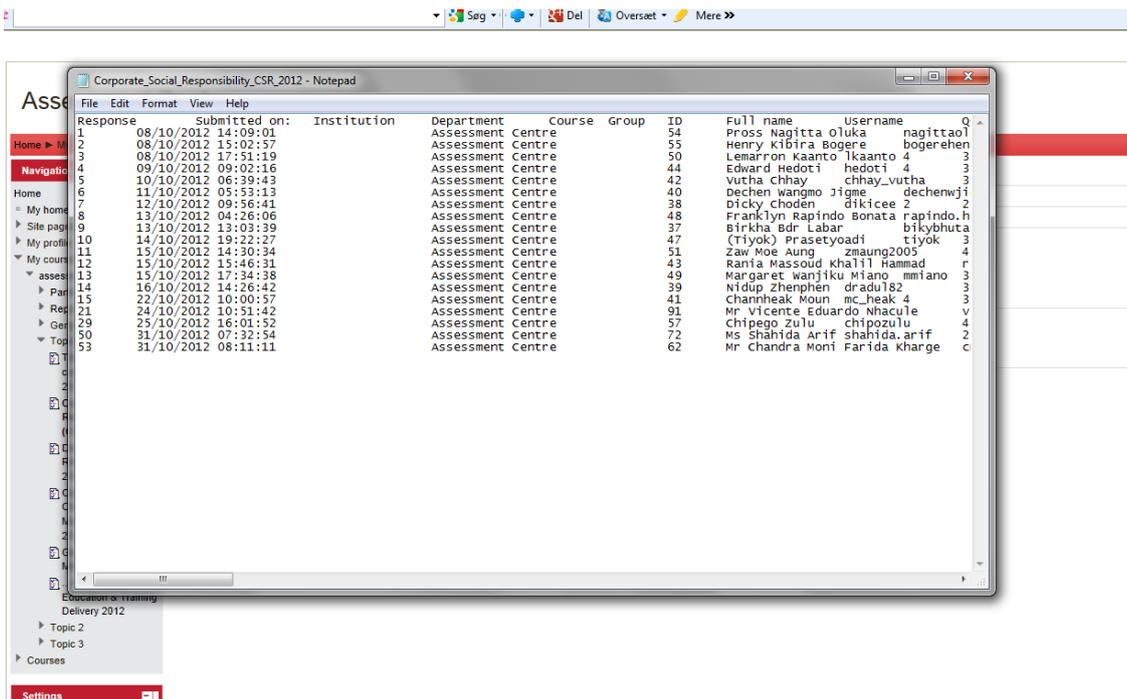
Githa Bruun

Go to your course and find the questionnaire, from which you wish to transfer data; and go to **All Responses**

Select **Download in text format** at the bottom of the screen



and this document will emerge:



Press ctrl + a to mark the data (results). Press ctrl + c (to copy the text) and go to the open Excel sheet.

When in cell A1 press ctrl + v to paste the text into the Excel sheet.

Response	Submitted on:	Institution	Department	Course	Group ID	Full name	Username	Q01_Prec	Q02_Prec	Q03_Prec	Q04_Prec	Q05_Prec	Q06_Prec	Q07_Prec	Q08_Prec	Q09_Prec	Q10_Prec	Q11_Prec	Q12_Prec
1	08-10-2012 14:09			Assessment Centre	54	Pross Nagitta Oluka	nagittaolu	2	2	1	3	3	3	3	3	6	4	3	
2	08-10-2012 15:02			Assessment Centre	55	Henry Kibira Bogere	bogerehenrykbh	3	2	1	3	4	4	5	3	3	3	4	
3	08-10-2012 17:51			Assessment Centre	50	Lemarron Kaanto	lkaanto	4	3	4	3	3	3	2	4	2	3	4	
4	09-10-2012 09:02			Assessment Centre	44	Edward Hedoti	hedoti	4	3	2	2	2	1	1	2	1	4	5	
5	10-10-2012 06:39			Assessment Centre	42	Yutsha Chhay	chhay_yutsha	3	3	3	4	4	4	1	4	4	4	3	
6	11-10-2012 05:53			Assessment Centre	40	Dechen Wangmo Jigme	dechenwijgme	4	3	2	1	1	1	1	1	2	1	1	
7	12-10-2012 09:56			Assessment Centre	38	Dicky Choden	dikicee	2	2	1	3	3	3	3	3	3	3	4	
8	13-10-2012 04:26			Assessment Centre	48	Franklyn Rapindo Bonata	rapindo.hutagalung	5	3	1	1	1	1	1	1	5	5	6	
9	13-10-2012 13:03			Assessment Centre	37	Birsha Bdr Labar	bikybhutan	4	4	4	4	5	5	3	4	5	5	4	
10	14-10-2012 19:22			Assessment Centre	47	(Tiyok) Prasetyoadi	tiyok	3	3	3	2	3	3	3	3	3	4	4	
11	15-10-2012 14:30			Assessment Centre	51	Zaw Moe Aung	zmaung2005	4	1	4	3	4	3	1	2	5	2	4	
12	15-10-2012 15:46			Assessment Centre	43	Rania Massoud Khalil Hammad	r.massoud	3	3	1	1	3	3	1	1	1	1	4	
13	15-10-2012 17:34			Assessment Centre	49	Margaret Wanjiku Milano	mmilano	3	4	4	5	5	4	2	5	5	5	4	
14	16-10-2012 14:26			Assessment Centre	39	Nidup Zhenphen	dradu82	3	3	2	2	2	2	1	2	1	2	2	
15	22-10-2012 10:00			Assessment Centre	41	Channheak Moun	mc_heak	4	3	3	4	4	5	3	6	5	5	4	
16	24-10-2012 10:51			Assessment Centre	91	Mr Vicente Eduardo Nhascule	vienenhad66	5	4	4	4	4	4	3	4	4	4	5	
17	25-10-2012 16:01			Assessment Centre	57	Chipego Zulu	chipozulu	4	3	1	3	4	5	4	5	4	5	4	
18	31-10-2012 07:32			Assessment Centre	72	Ms Shahida Arif	shahida.arif	2	1	1	1	1	1	1	1	1	2	2	
19	31-10-2012 08:11			Assessment Centre	62	Mr Chandra Moni Farida Kharge	cm_chetri	3	3	4	3	4	4	3	4	4	5	4	

Adjust the data (results) in Excel to your requirements and save the document.

More general information on how to use questionnaires in a moodle course can be found here:

http://www.youtube.com/watch?v=Yr_6aliPAb4

http://docs.moodle.org/23/en/Questionnaire_module

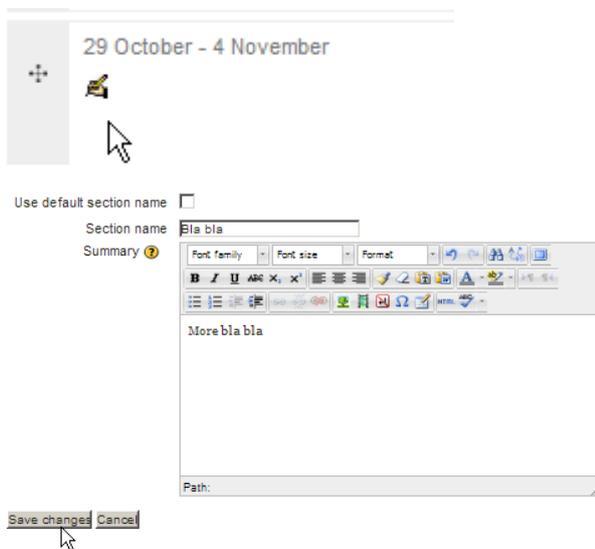
5 How to add course materials

You can add any course material relevant for the course; you may add the materials by going to your course and turn **editing on**.

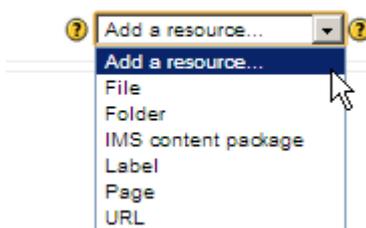
Corporate Social Responsibility



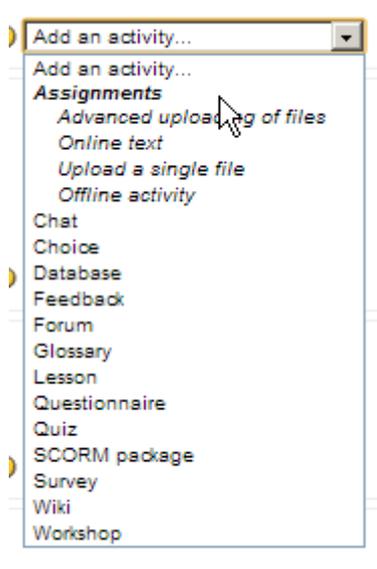
Go to the relevant section of the course and add a description:



Now you can choose to do a number of things:



Add files/folders/links(url)



Add assignments/chat/Forum/Glossary/.....

Here are a couple of videos that explain how:

<http://www.youtube.com/watch?v=2h8un9GvJal> (adding assignments)

http://www.youtube.com/watch?v=zN_HDWpMmYw (adding files)

http://www.youtube.com/watch?v=aM_BI-NTx6w (adding activities part 1)

<http://www.youtube.com/watch?v=tcnDgnomCCQ> (adding activities part 2)

7 How to enable blogs and discussion fora

As **Local Course Manager** and/or **teacher** you are welcome to utilize the assessment system to add additional resources such as presentations, links, background information and other relevant materials for the fellows.