



EXECUTIVE COURSE –ONLINE DATA COLLECTION AND DEVELOPING DASHBOARDS USING GOOGLE FORMS AND GOOGLE SHEETS

Contact Persons

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COURSE INFORMATION

Course Name:	Online Data Collection and Developing Analysis Dashboards Using Google Forms and Google Sheets
Total Course hours:	24 hours (In class=18, Exercises=6)
Language:	English
Training type:	Hands on training and use of case studies
Organization:	<u>Lida Africa</u>

INTRODUCTION

The use of technology in Data Collection, Management and Analysis is gaining increasing prominence especially during these challenging times of Covid-19 pandemic where the traditional methods of data collection and management are no longer safe. The use of technology provides a safer, faster and cost-effective platform for organisations and individual researchers to gather evidence information which is crucial for a successful development strategy.

This course will combine google forms and google sheets to offer skills in collecting data online and developing online analysis dashboards.

Google forms and Google sheets are part of the Google Apps-a package of cloud-based services that can provide your organization with a whole new way to work together online—not just using email and chat, but over video conferences, social media, real-time document collaborations, and more. With Just signing up for a Google email you and your team can begin using Gmail, Calendar, Drive, and other core Google Apps services, as well as additional services like Google+, Hangouts, Blogger and more. Google Apps provide a WEB BASED/MOBILE data collecting, management and Analysis process using free Google Apps like forms, Drive, and spreadsheets. By the end of this course, participants will be able to design online data collection questionnaires, conduct online data collection, management and automated real time data analysis.

WHO SHOULD ATTEND?

This training is ideal for managers and researchers from development organizations, foundations, governments, and non-governmental organizations, as well as M&E professionals and students. It's for people wanting to have a wide exposure to the use of technologies for enhanced project and programme research, monitoring, evaluation and learning.

LEARNING OBJECTIVES

- To equip trainees with the understanding of concepts, tools and processes for designing online data collection forms and developing online/ automated analysis dashboards
- To equip participants with skills of ensuring quality assurance while using technology in data collection, management, and Analysis.
- To share knowledge, experiences& best practices in data management, and analysis as well as project monitoring, evaluation, and learning.

COURSE SESSIONS

Session 0: Introduction to the course

- Registration, Introduction , Expectations, General norms, Pre-test
- Workshop goals & Time table

Session 1: Understanding data and its concepts

- The different types of data, data sources, variables
- Measurement of variables
- The different types of questions in a survey (single response, multiple response, open ended questions, Required questions etc.)
- Structure of a questionnaire that can be designed for online data collection.

Session 2: Fundamentals of Online/Mobile Data collection

- Introduction to online data collection systems architecture, tools, techniques, and platforms
- Benefits and challenges with online data collection
- Online data collection softwares- pros and cons
- The case of Google Apps

Session 3: Utilizing GOOGLE APPS in the work environment

- Introduction to Google Apps
- The use of Gmail
- Providing security to the free Google Environment
- Google Apps benefits and limitations
- Introduction to Google Drive
- Installing and linking Google drive
- Uploading and Downloading files to and from Google Drive
- Managing Online and Offline Google Drive
- Sharing Google drive folders and Sending Larger files Using Google Drive
- Managing Google Apps from the Drive

Session 4: The Web based data collection application of Google

- Introduction to Google forms
- Designing quantitative questions
- Designing Qualitative questions
- Designing Data validation rules and data entry settings
- Sending and sharing Google form

Session 5: Data entry, analysis

- Practicing online data entry
- Installing and utilizing ADDSON for Google forms like automatic notification
- Summary analysis of data
- Exporting data from Google forms

Session 6: Creating Analysis Dashboards in Google sheets

- Introduction to Google sheets
- Accessing data in Google sheets from google forms
- The use of google sheets
- Using Count, countif and countifs function
- Using the sumif and sumifs
- Using the averageif and averageifs
- Combining various formulae
- Creating automated Visuals/Graphics

Session 7: Automating Reporting

- **Publishing dashboard results to Decision makers' emails**

Session 8: Workshop Closure

- Participant presentations, Final assessment
- Post-test & Final workshop evaluation