



---

## EXECUTIVE COURSE –ONLINE/MOBILE DATA COLLECTION AND CREATION OF INTERACTIVE DASHBOARDS USING GOOGLE APPS

---

### **Contact Persons**

Ronald Waiswa  
Director, Research & Training  
+256703096203

[rwaiswa@lidaafrica.org](mailto:rwaiswa@lidaafrica.org)  
[waiswaronald2012@gmail.com](mailto:waiswaronald2012@gmail.com)

## COURSE INFORMATION

Course Name: **Online/Mobile Data Collection And Creation Of Interactive Dashboards Using Google Apps**

Total Course hours: **25 hours (In class=15, Exercises=10)**

Language: **English**

Training type: **Practical Hands-on training and use of case studies**

Assessment: **Two Mandatory assessments**

Google Apps is 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.

This course will provide a thorough understanding of a WEB BASED/MOBILE data collecting and management process using free Google Apps like forms, Drive, spreadsheets, data studio and other Google applications. While the course is centered on the above, it will also impart insights on the importance of data collection, key performance indicators and data quality control and assurance.

## 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 use more ONLINE PLATFORMS for collecting data hence simplify data analysis and make real time program interpretation with in their interventions. No Prior attendance of a GOOGLE APPS course is required.

## LEARNING OBJECTIVES

- To improve participants knowledge & understanding of M&E data
- To enhance practical skills of online data collection
- To improve participants practical skills of designing interactive dashboards online
- To share knowledge and experiences in M&E using Mobile based data collection platforms

## COURSE SESSIONS

### Session 0: Introduction to the course

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

### Session 1: Understanding M&E Data & its Concepts

- What is statistics?
- Types of data
- Variables
- Measurements of variable

### Session 2: Designing and managing the process of data collection

- Understanding data sources
- Methods of data collection
- Designing data collection instruments
- Designing program monitoring and evaluation tools
- Understanding the step by step process of data collection

### **Session 3: Utilizing GOOGLE APPS in the work environment**

- Brief introduction to Google Apps
- The use of Gmail
- Providing security to the free Google Environment
- Managing Google contacts, files, folders for personal organization
- Google Apps benefits and limitations

### **Session 4: The Google Drive**

- 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 5: Working with Google Documents, Spreadsheets, slides and Google Calendar**

- Introduction
- Managing MS Word and Excel using Google platforms
- Downloading, editing and formatting documents and spreadsheets
- Installing and utilizing ADDSON for Google documents and spreadsheets
- Introduction to Google calendar
- Using Google calendar for managing teams and day to day work

### **Session 6: 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
- Practicing data entry
- Installing and utilizing ADDSON for Google forms like automatic notification
- Summary analysis of data
- Exporting data from Google forms

### **Session 7: Creating Dashboards in Google sheets using Pivot Tables Online**

- Introduction to Pivot tables in Google sheets
- Accessing data in Google sheets from google forms
- The use of pivot tables in designing dashboards
- Univariate analysis, Frequency tables, Descriptive statistics
- Bivariate and multivariable Analysis using Pivot tables & Graphing

### **Session 8: Linking and Automating Data analysis and creating Dashboards in Google sheets**

- Introduction to linking sheets in same or different worksheet
- Using Count, countif and countifs function
- Using the sumif and sumifs
- Using the averageif and averageifs
- Combining various formulae

### **Session 9: Creating Analysis Dashboards Using Google Data Studio**

- Connecting servers
- Generating analysis
- The right visuals and display
- Sharing dashboards

### **Session 10: Workshop Closure**

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