



Didactic Table

Name	Advanced Open Data Kit Course
Purpose	To increase capacity in digital form design, and provide the necessary tools to be able to configure a server, and to increase the capacity of actors working in the humanitarian field through using ADVANCED OPEN DATA KIT computer tools.
Performance objective	By the end of the course, in 17 hours, participants will be able to: <ol style="list-style-type: none">1. Convert XLS forms to XML, both online and offline2. Programme in Excel3. Configure an Aggregate instance on a Google server4. Briefcase5. Encrypt forms.
Duration	24 hours, including class hours, exercises and meals.
Server	http://capacitacion-odk.appspot.com/

TOPIC	OBJECTIVES AND CONTENTS	TIME	AIDS AND EXERCISES
Lesson 1 Introduction	<p>By the end of the course, participants will be able to:</p> <ol style="list-style-type: none"> 1. Identify participants, course coordinator, facilitators and expectations. 2. Inform participants about the basic aspects of the course: <ul style="list-style-type: none"> • Purpose and objectives • Logistical details and agenda. • Materials to be used • Importance of previous work. • Evaluations. • Other aspects of the course. <p>Contents:</p> <ul style="list-style-type: none"> ✓ Meeting participants and facilitators ✓ Participants' expectations ✓ Purpose and objectives ✓ Logistical aspects ✓ Course agenda ✓ Interactive teaching method (MEI) and competency-based approach. ✓ Materials to be used during the course ✓ Evaluation ✓ Other aspects of the course 	120 minutes	<p>Participants' Manual, slides, computer, multimedia projector, flip chart, markers, among others</p> <ul style="list-style-type: none"> ➤ Introduction dynamic ➤ Reception of previous work ➤ Review computer equipment
Lesson 2 General information on ODK	<p>By the end of this lesson, participants will be able to:</p> <ol style="list-style-type: none"> 1. Identify two advantages of technological use in humanitarian actions 2. Know what the Open Data Kit is. <p>Contents:</p> <ul style="list-style-type: none"> ✓ Experience working in large response camps ✓ Advantages of using technology ✓ Information Management 	30 minutes	<p>Laptop, multimedia projector, screen, markers, Participants' Manual, telephone.</p> <p>Exercise: Share experience using ODK in emergency operations</p>

Lesson 3 Introduction to XLS Form	<p>By the end of this lesson, participants will be able to:</p> <ul style="list-style-type: none"> ➤ Create a form in Excel. ➤ Know the structure of Survey, Choices and Settings worksheets ➤ Know the types of variables for each question <p>Contents:</p> <ul style="list-style-type: none"> ✓ Creating a form in Excel ✓ Survey worksheet ✓ Choices worksheet. ✓ Settings worksheet. 	60 minutes	<p>Laptop, multimedia projector, screen, markers, Participants' Manual, telephone.</p> <p>Exercise: Create an Excel workbook with survey, choices and settings worksheets.</p>
Lesson 4 Programming Language in XLSForm	<p>By the end of this lesson, participants will be able to:</p> <ol style="list-style-type: none"> 1. Know the syntax and advanced structure of the Survey worksheet. 2. Know the syntax and advanced structure of the Choices worksheet. 3. Know the syntax and advanced structure of the Settings worksheet. <p>Contents:</p> <ul style="list-style-type: none"> ✓ Creating questions with restrictions. ✓ Creating multiple choice questions. ✓ Grouping questions ✓ Required questions ✓ Form's appearance and form ✓ Knowing default values. ✓ Performing calculations ✓ Inserting media (audio and video images). ✓ Creating restricted questions. ✓ Displaying or skipping questions based on previous answers. ✓ Defining default values for responses. ✓ Changing questions' appearance. ✓ Knowing other learning resources. 	90 minutes	<p>Laptop, multimedia projector, screen, markers, Participants' Manual, telephone.</p> <p>Demonstrative exercise: Form with required questions, media, calculations, restrictions and default values.</p>
Lesson 5		180 minutes	Laptop, multimedia projector, screen,

Converting XLS to XLM	<p>By the end of this lesson, participants will be able to:</p> <ol style="list-style-type: none"> 1. Convert forms from XLS to XML online to be able to upload them to Aggregate. 2. Convert forms from XLS to .XML offline to be able to upload them to Aggregate. <p>Contents:</p> <ul style="list-style-type: none"> ✓ Converting .XLS to .XML Online. ✓ Converting .XLS to .XML Offline. ✓ Verify forms in XLS Enketo ✓ Preview forms in Enketo 		<p>markers, Participants' Manual, telephone.</p> <p>Practical exercises:</p> <ul style="list-style-type: none"> ➤ Convert an XLS file to XML using the "xiframe" online converter ➤ Convert an XLS file to XML using the "xlsform V0.9.22" programme
Lesson 6 Creating and Configuring an Aggregate Instance	<p>By the end of this lesson, participants will be able to:</p> <ol style="list-style-type: none"> 1. Define what a web server is. 2. Explain what Google App Engine is. 3. Create an Aggregate instance. 4. Restrict ODK Aggregate permissions to increase security. 5. Upload forms to the App Engine instance. <p>Contents:</p> <ul style="list-style-type: none"> ✓ Web server ✓ Google App Engine ✓ Create an App Engine instance ✓ Restrict ODK Aggregate permissions to increase security. ✓ Add users. ✓ Uploading forms to the App Engine instance. 	120 minutes	<p>Laptop, multimedia projector, screen, markers, Participants' Manual, telephone.</p> <p>Practical exercises:</p> <ul style="list-style-type: none"> ➤ Install "Aggregate" ➤ Add users
Lesson 7 ODK Briefcase	<p>By the end of this lesson, participants will be able to:</p>	60 minutes	<p>Laptop, multimedia projector, screen, markers, Participants' Manual,</p>

	<ol style="list-style-type: none"> 1. Know what Briefcase is and its usefulness. 2. Extract forms. 3. Add forms from an ODK Briefcase Storage location to ODK Aggregate. 4. Export completed forms to a CSV file 5. Add forms to your mobile device from your computer. <p>Contents:</p> <ul style="list-style-type: none"> ✓ Knowing ODK Briefcase ✓ Installing Java ✓ Pull ✓ Push ✓ Export. ✓ Adding blank forms to devices. 		<p>telephone.</p> <p>Practical exercises:</p> <ul style="list-style-type: none"> -Pull forms -Push forms
<p>Lesson 8 Google Fusion Tables</p>	<p>By the end of this lesson, participants will be able to:</p> <ol style="list-style-type: none"> 1. Know what Fusion Tables are 2. Know the importance of data management 3. Access and use Fusion Tables 4. Share and publish Fusion Tables <p>Contents:</p> <ul style="list-style-type: none"> ✓ What is Google Fusion Tables? ✓ Data management ✓ Benefits of good data management ✓ Benefits of using Google Fusion tables ✓ Accessing Google Fusion Tables ✓ Installing Google Fusion Tables ✓ Importing from an Excel file ✓ Importing from Google Drive ✓ Sharing / publishing a table 	120 minutes	<p>Laptop, multimedia projector, screen, markers, Participants' Manual, telephone.</p> <p>Practical exercises:</p> <ul style="list-style-type: none"> -Installing Google Fusion Table -Importing a file -Sharing a table.
		120 minutes	Laptop, multimedia projector, screen,

Lesson 9 Dynamic Data	<p>By the end of this lesson, participants will be able to:</p> <ol style="list-style-type: none"> 1. Create Pivot Tables to analyse data 2. Create pivot charts. <p>Contents:</p> <ul style="list-style-type: none"> ✓ Cascading Select ✓ Pre-loaded data and Dynamically-Loaded Multiple-Choice Data ✓ Pulldata ✓ Inserting dynamic graphs 		<p>markers, Participants' Manual, telephone.</p> <p>-Practical exercise with dynamic data</p>
Lesson 10 Data encryption	<p>By the end of the lesson, participants will be able to:</p> <ol style="list-style-type: none"> 1. Know what encryption of form data is 2. Encrypt forms before sending them to ODK Aggregate. <p>Contents:</p> <ul style="list-style-type: none"> ✓ Encrypting form data. ✓ Requirements. ✓ Security. ✓ Configuration and operation. ✓ Installing Java Runtime Environment ✓ Creating the RSA key pair 	60 minutes	<p>Laptop, multimedia projector, screen, markers, Participants' Manual, telephone.</p> <p>Practical exercise: Creating a private key.</p>
Final Exercise	<p>FINAL EXERCISE</p> <ul style="list-style-type: none"> ➤ Creating an Excel form that includes multiple choice questions, required questions, default values, calculations, images. ➤ Converting an XLS form to XML. ➤ Creating an App Engine instance and uploading the form. ➤ Exporting the form in CSV format ➤ Hosting data in the cloud and generating a map with Google Fusion Table. ➤ Generating a PivotTable and a PivotChart 	120 minutes	<p>Laptop, multimedia projector, screen, markers, Participants' Manual, telephone</p>