NA3 procedures

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www.eu-egee.org

Procedures and good practice

- **Running training courses takes a lot of effort and time!!!**
- **Knowing the technology is just the start!**
- **Lots of administrative tasks required**
  - Arranging facilities/resources/speakers
  - Advertising
  - Registration procedures
  - Accommodation/catering/logistics
- **Preparation of course materials**
  - Drafting agenda
  - Presentations
  - Printed material – handouts/slide notes/tutorial sheets ???
  - Practical sessions

M1-4 Milestones for NA3

• MNA3.1.1	Training plan	M1	✓
• MNA3.2.1	e-learning plan	M2	✓
• MNA3.3.1	t-infrastructure plan	M3	
• MNA3.4.1	Virtual organisation and external project support plan	M4	

Training plan:
https://edms.cern.ch/file/743293/1/EGEE-II-MNA3.1.1-743293-v5.0.doc

e-Learning plan:
https://edms.cern.ch/file/743303/1/EGEE-II-MNA3.2.1-743303-v3.0.doc

Training Plan - objectives

- **To expand the EGEE portfolio of training material and courses,**
  - for EGEE partners
  - to provide material for related Grid projects.
- **To use this material to train a wide variety of users,**
  - internal to the EGEE consortium
  - from the external user groups across Europe who will make use of the EGEE-II infrastructure.
- **To develop material for "how to train users" events**
  - effective mechanism for passing on knowledge to end-users of Grid-related projects.

Training Plan - objectives

- **To enhance the**
  - e-Learning services
  - t-Infrastructure provision
  - addressing the issues of scaling –
    - expanded project
    - larger user-base.
- **To validate certified EGEE trainers and compile a trainers directory.**
- **To collaborate with other activities to ensure that the EGEE-II team spirit is maintained.**

e-Learning Plan: objectives

- **Develop an e-Learning environment**

  to provide a training resource which
  - is ubiquitous
  - is continuously available
  - supports a variety of levels and modes of study
- **Implement an e-Learning framework with**
  - a service-oriented architecture, so that

    localised clients and services can be created at any level within the project.
- **Develop new, non-event-based content**

  to focus on subjects of particular interest to Grid users, e.g.
  - certification
  - middleware configuration.
- **Implement methods for tracking usage of e-Learning material.**

NA3 support for partners

What we can do to support partners in NA3:

- ETF material
- Use and update digital library
- Advertising
- NA3 documentation/registration
- Co-ordinate feedback gathering
- Formal reporting mechanisms

EGEE-I Documents

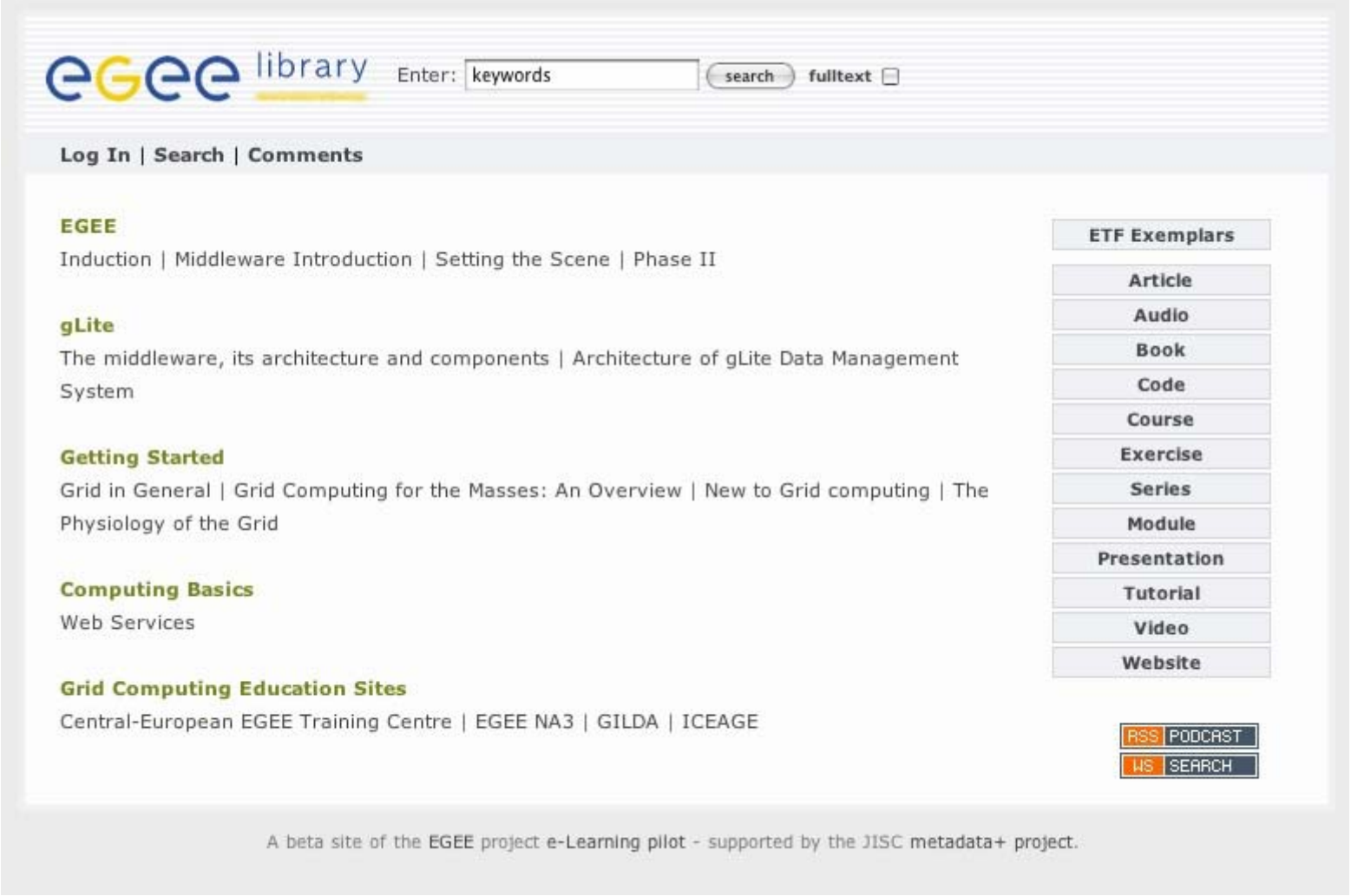
- **Running a training event:**

  https://edms.cern.ch/file/475028/1/EGEE-NA3-TEC-475028-RunningAnEvent.doc

- **Preparing an Event:**

  https://edms.cern.ch/file/475027/1/EGEE-NA3-TEC-475027-PreparingAndManagingEvents-v0-1.doc

eLearning – Digital Library



http://egee.lib.ed.ac.uk/

e-Learning statistics

- 70 articles specific to EGEE – ICEAGE repository has 535
- 7 courses
- 8 exercises
- 37 modules
- 2559 presentations
- 35 tutorials
- 82 videos

- **EGEE digital library: http://egee.lib.ed.ac.uk/**

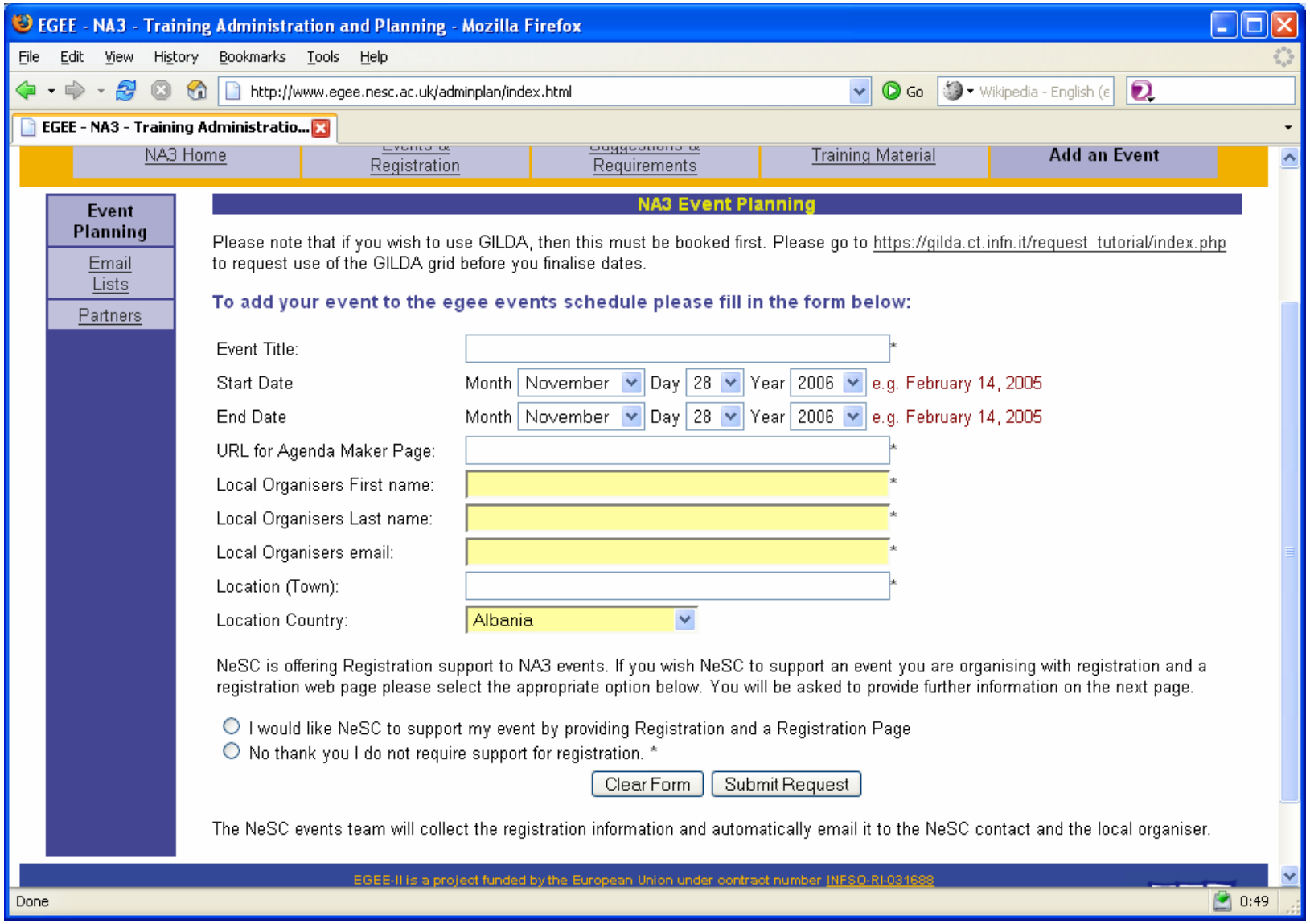
Registration services

- Provides a central point for input and formatting of event details, agenda, registration
- Maintains a database of all events with links to course materials and feedback data

Registration Form:

- http://www.egee.nesc.ac.uk/adminplan/index.html

Registration Page



Registration Data

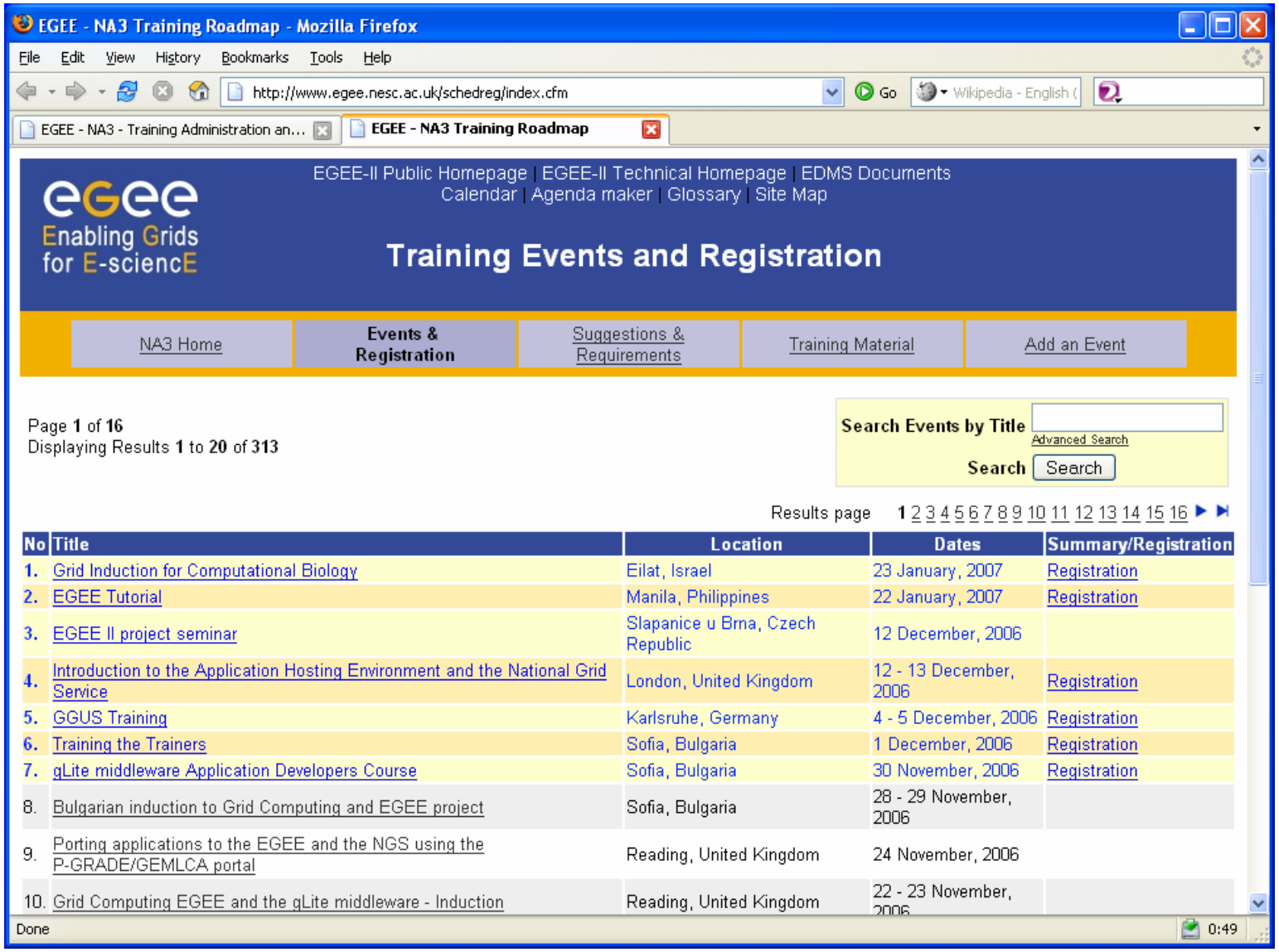
- Event title, date and venue
- Event organizer name and e-mail
- Registration start and close dates
- Respond-by date – the date by which the organizer will have responded to the applicant with a decision as to whether the applicant is accepted for the event
- URL of the AgendaMaker entry for the event

Events database

- Past /present/ future events with agenda and links to course materials/ feedback summaries.
- Includes historical course material
- ETF Exemplars highlighted in digital library

http://www.egee.nesc.ac.uk/schedreg/index.cfm

Events Database



Checklists

- **Checklist for training event management:**
  - Financial arrangements
  - T-Infrastructure
  - Agenda page
  - Capacity
  - Trainers required
  - Goals, pre-requisites, expectations
  - Logistics

Checklists

- **Checklist for local event organisers:**
  - Agree goals
  - Plan advertising
  - Arrange internet access
  - Local web page?
  - Numbers limit - capacity of room
  - Identify trainers
  - Disability-related requirements

EGEE-II Project Metrics

Draft Partner Metrics Document:

https://edms.cern.ch/file/715240/1/EGEE-II-JRA2-TEC-715240-PartnerMetrics-v1-3.doc

Project Quality Plan:

https://edms.cern.ch/file/732399/4/EGEE-II-DJRA2.1.1-732399-QualityPlan-v1-6.doc

NA3 Partner/Activity Metrics

Course & Event Delivery

Total number of events delivered

Total number of event-participant-days delivered

Course & Event Quality

Average participant rating on "overall evaluation"

T-Infrastructure (technology used in an event - not the repository)

Number of events involving use of T-infrastructure

Number of tutorials developed for the T-infrastructure

Red = both a partner and an activity metric (otherwise just activity)

NA3 Partner/Activity Metrics (2)

Training Repository (Digital Library)

Number of Learning Objects placed in the repository

Number of downloads of Learning Objects

Number of declared re-uses of LOs outside NA3

Number of declared re-uses of LOs outside EGEE

Number of instances of a LO translation

Number of deliveries of a LO in other than its source language

Number of languages for which there is at least one LO in that language

Number of LOs in other than English

Red = both a partner and an activity metric (otherwise just activity)

NA3 Partner/Activity Metrics (3)

Collaboration - within NA3

Number of instances of one/this partner significantly contributing to / supporting another's event

Number of events involving significant cross-partner collaboration

Collaboration - outwith NA3, within EGEE

Number of QAG meetings attended

Number of (own) events involving significant cross-activity collaboration

Collaboration - outwith EGEE

Number of (own) events requiring involving collaboration with other projects/organisations

Red = both a partner and an activity metric (otherwise just activity)

EGEE Forms

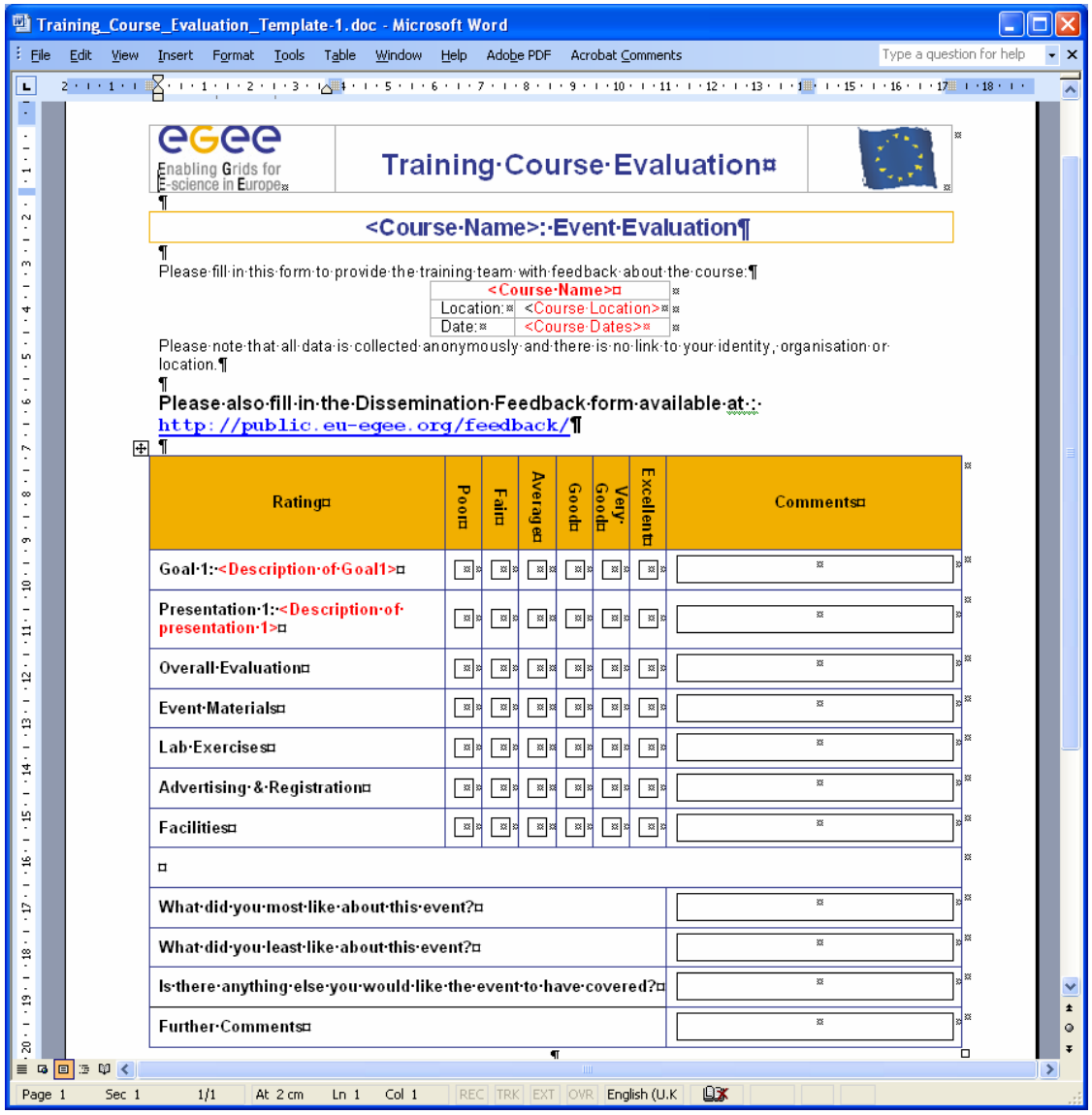
- Feed-back Form
- Attendance
- Gender
- Summary

Feedback

- Feedback is vital for continued project support/funding
- Standardised feedback forms simplify data analysis
- Web-based feedback doesn't work – zero returns!
- Paper forms far more effective and provide audit trail

"If you can't show feedback, you didn't do it"

Feed-back Form



Training_Course_Evaluation_Template-1.doc - Microsoft Word

Training Course Evaluation

<Course Name>: Event Evaluation

Please fill in this form to provide the training team with feedback about the course:

	<Course Name>
Location:	<Course Location>
Date:	<Course Dates>

Please note that all data is collected anonymously and there is no link to your identity, organisation or location.

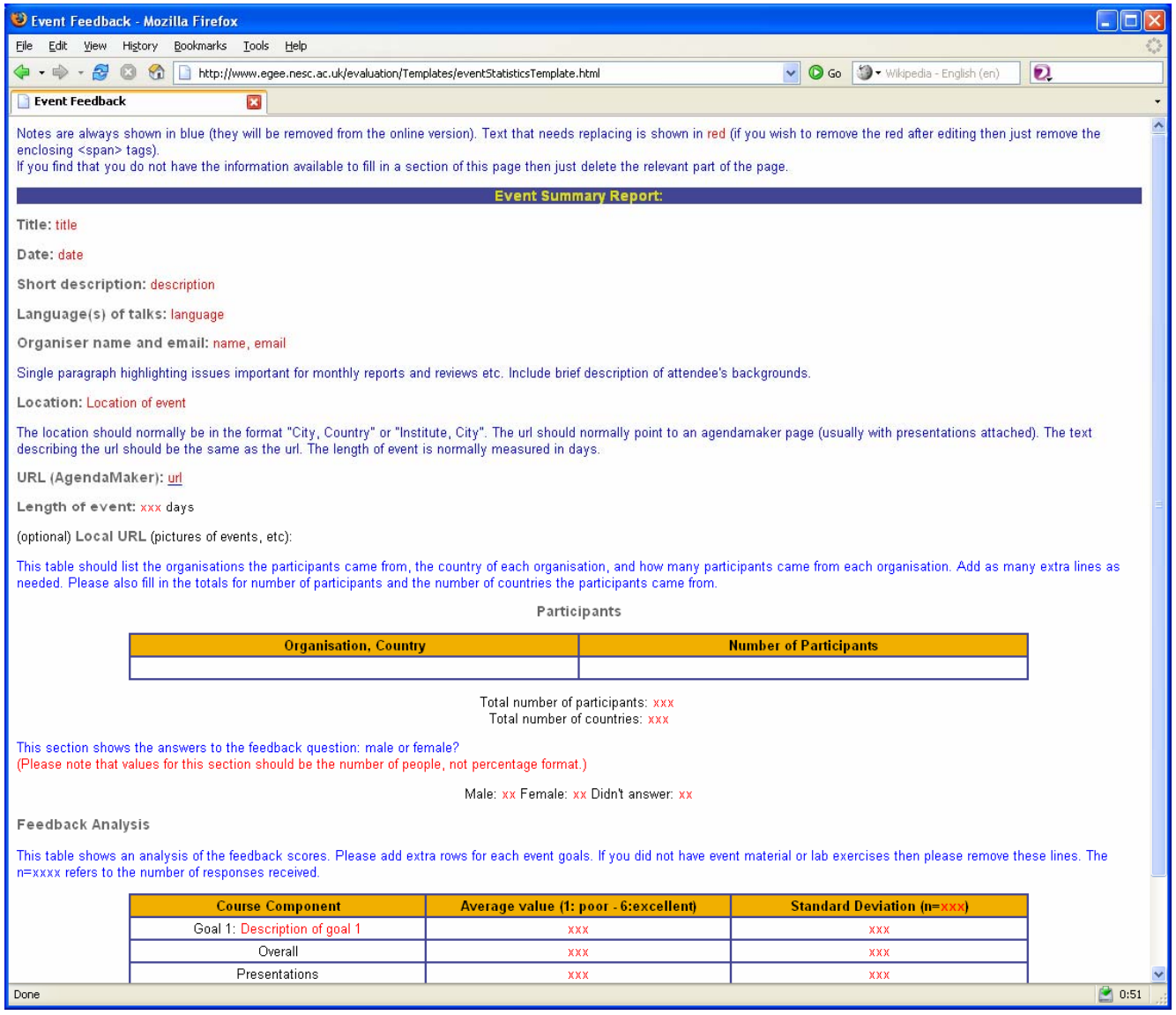
Please also fill in the Dissemination Feedback form available at::
http://public.eu-egee.org/feedback/

Rating	Poor	Fair	Average	Good	Very Good	Excellent	Comments
Goal 1:<Description of Goal1>							
Presentation 1:<Description of presentation 1>							
Overall Evaluation							
Event Materials							
Lab Exercises							
Advertising & Registration							
Facilities							

What did you most like about this event?	
What did you least like about this event?	
Is there anything else you would like the event to have covered?	
Further Comments	

- **Goals**
  - get them right
- **Individual items**
  - presentation
  - tutorial
- **General**
  - OVERALL
  - materials
  - exercises
  - advertising / registration
  - facilities

Summary Form



Event Feedback - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://www.egee.nesc.ac.uk/evaluation/Templates/eventStatisticsTemplate.html

Event Feedback

Notes are always shown in blue (they will be removed from the online version). Text that needs replacing is shown in red (if you wish to remove the red after editing then just remove the enclosing tags).
If you find that you do not have the information available to fill in a section of this page then just delete the relevant part of the page.

Event Summary Report:

Title: title

Date: date

Short description: description

Language(s) of talks: language

Organiser name and email: name, email

Single paragraph highlighting issues important for monthly reports and reviews etc. Include brief description of attendee's backgrounds.

Location: Location of event

The location should normally be in the format "City, Country" or "Institute, City". The url should normally point to an agendamaker page (usually with presentations attached). The text describing the url should be the same as the url. The length of event is normally measured in days.

URL (AgendaMaker): url

Length of event: xxx days

(optional) **Local URL** (pictures of events, etc):

This table should list the organisations the participants came from, the country of each organisation, and how many participants came from each organisation. Add as many extra lines as needed. Please also fill in the totals for number of participants and the number of countries the participants came from.

Participants

Organisation, Country	Number of Participants

Total number of participants: xxx
Total number of countries: xxx

This section shows the answers to the feedback question: male or female?
(Please note that values for this section should be the number of people, not percentage format.)

Male: xx Female: xx Didn't answer: xx

Feedback Analysis

This table shows an analysis of the feedback scores. Please add extra rows for each event goals. If you did not have event material or lab exercises then please remove these lines. The n=xxxx refers to the number of responses received.

Course Component	Average value (1: poor - 6:excellent)	Standard Deviation (n=xxx)
Goal 1: Description of goal 1	xxx	xxx
Overall	xxx	xxx
Presentations	xxx	xxx

Done 0:51

- **Counts**
  - participants
  - countries
- **Statistical for each evaluation form item**
  - average
  - std. dev.

What can go wrong?

- **Why is the event being created?**
  - Risk: That the training event is for an imagined, rather than real, need, and thus will be too poorly attended to justify the resources expended on the event.
- **Who is it for?**
  - Risk: That the detailed preparation will be impossible without a clear picture of the intended audience.
- **What are the intended learning outcomes?**
  - Risk: That the content will not be sufficiently focussed on the actual objectives of the event.

What can go wrong (2)?

- **What is the range of backgrounds and relevant knowledge bases of the anticipated clients?**
  - Risk: That the style and approach will be unsuitable for some clients.
  - Risk: That the content will be too difficult for some clients and/or insufficiently interesting/challenging for other clients.

- **How will the nature of the event be communicated to potential clients?**
  - Risk: if that communication is not clear and precise, then there may be clients with expectations which are not matched by the event, or potential clients who would have benefited but were not able to recognise this.

What can go wrong (3)?

- **What is the duration of the event?**
  - Risk: the event is too short to effectively cover the intended material
  - Risk: the event is too long for people to be able to afford the time to come

- **Who is going to pay, for which aspects of the event, and from what funding sources?**
  - If this is not clear from the beginning, there may be problems, e.g.
    - resentment
    - a speaker cancelling at the last minute on discovery that (s)he is expected to pay for travel and accommodation.
  - If there is a registration fee, this may deter some clients from attending

Discussion