

## Course Coordinator's guide

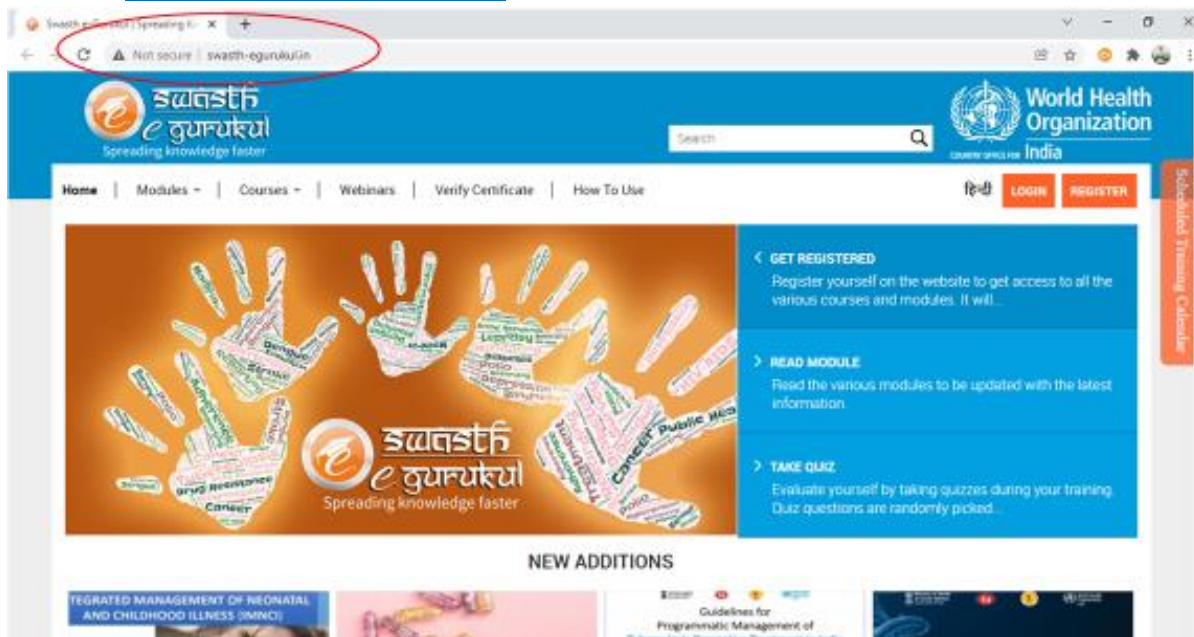
The role of course coordinator is of paramount importance for training the TB workforce using the modernized training system. S/he needs to coordinate with different stakeholders for smooth conduction of training.

For eg. Coordination with the trainer/facilitator for his/her availability for taking the training.

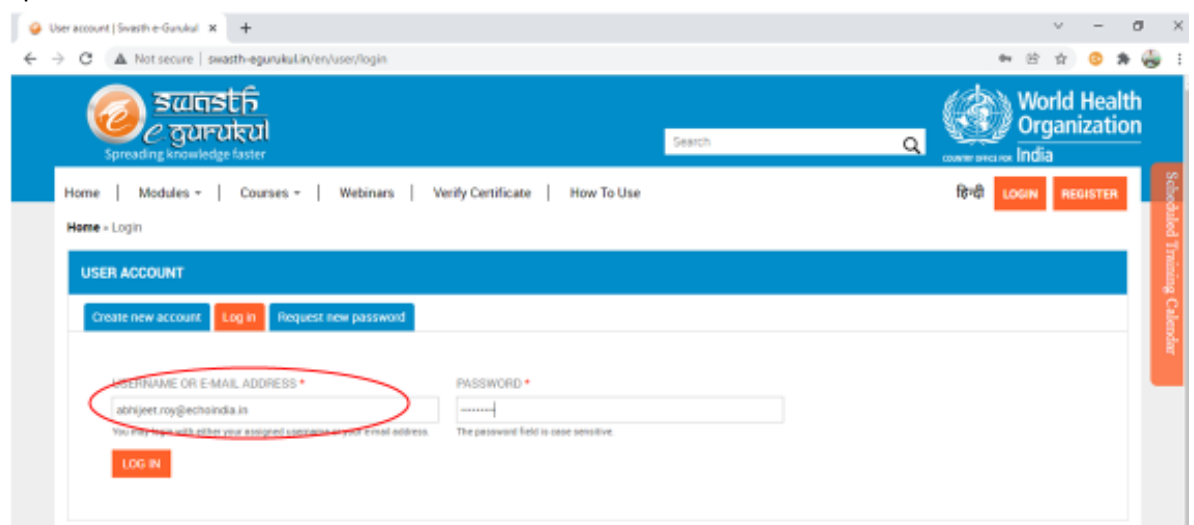
Coordination with ECHO relationship manager for the ECHO-zoom links for webinar. He needs to perform

Login to the platform:

Step 1: Open [Swasth e-Gurukul | Spreading Knowledge Faster \(swasth-egurukul.in\)](http://swasth-egurukul.in) on your browser window. (<https://cms.swasth-egurukul.in>)

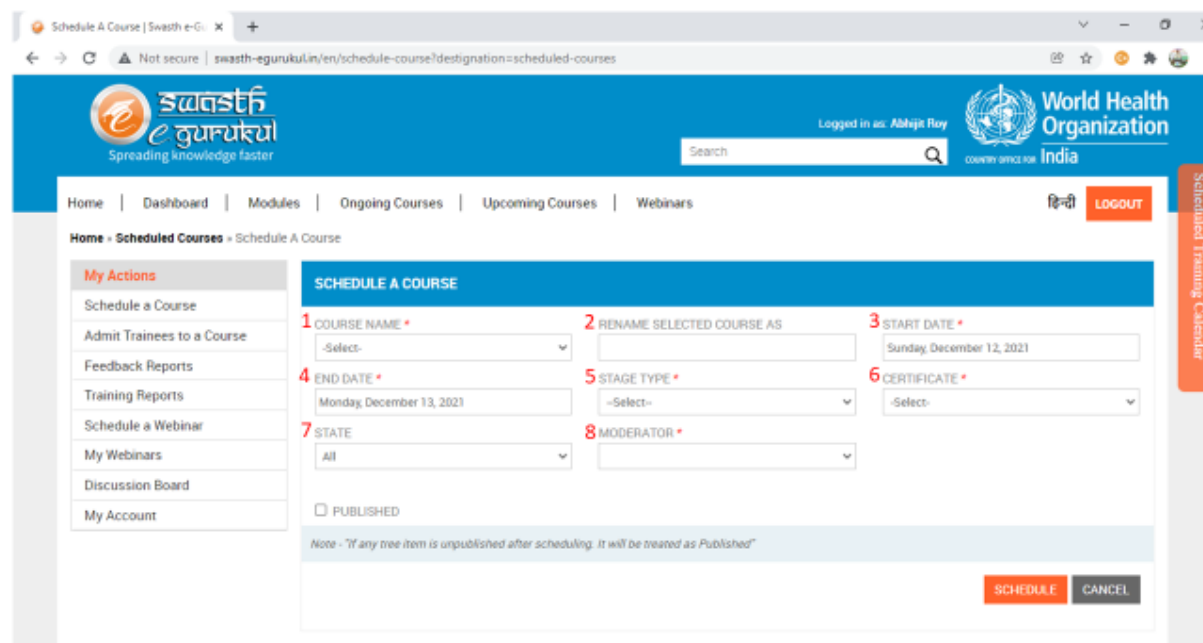
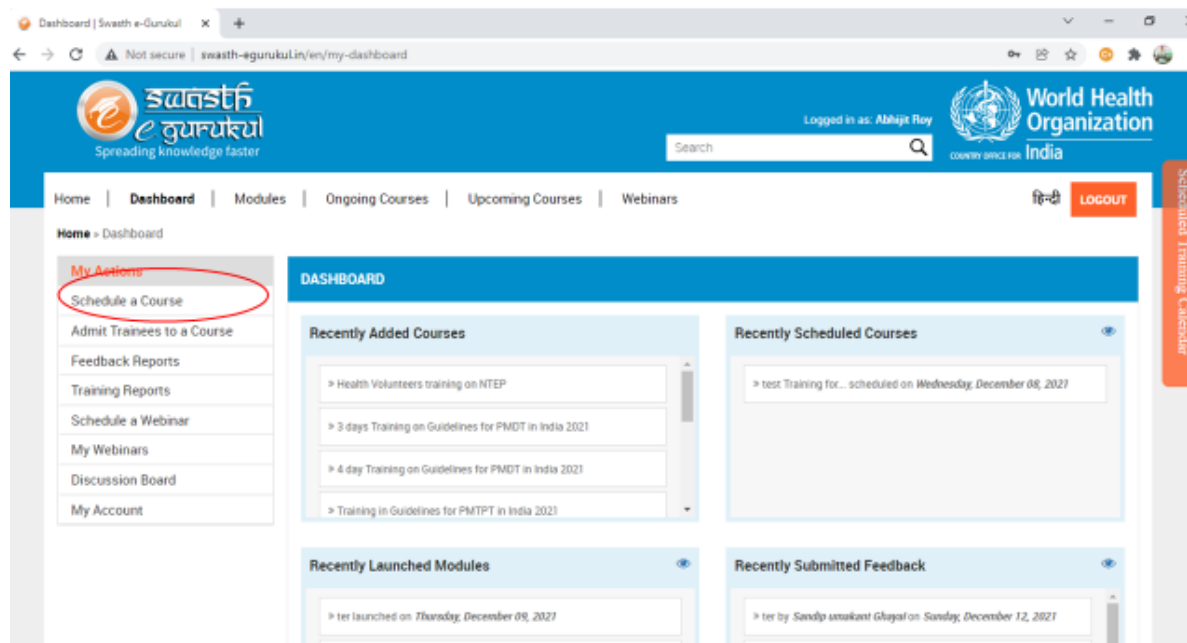


**Step 2: Enter your login credentials** (Provided to you during your training). The dashboard page will open in the browser window.



## Scheduling the course on Swasth-eGurukul:

1. Click on 'Schedule a course' and the tab will open which requires certain fields:



I. The field needs to be filled meticulously:

1. **Course name:** to be selected from the drop down menu. Select 'Course Name' for the target audience
2. **Rename selected course** name as '<Full State Name> State Health Volunteers training on NTEP <Month Year>'. For eg. **Uttar Pradesh State Health Volunteers training on NTEP July 2021**

3. **Start Date:** to be selected from the calendar. Date may be selected 2-3 days before the scheduled date of course starting. This will enable participants to complete enrolment, access and complete pre-test.
4. **End date:** to be selected from the calendar that pops up after clicking the field. The end date will be based on the number of days the course is expected to run.
5. **Stage type:** The frequency of sessions may be adjusted here. In Health Volunteers course it is recommended that the stage type is kept as Daily. On the basis of the stage type (daily/weekly/monthly) and the number of corresponding intervals between the start-date and the end-date, there will be a related number of stages available for dividing the course sessions into. Eg if the start date is 1/2/2021 and end date is 28/2/2021, corresponding to 28 days; setting stage type as daily will give 28 stages, and setting stage type as weekly will give 4 stages.
6. **Certificate:** The certificate for the course needs to be chosen from the list of templates available from the drop down menu.
7. **State:** This field helps filtering the training aspirants from a particular state. The registered trainees from the selected state will be able to join the course.
8. **Moderator:** From the drop-down menu, facilitator/trainer needs to be selected. One or multiple facilitator may be selected for the same course but for different sessions. The facilitators are registered by the Project-admin and login credentials are created for them. After this, their names are included in the drop down menu.

The filled up fields appears like this (image below):

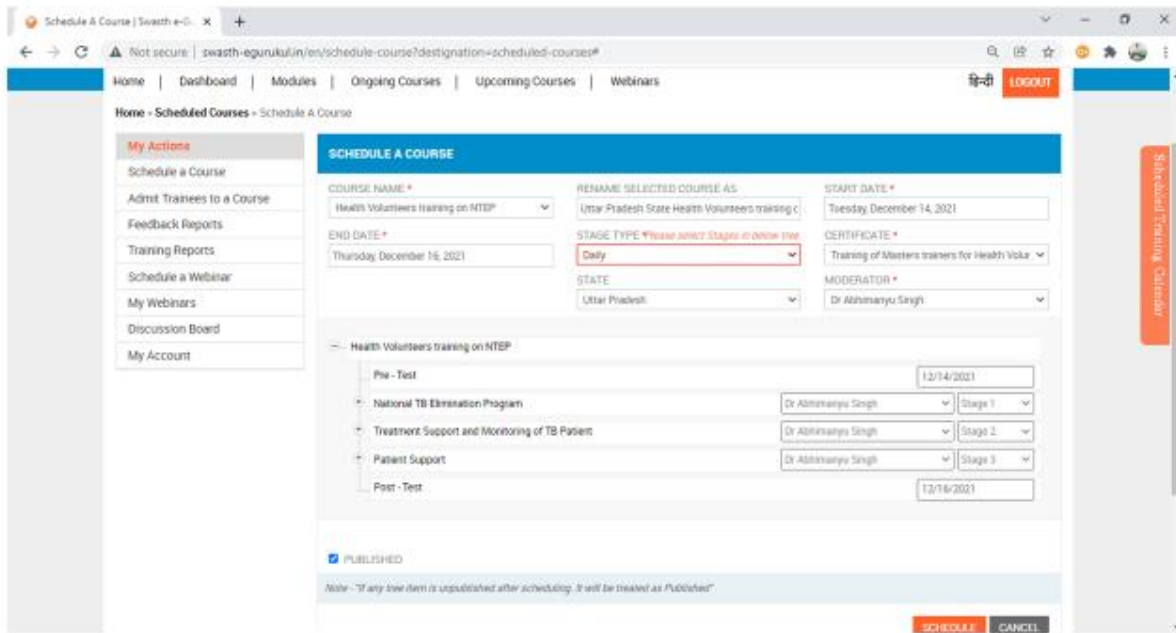
The screenshot shows the 'Schedule A Course' form in the Swasth e Gurukul portal. The form is titled 'SCHEDULE A COURSE' and contains several fields: COURSE NAME (Health Volunteers training on NTEP), RENAME SELECTED COURSE AS (Uttar Pradesh State Health Volunteers training c), START DATE (Tuesday, December 14, 2021), END DATE (Saturday, December 18, 2021), STAGE TYPE (Daily), CERTIFICATE (Training of Masters trainers for Health Volu...), STATE (Uttar Pradesh), and MODERATOR (Dr Abhimanya Singh). Below these fields, there is a section for 'Health Volunteers training on NTEP' with a 'Pre - Test' field (12/14/2021) and a table for 'National TB Elimination Program' with columns for Facilitator (Dr Abhimanya Singh) and Stage (Stage 1).

- II. The next important step is setting the stages in which course needs to be scheduled. Only on this particular date and chronology the course will become live on portal.

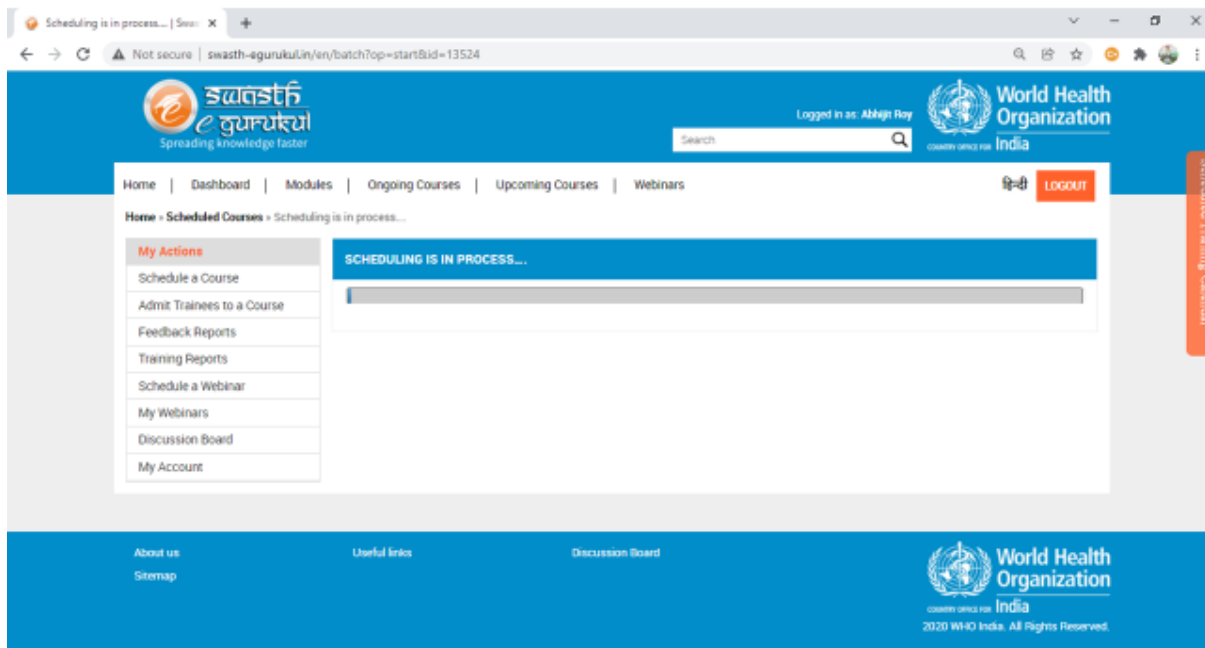
**All the stages (at the level of chapters) needs to be set individually.**

The dates and facilitator may be changed as per the training plan. Once the date is changed for a particular session inside a stage, all the dates for the subsequent sections changes automatically and

is set to be after that date.(image below)



After clicking 'Schedule' the course scheduling progress tab opens. It may take while to schedule the course. Do not stop or refresh your browser window during this process.(image below)



## Admitting trainees to a course:

1. On opening this tab, the course list is available. The course coordinator needs to click the course s/he has scheduled and the list of people who have enrolled for the course will be displayed.
2. The course-coordinator need to approve the trainees who have been shortlisted for this particular course (on the basis of training plan) and may disapprove the rest/non-qualified enrollees.(image below)

The screenshot shows the 'Admit Trainees to a Course' interface. At the top, there is a search bar for 'COURSE NAME' with 'SEARCH' and 'RESET' buttons. Below the search bar, it indicates 'Showing 1 - 25 of 60 records'. A table displays the following data:

COURSE NAME	TOTAL ENROLLMENT	PENDING FOR APPROVAL	PENDING FOR RE-ADMISSION	APPROVED TRAINEES	DISAPPROVED TRAINEES	WITHDRAWN TRAINEES	PROJECT	STATE
Training of Master Trainers for Health Volunteers training on NTEP	1	1	-	-	-	-	TB	
test Training for Community Health Volunteers (CHVs) and Treatment Supporters on NTEP	12	9	2	1	-	-	TB	

Below the table, it says 'Delhi State Trainees in'.

The screenshot shows the 'Course User Approval' interface. At the top, there are search filters for 'STATE', 'PROFESSION', and 'POSTING LOCATION', each with a dropdown menu set to 'ALL'. There is also a 'TRAINEE NAME' search field and an 'ENROLLMENT STATUS' dropdown set to 'Pending for Actions'. 'SEARCH' and 'RESET' buttons are present. Below the filters, it indicates 'Showing 1 - 7 of 7 records'. An 'OPERATIONS' section has a dropdown set to '- Choose an operation -' and an 'EXECUTE' button. A table displays the following data:

ACTIONS	CURRENT STATUS	NAME	ENROLLMENT ON	STATE	DISTRICT	GENDER	MOBILE NO.	EMAIL
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Pending for Action	Test ASHA	12-Dec-2021	Shimla	East Sikkim	Female	9229999999 samayadav1709@gmail.

## Scheduling webinars:

Webinars need to be scheduled inside the course for various virtual sessions that the participants need to join. The Course Coordinator needs to get in touch with the corresponding ECHO relationship manager to create the ECHO Meeting link.

1. The webinars are scheduled for the instructor to train the participants virtually using the ECHO-zoom link. The fields name is to be entered in a standardised manner.
2. **Course:** To be selected from the drop down menu. The course which has scheduled by the course-coordinator should be selected as the choice here.
3. **Webinar title:** The webinar to be titled in standardised manner as: **Course name - Day 0** and so on. Eg. Uttar Pradesh State Health Volunteers training on NTEP July 2021 - Day0, Uttar Pradesh State Health Volunteers training on NTEP July 2021 - Day 1, etc.
4. **Starting date and time:**
  - a. The webinar may be scheduled on or after the start date of the course.
  - b. A webinar Day 0 may be planned as an ice-breaker session to establish rapport between and the trainer and the trainees and to explain the participants the structure of the training and to share other relevant details.
  - c. Upon scheduling the enrolled trainees will get the webinar link. The trainees also receive a reminder email from LMS on the day of webinar. The link will also be sent to the facilitators The trainees and facilitators may click the link and access the zoom meeting.
5. **Duration of meeting:** To be entered in minutes
6. **Facilitator:** It has to be selected from the drop down menu from the list of facilitators already added by project admin.
7. **Use meeting licence:** It has to be changed to “External” and the Echo zoom link provided by the ECHO relationship manager for the specific webinar needs to be entered here.
8. **Webinar enrolment limit:** By default, it has been set to 500. But, it may be changed depending on number of participants expected to join the webinar. After entering all these details, on clicking the ‘schedule’ button, the webinar is scheduled. (image below):

The screenshot shows a web browser window with the URL 'swasth-egurukul.in/meeting/webex/add'. The page header includes the Swasth e Gurukul logo and the World Health Organization logo. The user is logged in as 'Abhijit Ray'. The main content area is titled 'SCHEDULE A WEBINAR' and contains the following fields:

- Course:** Training of Master Trainers for Health Volunteers training on NTEP
- Webinar Title:** Uttar Pradesh ToT on IWi's training on NTEP
- START DATE:** Wednesday, December 15, 2021
- Start Time:** 09:30
- Meeting Duration:** 400 (Duration in minute)
- Facilitator:** Dr. Abhinav Singh
- Use Meeting Licence:** Internal
- Webinar enrolment limit:** 500

At the bottom of the form are two buttons: 'SCHEDULE' and 'CANCEL'.

9. After scheduling, the tab displays the number of participants enrolled for course. The participants enrolled and approved for the course automatically becomes the recipient of webinar link. The course coordinator may see the list and status of webinar scheduled by him under the tab- 'my webinars'(Image below)

The screenshot displays the 'Scheduled Webinars' page on the Swasth e-Gurukul platform. The page is logged in as 'Abhaji Roy' and is part of the 'World Health Organization Country Office for India' system. The navigation menu includes Home, Dashboard, Modules, Ongoing Courses, Upcoming Courses, and Webinars. The 'My Actions' sidebar lists options like 'Schedule a Course', 'Admit Trainees to a Course', 'Feedback Reports', 'Training Reports', 'Schedule a Webinar', 'My Webinars', 'Discussion Board', and 'My Account'. The main content area, titled 'SCHEDULED WEBINARS', features a search form with the following fields: 'WEBINAR TITLE', 'FACILITATOR' (set to 'ALL'), 'TYPE' (set to 'ALL'), 'DATE FROM', and 'DATE TO'. Below the search form, it indicates 'Showing 1 - 1 of 1 records' and provides buttons for 'DOWNLOAD CSV' and 'ADD WEBINAR'. A table below the search form lists the scheduled webinar:

WEBINAR TITLE	DATE & TIME	PARTICIPANTS	FACILITATOR	STATUS	ACTIONS
Uttar Pradesh ToT on HIV training on NTEP	Wed, Dec 15, 2021 9:30	1	Dr Abhimanyu Singh	Published	

## Discussion board

It may be used by the trainees and trainer alike to post queries and respond to the comments and queries. (Image below)

The screenshot shows the 'Discussion Board' page on the Swasth e-Gurukul website. The page has a blue header with navigation links: Home, Dashboard, Modules, Ongoing Courses, Upcoming Courses, and Webinars. A 'LOGOUT' button is visible in the top right corner. On the left, there is a sidebar menu with 'My Actions' and 'Discussion Board' highlighted. The main content area is titled 'DISCUSSION BOARD' and features a search bar with 'SEARCH' and 'RESET' buttons. Below the search bar, it indicates 'Showing 1 - 25 of 60 records'. A table lists various training topics with columns for 'TOPIC', 'REPLIES', and 'LAST POST'. The table contains several entries, including 'Training of Master Trainers for Health Volunteers training on NTEP', 'National Training of Trainers in Guidelines for PMDT in India - 2021 updated', and '27-28 October 2021- TN Chennai corporation staff training in Guidelines for PMTPT in India 2021 updated'. A vertical 'Scheduled Training Calendar' button is located on the right side of the page.

TOPIC	REPLIES	LAST POST
Training of Master Trainers for Health Volunteers training on NTEP		by Dr Abhimanyu Singh Sun, 12/12/2021 - 08:23
National Training of Trainers in Guidelines for PMDT in India - 2021 updated	50 View 4 new	by PATEL NAYANKUMA... Sat, 12/11/2021 - 15:55
27-28 October 2021- TN Chennai corporation staff training in Guidelines for PMTPT in India 2021 updated	9 View 9 new	by Sandip umakant ... Fri, 12/10/2021 - 22:24
test Training for Community Health Volunteers (CHVs) and Treatment Supporters on NTEP new		by Mukesh- Facilitator Wed, 12/08/2021 - 14:50
Delhi State Training in Guidelines for PMTPT in India 2021 new		by Ashwani Khanna Thu, 11/25/2021 - 14:17
24-25 Nov 2021 TN- Chennai Corporation training in Guidelines for PMTPT in India 2021 new		by Mukesh- Facilitator Tue, 11/23/2021 - 22:36
Delhi State Training in Guidelines for PMTPT in India 2021 new		by Ashwani Khanna Mon, 11/22/2021 - 17:22
22-23 Nov 2021- TN Chennai Corporation training in Guidelines for PMTPT in India 2021 new		by Mukesh- Facilitator Mon, 11/22/2021 - 16:22



## Monitoring the progress of Training

**Training report:** This tab gives the summary of scheduled courses. It also gives the overall summary of the course progress, like how many trainees have enrolled for course, how many have started the training, how many have completed the training, feedback received, etc. (Image below):

The screenshot shows the 'TRAINING REPORT' page. It includes a search bar for 'TYPE' (set to 'Course') and 'TRAINING NAME'. Below the search bar, it indicates 'Showing 1 - 25 of 60 records'. A table lists several training courses with their respective statistics.

TRAINING NAME	TYPE	TRAINEES ENROLLED	TRAINEES STARTED	TRAINEES COMPLETED	FEEDBACK RECEIVED	AVG PRE-TEST SCORE (%)	AVG POST-TEST SCORE (%)
Training of Master Trainers for Health Volunteers training on NTEP	Course	1	NA	NA	0	--	--
test Training for Community Health Volunteers (CHVs) and Treatment Supporters on NTEP	Course	12	1	NA	0	90.00	--
Delhi State Training in Guidelines for PMTPT in India 2021	Course	7	NA	NA	0	--	--
24-25 Nov 2021 The Chennai Corporation training in Guidelines for PMTPT in India 2021	Course	28	23	NA	0	50.45	64.85
Delhi State Training in Guidelines for PMTPT in India 2021	Course	12	2	1	0	67.50	70.00

On clicking the course, the detailed training report of all the trainees opens. The course-coordinator can see the progress of each trainee- the enrolment date, trainee's progress on course, etc. This is particularly helpful in reaching out to those trainees who are facing difficulty with the training. (Image below):

The screenshot shows the 'TRAINEE REPORTS' page for a specific course. It includes filters for STATE, DISTRICT, PROFESSION, and POSTING LOCATION. Below the filters, it indicates 'Showing 11 - 20 of 37 records'. A table lists individual trainees with their enrollment dates and progress statistics.

NAME	ENROLLMENT ON	NODES COMPLETED	NODES REMAINING	% COMPLETED	AVG. PRE-TEST SCORE	PRE TEST ATTEMPT 1	PRE TEST ATTEMPT 2	PRE TEST ATTEMPT 3	AVG. P TEST S
Shanti Rai	23-Sep-2021	129	0	100.00	30.00	30			80.00
Durga Sharma	23-Sep-2021	57	72	44.19	46.67	60	30	50	--
Praveen kumar Ganesan	23-Sep-2021			0	--				--
Tshering Denka Bhutia	23-Sep-2021	129	0	100.00	50.00	50			50.00
Bhagchand Sharma	22-Sep-2021			0	--				--
Sarala Gurung	22-Sep-2021	128	1	99.22	20.00	20			63.33