

Facilitator's Guide

Welcome to the Course!

I. Background and Intended Users

This Guide is intended for all of you who have been designated as facilitators, co-facilitators, and resource persons for the eLearning Course on the Revised NTP Manual of Procedures. This Guide is different from the usual facilitator's guide because the facilitator's role in an online course is different from that in a conventional course.

In an online course, facilitators do not do any live lecturing. Their role is mainly to ensure that the trainees get all the support and guidance they need to complete the course. The facilitators provide supplemental direction on how to use the training materials and guide the trainees as they participate in the learning activities as needed. All teaching and learning activities are done online. Course Facilitators have been selected for meeting the following qualifications:

- experienced NTP MOP trainer familiar with the training materials used in the conventional classroom type NTP MOP training
- IT-literate and have basic knowledge and skills of Microsoft Word and Excel
- highly motivated and willing to learn to facilitate online learning
- willing to interact online with the training team and trainees via email, discussion forums, private or group chats or video-conferencing
- excellent communication skills (verbal and written)

The role and responsibilities of the training team are discussed in Section III of this guide.

II. Summary Description of the Course (Please refer to the **Course Guide** for more details about the course.)

- An alternative to the conventional classroom type training course on the Revised NTP MOP
- Fully online course; web-based
- Intended primarily for IT-literate physicians and nurses in DOTS facilities and secondly for IT-literate physicians and nurses from private facilities like hospitals, clinics and partner agencies involved in TB services
- Consists of 11 modules, 10 of which correspond to the 10 chapters of the MOP
- Runs over a period of 4 weeks requiring about 24–32 hours of self-study from trainees, with guidance from learning facilitators
- A Certificate of Training from the DOH is given to all who successfully complete the course requirements

Learning Objectives

General Objective

eLearning Course on the Revised NTP Manual of Procedures Facilitators' Guide

To present the revised policies and procedures of the NTP MOP (5th ed.) to NTP implementers at all service delivery levels using e-learning methods

Specific Objectives

At the end of the course, the trainees should be able to:

- discuss the policies and procedures in the NTP MOP (5th ed.),
- accomplish all the recording and reporting forms, and
- answer correctly all the exercises on various topics covered in the MOP.

Proposed Study Schedule (over 4 weeks)

- Mondays 1–5 PM (study period; do exercises)
 - Thursdays 2–4 or 3–5 PM
 - First hour and a half: optional participation in group online live chat session where answers to exercises and other issues are discussed
 - Last half-hour: eLearners correct and re-submit their answer sheets
- *eLearners may still study and access the course site outside of these study sessions; the course site is accessible 24/7.
- Facilitators are expected to be available online at least during prescribed study period above to respond to queries, facilitate the live chat session, and respond to messages posted in the discussion forums. In between these activities, the facilitators are expected to review submissions of answers to exercises, score them, and send back feedback/guidance to the trainees within 48 hours of submission.
 - Outside of the study period, facilitators and the IT support staff must visit the course site at least once daily to check for messages/queries, check the online activity of the trainees, and score/give feedback on submissions within 48 hours of submission to give ample time for the trainees to correct or complete their answers. *Please refer to the guides for Scoring Exercises, Facilitating Discussion Forums and Live Chat Sessions below for details.*

III. The Training Team

The Training Team composition and their corresponding role and responsibilities are as follows:

1. Lead Facilitator (DOH NTPMO Capacity Building Specialist or alternate)

- Prepare course site; ensure that training materials are updated
- Create and maintain a database of course participants, including facilitators and resource persons (c/o NTPMO course facilitator)
- Check for messages, posts in discussion forums daily and respond immediately
- Moderate discussion forums and live chat sessions; aim to get all participants to join in the discussion and respond to the posts of others while observing network etiquette
- Monitor online activity of participants daily and watch out for those who cannot seem to keep up; shepherd all participants, trainees and members of the training team throughout the

eLearning Course on the Revised NTP Manual of Procedures Facilitators' Guide

- entire course; initiate contact with them outside the course site via email, SMS or voice call to identify specific support needs
 - Monitor performance of and assist Co-facilitator/s and Resource Person/s as needed
 - Provide supplementary direction for trainees (or members of the Training Team) who may be encountering difficulties in the course
 - Refer technical and operational issues to Co-facilitator/s or IT or Resource Person/s or Training Point Person from sending agencies as needed
 - Download and score trainees' answers to exercises, upload scores to site, provide feedback to trainees
 - Discuss with co-facilitator/s the status of completion of course requirements and eligibility of each trainee to receive certificate of training
 - Ensure issuance of certificates to successful participants
 - Prepare and submit course evaluation report to NTP
2. Co-facilitators (from DOH RO NTP team)
- Check for messages, posts in discussion forums daily and respond immediately
 - Participate in discussion forums and live chat sessions; aim to get all participants to join in the discussion and respond to the posts of others while observing network etiquette
 - Monitor online activity of participants daily and watch out for those who cannot seem to keep up; shepherd all participants, trainees and members of the training team throughout the entire course; initiate contact with them outside the course site via email, SMS or voice call to identify specific support needs
 - Provide supplementary direction for trainees who may be encountering difficulties in the course
 - Refer technical and operational issues to Lead Facilitator or IT or Training Point Person from sending agencies as needed
 - Download answers to exercises and score exercises; send feedback to lead facilitator
 - Discuss with lead facilitator the status of completion of course requirements and decide on the eligibility to receive certificate of training of each trainee
 - Issue certificates of training to successful participants
 - Send personal course evaluation to lead facilitator
 - Provide feedback on consolidated course evaluation to NTP team
 - Monitor performance of, and mentor trained participants during field visits, data quality check and program implementation review; send feedback to MOP training team
3. Resource Persons
- Respond to email queries of facilitators
 - Attend online live chat sessions or participate in the asynchronous discussion forums as experts on specific topics
 - Send personal course evaluation to lead facilitator
4. IT Support (from NTPMO or KMITS)
- Prepare new course site for updating/editing by course manager and/or lead facilitator
 - Enroll eLearners, training team, resource persons with defined roles
 - Issue usernames and passwords
 - Ensure 24/7 access to site
 - Respond to IT-related problems/issues/queries
 - Archive all implemented courses

5. Training or Staff Development Point Person from sending agency (RO, LGU, partners)
 - Disseminate information about the online course to target trainees
 - Offer clear and attractive incentives for target learners to participate in the course
 - Facilitate granting of official business time devoted for study to trainees as prescribed in the course schedule, preferably in the form of a DPO
 - Provide easy access to PC for the duration of the course
 - Provide access to internet connection with specified bandwidth (at least 500 kbps) in the office or wherever learner plans to study
 - Ensure that the internet security services of sending agency will allow access to the course site
 - Facilitate timely submission by nominated participants of all course requirements for admission to Lead Facilitator
 - Facilitate confirmation of access to course site by selected participants prior to actual start of the course
 - Monitor performance of trained participants during field visits, DQC and PIR; send feedback to training team

IV. Preparing to Become a Facilitator

1. Please ensure that you have the following:
 - a. Official business time to devote to your role in the course
 - b. Access to PC (at least Pentium Celeron running Windows 7)
 - c. Access to internet connection with at least 500 kbps bandwidth
 - d. Internet security services allowing access to (not block) course site
 - e. 24/7 access to the course site
2. Read the Course Guide
3. Explore the course site. Go through the slides used for orienting facilitators for guidance, if necessary. (Many participants report that they can go through the site and navigate intuitively with no need for the Navigation Guide or face-to-face orientation.)
4. Download and go through the course materials.
5. Please read the online article on network etiquette which can be downloaded from <http://www.albion.com/netiquette/corerules.html>.
6. If you can, attend the scheduled face-to-face orientation (currently optional). This is conducted upon request. Alternatively, email or directly call the Course Facilitator for any queries or guidance needed.
7. If you have been engaged during the preparatory stage for the next course, the activities during that stage are listed below.

V. Activities Prior to the Course Run

Members of the training team must ensure that the following are done BEFORE the start of the course:

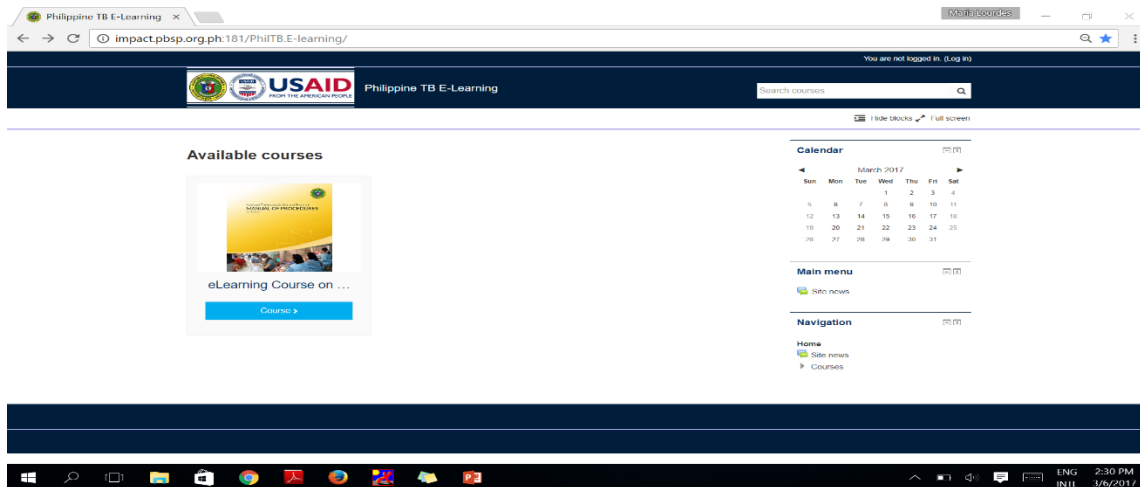
1. Sending agency provides course information to target trainees and nominates interested applicants
2. Nominees accomplish and submit Profile Information Sheet and Service Request Form
3. Training Team assesses readiness of nominees for eLearning and gives feedback to sending agency

eLearning Course on the Revised NTP Manual of Procedures Facilitators' Guide

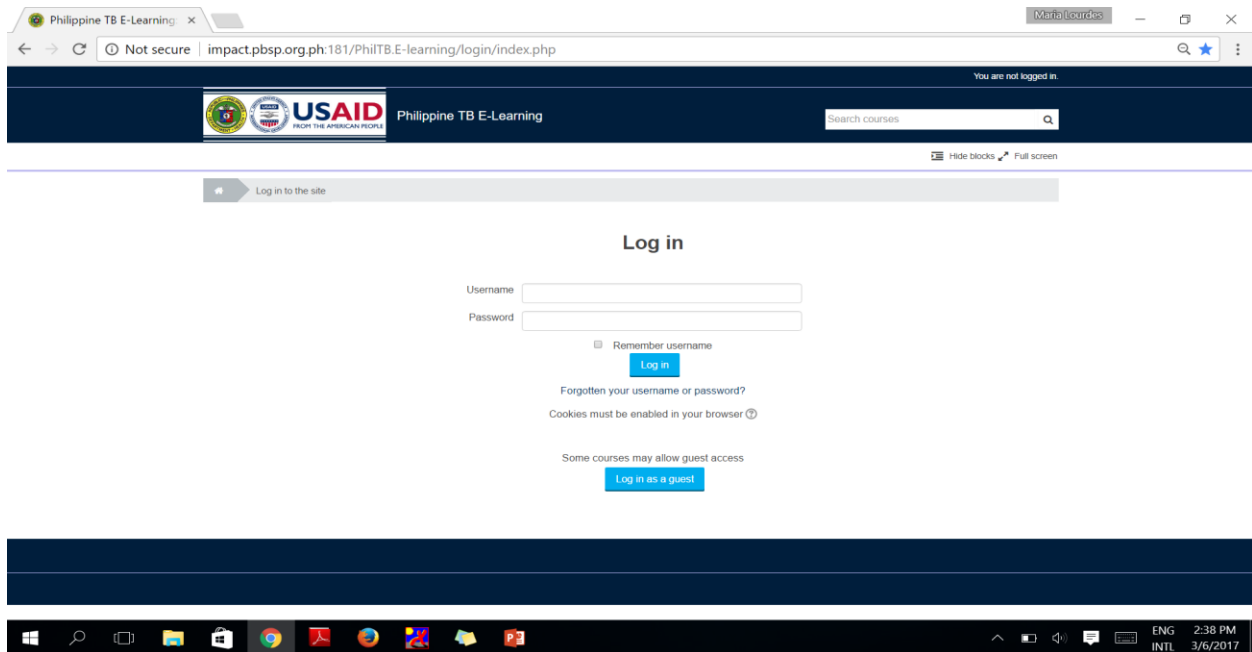
4. Sending agency secures endorsement/DPO from LGU chief executive or supervisor of selected trainees for official business time for study
5. Training Team confirms enrolment and sends trainees their e-copy of course materials, usernames, temporary passwords to the course site at least three days before the course starts
6. Sending agency provides essential resources and confirms accessibility of course site from the field
7. Training Team provides orientation to new co-facilitators or resource persons as needed, and to enrolled eLearners

VI. Navigating through the Course Site

1. To access the site, go to the link below and click on the specific course you wish to access <http://impact.pbsp.org.ph:181/PhilTB.E-learning/> and click on the available course (2017)

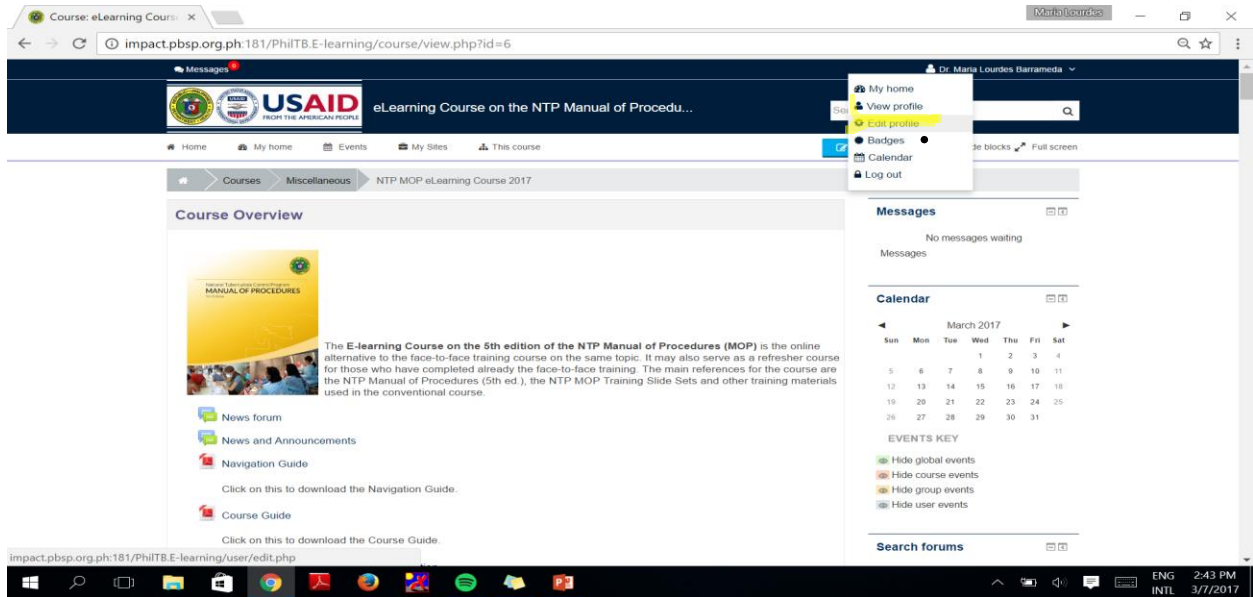


2. To log-in, use username and password provided



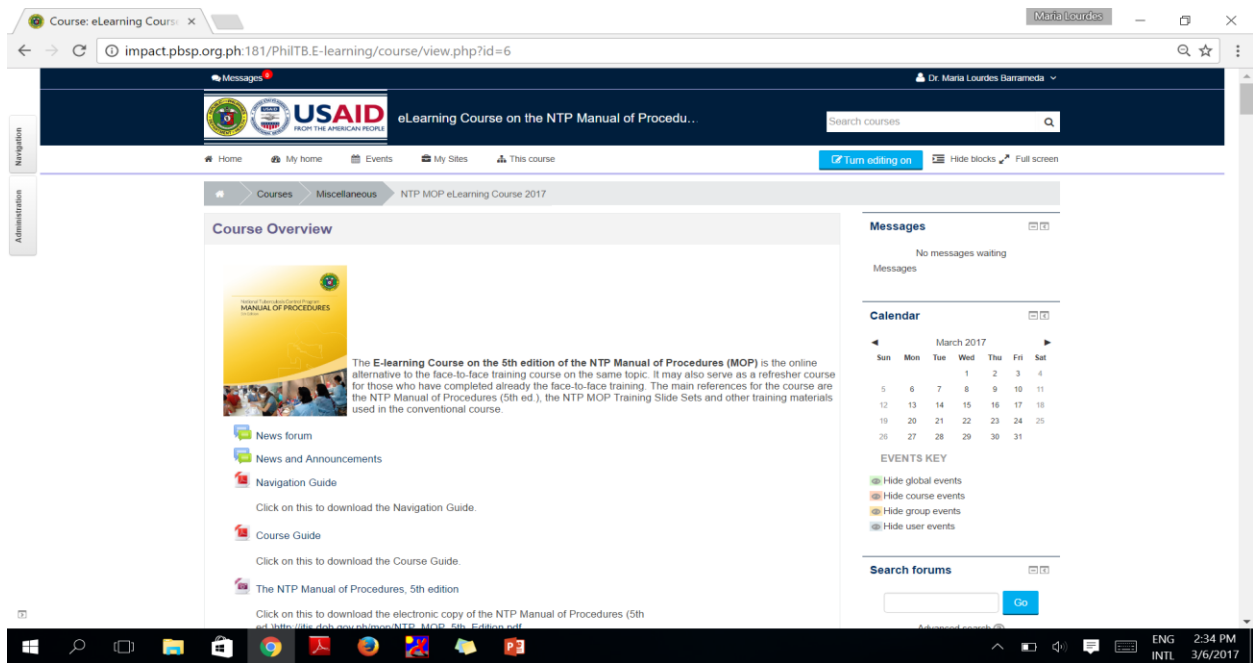
eLearning Course on the Revised NTP Manual of Procedures Facilitators' Guide

3. To edit your profile, hover over your name and click on "Edit profile."



The screenshot shows a web browser window displaying the eLearning course interface. The user is logged in as Dr. Maria Lourdes Barrameda. A dropdown menu is open over the user's name, showing options: My home, View profile, Edit profile (highlighted in yellow), Badges, Calendar, and Log out. The main content area shows the course overview for "NTP MOP eLearning Course 2017". The course description states: "The E-learning Course on the 5th edition of the NTP Manual of Procedures (MOP) is the online alternative to the face-to-face training course on the same topic. It may also serve as a refresher course for those who have completed already the face-to-face training. The main references for the course are the NTP Manual of Procedures (5th ed.), the NTP MOP Training Slide Sets and other training materials used in the conventional course." Below the description are links for News forum, News and Announcements, Navigation Guide, and Course Guide. The right sidebar contains sections for Messages, Calendar (March 2017), and Search forums. The system tray at the bottom shows the date as 3/7/2017 and time as 2:43 PM.

4. Explore the site. Click on the icons to download materials, do exercises, enter forums, etc.



The screenshot shows the same eLearning course interface as in the previous image, but with the user profile menu closed. The "Turn editing on" button is visible in the top right. The main content area is the same. The right sidebar now includes a "Search courses" field. The system tray at the bottom shows the date as 3/6/2017 and time as 2:34 PM.

5. Check messages: click on it to view or send messages.

eLearning Course on the Revised NTP Manual of Procedures Facilitators' Guide

The E-learning Course on the 5th edition of the NTP Manual of Procedures (MOP) is the online alternative to the face-to-face training course on the same topic. It may also serve as a refresher course for those who have completed already the face-to-face training. The main references for the course are the NTP Manual of Procedures (5th ed.), the NTP MOP Training Slide Sets and other training materials used in the conventional course.

- News forum
- News and Announcements
- Navigation Guide
 - Click on this to download the Navigation Guide.
- Course Guide
 - Click on this to download the Course Guide.
- The NTP Manual of Procedures, 5th edition
 - Click on this to download the electronic copy of the NTP Manual of Procedures (5th ed.)

6. Check participants' online activity.

All participants: 10

First name: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
Surname: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Select	User picture	First name / Surname	Email address	City/town	Country	Last access to course
<input type="checkbox"/>		Ian Jonathan Tiotarico	iantolangdoma@gmail.com	Caloocan	Philippines	72 days 15 hours
<input type="checkbox"/>		Melissa Nadine Carano	melissacarano@gmail.com		Philippines	73 days 21 hours
<input type="checkbox"/>		Kevin Michael Matosera	kmihendapa_mat@gmail.com	Quezon City	Philippines	55 days 15 hours
<input type="checkbox"/>		Maria Shadia Anundacion	shadiaanundacion@gmail.com		Philippines	48 days 13 hours
<input type="checkbox"/>		Paul Henry Pagaduan	paulhenripagaduan@yahoo.com		Philippines	55 days 15 hours

7. To enter Forums, click on the Forum icon.

eLearning Course on the Revised NTP Manual of Procedures Facilitators' Guide

The Benefits of Online Learning

This is a short video (under 4 minutes) on the subject by the Yorkville University.

The Benefits of Online Learning

Slide Set # 1.1

This slide set will review you on the benefits of e-learning and introduce you to the design and requirements for the course.

Guide to Discussion Forums

Refer to this Guide for instructions on how to participate in the Discussion Forums

Guide to the Self-introductions Forum

Please read this Guide before submitting posts to the Self-introductions Forum

Self-introductions Forum (your participation required here)

Click on this to enter the forum. Introduce yourself to the group. Tell us how you wish to be addressed, your designation and involvement in NTP work, and any other (personal) information that you may wish to share with everyone. Do tell us also about your expectations of this course. Please limit your post to a maximum 200 words.

Navigation

- Home
- My home
- Site pages
- My profile
- Current course
 - NTP MOP E-learning Course 2016
 - Participants
 - Badges
 - Course Overview
 - Module 1: Introduction to E-learning
 - Module 2: Background of the National TB Control P...
 - Alternative Exercise for Module 2
 - Module 3: Case Finding (Chapter 2 of the NTP MOP)
 - Alternative Exercises for Module 3
 - Module 4: Case Holding (Chapter 3 of the NTP MOP)
 - Alternative Exercises for Module 4
 - Module 5: Prevention of TB (Chapter 4 of the NTP MOP)
 - Answer Keys
 - Module 6: Recording and Reporting (Chapter 5 of th...
 - Module 7: Management of TB Drugs and Diagnostic St...
 - Module 8: TB-DOTS Referral System (Chapter 7 of th...
 - Module 9: Advocacy, Communication and Social Mobil...
 - Module 10: DOTS Certification and PhilHealth Acce...

8. Click on a discussion thread to reply to posts, or click on “Add a new discussion topic” to start another thread.

Self-introductions Forum (your participation required here)

Click on this to enter the forum. Introduce yourself to the group. Tell us how you wish to be addressed, your designation and involvement in NTP work, and any other (personal) information that you may wish to share with everyone. Do tell us also about your expectations of this course. Please limit your post to a maximum 200 words.

Add a new discussion topic

Discussion	Started by	Replies	Last post
Self-introduction - Aleph	Aleph Ray Rabang	0	Aleph Ray Rabang Mon, 19 Dec 2016, 4:36 PM
Self-Intro Shao	Maria Shaola Anunciacion	0	Maria Shaola Anunciacion Mon, 19 Dec 2016, 2:50 PM
Self-introduction KEV	Kevin Michael Mendoza	0	Kevin Michael Mendoza Mon, 19 Dec 2016, 2:47 PM
Katleen Hernandez	Katleen Anne Hernandez	0	Katleen Anne Hernandez Mon, 19 Dec 2016, 2:46 PM
Kathreen M. Micu	Kathreen Stephanie Luz Micu	0	Kathreen Stephanie Luz Micu Mon, 19 Dec 2016, 2:41 PM
Shaula Gail de Ocampo introduction	Shaula Gail de Ocampo	0	Shaula Gail de Ocampo Mon, 19 Dec 2016, 2:41 PM
Self Introduction	Paul Henry Pagaduan	0	Paul Henry Pagaduan Mon, 19 Dec 2016, 2:40 PM
Self-introduction	Ian Jonathan Tiotangco	0	Ian Jonathan Tiotangco Mon, 19 Dec 2016, 2:40 PM
I am Melissa Caraan	Melissa Nadine Caraan	0	Melissa Nadine Caraan Mon, 19 Dec 2016, 2:35 PM
Hi from your Course Facilitator	Dr. Maria Lourdes Barrameda	0	Dr. Maria Lourdes Barrameda Mon, 19 Dec 2016, 2:35 PM

Navigation

- Home
- My home
- Site pages
- My profile
- Current course
 - NTP MOP E-learning Course 2016
 - Participants
 - Badges
 - Course Overview
 - Module 1: Introduction to E-learning
 - Module 1 Study Guide
 - What is E-learning?
 - Advantages of E-learning for Institutions and Corp...
 - The Benefits of Online Learning
 - Slide Set # 1.1
 - Guide to Discussion Forums
 - Guide to the Self-introductions Forum
 - Self-introductions Forum (your participation requi...**
 - Exercise #1 Downloading Forms and Uploading Answer
 - Guide to Building the Glossary
 - Guide to Live Chat Sessions
 - Pre-test
 - Slide Set #1.2
 - Module 2: Background of the National TB Control P...
 - Alternative Exercise for Module 2

9. Click on any of the exercises by clicking on their icons. There are two kinds of exercises:

1. Exercises with checks are online multiple choice questions.
2. Exercises with Paper icon have files with data and answer sheets for downloading.

eLearning Course on the Revised NTP Manual of Procedures Facilitators' Guide

The screenshot shows a Moodle course page for 'Exercise # 4.4 Recording Forms for Case Holding'. The page includes several sections: 'Exercise # 4.1' with a click instruction, 'Slide Set # 4', 'Exercise # 4.3 Assigning Treatment Outcomes' with a 5-item exercise description, and 'Tuberculosis - Tagalog version' with an 11-minute video. The video player shows a scene with a man and a woman. The browser address bar shows 'impact.pbsp.org.ph:181/PhilTB.E-learning/course/view.php?id=6'. The taskbar at the bottom shows the system time as 4:40 PM on 3/2/2017.

10. To grade each exercise, click on “View/grade all submissions.”

The screenshot shows the 'View/grade all submissions' page for 'Exercise # 4.4 Recording Forms for Case Holding'. The page features a 'Grading summary' table with the following data:

Participants	9
Drafts	1
Submitted	8
Needs grading	1

Below the table is a yellow button labeled 'View/grade all submissions'. The page also includes a 'Submission status' section and a right-hand navigation menu with options like 'Assignment administration', 'Course administration', and 'Turn editing on'. The browser address bar shows 'impact.pbsp.org.ph:181/PhilTB.E-learning/mod/assign/view.php?id=287'. The taskbar at the bottom shows the system time as 9:50 AM on 3/7/2017.

11. Within the exercise page, click on “Download all submissions” under Grading Action to score them offline.

eLearning Course on the Revised NTP Manual of Procedures Facilitators' Guide

The screenshot shows a web browser window with the URL <http://impact.pbsp.org.ph/181/PhitB.E-learning/mod/assign/view.php?id=274>. The page title is "Exercise # 3.3 Recording Forms for Case Finding". Below the title, there is a box containing a reference to a guide and a list of files: "Form 1 Presumptive TB Masterlist.docx", "Form 2a NTP Laboratory Request Form.docx", "Form 3 NTP Laboratory Register (Microscopy and GX) .docx", and "Guide to Exercise # 3.3.pdf". To the right, there are navigation and administration links. Below this, a "Grading summary" table shows: Participants: 9, Drafts: 1, Submitted: 8, Needs grading: 0. A "View/grade all submissions" link is present. At the bottom, the "Submission status" section shows "Attempt number: This is attempt 1." The Windows taskbar at the bottom indicates the time is 9:40 AM on 8/2/2017.

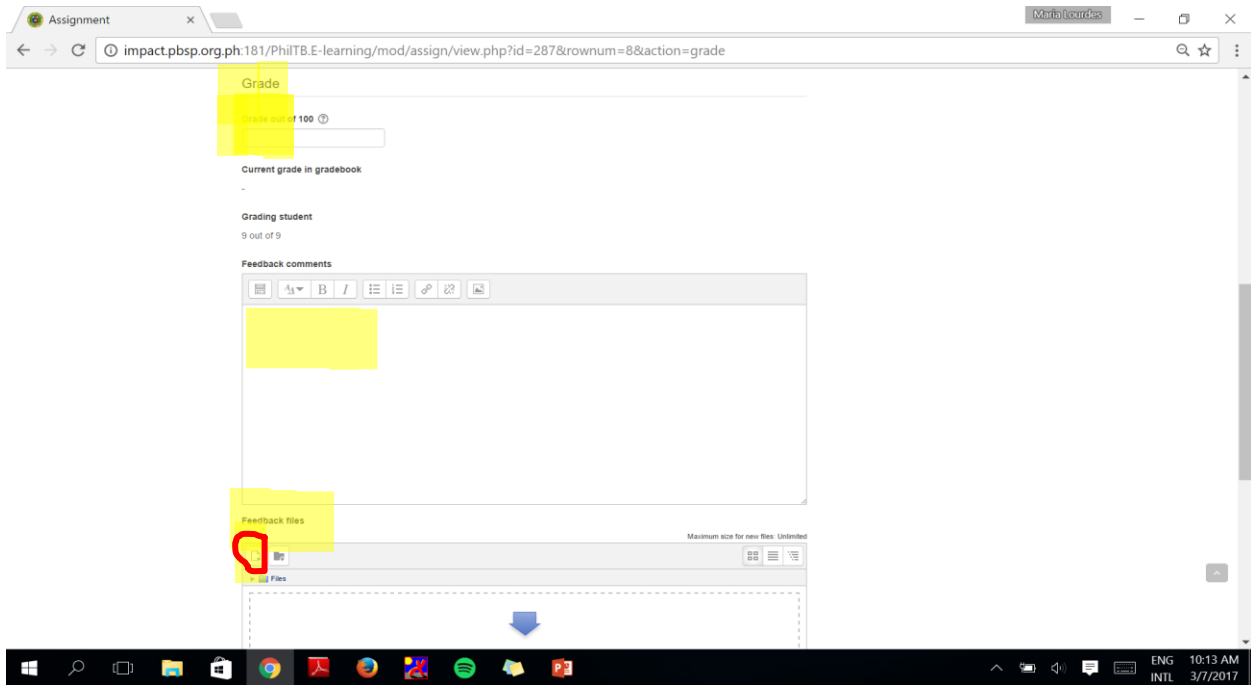
12. To enter individual scores, click on "Edit"

The screenshot shows the grading interface for "Exercise # 4.4 Recording Forms for Case Holding". The URL is <http://impact.pbsp.org.ph/181/PhitB.E-learning/mod/assign/view.php?id=287&action=grading>. The page includes a USAID logo and navigation links. A "Grading action" dropdown menu is open, showing options: "Choose...", "Download all submissions", "Upload multiple feedback files in a zip", and "View gradebook". Below this is a table of submissions. The first row shows a submission with a status of "Submitted for grading", a grade of "98.00 / 100.00", and a last modified date of "Thursday, 22 December 2016, 1:57 PM". The "Edit" link for this submission is highlighted in yellow. The Windows taskbar at the bottom indicates the time is 10:34 AM on 3/7/2017.

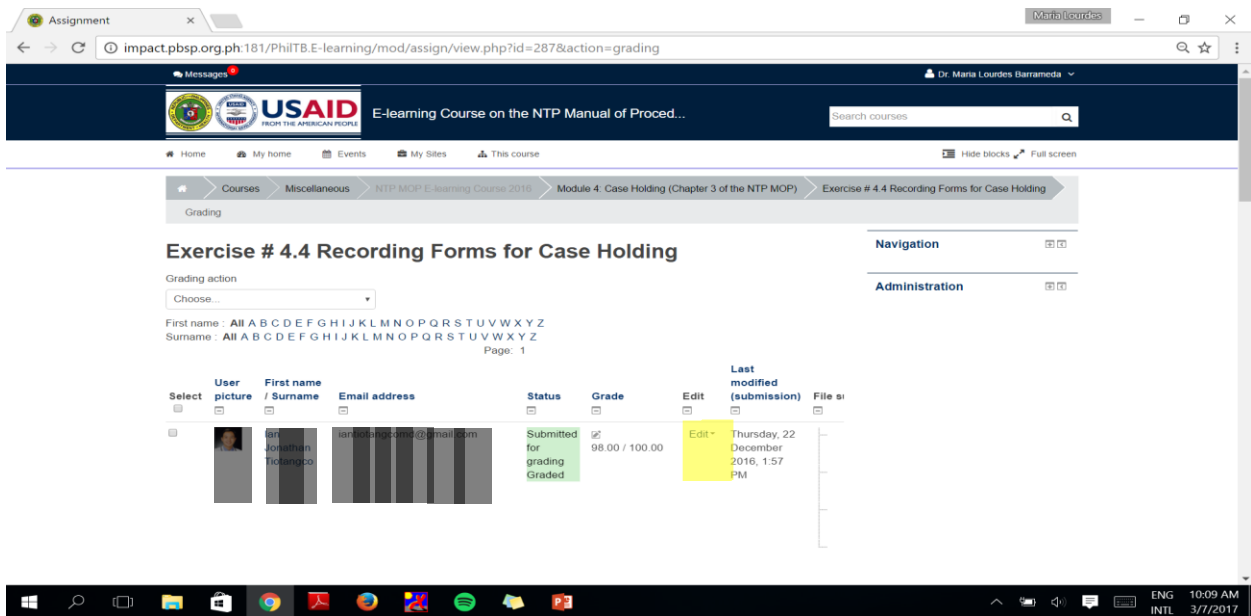
Select	User picture	First name / Surname	Email address	Status	Grade	Edit	Last modified (submission)	File s
<input type="checkbox"/>				Submitted for grading Graded	98.00 / 100.00	Edit	Thursday, 22 December 2016, 1:57 PM	

13. Encode grade and feedback. You may also upload file with your comments by clicking on the encircled icon below. Do not forget to click on "Save changes" at bottom of page.

eLearning Course on the Revised NTP Manual of Procedures Facilitators' Guide



14. To revert last submission to “Draft” so that eLearner can correct answers and re-submit the corrected forms as “Final,” click on “Edit.”



15. Then click on “Revert the submission to draft.”

eLearning Course on the Revised NTP Manual of Procedures Facilitators' Guide

The screenshot shows the 'Grading' page for 'Exercise # 4.4 Recording Forms for Case Holding'. The page includes a navigation breadcrumb, a search bar, and a table of student submissions. A yellow box highlights the 'Edit' dropdown menu for the student 'lan Jonathan Tiotango', which contains options for 'Update grade', 'Revert the submission to draft', and 'Revert to draft'.

Select	User picture	First name / Surname	Email address	Status	Grade	Edit	Last modified (submission)	Files
<input type="checkbox"/>		lan Jonathan Tiotango	lantiotangcomd@gmail.com	Submitted for grading Graded	98.00 / 100.00	Edit Update grade Revert the submission to draft	Thursday, 22	

16. Check summary of grades to see overall performance. Click on “Grades” under Course Administration.

The screenshot shows the 'Administration' page of the eLearning course. The 'Grades' option under 'Course administration' is highlighted in yellow. The page also displays course content such as 'Guide to Building the Glossary', 'Pre-test', and 'Module 2: Background of the National TB Control Program (Chapter 1 of the NTP MOP)'.

17. See summary of grades.

eLearning Course on the Revised NTP Manual of Procedures Facilitators' Guide

Grader report
All participants: 9/9

Surname	First name	Email address	E-learning Course on the ...				
			Pre-test	Post-test	Exercise No. 2	Exercise No. 3.1	Exercise No. 3.2 Deciding ...
			6.00	19.00	8.00	7.00	10.00
			8.00	19.00	8.00	7.00	10.00
			14.00	18.00	8.00	7.00	10.00
			5.00	20.00	8.00	7.00	10.00
			6.00	20.00	8.00	7.00	10.00
			6.00	20.00	8.00	7.00	10.00
			8.00	20.00	8.00	7.00	10.00
			8.00	-	8.00	7.00	10.00
Overall average			7.89	19.25	8.00	7.00	10.00

VII. Reminders

1. Check for announcements, messages, emails, SMS, voice calls daily and reply within the day.
2. Check active discussion forums; respond as appropriate.
3. Always observe network etiquette when posting in discussion forums.
4. Download and check submissions soon after deadline/before scheduled live chat, and after submission of corrected answers.
5. Prepare for, and participate in live chats.
6. Remind eLearners, whether those behind or ahead of schedule, to stay within one week of the course schedule.
7. Enter grades and send feedback promptly by Thursday of each week at the latest, so that the trainees will have ample time to correct their submissions.
8. Send summary feedback to Course Facilitator weekly via email to help him/her decide whether eLearner is eligible for a training certificate.
9. Keep communication lines open.
10. Strive to make learning fun, interesting, and practical.