# Improve Disaster Risk Management in India

## By Using Knowledge-Base and Statistics

**E-Learning Material**

**Manual for the E-Learning on the**

**InWEnt Global Campus 21**

inWEnt

Capacity Building International
Germany

*Online Course*


# Improve Disaster Risk Management in India
## By Using Knowledge-Base and Statistics

## Manual for the E-Learning on the
## InWEnt Global Campus 21
revised in 2009

# E-Learning Manual

## Welcome!

## We would like to extend a warm welcome to the course of InWEnt Department for Promotion of Democracy/Administrative Reforms/Economic, Environmental and Social Statistics

## Improve Disaster Risk Management in India

### By Using Knowledge-Base and Statistics

We are delighted that you have made the decision to participate in this innovative method of virtual teaching and knowledge management.

Using modern communication technology in the form of this online-training programme, **InWEnt** aims to share the participants' knowledge, their professional experience and technical skills within this e-learning course. Therefore **GLOBAL CAMPUS 21**, the virtual learning platform of InWEnt will be our communication tool for the next weeks.

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# Contents

# 1  The staff of the project team


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# 2  The participants and their working groups

-- to be published online on www.gc21.inwent.org --

# 3  The structure of the course

## 3.1 How is the course structured?

-- updates will be published online on www.gc21.inwent.org –

| Week | To Do | Group | Date | Time (Indian Time) |
|---|---|---|---|---|
| **O** | **Study Module 1** | **All Groups** | Before 22nd November | |
| **1** | **Chat Warm-up session** | **Group Earth+Fire** | Tuesday 23rd November | 02:30 pm |
| | **Chat Warm-up session** | **Group Wind+Sun** | Wednesday 24th November | 02:30 pm |
| | **Module 1: Introduction to Statistical Terminology: deliver questions and remarks on discussion forum (Tutor available at chat room at 9:00 GMT of same day – for 1 hour, see warm-up session)** | **Group Earth** | Tuesday 23rd November | 10:30 pm |
| | | **Group Fire** | Tuesday 23rd November | 10:30 pm |
| | | **Group Wind** | Wednesday 24th November | 10:30 pm |
| | | **Group Sun** | Wednesday 24th November | 10:30 pm |
| | **Module 1: Receive answers to questions and remarks on discussion forum from tutor** | **All Groups** | Friday 26th November | 10:30 pm |
| | **Discussion Forum: Work on 'Exercises'** | **All Groups** | Before 29th November | Any time |
| | **Study Module 2** | **All Groups** | Before 29th November | Any time |
| | **Exercises / Self Assessment** | **All Groups** | Before 29th November | Any time |
| **2** | **Receive Feedback on Exercises from Module 1 from tutor** | **All Groups** | Before 29th November | At the latest 10:30 pm |
| | **Module 2: Use statistical information on recent and passed disasters: deliver questions and remarks on discussion forum (Tutor available at chat room at 9:00 GMT of same day – for 1 hour)** | **Group Earth** | Tuesday 30th November | 10:30 pm |
| | | **Group Fire** | Tuesday 30th November | 10:30 pm |
| | | **Group Wind** | Wednesday 1st December | 10:30 pm |
| | | **Group Sun** | Wednesday 1st December | 10:30 pm |

| | | | | |
|---|---|---|---|---|
| | **Module 2: Receive answers to questions and remarks on discussion forum from tutor** | **All Groups** | Friday 3rd December | <u>10:30 pm</u> |
| | **Discussion Forum: Work on 'Exercises'** | **All Groups** | Before 6th December | Any time |
| | **Study Module 3 (1.part)** | **All Groups** | Before 6th December | Any time |
| | **Exercises / Self Assessment** | **All Groups** | Before 6th December | Any time |
| **3** | **Receive Feedback on Exercises from Module 2 from tutor** | **All Groups** | Before 6th December | <u>At the latest 10:30 pm</u> |
| | **Module 3 – Units 1+2: Understand "Cause and Effects" of disasters described by statistics: deliver questions and remarks on discussion forum (Tutor available at chat room at 9:00 GMT of same day – for 1 hour)** | **Group Earth** | Tuesday 7th December | <u>10:30 pm</u> |
| | | **Group Fire** | Tuesday 7th December | <u>10:30 pm</u> |
| | | **Group Wind** | Wednesday 8th December | <u>10:30 pm</u> |
| | | **Group Sun** | Wednesday 8th December | <u>10:30 pm</u> |
| | **Module 3 (1.part) : Receive answers to questions and remarks on discussion forum from tutor** | **All Groups** | Friday 10th December | <u>10:30 pm</u> |
| | **Discussion Forum: Work on 'Exercises'** | **All Groups** | Before 13th December | Any time |
| | **Study Module 3 (2.part)** | **All Groups** | Before 13th December | Any time |
| | **Exercises / Self Assessment** | **All Groups** | Before 13th December | Any time |
| **4** | **Receive Feedback on Exercises from Module 3 (1-part) from tutor** | **All Groups** | Before 13th December | <u>At the latest 10:30 pm</u> |
| | **Module 3 – Units 3+4: Understand "Cause and Effects" of disasters described by statistics: deliver questions and remarks on discussion forum (Tutor available at chat room at 9:00 GMT of same day – for 1 hour)** | **Group Earth** | Tuesday 14th December | <u>10:30 pm</u> |
| | | **Group Fire** | Tuesday 14th December | <u>10:30 pm</u> |
| | | **Group Wind** | Wednesday 15th December | <u>10:30 pm</u> |
| | | **Group Sun** | Wednesday 15th December | <u>10:30 pm</u> |
| | **Module 3 (2.part): Receive answers to questions and remarks on discussion forum from tutor** | **All Groups** | Friday 17th December | <u>10:30 pm</u> |

| | | | | |
|---|---|---|---|---|
| | **Discussion Forum: Work on 'Exercises'** | **All Groups** | Before 20th December | Any time |
| | **Study WebQuests** | **All Groups** | Before 20th December | Any time |
| | **Exercises / Self Assessment** | **All Groups** | Before 20th December | Any time |
| **5** | **Deliver WebQuests on Discussion Forum** | **All Groups** | Before 10th January 2010 | Any time |
| | **Presentation of WebQuests on face-to-face session in Inida** | **All Groups** | 18th and 19th January 2010 | |
| | **Receive Feedback on Deliverables and Presentation of WebQuests from tutor and organizers** | **All Groups** | Before 31st January 2010 | |

## 3.2  How do I achieve the goals of the course ?

*Formal requirements*

- Comprehensive knowledge of the content of all modules.
- Regular attendance at the online chats.
- Make at least qualified contributions to the discussions during the online chats.
- Completing self-assessments before each online session

Completing one WebQuest at the end of the course and deliver and present the expected results on the discussion forum. This presentation will be wrapped-up at the following face-to-face workshop and certificates will be awarded according to the above mentioned criteria and these results. WebQuests can be solved in groups and each of the group members should be explicitly stated in the WebQuests results and presentations

## 3.3  What are the challenges of online-learning ?

For most of you, online-learning will be a completely new experience. First of all, you will need access to a computer with an internet connection and a CD-ROM drive.

*Autonomous Learning*

When you have succeeded in achieving the technical requirements, you will have to sit down at your computer and learn alone. With the CD-ROM you will receive you can study the course content offline. Only the self-assessments *require* online access. However, working on the modules in the online version will be more convenient. The method of self-learning requires highly organised participants. You yourself must designate the time and place. In the first few days, you will see which way is best to achieve your goals using this medium, and how you can have maximum use of the freedom this system offers you. Your contact person, the online facilitator, is there to assist you.

*The chats*

The virtual communication with colleagues and tutors will require some familiarization: First you go to the "Chat E-learning". Imagine you are

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opening the door to a conference room and you enter into darkness. You close the door behind you. You can't see anything, and at first you don't move. You search for the light switch, but can't find it. Unsure if you're even in the right place you move carefully through the room.

„Hello, is anyone here?"

„Yes, I'm here!"

Yes! Someone is talking to me! A success. Here too, the most important thing is just to try and to gain experience.

But you can be sure that one of your facilitators will be there already.

If you have technical difficulties with the online-conference please communicate immediately via email to bjoern.kalscheuer@inwent.org

According to the proposals during our preparatory course we have opted against fixed chat times. We will have two fixed warm-up chats and we might announce further ones if requested. Usually the tutor will be available on Tuesdays and Wednesdays for one hour in the chat room for quick enquirers.

*Delivery of Questions and Remarks*

Every trainee belongs to one group (Earth, Fire, Wind, Sun): These groups are formed to structure the discussion and make responses easier. You are expected to communicate according to your group schedule, also in order to keep up the interaction with your fellow participants, on the forum. You should make sure, that you are able to contribute to the expected feed-back, which should consist in questions and remarks, NOT in solutions of exercises, until the indicated deadline listed above. However everybody is invited to follow the other group's discussions as a silent observer or via the archive.

*Fixed learning times and coordination with superiors and colleagues*

You should arrange fixed times for learning and co-ordinate them with your superiors and colleagues in order to avoid unnecessary interruptions. The same should be done for the chats. You should plan one hour per day of self-learning and 90 minutes for chats per week. You will most likely need a little time to become familiar with the course campus and the contents. Don't worry. It will be a new and, hopefully, exciting experience for almost all of the participants. Together, we will learn how to find our way through the virtual world.

Not only will you expand your knowledge of Disaster Risk Management and Statistics, you will also improve your competence in working with the internet and the technical platforms for knowledge management.

# 4  The structure of the Global Campus 21

In this chapter, you will learn how to orientate yourself in the MyCampus 21 section.

## 4.1  How do I get access to MyCampus 21?

Before explaining the access procedures, we want to remind you, that the self learning does not require Internet access. To only study the course content you can also use the offline version on the CD-ROM you will receive. Only the chats and the self-learning require to be online[1].

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[1] Other GC 21 tools that require also Internet access, such as the discussion forums won't be used during this course.

The MyCampus 21 section is password protected. You will receive a user name and password **from project managers after registering** that you can use to log in. The following steps will allow you to get access to the training course "Improve Disaster Risk Management in India".

1. Visit the web page
   http://gc21.inwent.org/ibt/GC21/area=gc21/main/en/site/gc21/public/index.sxhtml

   click on **Login My GC21**

Your login is not restricted to participation in just one course; it can also be used for additional modules. However, you must register separately for each training. Please memorise your login information or write it down in a safe place. You will need it each time you want to access MyCampus. Guests can visit MyCampus 21 to get a feel for it by logging in with the user name "guest" and the password "guest".

3.  Enter your **login** and **password** and **click "ok"**

4. The following screen opens. Click on **Disaster Risk Management**
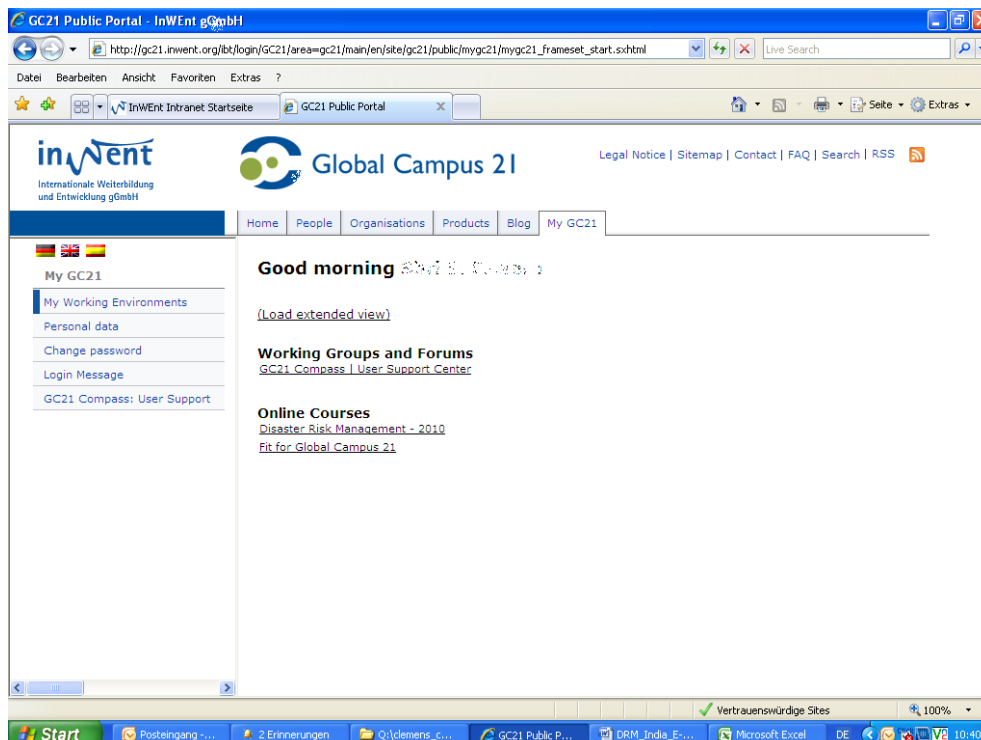
## 4.2 How do I organise my self-learning?

You have now entered the online course.



In Order to study the modules, please click on "Online Modules"
Through selecting the modules you can either the module you would like to work on.



It's not necessary to log off from Global Campus 21. You can use your browser software to store your password. When you close the browser, the password will remain active for the

amount of time you have selected in your browser software. Not all browsers support this function.

## 4.3  Self-Assessments

The self assessments are an important requirement to achieve the learning goals of the course. The regular work on the self assessments is expected from all participants. An agenda for the achievements of the self-learning is written down in the chat agenda. In order to answer the questions either use the self-assessment after each module. Then the questions for each module will drop down. Select the module which you have studied already to test whether you have fully understood the contents.
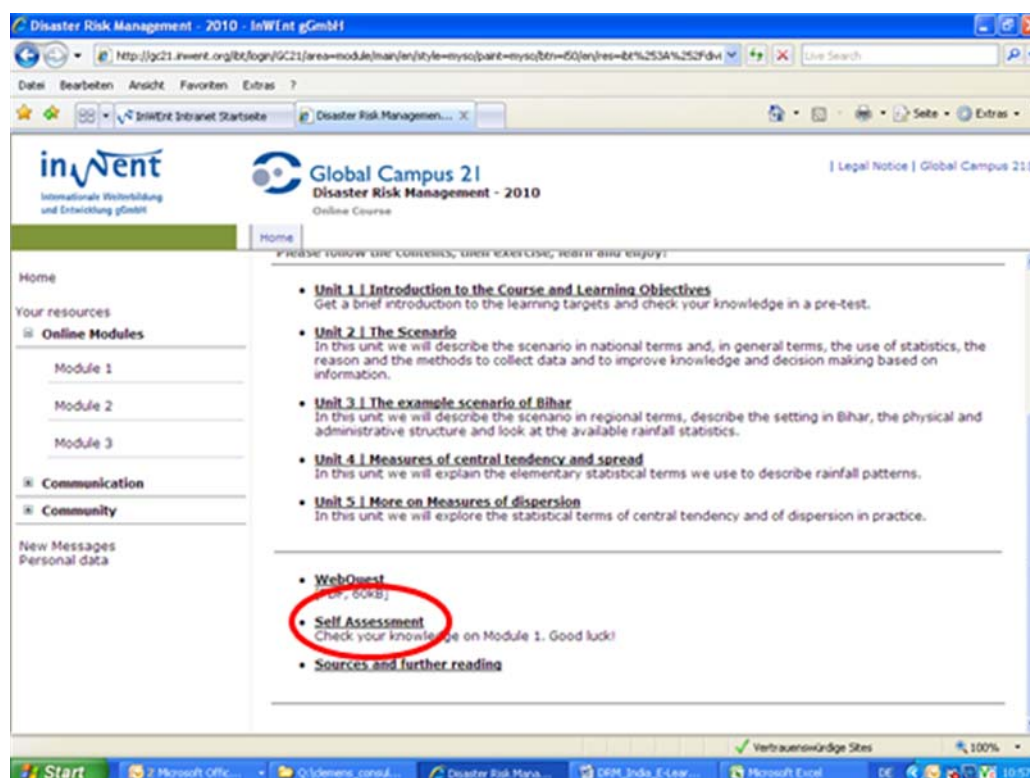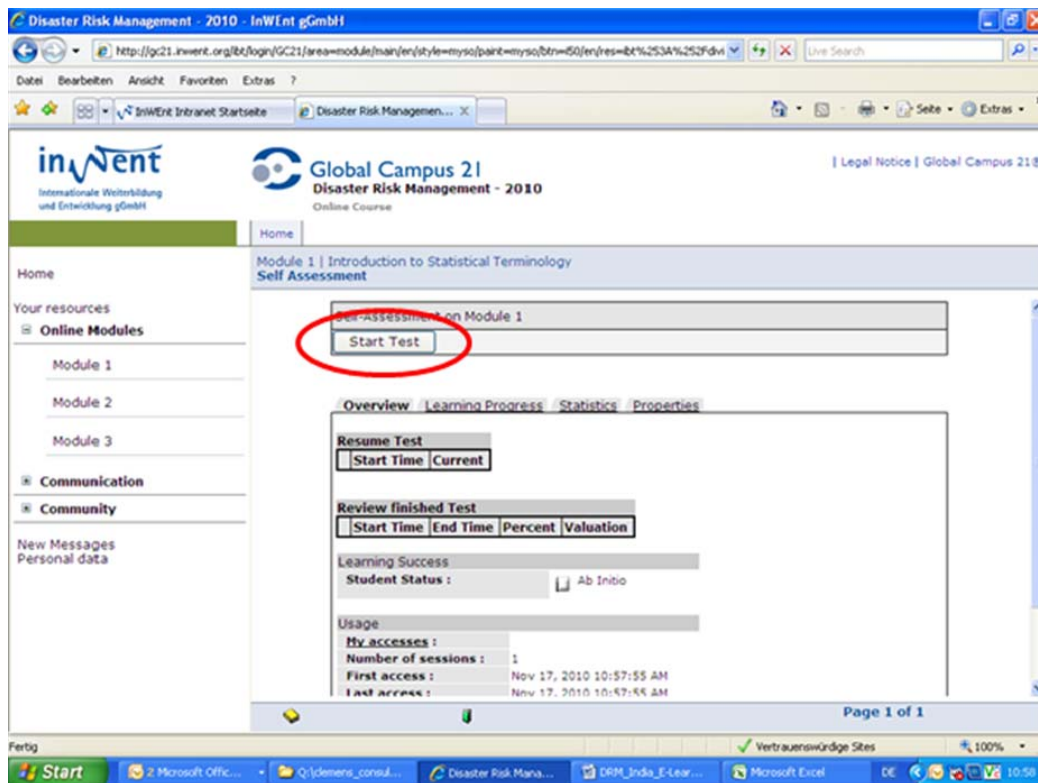
The above window will open. There you must click on **Start Test**
Then you can begin with answering the questions. To get to the next question click on **Next.**
After having answered to all the questions click on **End Session.**

**!!!! It is very important to click on End Session, before you close the window. If you miss to click there, the session is not visible to your tutors and we won't be able to give you a feedback !!!!**

## 4.4 How do I use the chat option

Chats provide an opportunity to schedule real-time chats online with other participants or your tutor. New messages are displayed in **real time** for all conference participants to see. Using it is remarkably easy. Go to **Communication** and then **Chat** on the webpage.
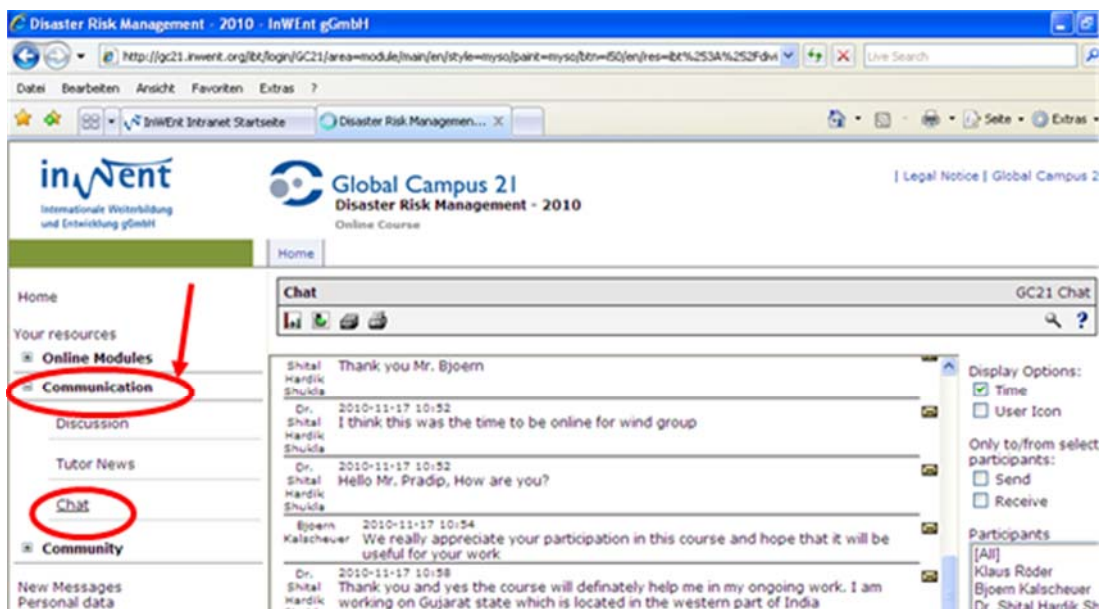
Enter your message in the entry field at the bottom of your screen and **click** on send. Your message, along with your user name and picture, will now appear in the main window, visible to all course participants. To see former discussions click on the archive button.

In the **archive** under the **display messages** heading there are a number of options for which messages the programme displays. You can also set how many messages you want to see at once.
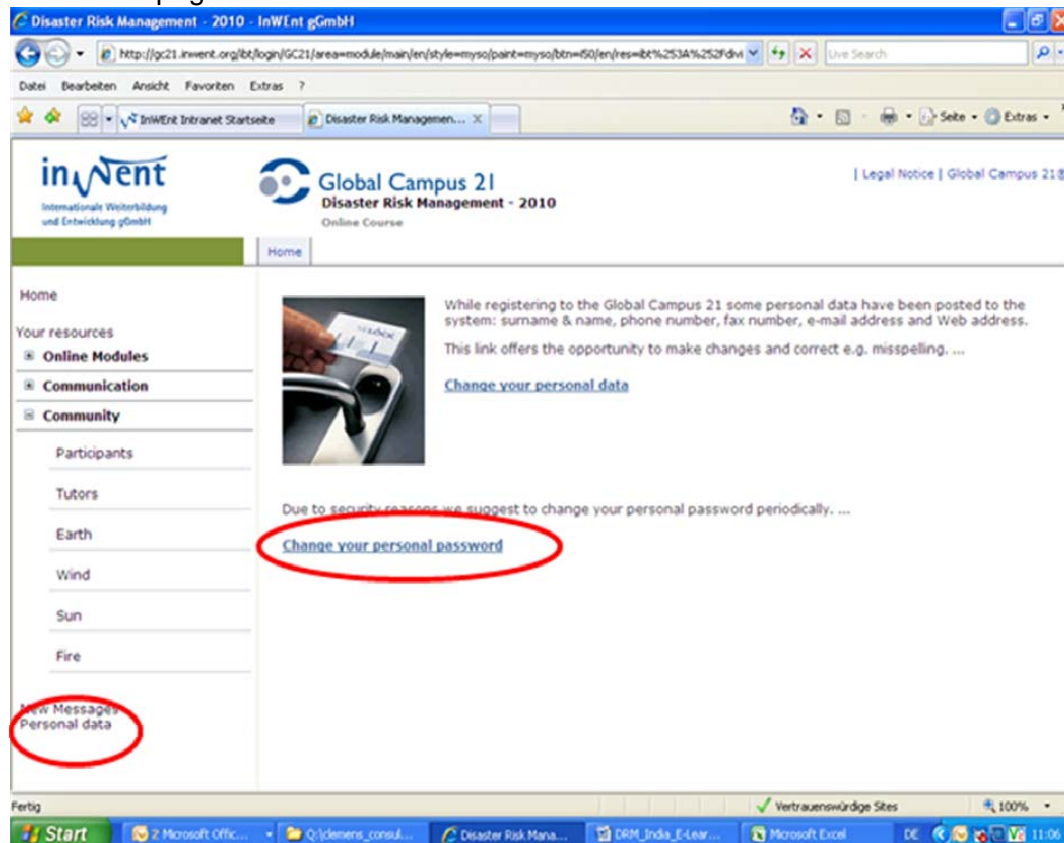
**To select which messages to display:**

- Click "**from the beginning**" to see all messages in the archive.
- Click "**earlier**" to see messages received before the one currently displayed.
- Click "**later**" to see messages received after the one currently displayed.
- Click "**update**" to see the most recent messages.
- Click "**mark all as read**" to mark all messages as read.

If you want to see your colleagues and the facilitators (and whether they are also online), click **Community**. There you can also see some additional information, such as the last online visit to the course of your team members.

When a participant **enter**s or **leave**s the chat room, that information is displayed along with a date and time stamp.

## 4.5  How do I change my password and personal data?

Once you have logged in, you can change your password or personal information at any time on this page.

To change your password, click on **Change your Password**. This will take you to a page where you can enter a new password. Note that a password can't contain any spaces or special characters.

To change your personal data: In the screen pictured above click on the personal data link. This will take you to a page where you can enter the new information in the appropriate fields and submit it by clicking the OK button:

Changes to this information are automatically incorporated into the user gallery, making the new information available to other participants. In the future, this will also apply to your address and telephone and fax numbers, so these fields should be filled out.

## 4.6  Getting information about other participants

When registering, each user provides the campus administration with certain basic information that is made available to other users. This always includes name and e-mail address (in the future it will also include postal address, telephone and fax numbers). A user may also provide a picture of him or herself, a brief "user information" and/or a website. This information is found in the user gallery.
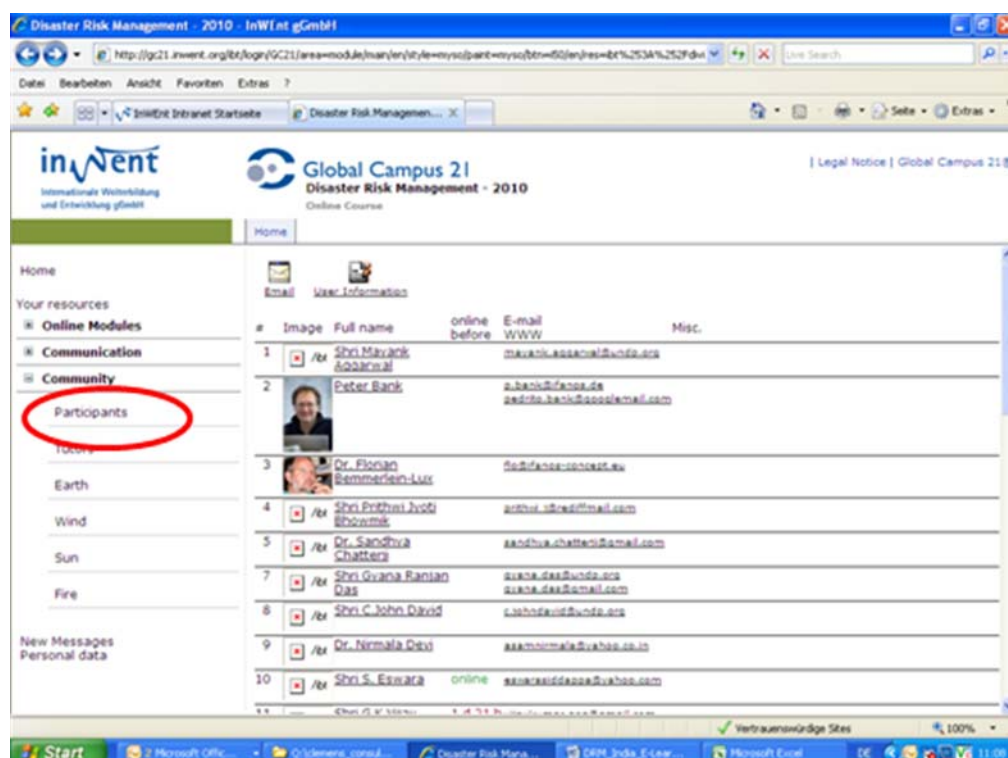
### 4.6.1  User gallery

The user gallery provides information about the participants of our learning course and of InWEnt alumni who still use the Global Campus 21 as communication platform.

The user gallery is opened by clicking the **Community** link. Here you'll find all the participants in a module listed in a table – with a photo if the user has provided one. You can't upload photos yourself. Please sent it to your tutors.

Clicking on the **e-mail address** opens a new window where you can send e-mail directly to that participant from within Global Campus[2], assuming you have e-mail activated.

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[2] This sends the e-mail to the participant's external e-mail address. There is also a Global Campus **internal** e-mail service, called webmail.

By clicking on the **name link** in the **salutation** column, you can find other information about that participant – this takes you to the "user information".

## 4.6.2  User information

The user gallery contains the user information of participants insofar as a participant has provided one.

In the portrait, participants can give a brief description of their interests or any other information they feel is important.

Like the photos of participants, the user information is intended to lend a more personal note to an otherwise rather detached medium. It is up to each participant to decide for him or herself what information to provide.
For instance, the portrait might contain**:**

- Name and country of origin (optionally also age, marital status etc.)
- Country / place of residence
- Languages
- Professional background
- Current occupation / sector
- Motivation for participating in GC21 / interests
- Hobbies
- Favourite quotes or personal motto

These are just a few **ideas** – there is no set format for the user information on GC21.

You can also attach files to your portrait – for instance, a c.v. or publications. You can also provide several portraits (for instance, in different languages). A user information can only be uploaded, modified or deleted by the person who provided it.

In some modules, these portraits are compulsory. In that case, you will be asked to enter a portrait when you enter the virtual environment (if you have not already provided one).

Your user information, photograph and the rest of your personal information from the user gallery move with you over the entire website. After entering a GC21 module for the first time, that information is automatically copied into other modules in which you participate.

**To display a user information:**

In the user gallery, click on the name of the participant or on the icon under **user information**.

You can display the detailed user portraits from within the **overview** or **summary** display.

> From **overview:**
>
> - Click on the name of the participant to display his or her user information.
> - If the name is not underlined (not a link), that participant has not yet provided a user information.
>
> From the **summary** view:
>
> - Click on the reference to the portrait you wish to display.
>
> To return to the **overview** or **summary** page, click either the **back** button or the icon for **overview**  or **summary**  in the title bar.

**To create a user information:**

> - Within the user gallery of any learning or work environment you are using, click on your own name.
> - Now click on **new user information**.
> - Enter the information you would like displayed in the text box **Peculiars**.
> - Click on **OK**.
> - Your user information has now been saved.
> - Click the **cancel** button to exit without saving your new portrait.

**To delete your user information:**

> - Click on **display** to view your portrait.
> - Click **delete**  .

## 4.7  Further Functions

There are many more functions on the e-learning platform. Please find the time to explore!

**InWEnt – Qualified to Shape the Future**

InWEnt – Capacity Building International, Germany, is a non-profit organisation with worldwide operations dedicated to human resource development, advanced training, and dialogue.

Our capacity building programmes are directed at experts and executives from politics, administration, the business community, and civil society. We are commissioned by the German federal government to assist with the implementation of the Millennium Development Goals of the United Nations.

In addition, we provide the German business sector with support for public private partnership projects. Through exchange programmes, InWEnt also offers young people from Germany the opportunity to gain professional experience abroad.