**Facilitator guidelines**

**Module 3 Sending Data to Supervisor and Receiving Upgrades**

**Preparations:**

* Review PowerPoint slides.
* Ensure that an upgrade file has been created for the upgrade exercise.. In the upgrade, the color of the menu.fmf form should be changed so that the update can be verified by the teams. The upgrade may also be used to fix any bugs that have been found in the programs to date, but in all cases the form color should be changed.
* Ideally, for the upgrade exercise teams should have access to internet and the IFSS client should be installed. Supervisor user names and passwords should be created in IFSS prior to the exercise. If IFSS cannot be used, the facilitators should ensure that the upgrade file is manually copied to the .\upgrades folder prior to the upgrade exercise.

**Pre-work:**

* Read CAPI Interviewer Manual – Pages 71-73
* Read CAPI Supervisor Manual – Pages 15 – 18, Page 25

| **Activity** | **Time** | **Presenter** | **Materials/Notes** |
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|  | | | |
| Warm up | 5 minutes | Facilitator |  |
| Overview of session | 5 minutes | Facilitator | PPT slides – overview of the session |
| Presentation on sending data back to supervisor | 30 minutes (20) |  | Give presentation using Powerpoint 3.1 |
| Video on data transfer to supervisor | 10 minutes | Facilitator | Play video DHS\_TransferData\_v2.1-1080p.mp4 starting at 6.00 minute mark. |
| Exercise | 30 minutes (15) |  | All interviewers send their data back to the supervisor tablet in turn.  When transfers received, both interviewer and supervisor review the report |
| Exercise | 5 minutes |  | Supervisors run option 6 : close/list cluster and review report for all interviewers. Discuss the difference between this report and the ones generated when data is received from interviewers. |
| Discussion/feedback on exercise | 1. minutes |  | * Discuss any problems encountered and give advice about how to prevent them occurring * Discuss why it is best practice to send data to supervisor frequently |
| 15 minute break |  |  |  |
| Presentation on Upgrades | 15 minutes | Facilitator | Give presentation using Powerpoint 3.2 |
| Exercise | 30 minutes (20) |  | 1.Supervisors connect to IFSS/CSWeb/SyncCloud and download upgrade.  2. Supervisors send upgrade to their team members  3. Team members verify upgrade has been successful |
| Quiz | 10 minutes |  | Omit for TOT |
| Review of session/Q&A |  |  |  |