

Using the Instructor Guide

EIDSS | Electronic Integrated Disease
Surveillance System

Program Goal

The goal of this training program is to prepare users of the Electronic Integrated Disease Surveillance System (EIDSS) for successful operation of the EIDSS 7.0 Software.

Instructor Qualifications

As the instructor, you should have moderate to extensive knowledge, experience, and training in the EIDSS 7.0 software.

Students

Students are epidemiologists, veterinarians, and laboratory or administrative personnel from sites where EIDSS is installed and for whom working with EIDSS is a job responsibility. The students should have basic computer skills.

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Overview

The instructor guide (IG) is designed for you, the instructor, to assist in your delivery of the EIDSS Instructor-Led Training (ILT). The IG provides all of the necessary information to successfully prepare for and deliver this course. EIDSS training reflects the modular approach of the software, and modules may be trained in any order or combination. Tasks within lessons may be removed based on user roles and permissions, but it is recommended that those taught remain in the order presented in the IG. Due to the flexible nature of this training, suggested agendas are included at the beginning of each module in the IG but are not presented here.

Course Content

MODULE	Human	Veterinary	Vector	Outbreak	Laboratory	Reporting	Administration
LESSONS	Person Record	Person Record	Vector Surveillance Session*	Sessions	Samples	Basic Reporting	Records
	Human Disease Report*	Farm Record		Cases*	Tests	AVR: General Functionality	Editors
	Active Surveillance Campaign	Livestock Disease Report			Transfers*	AVR: Queries	Configuration
	Active Surveillance Session*	Avian Disease Report*			Batches	AVR: Layouts	Deduplication
	Aggregate Reports	Active Surveillance Campaign			Approvals		
	Aberration Analysis	Active Surveillance Session*			Freezers		
		Aggregate Reports					
		Aberration Analysis					

*An exercise occurs after this lesson

Instructional Setting

- The room should be large enough to accommodate computer stations for all students.
- All students should be able to see you and the projection screen, and you and the students should be able to move about the room without obstruction.
- The room should be in a quiet area and have a lighting system that permits convenient dimming of the lights, especially where the screen is located. Ensure you know how to control the lighting in the room.
- Review the locations of restrooms, water fountains (if applicable), and exits in relation to the training room.

Supplies

You will need the following supplies:

- Computer projector and screen
- Preparation table and presentation table (or podium)
- Working watch, clock, or other device to keep track of time
- Pens and paper
- Computers with internet access; one for each student and one for the instructor (work with training sites to confirm the computers are prepared)
 - EIDSS 7.0 training website (obtain the URL from country administrator)
 - Analysis, Visualization, and Reporting (AVR) application downloaded as needed
- Paper copies of the demonstration data and exercises as needed
- Instructor guide
- Loose-leaf binder and sticky tabs (optional)
- Attendance sheet

Access

EIDSS uses a single-sign on approach, which means you will only need one user name and password to access the software and related resource links. The EIDSS Resources Portal is a repository for all training and performance support materials. This includes the IG, student syllabus, demonstration data set templates and exercises, quick guide PDFs, and video demonstrations. The Course Tracking System (CTS) allows you to view information related to assigned or self-assigned training such as date, time, and location.

Training Environment

A training instance is available for instructor and student use. Prior to each class, you should populate the training instance with the data necessary to complete the tasks you'll be demonstrating that day (for example, adding a person record to use in your demonstration of adding a contact to an outbreak session). All classes will use the same training instance with administrator privileges, regardless of role, so remind students that the drop-down menus and options they see in their own EIDSS Dashboard may differ from what they see in the training instance.

Remind students to write down the system-generated ID number (Person/Report/Farm etc.) for each report or record they generate.

The training instance will be refreshed after each training session, so any changes made during the course will be erased and clean data will be available for the next training session.








Instructor Guide

The IG is available on the EIDSS Resources Portal (accessible via the EIDSS Dashboard link) and can be downloaded in its entirety or as individual modules. It is recommended that you compile materials in a loose-leaf binder after printing.

The IG provides:

- Suggested module agendas with approximate instructional times
- A list of tasks within each lesson
- Information on functionality at the system, module, lesson, and task levels
- Key points for you to share with the students; located on the left side to align with the corresponding quick guide pages located on the right side
- Demonstration data set templates you can populate ahead of time with data for your in-class demonstrations
- Exercises for students
- Icons to assist you in quickly locating information about a topic or activity:

Icon	Description
	Indicates module overview information
	Indicates lesson overview information
	Indicates a demonstration
	Indicates an exercise
	Indicates the key points about a task – often information related to business rules.

Student Syllabus

The student syllabus is available on the EIDSS Resources Portal and can be downloaded in its entirety or as individual modules. The student syllabus provides basic information about the EIDSS software and a list of lessons within each module. Students are instructed to download or print the quick guides associated with each lesson for which they will attend training.

ILT Activities

The ILT includes two types of activities: demonstrations and exercises. The materials related to these activities are available on the EIDSS Resources Portal. They are single-sided to allow for copying and distribution to students.

Demonstrations

A demonstration is the step-by-step completion of a task in EIDSS that is projected on the screen.

- Demonstrate each task in EIDSS by:
 - Completing each quick guide step (entering data from your completed demonstration data set templates where necessary)
 - Discussing quick guide Notes and Tips
 - Presenting the Key Points listed in the IG
 - Note that there will be occasions when the demonstration includes additional information not presented in the quick guide, for example, a more detailed demonstration of an outbreak analysis. In these cases, the information needed to present the demo is included in the Key Points section.
- Upon completion of each demonstration, have the students execute the same steps on their computers, entering the same data, referring to the quick guides, and asking questions as needed.

Exercises

An exercise is a real-life scenario that requires students to apply critical thinking skills while completing multiple tasks in EIDSS.

- Hand out the appropriate exercise at the end of the lessons indicated in the IG.
- Have the students complete the exercise using self-generated data and referring to the appropriate quick guides as needed.
- Circulate the room providing guidance as needed.

Before the ILT

- ☐ Confirm the training date, location, and number of students attending. Reserve a room if necessary. Send a reminder to students as appropriate.
- ☐ Read through the IG so you are familiar with all elements of course administration.
- ☐ Adjust the agenda, lessons, and exercises to fit the audience needs (e.g. removing a task, rearranging tasks). *Note:* Review the exercises and remove any questions related to tasks you don't plan to train.

During the ILT

- ☐ Arrive early on the first day to prepare the room and test all equipment.
- ☐ Ensure you have all equipment and supplies.
- ☐ Ensure all items in the Getting Started section, found under the TRAINING tab of the EIDSS Resources Portal, are familiar to the students; if not, allow time to:
 - Watch the Get Started in the System video (2 minutes)
 - Review the following quick guides:
 - Get Started in the System
 - Navigate the EIDSS Dashboard
 - Introduction to EIDSS Features
- ☐ Present the module overview and agenda from the IG.
- ☐ Present EIDSS features and functionality (if not covered in Getting Started).
- ☐ Present the lesson overview information and list of tasks from the IG.
- ☐ Demonstrate each task while the students observe.
- ☐ Have the students complete the same tasks on their own computers (provide students with a copy of your populated demonstration data set templates).
- ☐ Distribute the exercise and have student's complete it using their own data.
- ☐ Be available for questions and discussion.

Tips for Success

- Read all of the materials prior to the first day of the training. This ensures a complete understanding of course structure and the ability to utilize the guide as a resource during the class session.
- Know your students and adjust the training to meet their needs. Note that the Basic Reporting lesson of the Reporting module will likely apply to many of the other modules, so consider incorporating that into every training.
- Run through all tasks in the EIDSS 7.0 training site prior to class.
- Before moving on to the next lesson or module, review the completed tasks with students and answer any questions they may have.
- Use sticky tabs in your IG loose-leaf binder to indicate what portions of a module/lesson you will be training, rather than removing pages from the guide.
- As you populate the EIDSS 7.0 training site for an upcoming training session, fill out the demonstration data set templates with data you can use while demonstrating the tasks for that session.