

Introduction

This User's Manual on E-Learning Course on Local Nutrition Program Management (NPM) is designed for Local Nutrition Workers who will take this course in an offline mode via flash drive. The course was developed by the National Nutrition Council (NNC) as supported by Asia Social Project Services, Inc. (ASPSI).

System Requirements

1. A personal computer with any operating system
2. Web browser
 - Google Chrome (recommended), Firefox, Safari
3. USB port

Please make sure that you have a web browser installed. You can install Google Chrome by accessing the installer provided in the USB.

Accessing the eLearning Course Site

You can access the eLearning course site through the USB provided.

1. Plug the USB drive in the USB port.
2. Locate the USB drive, named **NPM eLearning** using a file system browser.
3. Double click on the *index.html* file.

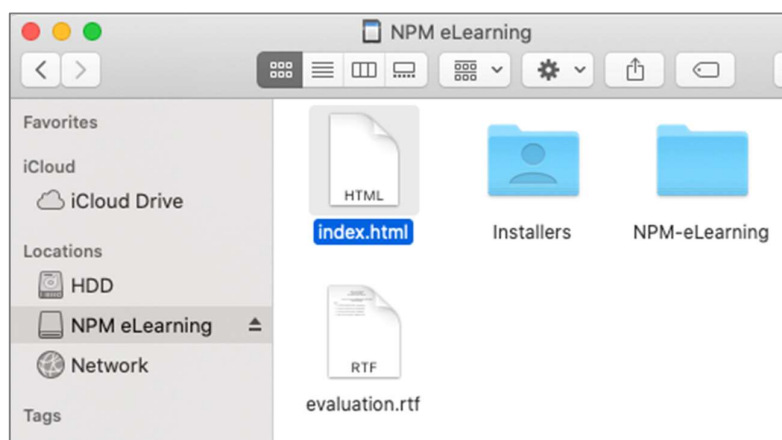
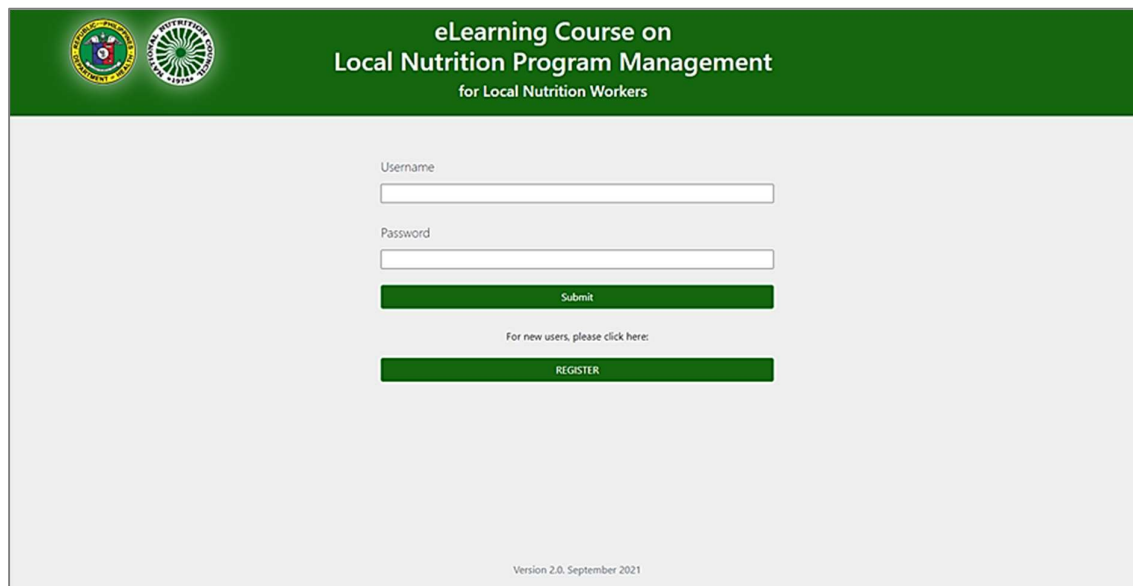


Figure 1. Locating the course site

When you click on the *index.html* file, you will see the following below using a web browser:



The screenshot shows the login page for the 'eLearning Course on Local Nutrition Program Management for Local Nutrition Workers'. The page features a green header with the course title and two logos. Below the header, there is a login form with fields for 'Username' and 'Password', a 'Submit' button, and a 'REGISTER' button for new users. The footer indicates 'Version 2.0, September 2021'.

Figure 2. Course site login page

Alternatively, you can copy the contents of the USB drive and save it in your computer and other computers.

Registering to the Course Site

Click the 'Register' button to register to the course site. This is required for you to access the course. It will also allow you to save your progress.

To register, you must input the following:

- Username
- Password
- Last Name
- First Name
- Middle Name
- Sex
- Age
- Email Address
- Cell Phone Number
- Job Title
- Designated Nutrition Action Officer
- Number of Years as NAO *(If answered yes, as Designated NAO)*
- Organization/LGU/Agency
- Office Address
- Region
- Mailing Address of Certificate
- Years of service in current position
- Previously trained on NPM
- Year trained on NPM (if applicable)
- Mailing Address of Certificate
- Purpose of taking the course
- For Continuing Professional Education (CPE) Units
 - Profession
 - PRC ID Number
 - Expiration Date

After you register, you will see the following screen:



Figure 3. Registration verification screen

REMEMBER!

You must keep a copy of these credentials because forgotten usernames and passwords cannot be recovered later. If you forgot your username and/or password, you must register again and start the lessons from the beginning.

If you click the 'Download credentials' link, you will be able to download a text file with the credentials that you provided during the registration.

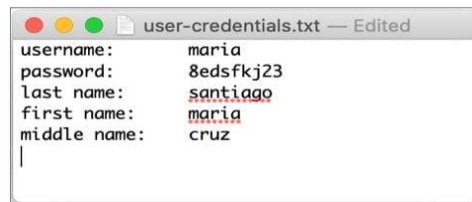


Figure 4. Sample text file with user credentials

REMEMBER!

You must keep a copy of these credentials because forgotten usernames and passwords cannot be recovered later. If you forgot your username and/or password, you must register again and start the lessons from the beginning.

If you click the 'Download profile' link, you will be able to download your profile sheet. You can directly print this profile sheet or save it first as a PDF file. Please also keep a copy of this file as this will be a requirement for you prior to receipt of your certificate.

Back to Home



Republic of the Philippines
Department of Health
NATIONAL NUTRITION COUNCIL

e-Learning Course on Local Nutrition Program Management
for Local Nutrition Workers
PROFILE SHEET OF ENROLLEE

Download PDF
In the print dialog,
select destination → Save as PDF


Registration Date	August 29, 2021
Surname	Dela Cruz
Given Name	Juan
Middle Name	NA
Sex	Male
Age	29
Email Address	delacruzjuan@gmail.com
Cell Phone Number	09261234567
Job Title	NA
Designated Nutrition Action Officer	Yes
Number of Years as NAO	2

Figure 5. Profile sheet of enrollees

Logging on to the Course Site

There are several ways to log in to the course site.

1. From the login screen (Figure 2), enter your username and password.
2. From the registration verification screen (Figure 3), click the 'Start' button.
3. From the profile sheet page (Figure 4), you can click the 'Home' button to go to the course site.




eLearning Course on Local Nutrition Program Management for Local Nutrition Workers

**Profile
Progress**

- Message of the Executive Director
- Introduction
- Module 1
- Module 2
- Module 3
- Module 4
- Module 5
- Module 6
- Module 7
- Module 8
- Final Exam

MESSAGE OF THE NNC EXECUTIVE DIRECTOR



AZUCENA M. DAYANGHIRANG, MD, MPH, CESO III
Assistant Secretary and Executive Director

Thank you for joining the **e-Learning Course on Local Nutrition Program Management**.

This is the first electronic learning course of the National Nutrition Council. Our aim is to provide an alternative mode for learning and improving competencies of those who are involved in nutrition program management (NPM) at the local level. These can include the nutrition action officers, district/city/municipal nutrition program coordinators, members of local nutrition committees, program implementors at the local level. The course is also open to national and regional level program managers and implementors from government, and nongovernment organizations who provide assistance to local government units and communities. The members of the academe as well as students in nutrition courses are also welcome to register.

This version of local NPM has been updated from the version developed in 2010.

The online course enables learners the opportunity to access the course on their preferred schedule and go through the modules at their own pace without leaving their workstation. The course offers a discussion board to allow participants to interact with each other, allowing for maximized learning.

The course provides an advantage to participants and their organizations as disruption in work is lessened compared to attending face-to-face trainings. Cost is also minimized as there is no cost for travel, board and lodging and other incidental expenses. And the best thing is that the course is absolutely free! Participants will just need to log-in and register. But what if you have limited or don't have limited internet connection? No worries, an offline version has been developed so that the course is inclusive. Professionals can also earn Continuing Professional Education (CPE) units from the Professional Regulations Commission (PRC) upon successful completion of the course.

Figure 6. Course site landing page

Navigating the Course Site

The navigation menu on the left side has the following links:

- **Profile** – links to your profile sheet
- **Progress** – links to your progress report
- **Introduction** – links to the course guide and USB manual
- **Module 1 ... Module 8** – links to the corresponding modules
- **Final Exam** – links to the final exam

Viewing Modules

When you click a link to a module, you will see the contents of the module. You can study it from your web browser or download a PDF version.

There are also quizzes for each module (except Module 8). Click the link at the bottom of the page to take the quizzes.

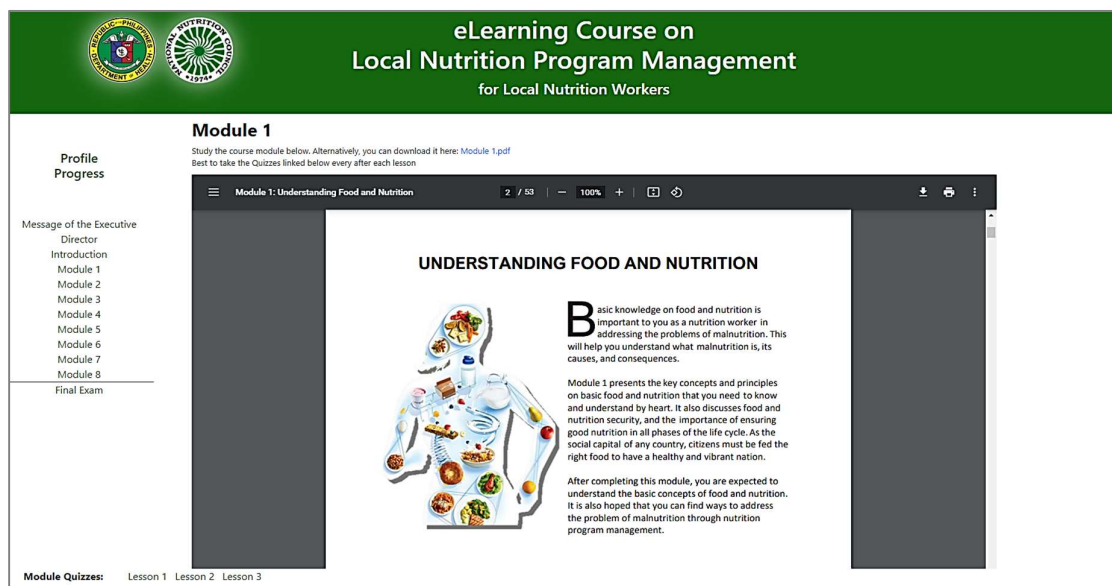




Figure 7. Viewing a module

Answering Quizzes

Quiz is a type of learning activity that you must complete to progress in the course. You need to get a perfect score in all of the quizzes to be able to take the final exam. Nevertheless, you can attempt a quiz as many times as you want.

To answer a quiz question, input your answer and then click the 'Answer' button.

eLearning Course on
Local Nutrition Program Management
for Local Nutrition Workers

Profile
Progress

Message of the Executive
Director
Introduction
Module 1
Module 2
Module 3
Module 4
Module 5
Module 6
Module 7
Module 8
Final Exam

Module 1 - Lesson 1 Quiz

- Note that you need to get a perfect score in all the quizzes to be able to take the final exam.
- Nevertheless, you can take the quizzes as many times as you want.

Good luck! :)

Question 1 of 10



_____ is a tool for educating people on the variety, moderation, and proportion of food for the different age and physiological groups.

☐ Daily Nutritional Guide Pyramid for Filipinos
☐ Food Guide

[Answer](#)

Module Quizzes: Lesson 1 Lesson 2 Lesson 3

Figure 8. Sample lesson quiz

eLearning Course on
Local Nutrition Program Management
for Local Nutrition Workers

Profile
Progress

Message of the Executive
Director
Introduction
Module 1
Module 2
Module 3
Module 4
Module 5
Module 6
Module 7
Module 8
Final Exam

Module 1 - Lesson 1 Quiz

- Note that you need to get a perfect score in all the quizzes to be able to take the final exam.
- Nevertheless, you can take the quizzes as many times as you want.

Good luck! :)

Thank you!

Score: 9 of 10 = 90%

Incorrect answers:

8: _____ are required for normal bodily processes/functions.

Correct answer : _____

Your answer : _____

Module Quizzes: Lesson 1 Lesson 2 Lesson 3

Figure 9. Finished quiz

Your score will be shown after finishing a quiz. To try again, simply click the link to the quiz at the bottom of the screen.

Checking Progress

To check your progress, click the 'Progress' link on the navigation menu. You will then see Figure 10.

Home

Name: DELA CRUZ, Juan

Quiz Scores

This shows your scores in your latest attempt of each quiz. Note that you need to get 100% in all of the quizzes to be able to take the final exam.

Module	Quiz	Score	
1	1	40%	Retry
	2	Not yet attempted	Attempt
	3	Not yet attempted	Attempt
2	1	Not yet attempted	Attempt
	2	Not yet attempted	Attempt
	3	Not yet attempted	Attempt

Download PDF

In the print dialog,
select destination → Save as PDF

Figure 10. Progress Report

The Progress Record screen will show your latest quiz scores and your final exam score. You can print or save your progress report anytime.

Stop and Resuming a Session

You can stop and resume your session at any time. When you close the browser, your progress will be automatically saved, and you will be able to continue where you left off when you log in again.

Final Exam

A final exam must be taken to complete the course. It will be composed of 100 questions from different lessons discussed in the course. Passing rate is 80% and the exam can be taken as many times as you wish.

Evaluation Sheet

After completing the course, please complete the evaluation sheet (*evaluation.rtf*) provided in the USB drive.

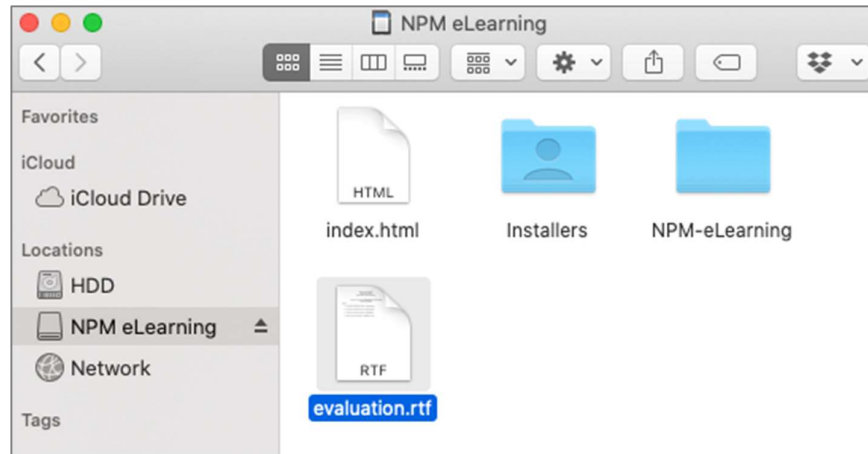


Figure 11. Location of the evaluation sheet

Finishing the Course

Once you complete the requirements (100% in all quizzes and 80% in the final exam), please submit a copy of the (a) progress report, (b) profile sheet, (c) evaluation form, and (d) re-entry plan through any of the following:

1. Via Express Delivery/Post Office:

AZUCENA M. DAYANGHIRANG, MD, MCH, CESO III

Assistant Secretary and Executive Director

National Nutrition Council

2332 Chino Roces Avenue Extension, Taguig City

Attention: Nutrition Information and Education Division

2. Via email:

Email address: elearning@nnc.gov.ph cc: nied@nnc.gov.ph

Subject Title: NPM Proof of Completion – [Full Name]