

## **Diploma Course**

### **Learning Procedure**

This course runs for 6 months which are divided into five sections modules that will ensure that the learner sets aside 4-6 hours per week of maximum interactivity with the course material, moderator and even other students. The learner will first receive a manual with learning content which is divided into four modules of relevant course content. At the end of each module you are expected to submit assignments based on what is covered in the module. Assignments can be found at the end of the module and uploaded separately on the platform.

The monthly assignments will be presented in APA format, and should be between 7-15 pages, well referenced from various scholarly sources (published papers, journal articles and books studied; *Wikipedia is not a scholarly source of information*). The manual basically acts as a guideline and you will be expected to explore outside the manual as much as possible to have a varied view of the subject of discussion as well as rendering your work authoritative. Plagiarism is not allowed.

After submission of monthly assignments, which are due on the last day of the month, it will be required that you have a one on one with your moderator, to review your work through skype, video conference or webinar and this will be done on the first Saturday of month after student has had good interaction with the module.

From the second month, students will also interact on the learning platform with the moderator to enable them discuss ideas as well for benchmarking.

### **Research Paper**

After 4 months of interaction with the learning materials and the moderator, you will be expected to put into practice some of the lessons learnt by writing a project paper to address a researchable problem that you have noticed as a scholar or as a project implementer.

In the first two weeks after finishing the monthly assignments, you will be expected to share the title topic of your research project with your moderator (5<sup>th</sup> Month of Study). After some agreement with the moderator, then write the objectives that you would like to achieve at the end of the course. This will be swiftly followed by presentation of a research proposal to the moderator and a defense for the same done, in justification of your methodology. After that, corrections will have been done to the proposal and the rest of the chapters done, and the document presented for review and award of marks.

## Final Examination

This is done online and is executed in the sixth month of study. After the examination is successfully done, the certificate will be printed as well as a transcript containing all the marks scored in the various modules and the project paper.

We wish you all the best in your studies!

## Learning Portal Log in Guidelines.

Below are guidelines on how to get started with the platform:

1. *We will send you a form requesting for your details* in order to enroll you into our system. These details include:
  - Name
  - Email Address
  - Mobile Number
  - Occupation
  - Residence
  - Course
2. *We will enroll you into the system and send you a link to your email with initial login password* which you can change to your own preferred password once login is successful. Remember your Username will always remain to be your email address.
3. *After successful login you will land to the dashboard which has links to enable you to navigate through the system.* Some of the quick links include, References, Notes, Assignment & fee statement as shown below:

The screenshot shows the Online Resource Center dashboard. The top navigation bar includes 'File', 'Home', and 'View'. The main content area is divided into several sections: 'View References' (9 references), 'Notes' (8 notes uploaded), 'Assignments' (8 total assignments), and 'Fees' (Current Balance: USD 1300). A central section titled 'Welcome Anthony: Your Course(s)' displays the course 'PGD001 - Post Graduate Diploma in Monitoring & Evaluation' with a link to course materials. Below this is an 'OVERVIEW' section describing the course. To the right, a 'Manage Your Schedules' section shows a calendar for July 2018.

Online Resource Center | Home | Welcome: tonymbuthia03@gmail.com | Log out

Dashboard

- My Course
- Library References
- Financials
- My profile

View References (9)

Notes (8)

Assignments (8)

Fees (Current Balance: USD 1300)

Welcome Anthony: Your Course(s)

PGD001 - Post Graduate Diploma in Monitoring & Evaluation [A link to course Materials](#)

**OVERVIEW**

This course introduces learners to the core principles of designing, planning, implementing and evaluating projects to improve access to water supply and sanitation facilities and improve hygiene behaviors among communities especially in the developing countries.

**Manage Your Schedules**

July 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

4. *Changing the password*- Click on Settings and then on Reset Password and put your preferred password. As shown below:

The screenshot shows the 'Reset password' page in the Online Resource Center. The page title is 'Reset password' and it instructs the user to 'Enter your Current and New password to reset your password.' There are three input fields: 'Current Password', 'New Password', and 'Confirm New Password'. A green 'Reset Password' button is located below the input fields. The left sidebar shows the 'Settings' option selected.

Online Resource Center | Home | Welcome: tonymbuthia03@gmail.com | Log out

Dashboard

- My Course
- Library References
- Financials
- My profile
- Settings

**Reset password**

Enter your Current and New password to reset your password.

Current Password

New Password

Confirm New Password

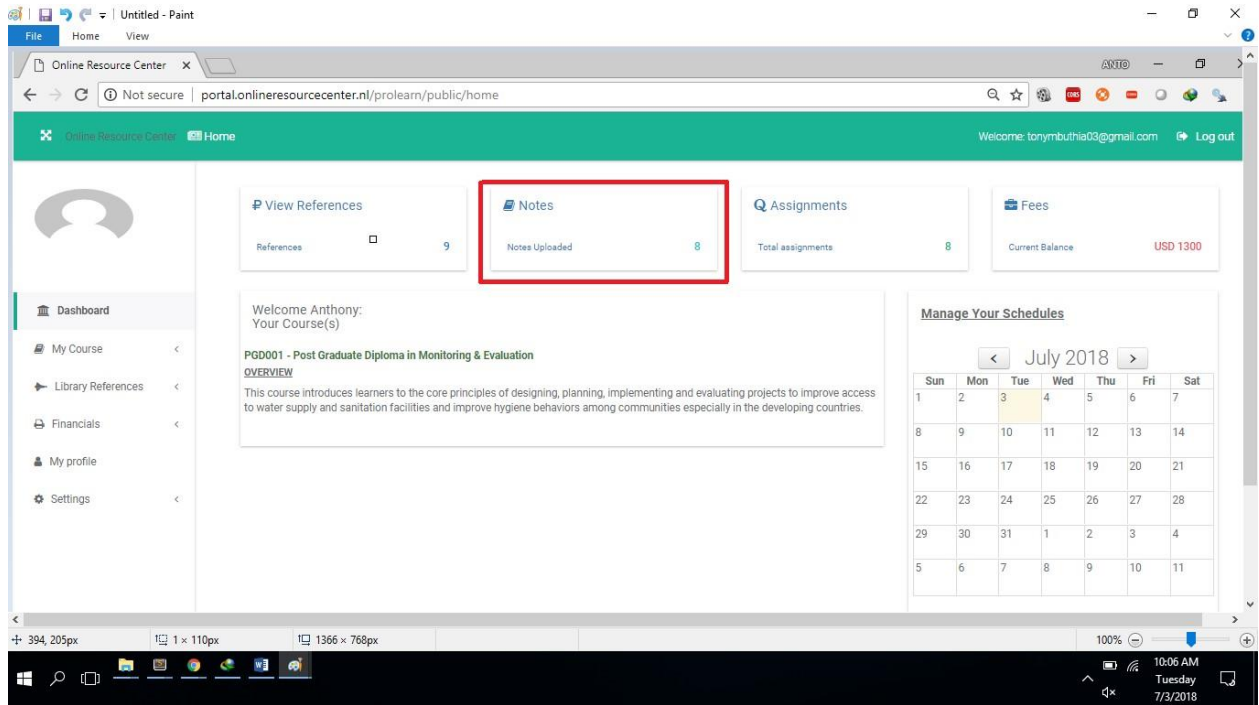
Reset Password

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5. *Accessing the Notes* can be achieved using several navigations which include:

➤ *Click on the Notes tab on the Dashboard.*



➤ *Click on the link that has the name of the course.* This will land you to the course Notes.

Online Resource Center | Home

Welcome: tonymbuthia03@gmail.com | Log out

View References (9) | Notes (8) | Assignments (8) | Fees (USD 1300)

Dashboard

- My Course
- Library References
- Financials
- My profile
- Settings

Welcome Anthony:  
Your Course(s)

**PGD001 - Post Graduate Diploma in Monitoring & Evaluation**

OVERVIEW

This course introduces learners to the core principles of designing, planning, implementing and evaluating projects to improve access to water supply and sanitation facilities and improve hygiene behaviors among communities especially in the developing countries.

Manage Your Schedules

July 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

➤ *Click on my course and then View Notes.*

Online Resource Center | Home

Enquiry Desk | Welcome: tonymbuthia03@gmail.com | Log out

Course Notes

Course Description

COURSE CODE: PGD001  
COURSE NAME: POST GRADUATE DIPLOMA IN MONITORING & EVALUATION

Monitoring and Evaluation is part and parcel of humanitarian and development work. M/E processes begin with project design through planning, project implementation and impact assessment. M/E systems help track plans and provide verifiable indicators for activities planned and implemented. It is a very important activity in decision making processes that affects the success or failure of a project.

Course Notes/Manual [Click to download](#)

1. M&E course brief.pdf
2. M&E Module 1 Notes.pdf
3. M&E Module 2 Notes.pdf
4. M&E Module 3 Notes.pdf
5. M&E Module 4 Notes.pdf
6. M&E Module 5 Notes.pdf
7. M&E Module 6 Notes.pdf
8. M&E Module 7 Notes.pdf
9. M&E Module 8 Notes.pdf
10. M&E module 9 Notes.pdf

portal.onlineresourcecenter.nl/prolearn/public/.../M&E Module 3 Notes.pdf

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6. **Viewing Available Assignments.** Click on the Assignments Tab and you will see a list of all assignments available for your course. Click on download and after completing your assignment you will click on the submit button to upload the assignment.

The screenshot displays the 'Online Resource Center' web application. The browser address bar shows the URL 'portal.onlineresourcecenter.nl/prolearn/public/viewassignments'. The page features a green header with the user's name 'Welcome: tonymbuthia03@gmail.com' and a 'Log out' link. A sidebar on the left contains a navigation menu with options: 'Dashboard', 'My Course', 'Library References', 'Financials', 'My profile', and 'Settings'. The main content area, titled 'Course Assignments', contains a table with the following data:

Assignment	Deadline	Download	Submit
Module 1 Assignment.docx	2018-07-31 00:00:00	<a href="#">Download</a>	<a href="#">Submit</a>
Module 2 Assignment.docx	2018-07-31 00:00:00	<a href="#">Download</a>	<a href="#">Submit</a>
Module 3 Assignment.docx	2018-07-31 00:00:00	<a href="#">Download</a>	<a href="#">Submit</a>
Module 4 Assignment.docx	2018-07-31 00:00:00	<a href="#">Download</a>	<a href="#">Submit</a>
Module 5 Assignment.docx	2018-07-31 00:00:00	<a href="#">Download</a>	<a href="#">Submit</a>
Module 6 Assignment.docx	2018-07-31 00:00:00	<a href="#">Download</a>	<a href="#">Submit</a>

Below the table is a pagination control showing '1' and '2'. The footer of the page includes the copyright notice '2017 © ONLINE RESOURCE CENTER Need any Help?' and the text 'Powered by Crispecol Limited'. The Windows taskbar at the bottom shows the system time as 10:44 AM on Tuesday, 7/3/2018.

7. **To view Results on submitted assignments** click on the courses and then view submitted assignments and you will see the grade and the remarked marked which is ready for download.

Online Resource Center

portal.onlineresourcecenter.nl/prolearn/public/submittedassignments

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My Submitted Assignments

Name	FileName	Submitted On	Status	Grade
Assignment 1	WASH Assignment 1.docx	2018-07-02 19:30:26	Received	77

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8. *Fee statement- Click on the Financials and then View fee statement.*

Online Resource Center

portal.onlineresourcecenter.nl/prolearn/public/updateprofile/2

Welcome: tonymbuthia03@gmail.com Log out

Profile

Name: Anthony  
Phone Number: 0711532995  
Email Address: tonymbuthia03@gmail.com  
Enrolled Course: Post Graduate Diploma in Monitoring & Evaluation  
Course Duration: 2018-07-01 00:00:00 - 2018-12-31 00:00:00  
Residence: Naivasha  
Occupation: ICT

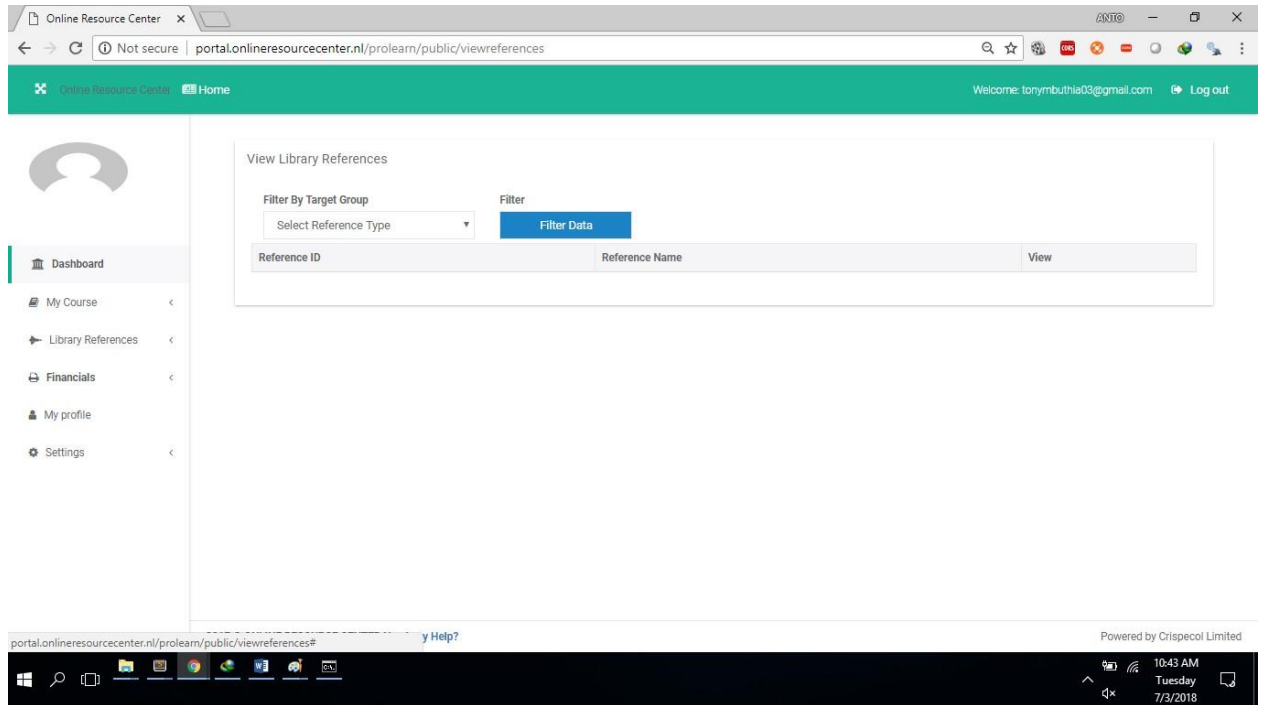
View Fee Statement

Profile Overview

portal.onlineresourcecenter.nl/prolearn/public/studentstatement/2

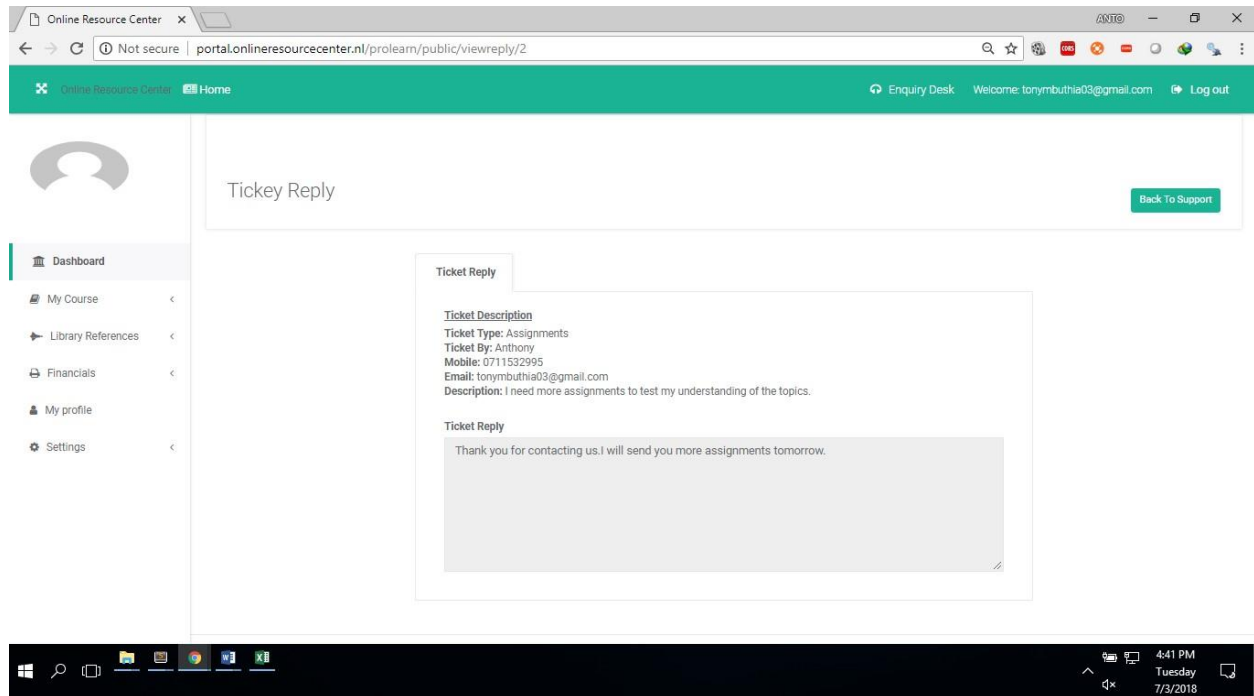
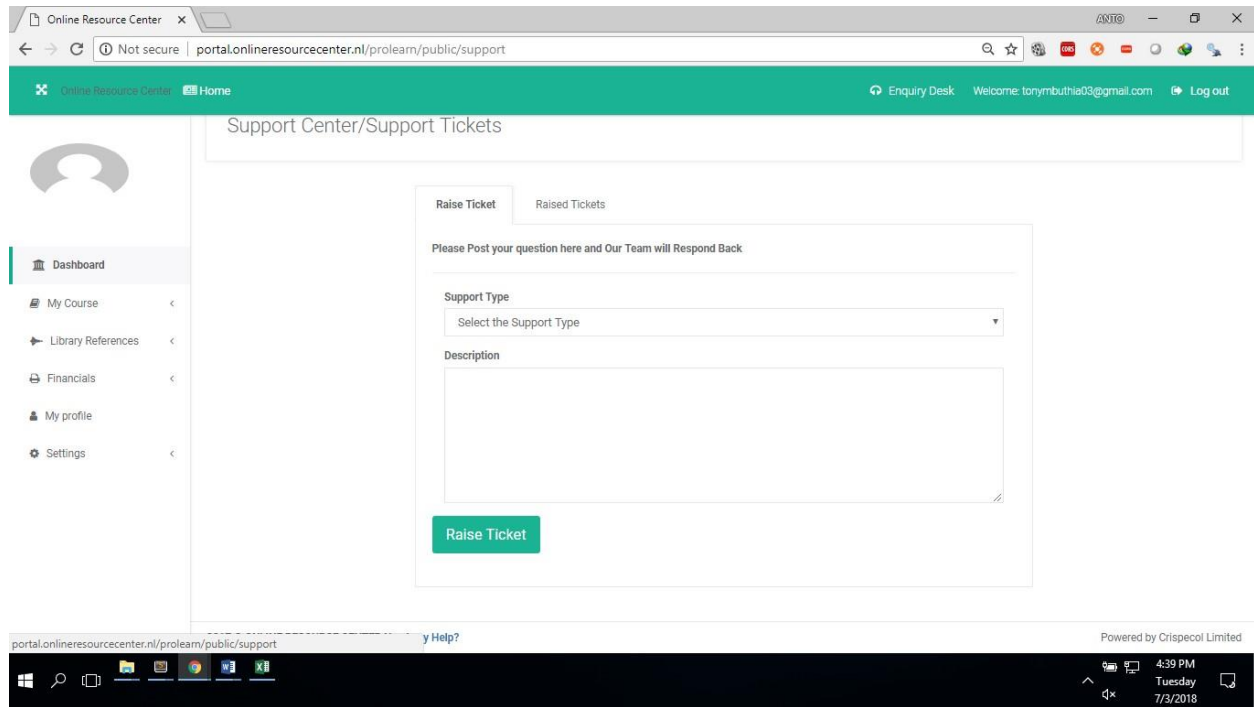
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9. *Access more learning materials.* Click on the library and you will be having an access to all further materials provided for your course. This include, books, past papers, past project papers, videos among other extra materials.



10. **Inquiries**- In case of any technical or other inquiry kindly submit a ticket and we will respond to you immediately.





ALL THE BEST AND ENJOY YOUR STUDIES