



COVID-19 MILO (Monitoring Impacts on Learning Outcomes) Online Training for MILO Data Managers

Date and start time:

May 10 and 11 2021 at the following times:

- 9am - 1pm (GMT) in **Senegal, Cote d'Ivoire and Burkina Faso**
- 11am - 3pm (CAT) in **Burundi and Zambia**
- 12pm - 4pm (EAT) in **Kenya**
- 7pm - 11pm (AEST) in **Melbourne (Australia)**
- 5am - 9am (EDT) in **Montreal (Canada)**

Duration:

Day 1 (10 May): 4 hours training

Day 2 (11 May): 4 hours training

Participants:

- National Centre Data Managers¹
- CONFEMEN Data Manager

Facilitators:

- Alla Routitsky, Australian Council for Educational Research (ACER)
- Yan Jiang, Australian Council for Educational Research (ACER)

Materials:

- Data Manager Manual Part 1, which included the system requirements
- Data Manager Training PowerPoint
- Maple software – MILO training version
- See section on System Requirements in Data Manager Manual

The materials will be shared on the *MILO International Resources MyCloud folder*.

¹ If members of national centres (other than Data Managers) wish to participate to the training, they can attend as observers.

Agenda:

This is essential training to attend which will ensure each centre is prepared for the MILO Test Administration. The topics are as follows:

- Welcome and introductions (Maurice Walker, ACER)
- Housekeeping rules (Maurice Walker, ACER)
- Overview of the data management tasks (Alla Routitsky and Yan Jiang, ACER)
- Installation, initialisation and general overview of ACER Maple (Alla Routitsky and Yan Jiang, ACER)
- Preparation for student sampling (Alla Routitsky and Yan Jiang, ACER)
- Student sampling (Alla Routitsky and Yan Jiang, ACER)
- Labelling of materials (Alla Routitsky and Yan Jiang, ACER)
- Tracking forms updates (if time permits) (Alla Routitsky and Yan Jiang, ACER)

During the training, there will be technical support to assist you in the download and installation of the the Maple Software. Please read the System Requirements section in the Data Manager Manual Part 1 located I the in the *MILO International Resources MyCloud folder* and ensure that you meet all requirements prior to the MILO Data Management Training.

Language: The training will be provided in English. Simultaneous translation will be provided in French.