

12 NPHC - PRE-CONFERENCE WORKSHOP 5

Title	:	Creating Real Time Dashboards using Google Forms and Google Sheets	
Introduction	:	Google Forms and Google Sheets are freely accessible tools that are available for use. Furthermore, all MOH staff have their emails powered by Gmail, which comes with these tools made available. The course will teach the participants to use of these tools in tandem, for a systematic data collection to be carried in a simple manner, from multiple sources in various locations, and be compiled into a dashboard to present the data in real-time	
Learning Outcomes	:	By the end of the course, the participants will be able to create a simple, real-time dashboard, presenting the results of their questions asked in Google Forms	
Target participants	:	All with interest in creating dashboards	
Number of participants (min – max)	:	Max 30 participants	
Pre-requisite for participants (if applicable)	:	Have an active Gmail account Basic knowledge of Google Forms and Google Sheet Basic knowledge of Ms Excel	
Instructors:	:	<ol style="list-style-type: none"> 1. Dr Shubash Shander Ganapathy (IKU) 2. En Mohd Ruhaizie Riyadzi (IKU) 3. En Muhammad Hanafi Bakri (IKU) 4. 	
Tentative schedule:	8.30am	:	Registration
	9.00am	:	Introduction
	9:30am		Google Forms
	10.15am	:	Break
	10.45am	:	Creating Tables and Graphs in Google Sheets
	11.30am	:	Hands-on exercise
	12.30am	:	Q&A
	1.00pm	:	End

Outline:	:	<ul style="list-style-type: none"> • Introduction (30 minutes): <ul style="list-style-type: none"> • Overview of course and objectives. • Brief introduction to Google Formas and Google Sheets • Google Forms (45 minutes): <ul style="list-style-type: none"> • Basic functionality of Google Forms. • Understand the types of questions available • Implications of question type to data collection and database. • Creating Tables and Graphs in Google Sheets (45 minutes):
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	<ul style="list-style-type: none">• Viewing the output of Google Forms in Google Sheets• Creating tables and graphs in Google Sheets.• Creating as dashboard • Hands-on exercise (1 hour)<ul style="list-style-type: none">• Hands-on exercise to create as simple dashboard • Q&A (30 minutes)<ul style="list-style-type: none">• Discuss any questions by participants• Discuss limitations and possibilities these dashboards
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