

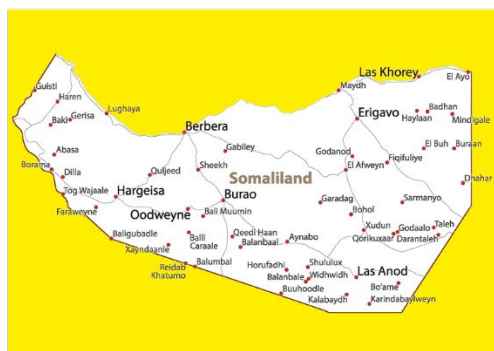


Somaliland

PFM Professionalisation Programme

E-learning Student Manual

November 2019



WYG International B.V.
in a consortium with Michael Parry Consulting and CIPFA



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1 About this Manual

1. This Manual described the Somaliland Public Financial Management (PFM) Education and E-learning System from the perspective of a student.
2. All queries about the course or any problems should be addressed in the first instance to the University of Hargeisa. Queries that cannot be resolved by the University should be sent to the Programme Administration: admin@somaliland-pfm-training.com
3. The E-learning System has been developed using “Learndash” framework for learning environments. This ensures the sustainability of the system for use beyond the end of external support.

2 About your courses

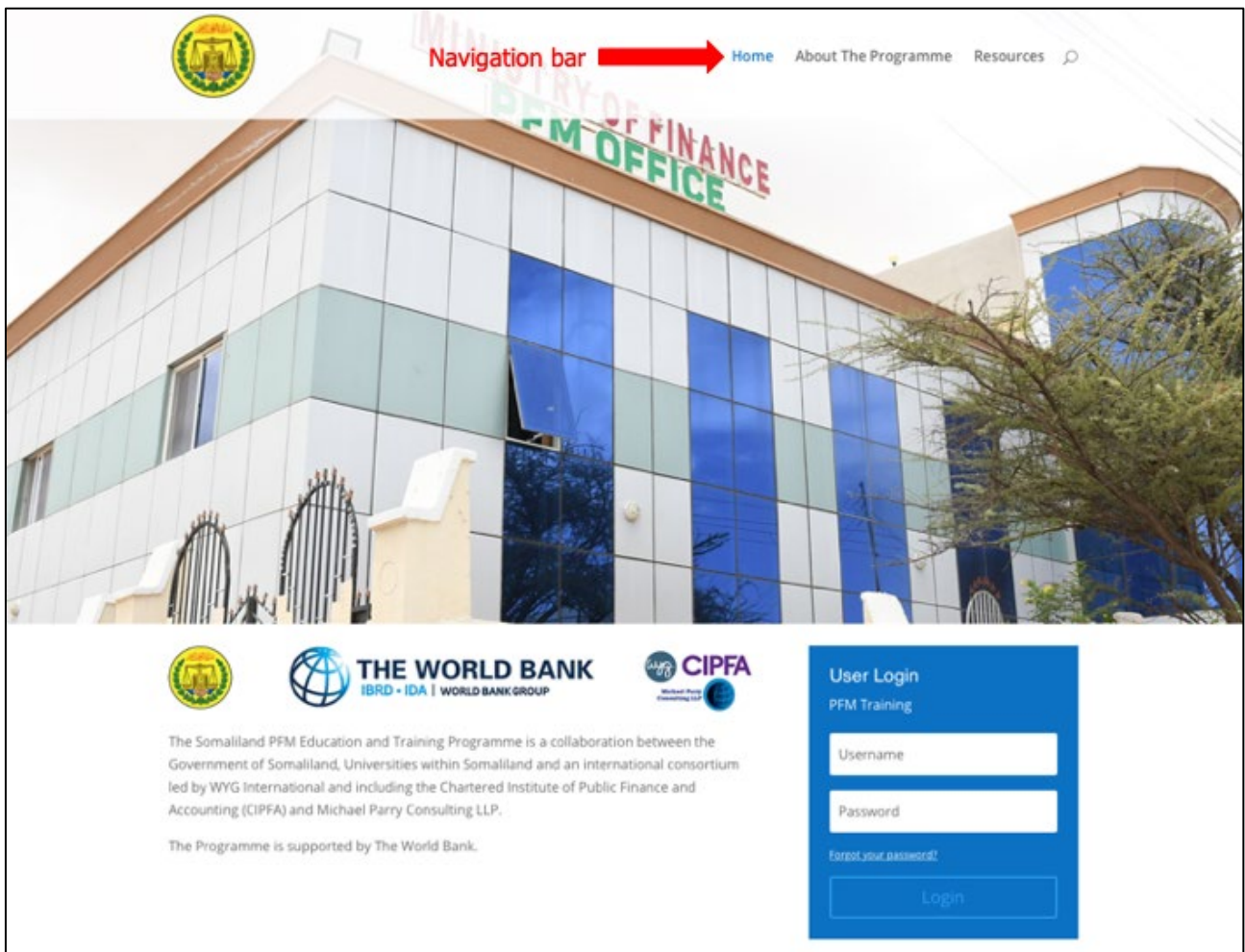
4. Each course has a course introductory manual providing information about the course and syllabus. This is always accessed from the course screen (see Figure 8 below). Always read this manual carefully before starting the course.

3 Accessing E-learning System

5. The E-learning system website address is: <https://somaliland-pfm-training.com/>. The E-learning System works with all web browsers, e.g. Explorer, Safari, Chrome, etc.
6. When you open the e-learning system for the first time you will see the “Home” page as below.

Red arrows and text are for explanation

Figure 1: Home page



7. The red arrow indicates the menu bar. Without logging in the only pages accessible are “About the programme” and “resources”:
 - 7.1. “About the programme” links to a brief description of the programme and downloadable full description
 - 7.2. “Resources” are links and publicly available documents that provide background information and reading.

4 Accessing the E-learning System from a tablet computer or smartphone

8. The e-learning system is mobile-friendly. It can be accessed from either a tablet computer or a smartphone. Simply use your web browser on your device using the same URL (web address), user name and password as for the desktop based site, as described above.

5 Logging in

9. Login at the above address using the username and password provided to you. If you have not received a user name and password, contact Programme Administration at: admin@somaliland-pfm-training.com

Figure 2: E-learning System Login page



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The Somaliland PFM Education and Training Programme is a collaboration between the Government of Somaliland, Universities within Somaliland and an international consortium led by WYG International and including the Chartered Institute of Public Finance and Accounting (CIPFA) and Michael Parry Consulting LLP.

The Programme is supported by The World Bank.

The login form is titled 'User Login' and 'PFM Training'. It contains two input fields: the first for an email address (pre-filled with 'myEmail@address.com') and the second for a password (pre-filled with dots). Below the password field is a link that says 'Forgot your password?'. At the bottom is a large blue button labeled 'Login'.

10. At the first login you will be asked to change your password – follow the onscreen instructions.

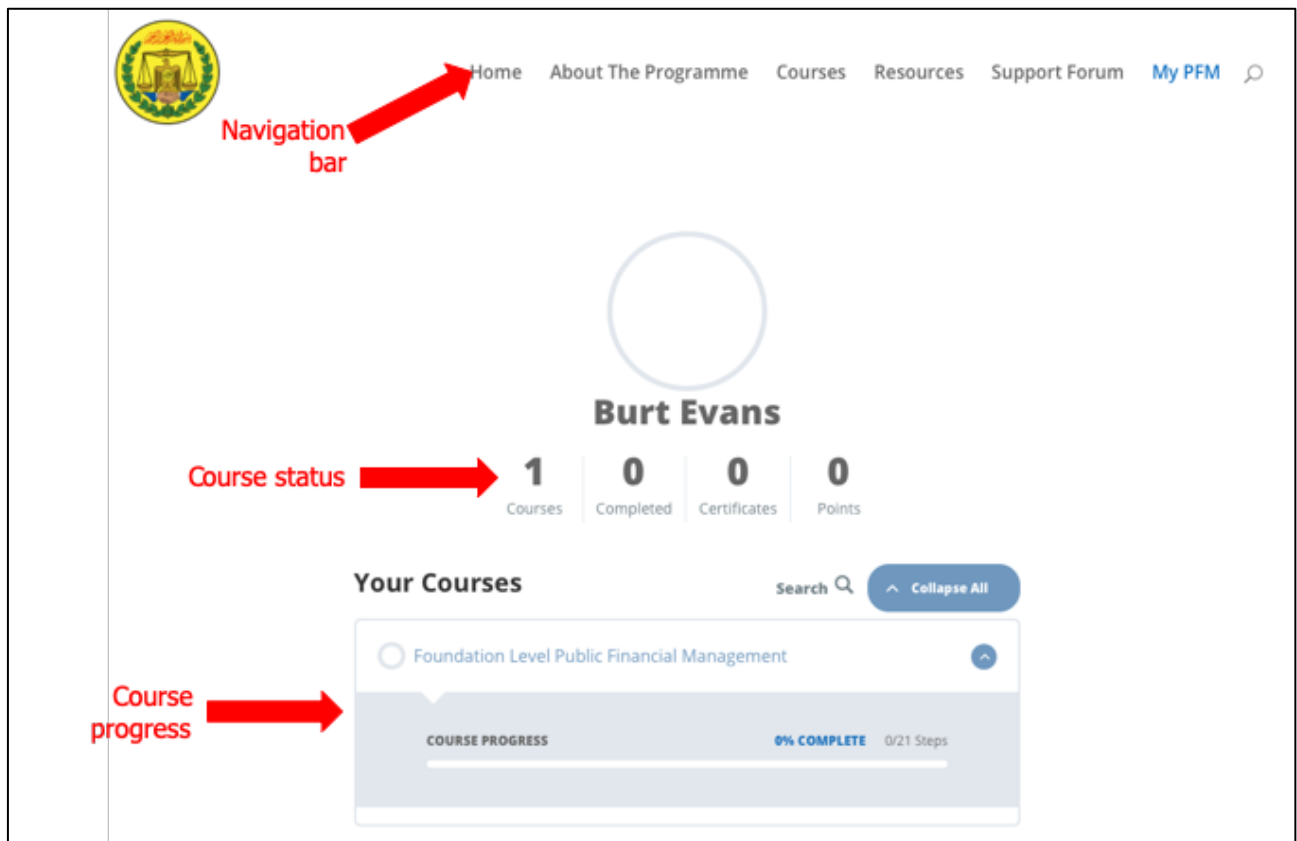
You must remember your password for future logins

11. You can change your password. Always use a long password (6+ characters) and something you can remember that is not too obvious.
12. If you forget your password the system provides a method for password recovery. Click the link underneath the password box. Follow the onscreen instructions, and when you receive the password link by e-mail promptly follow up and you will be able to reset your password.

6 My PFM

13. When you login you will go directly to the My PFM page as below. This page displays the courses for which you are enrolled and you status on each course. Selecting the 'Expand All' button will show your course progress as a percentage and visually.

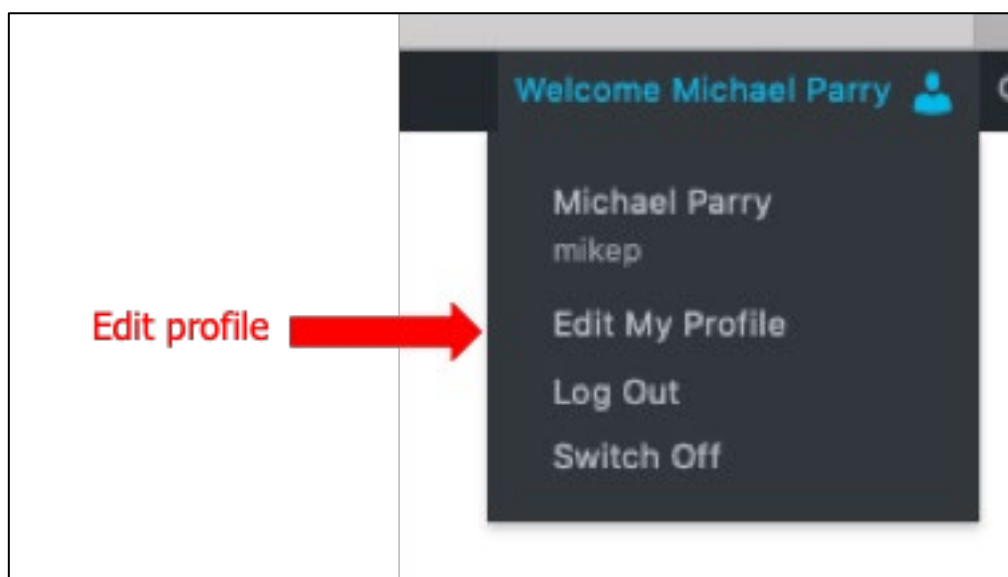
Figure 3: My PFM Page



7 Updating your profile

14. The first thing you should do is to update your profile. To do this click on you name (top right corner) and then select edit profile as below.

Figure 4: Edit profile



15. Once you click on edit profile you will be able to access your profile and make edits. You can add a photo or provide other information.

Figure 5: Profile upper section

The screenshot shows the 'Profile' page with the following sections and annotations:

- Personal Options:**
 - Admin Color Scheme:** Includes 'Default' (selected), 'Blue', 'Ocean', 'Light', 'Coffee', 'Sunrise', 'Evergreen', 'Ectoplasm', 'Mint', and 'Midnight'. A red arrow points to this section with the text 'Colours – do not change'.
 - Toolbar:** Includes a checkbox 'Show Toolbar when viewing site' which is checked.
- Name:**
 - Username:** A blacked-out field with a red arrow pointing to it and the text 'Cannot be edited'.
 - First Name:** A text input field with a red arrow pointing to it and the text 'Can be edited'.
 - Last Name:** A text input field with a red arrow pointing to it and the text 'Can be edited'.
 - Nickname (required):** A text input field with a red arrow pointing to it and the text 'Can be edited'.
 - Display name publicly as:** A dropdown menu with a red arrow pointing to it and the text 'Can be edited'.
- Contact Info:**
 - Email (required):** A text input field with a red arrow pointing to it and the text 'Can be edited'. Below it is a note: 'If you change this we will send you an email at your new address to confirm it. The new address will not become active until confirmed.'
 - Website:** A text input field with a red arrow pointing to it and the text 'Can be added'.
- About Yourself:**
 - Biographical Info:** A large text area with a red arrow pointing to it and the text 'Brief information about you'. Below it is a note: 'Share a little biographical information to fill out your profile. This may be shown publicly.'
- Account Management:**
 - New Password:** Includes a 'Generate Password' button.
 - Sessions:** Includes a 'Log Out Everywhere Else' button and the text 'You are only logged in at this location.'

16. Scroll down to see the rest of your profile, indicating the fields you can edit. Note that you can include more than one name in the first and/or last name field.

Figure 6: Profile lower section

The screenshot shows the 'Profile' page with the following sections and annotations:

- Account Management:**
 - New Password:** Includes a 'Generate Password' button. A red arrow points to this section with the text 'Change password'.
 - Sessions:** Includes a 'Log Out Everywhere Else' button and the text 'You are only logged in at this location.'
- Course Info:**
 - Earned Course Points:** 0
 - Course progress details:** 'Foundation Level Public Financial Management' Status: Not Started Completed 0 out of 21 steps Since: November 8, 2019 1:05 pm (Group Access). A red arrow points to this section with the text 'Cannot be edited'.
- Extra profile information:**
 - Gender:** A dropdown menu with 'male' selected. A red arrow points to it with the text 'Can be edited'.
 - Title:** A dropdown menu with 'Mr' selected. A red arrow points to it with the text 'Can be edited'.
 - Employer:** A text input field with 'Parliament House of Elders' entered. A red arrow points to it with the text 'Can be edited'.
 - University ID:** A text input field with 'PFM367' entered. A red arrow points to it with the text 'Can be edited'.
- Additional Capabilities:**
 - Capabilities:** A dropdown menu with 'Subscriber' selected. A red arrow points to this section with the text 'Cannot be edited'.

At the bottom of the form is an 'Update Profile' button.

17. At the start of the course you should ensure the accuracy of your profile, especially the spelling of your name. When the course completion certificate is issued it will use the name in your profile in the order [first name] [last name].

It is your responsibility to ensure your personal details are correct

8 Navigating your Course

18. You can move to other pages by clicking on the navigation bar at the top of the page marked with the red arrow. Note that the number of options increases now you are logged in. You can return to "My PFM" at any stage by clicking on it the navigation bar.
19. The following sections will explain each of the navigation options except "About the programme" and "resources" which were explained above.

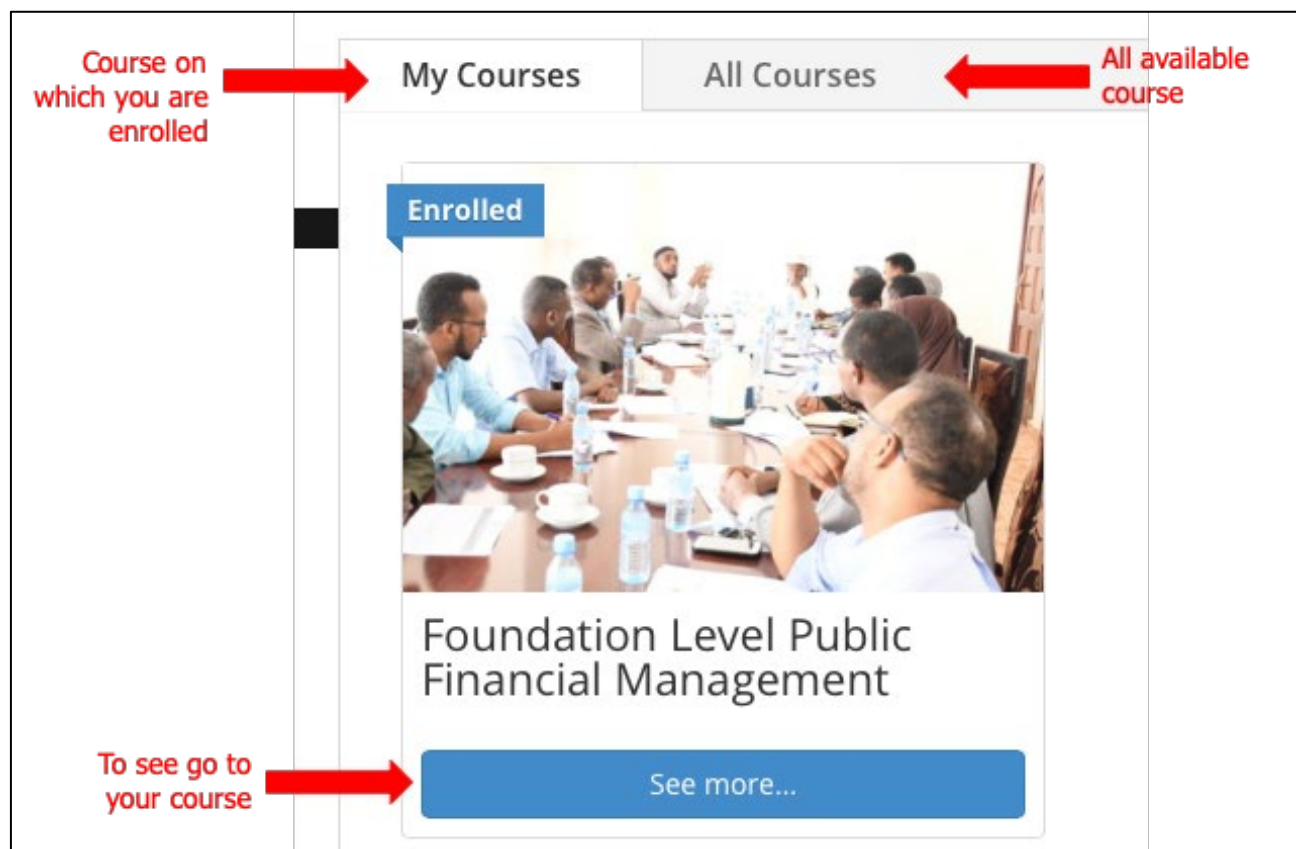
9 Courses

20. Clicking courses provides the screen below.
 - 20.1. My courses are the courses for which you are enrolled – the Foundation course is used as an example
 - 20.2. All courses are all available courses including those for which you are not enrolled.

**If you wish to enrol on a course contact the course administration:
somaliland.pfmet@wyg.com**

21. Click on the "see more" button to take you to the course (the Foundation course is used as an example)

Figure 7: List of courses page



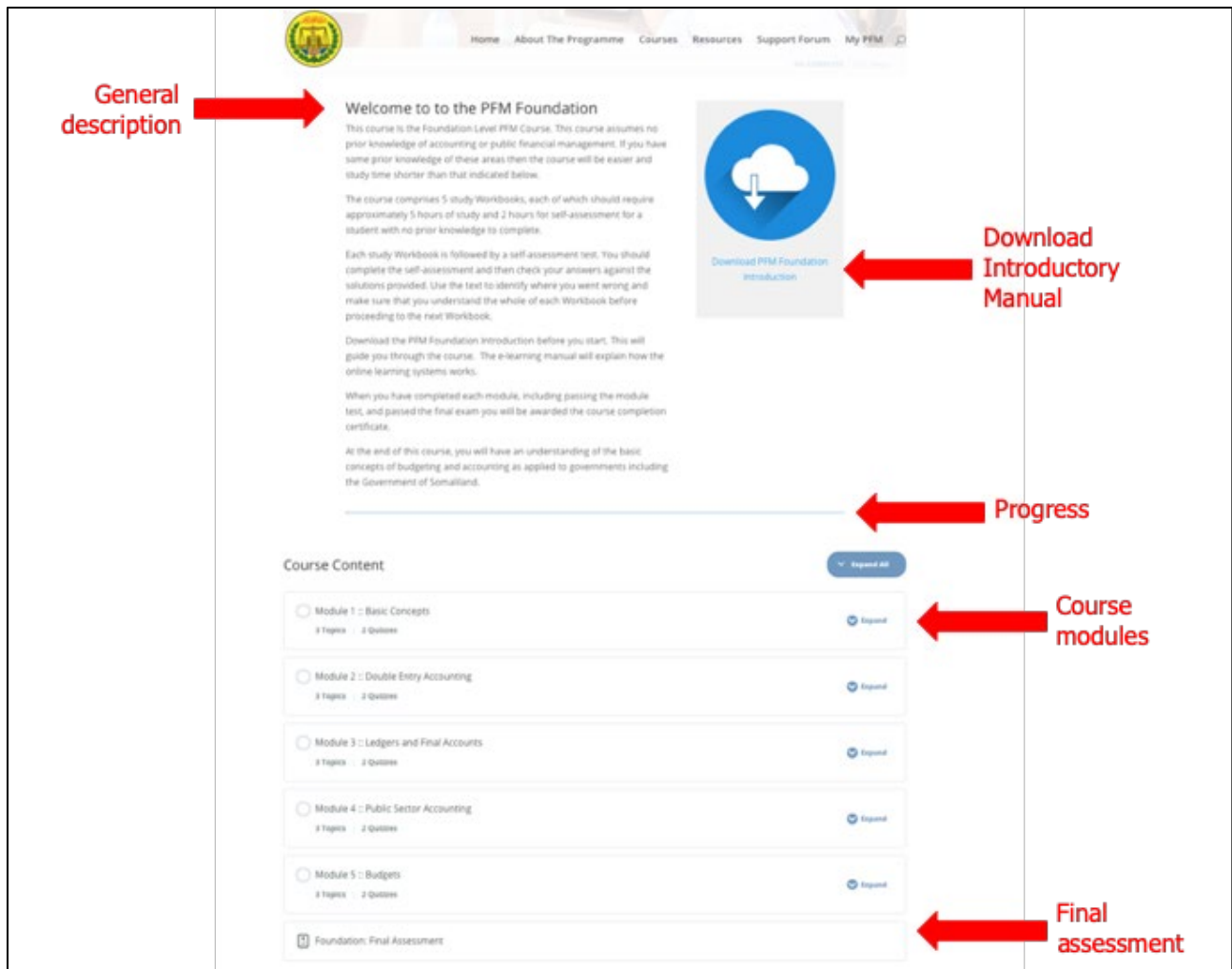
9.1 The Foundation courses page

22. As stated above, the Foundation Course is used as an example. All courses follow the same pattern.
23. The courses page is the heart of the e-learning system. This page shows:

- 23.1. A general description of the course
- 23.2. A link to the course Introductory Manual – download and read before you start the course
- 23.3. Your progress (this repeats the information on the “My PFM” page)
- 23.4. A list of the modules – these can be expanded one by one or all together
- 23.5. The final assessment exam

24. The arrows in the picture below show each component of the page.

Figure 8: Course page

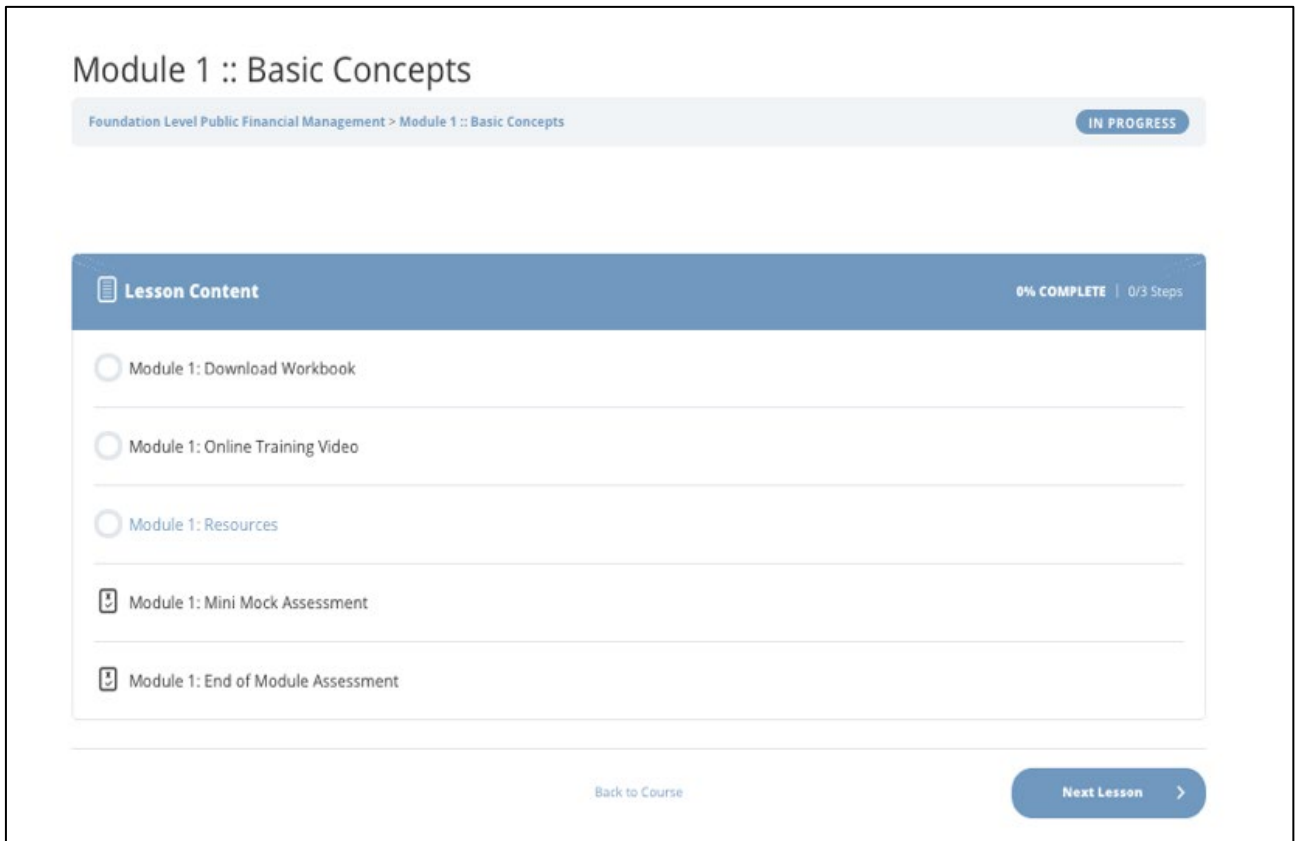


25. As you scroll down the course page, you will see the modules that make up the course. Click on the first module title to reveal the topics as in Figure 9 below. The descriptions are self-explanatory:

- 25.1. Course content – shows progress on each module
- 25.2. Module 1: download workbook – downloads the module workbook. This can be saved and printed if desired
- 25.3. Module 1: online training video – a video of a webinar on the module
- 25.4. Module 1 mini mock assessment – sample questions just for practice. You can repeat this test as often as you wish, it does not count towards your assessment
- 25.5. Module 1: end of module assessment – see below.

You must mark activities as complete when requested to track your progress

Figure 9: Individual course module



26. You should work your way through the modules and the workbook before taking the mock assessment. Remember, you can take the mock assessment as many times as you wish – this does not count toward your final grade. When you have completed the workbook and feel ready you can take the module assessment.

9.2 Module and final assessments

27. All assessment tests are multiple choice. You are asked a question then given a choice of four answers. Mark the answer you think correct, then proceed to the next question. You have 2 hours to complete each assessment and must get at least 36 questions correct.
28. When taking the tests note the following points:
- 28.1. Always provide an answer even if it is just a guess – there is no penalty for getting a wrong answer
 - 28.2. The navigation bar (see Figure 10 below) means you can go back to any question at any time to review and if necessary change your answer
29. The format of the test is shown in Figure 10 below. Note the different sections of the assessment and question as indicated.

Figure 10: Assessment

Module 1: End of Module Assessment

You are about to take the end of module Assessment. You can [return to the lesson here](#).

- Pass Mark: 60%
- Time Limit: 2 hours
- Retakes: Unlimited

Time limit: 01:59:21

Question navigation bar: 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 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57

■ Answered ■ Review

Review question Quiz summary

9. Question

A government manages efficient expenditure systems that minimise transaction costs. It also manages cash to ensure that funds are available when required, at minimum cost. Under which part of financial management do these systems fall?

- ☐ Accounting and reporting
- ☐ Planning and budget preparation
- ☐ Budget execution
- ☐ External scrutiny and audit

Next

9.3 Final assessment and certification

30. When you have completed all of the modules and passed all of the module tests you can take the final assessment. Again this is a test of 60 questions and you must pass at least 36 to be awarded the course completed certificate. The format is as shown above.
31. When you have completed all of the modules (marking as complete where requested), passed all module assessments plus the final assessment, you will be awarded a course completed certificate. This will be in the form of an electronic file with your name and the signature of the Academic Director of the programme. It is for you to print.

10 Forum

32. A forum has been provided to allow students to discuss the course material and provide support to each other. Selecting 'Support Forum' from the top menu will display the boards with which you are registered.
33. You can post a new discussion topic or comment on an existing discussion – these are referred to as "threads" since they link to one issue. You will be presented with all open threads.
34. Click on the relevant forum, select a thread and use the box at the bottom to engage in the conversation. Figure 11 below explains the various parts of the Discussion forum

Figure 11: Discussion forum

Figure 7

The screenshot shows a web forum interface. At the top, there is a navigation bar with links: Home, About The Programme, Courses, Resources, Support Forum, and My PFM. The main heading is "Private: Foundation Course Student Forum". Below this, a message states: "This forum contains 2 topics, and was last updated by Mr Abdiasis Mohamed 1 minute ago." A table lists the topics:

Topic	Voices	Posts	Freshness
Double entry Started by: Mr Abdiasis Mohamed	1	1	1 minute ago Mr Abdiasis Mohamed
Welcome Started by: Michael Pary	1	1	1 day, 20 hours ago Michael Pary

Below the table is a form to "Create New Topic in 'Foundation Course Student Forum'". It includes a "Topic Title (Maximum Length: 80)" field, a rich text editor with formatting options (bold, italic, quote, link, ul, ol, code, close tags), a "Topic Tags" field, and a checkbox for "Notify me of follow-up replies via email". A "Submit" button is at the bottom right.

Red arrows point to the following elements:

- Forum title and number of posts
- Open threads
- Title of new post
- Text of post
- Optional subject tags
- Tick if you want e-mails about new posts
- Click when ready to submit

11 Resources

35. The resources page contains a number of useful links that will help with your course. It will be expanded during the course to include publicly available documents and additional web links.

Figure 12: Resources page

The screenshot shows the "Resources" page of the PFM Education and Training Phase 2. The navigation bar at the top includes: Home, About The Programme, Courses, Resources (highlighted), Support Forum, and My PFM. The main heading is "Resources". Below it, a message states: "We have put together a series of online resources that you might find useful:".

The resources are organized into two columns:

Organisations involved in public financial management activities

- International Consortium on Government Financial Management (ICGFM): <http://www.icgfm.org>
- International Journal of Government Financial Management (IJGFM): <http://www.icgfm.org/digest.htm>
- Centre for Excellence in Finance (Slovenia): <http://www.cef-see.org>
- The PFM Board: <http://www.pfmboard.com>

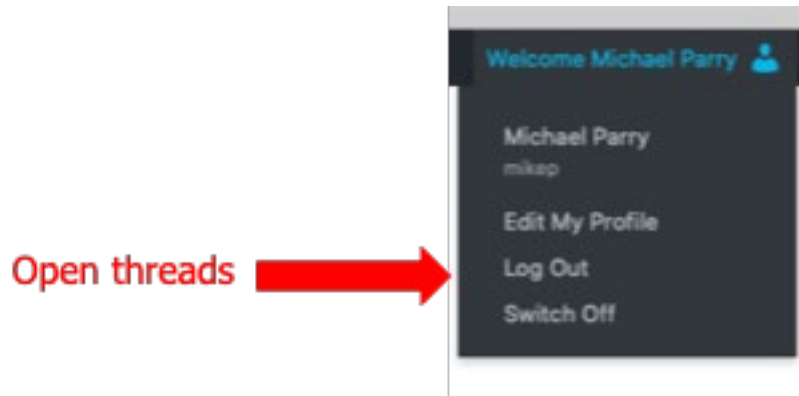
Multilateral Development Organisations and Agencies

- PEMPAL Europe and Central Asia: <http://www.pempal.org>
- IMF PFM Blog: <https://blog-pfm.imf.org>
- IMF Fiscal Affairs: <http://www.imf.org/external/np/exr/key/fiscal.htm>
- Public Expenditure and Financial Accountability: <http://www.pefa.org>

12 Logout

36. For your own security please ensure you log out after every session. You will find the logout option on the top right of the screen. Click on your name in the top right corner and select the Log Out option.

Figure 13: Logging out



Always logout at the end of the session

13 Security

37. The system is secure but we cannot protect you if you give your login information to someone else. If someone is able to use these details to login they could change your profile, edit the work you have completed or even take the tests in your name.

Keep you login information especially your password secret – do not lend it to anyone else

38. If you believe someone else is using your password then immediately change it and notify the system administrator: admin@somaliland-pfm-training.com

14 Problems and issues

39. If you have any problems or issues using the e-learning system you can post your issue on the forum. For technical issues you should contact the Programme Administration: admin@somaliland-pfm-training.com
40. We always welcome any suggestions for improving the e-learning system. Please send your comments to the address above.

We hope you find this course useful and enjoyable