COURSE CONTENT

Dear Participant:

One of the challenges faced daily by public institutions, non-governmental organizations, development agencies, and other stakeholders that promote economic and social development in the Caribbean, is being able to understand the data and charts found in reports and studies to make evidence-based decisions in order to improve public policies.

This course presents concepts and tools that can be applied to strengthen your ability to use, understand and interpret data, using the platforms "Numbers for Development" and its data sub-set "Caribbean Data Portal" developed by the Inter-American Development Bank (IDB), which presents socio-economic data and indicators of Latin America and the Caribbean. Through these tools, you will be able to understand how to improve the decision-making process in public management. Also, another goal of this course is that you can understand basic concepts of data analysis that will allow you to maintain efficient communication with data specialists.

The course contents are aligned with a bibliographical research carried out by subject matter experts especially for this Massive Open Online Course (MOOC). To check the sources used to develop the content of this course, you can check the **References of the course in PDF**.

The course also includes practical examples, presented by data experts that will help you understand key concepts and tools of data management applied to planning and public management.

We are glad to have you with us in this course and hope you find it both useful and enjoyable!

IDBx Team

1. COURSE OVERVIEW AND GENERAL INFORMATION

1.1. COURSE DESCRIPTION

The contents of the Data for Effective Policy Making course are based on a bibliographical research, made especially for this MOOC. This course contains concepts and tools designed to strengthen your ability to use, understand and interpret data using the online platform "Numbers for Development" and "Caribbean Data Portal" developed by the IDB.

The course is composed of 5 content modules, plus one introductory module. The content for the whole course will be available for 8 months starting on the first day of the course. During this period, you will be allowed to complete the activities and evaluations at your own pace and convenience.

For more information on the course activities, consult the **study plan in PDF**.

1.2. GENERAL OBJECTIVES

By the end of the course, you will be able to:

1. Recognize the importance of the relationship between data analysis and decision-making in public management.

2. Define the research problem, the starting hypothesis, analysis variables and some methods to test the hypotheses.

3. Identify the methodology that best addresses the problems for collecting, interpreting and analyzing data.

4. Interpret and develop different types of visualizations, using concrete examples from the Numbers for Development and the Caribbean Data Portal.

5. Identify how to use data analysis to propose solutions to public policy problems, to explain the assessment of a policy, and to carry out policy planning.

6. Browse the IDB's Numbers for Development and Caribbean Data Portal and its different sections.

7. Describe and browse the structure of the edX platform and the course.

To meet these objectives, in each module you will complete specific learning objectives that will support you in successfully performing these tasks.

1.3. SPECIFIC OBJECTIVES

	General Objectives	Specific Objectives
Start here	7. Describe and browse the structure of the edX platform and the course.	A. Describe the course structure. B. Browse the edX platform.

	General Objectives	Specific Objectives
Module 1: The Importance of Data in Decision-Making	1. Recognize the importance of the relationship between data analysis and decision-making in public management. 6. Browse the IDB's Numbers for Development and Caribbean Data Portal and its different sections.	C. Describe what an evidence-based decision is. D. Identify the challenges associated with data analysis for decision making. E. Navigate the Numbers for Development platform, and in particular the section "Countries at a glance". F. Navigate the Caribbean Data Portal platform.
Module 2: Converting concepts into measurable parameters	2. Define a research problem, starting hypothesis, analysis variables and some methods to verify the hypotheses. 6. Browse the IDB's Numbers for Development and Caribbean Data Portal and its different sections.	G. Use the problem tree method to identify the research problem to study. H. Identify the null and alternative hypothesis which the analysis will be based on. I. Choose the types of data and variables that most strongly influence the research problem. J. Use the Numbers for Development and Caribbean Data portal to search for data.

	General Objectives	Specific Objectives
Module 3: Understanding Data Analysis	3. Identify the methodology that best addresses the problems for collecting, interpreting and analyzing data.	K. List data collection strategies used in public policy. L. Identify the types of studies that can be carried out. M. Select the type of data analysis to use depending on the problem to be analyzed. N. Use the Numbers for Development and Caribbean Data portal to search for data.
Module 4: Displaying the results	4. Interpret and develop different types of visualizations, using concrete examples from the Numbers for Development and the Caribbean Data Portal. 6. Browse the IDB's Numbers for Development and Caribbean Data Portal and its different sections.	N. Identify the type of chart or graphic to use based on the goal of the visualization. O. Use the Numbers for Development portal to create visualizations. P. Interpret visualizations to support the decision-making process.
Module 5: Closing the loop: from data to	5. Identify how to use data analysis to propose	Q. Identify the main characteristics of the workflow

	General Objectives	Specific Objectives
planning	solutions for public policy problems, and to explain the evaluation of a policy as well as to carry out policy planning.	for data-based policy making. R. Identify the main considerations to evaluate the success and impact of a policy. S. Interpret the results of an impact evaluation.

1.4. PARTICIPANTS' PROFILE AND PREREQUISITES

The course is aimed at individuals who have no training in statistics, but must work with data or receive reports based upon data and, based upon them, make decisions as part of their daily duties, for policy planning or project management.

All you need to take this course is a computer or mobile device with internet access. The course is optimized for the latest version of Chrome or Mozilla internet explorers. You can also access the course through your mobile device by downloading the edX app from Google Play or Apple Store.

1.5. DURATION

The content for the whole course will be available for 8 months starting on the first day of the course. During this period, you will be allowed to complete the activities and evaluations at your own pace and convenience.

You should devote approximately 7 hours per module to complete all course activities.

1.6. KEY DATES

- Course starts: March 15, 2018.

- Course ends: November 15, 2018.

- Deadline for completing all graded activities: November 15, 2018, at 11:59pm Washington D.C. Time (December 15 at 5:00am UTC)

- Deadline for opting for the verified certificate: November 08 at 6:59pm Washington D.C. Time (November 08 at 11:59pm UTC)

2. METHODOLOGICAL FRAMEWORK

2.1. COURSE METHODOLOGY

In order to support your learning experience, the course includes a series of learning activities and resources. The most important ones are the following:

a. VIDEOS

Through short videos, experts - with extensive experience in the subject and a career in data analysis - explain the theoretical content of the course, occasionally including practical cases, according to the learning objectives established for each module. In the course, you will also find videos that focus on the application of the concepts covered in the course into real cases in the region. These cases promote a reflection on the reality faced by Latin America and the Caribbean regarding the topics covered in the course.

b. READINGS

The readings will allow you to expand your understanding of the concepts explored in the course. In addition, some of the readings are based upon real cases in the region, which allow a contextualization of the theoretical elements of the course to the reality of the use of data in planning and public management in Latin America and the Caribbean.

c. ANIMATED VIDEOS

These videos further expand on the content of the course through the presentation of fictitious cases related to the public sector, especially with regard to explaining methods of data analysis.

d. **PRACTICING WITH NUMBERS FOR DEVELOPMENT AND CARIBBEAN DATA PORTAL**

These are activities in which you must use the Numbers for Development platform or the Caribbean Data Portal to solve a specific problem. These activities will provide you a better understanding of how the portals work, how to find the data you need, how to download it and how to create your own visualizations.

e. **EXTERNAL RESOURCES (Mandatory)**

You will often find links to external pages of videos, readings or blogs that you must read or view to meet the learning objectives of the module. These **activities are mandatory** and are part of the content of the course. External links that are optional will be indicated accordingly. If an external link is not clearly marked as optional it means that is mandatory and should be viewed.

f. **OPEN RESOURCES (Optional)**

If you wish to review additional information regarding the topics covered in the course, we recommend you see the **Open Resources page**. It **is not** mandatory to review these resources.

g. **GENERAL FORUM**

The general forum provides you a space to connect with other participants, network and exchange ideas and solve questions you might have about the course content.

Participation in the forum will not be graded, but we strongly recommend that you participate in the discussions proposed by your colleagues and start your own discussions, as this is a privileged way to get to know the work being done by other course participants, to exchange ideas, to know the positions of other participants and to reaffirm personal positions in an argumentative way.

When participating in the forum, please remember to follow the etiquette and logistics established in the **Guide for using the Discussion Forums**. You can also consult the guide for instructions on how to use the forums in edX.

h. TUTORIALS

Through these PDF documents, you'll learn how to perform specific tasks on the Numbers for Development and Caribbean Data Portal and learn about its features.

2.2.   EVALUATION CRITERIA

The final grade of the course corresponds to a weighted average of the grades of questionnaires and practical activities, according to the following relative weight:

- 55% Questionnaires

- 45% Practical activities

a. QUESTIONNAIRES

In each module, you will find questionnaires that include multiple-choice, multiple-answer, true or false and/or drag and drop questions associated with the topics presented in the videos and readings. The questionnaires aim to reinforce learning and assess the achievement of the learning objectives for the module. You have two opportunities to answer each question.

b. PRACTICAL ACTIVITIES

These are questionnaire-style questions that you must answer based on case studies or once you have solved a practical activity using the Numbers for Development or the Caribbean Data Portal.

2.3. GRADES

To successfully complete the course you must achieve a score of at least 65 percent. To know the weight of each activity to the total score of the course, consult the **study plan in PDF**.

In the **Progress tab** of the course platform, you can also check your academic performance and any pending activities.

2.4. CERTIFICATES AND COURSE RECORDS

2.4.1. VERIFIED CERTIFICATE

The verified identity certificate has a cost of 25 dollars that must be paid through the edX platform with a credit/debit card or via *PayPal* (edX does not accept cash, checks, transfers, bank deposits or *money orders*). You can pay for the certificate up to one week before the end of the course. After this date, due to edX policies, it is not possible to pay for the certificate; under no circumstance.

When you opt for the certificate, you must perform the identity verification process in edX at the time of payment. To perform the identity verification process, you must have a camera installed on your computer and send a picture of yourself along with proof of identification. This certificate provides greater credentials and can be used as proof of studies and for job applications or promotions.

If you reached the minimum of 65 percent at the end of the course and paid the $25, you can download your certificate from the edX platform immediately after meeting all the requirements. It is important that you ensure that your name is spelled correctly in the registration information on the edX platform, because it will appear on your certificate in that way.

Read the **Steps for Obtaining a Verified Certificate PDF** for a step-by-step instruction on how to obtain the verified certificate.

2.4.2. RECORD NUMBER OF COURSE HOURS

Those who obtain the verified certificate will also be able to download from their edX account a record of fifty (50) hours of study as a minimum dedication by the participants approved in the course.

3. COURSE INSTRUCTORS

The course instructors are professionals who use the data to plan and manage public policies, and make decisions; professional data experts; or experts in quantitative and qualitative research. To know their biographies, view the **Course Team PDF**.

This is a massive open online course in which thousands of participants are enrolled. Due to the characteristics of the course, the instructors do not answer questions about the course contents, nor do they provide feedback on the activities carried out.

If you have questions about the course content, we encourage you to ask questions to and collaborate with your fellow participants using the general forum. The forum is a rich environment; in which you can learn with other participants.

4. POLICIES

4.1. ACADEMIC INTEGRITY POLICY

As we use the edX platform to deliver the course, we address issues of academic integrity through the **edX Honor Code**.

4.2. IDBX ACCESSIBILITY POLICY

When we talk about accessibility, we refer to the ability to present the contents of our website to people who have physical disabilities that prevent them from using the information available in a traditional manner, and therefore they employ technical aids.

The purpose of this document is to establish policies in the area of accessibility that are made by the IDBx with the aim that our learning environment reaches all interested persons.

The objective of the IDBx is to ensure that the entire training offer, activities, and materials used to achieve the learning objectives of our courses, fit people with some type of disability. Although there is no specific law in this area, the IDBx has a

strong commitment of not excluding anyone or denying access to our courses because of a disability suffered, trying the technology and development of our online courses, allows us to reach any user.

Accessibility to our course is a priority, that is why we apply edX accessibility policies to all our courses and we have included good practices to ensure accessibility to our contents.

Because we use several providers, we deal with issues of accessibility through the software used:

- **Adobe Acrobat (click here)**

- **YouTube (click here)**

- **MS Office (click here)**

If you need special adaptations of the course or you want to give us your opinion in order to improve its accessibility, please access the **Participant Support page**.

4.3.   PRIVACY POLICY

As we use the edX platform to deliver the course, we address privacy issues through the **edX Privacy Policy**.

4.4.   LATE DELIVERY POLICY

For this course, we will not accept late delivery of documents or completion of activities. This means that you must complete all graded activities by the last day of the course.

We recommend you follow the **study plan** provided to maximize your learning experience.

5. PARTICIPANT SUPPORT SERVICES

During the course you will have the following services available to you:

5.1. EDX HELP CENTER

In the edX Help Center, you will find answers to frequently asked questions about how to start the course, basic edX information, information about certificates and other related topics. You will also have the opportunity to submit requests to the edX team. To do this, **access the edX Help Center**.

5.2. GENERAL AND TECHNICAL FREQUENTLY ASKED QUESTIONS

To consult our general frequently asked questions **visit the General FAQs page**.

To consult our technical frequently asked questions visit the **Technical FAQs page**.

5.3. PARTICIPANT ASSISTANCE

If you need administrative or technical support and could not solve your question using the General FAQ and Technical FAQ pages, please access the **Participant Support page.** Through the participant support page, you can ask questions related to the course administration, for example course end date, verified certificate, etc., get technical support or make suggestions and comments aimed at improving the course. For more information, read the **instructions to the Participant Support**.

6. HOW CAN YOU GET THE MOST OUT OF THIS COURSE?

6.1. USE THE STUDY PLAN CREATED FOR THE COURSE

For self-paced courses as this one, planning your time is even more important to ensure you finish the activities within the course deadlines. The **study plan** created for the course is a great tool to help you manage your time to successfully complete the course. The study plan has the detailed list of all the activities of the course and provides an easy way for you to keep track of your progress. Download the **study plan**.

6.2.   MAKE THE MOST OF ALL THE LEARNING RESOURCES

Watch and analyze all the videos and documents given and participate in all the activities scheduled for the course. Although the concepts and tools that we present each module could be applied independently, it is essential to have a comprehensive overview of how the concepts and tools offered come together. Remember that after finishing the course, you can continue viewing the videos and readings, in case you have not been able to do so before the closing date of the course.

6.3.   COMPLETE ALL ACTIVITIES

The questionnaires and practice activities will serve as to reinforce your understanding of the topics presented and also to check how much knowledge you are gaining. You have two opportunities to answer each question. Answer them all and set yourself the goal of obtaining the course certificate.

6.4.   PARTICIPATE IN THE FORUM

The interaction with the other participants of the course is very important to gain a broad perspective of the subject, to know what is happening in other countries and to expand your network of contacts. It is a unique opportunity, do not miss it! Share your experience and the little or much knowledge you have.

6.5.   FIND YOURSELF A STUDY PARTNER

The experience of learning something new is much richer, fun and effective when done in good company. Invite a friend, neighbor or co-worker to register for the course and be your study partner for the course. The motivation and enthusiasm generated when working as a team will help you to get to the end of the course, obtain the certificate and plan how to apply the knowledge acquired.

6.6. PUT WHAT YOU HAVE LEARNED INTO PRACTICE

Apply the acquired knowledge in your personal and professional environment. Only then will you gain, progressively, more experience and more knowledge on the subject and will you achieve more and better results.