AfricaRice
Rice science at the service of Africa
La science rizicole au service de l'Afrique

AFRIQU*e-learning*

Booklet

# Collection, entry and verification of data III

*Cloud-based management system of shared documents for collaborative work*

## Summary

## About AfricaRice and Afrique-learning

***AfricaRice:***

AfricaRice is a leading pan-African rice research organization committed to improving livelihoods in Africa through solid science and effective partnerships. AfricaRice is a research center of CGIAR, which is part of a global research partnership on future food security. It is also an intergovernmental association of African member countries. Today, it has 30 member countries. The mission of AfricaRice is to contribute to poverty reduction and food security in Africa through research, development and partnership activities, aimed at increasing the productivity and profitability of the rice sector so as to guarantee the sustainability of the agricultural environment.

***Afrique-Learning:***

Afrique-learning is a Beninese cooperative which creates and manages vocational e-learning courses specially designed for African youth. Courses are tailor-made in collaboration with experts in the field with the aim of producing interactive, illustrated, interesting and easy-to-study courses that provide the student with important information in simple and appropriate language. Learning is done independently at the student's own pace, it is assessed and a course certificate is attained following a final test. Courses are available on computer, smartphone or android tablet. They only require a very modest bandwidth and are therefore within the reach of students. Registration and classes are free.

## Acknowledgements

## Source of graphics

[1] Figures 1-6 are created by the pedagogical team

## Context of the booklet

This is the first part of the booklet that deals with data collection for a *Smart-Valleys* development project. Data is collected during the different stages of the inland valley development. It is used for project management, providing information on the progress of the project and making it possible to prepare project reports. At the same time, this data is also used as proof that tasks have been successfully completed by the service providers. The introduction to the concept of services can be found in booklet 5. A description of services can be found in guide 7.

# Cloud-based management system of shared documents for collaborative work

A participatory sharing platform such as Google Drive or Atlassian Confluence is ideal for storing and creating shared documents, and developing them collaboratively. These systems provide document hosting in the cloud, not on local computers with access restricted to one person. Several people can work on the same document at the same time. However, these platforms make it possible to save a copy locally to work offline. The document in the cloud will then be updated the next time you access to the Internet.

The main functions of these collaborative systems are briefly presented below using the example of Google Drive. Train your technicians and other service providers to use this system to make the job as efficient as possible.

## Creating a new folder and a file

In a collaborative platform, you can create folder structures and documents for word processing, creating presentations and doing calculations.

Right click on the start screen of the platform (***https://drive.google.com/drive/my-drive)*** to display the actions menu. (A).
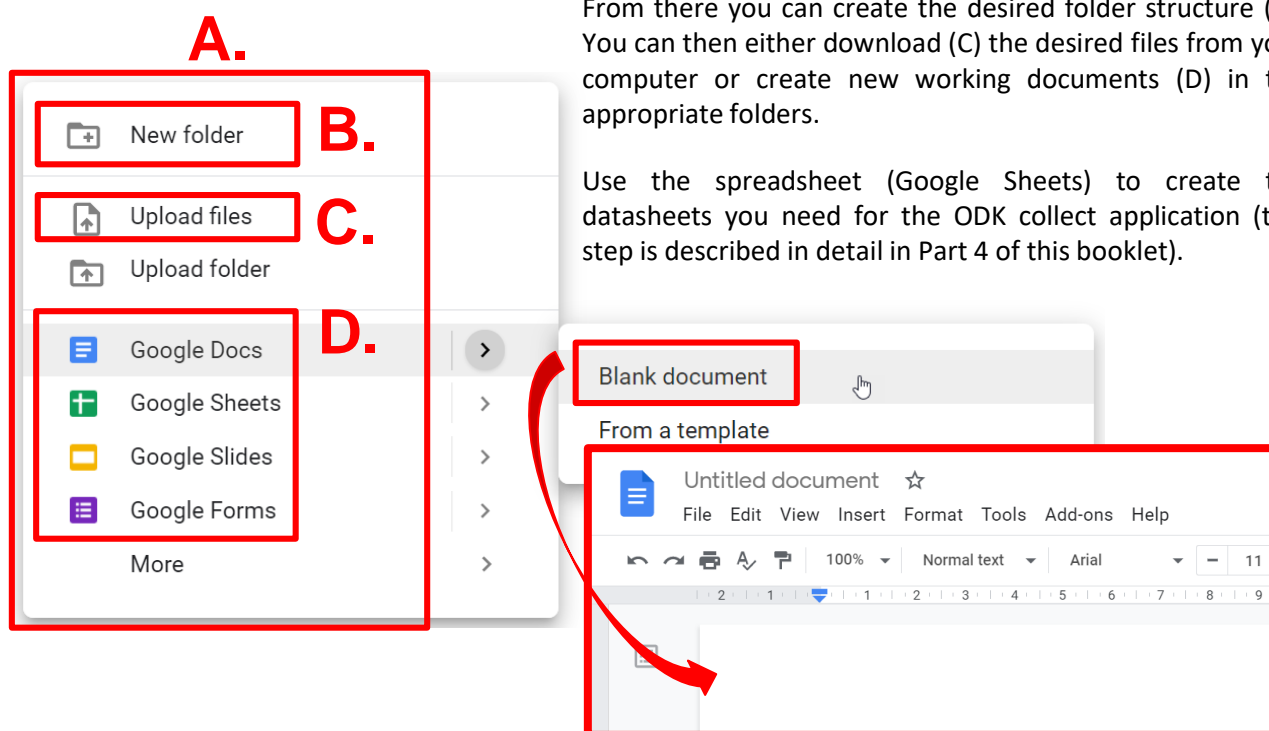
From there you can create the desired folder structure (B). You can then either download (C) the desired files from your computer or create new working documents (D) in the appropriate folders.

Use the spreadsheet (Google Sheets) to create the datasheets you need for the ODK collect application (this step is described in detail in Part 4 of this booklet).



Figure 1 [1]

## Participatory work

As you can see on the second image, multiple people can work on the same document.
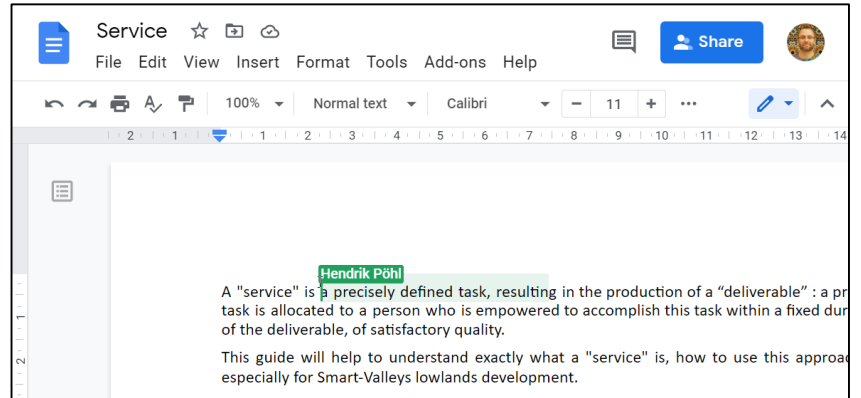
They can see each other's changes in real time.



Figure 2 [1]

## Shared documents

For collaborative work to be possible, access must be given to all those who need to work together on these documents. All collaborators must have a Google Mail address:
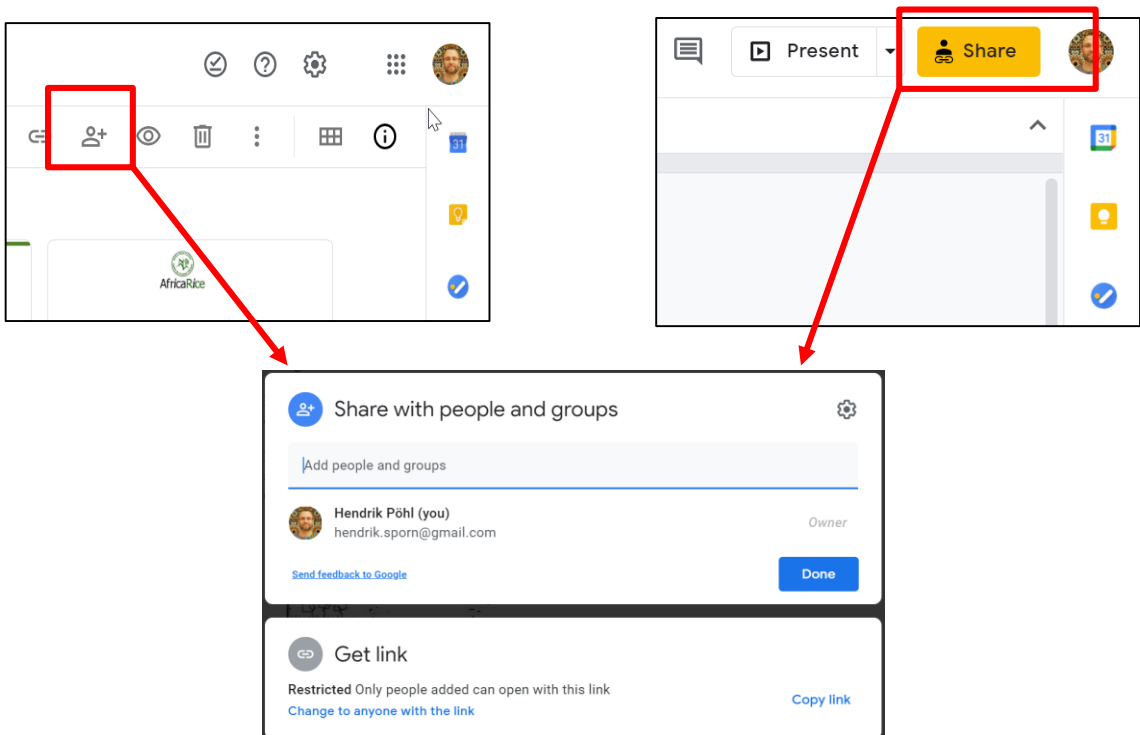


Figure 3 [1]

## Commenting in a document

Comments can be used to improve collaboration on a document. You can select part of the text or an image (A), and attach a comment (B) to it. With "@Person's name" (C), you can ensure that this person will receive notification of your comment by email. In the example below, the supervisor gives work instructions to the technician.
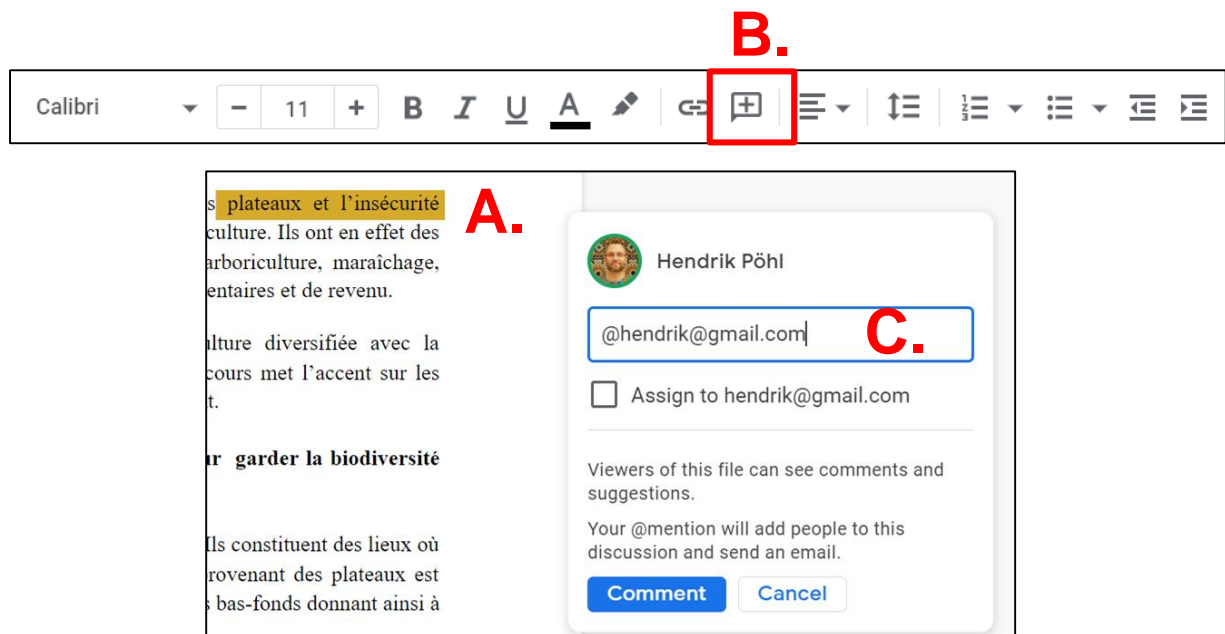


Figure 4 [1]

## Management of different versions of a document

When working together on the same documents, some of the text can be easily deleted accidentally. Fortunately, all changes are documented by the system, which automatically makes continuous backups.

The different editing versions of a document are saved and available (Figure 4) They can be recovered (Figure 3) and if a part has been lost, it can be restored.
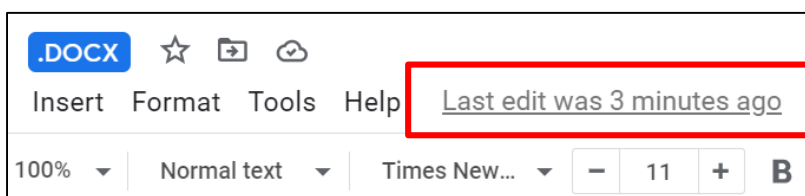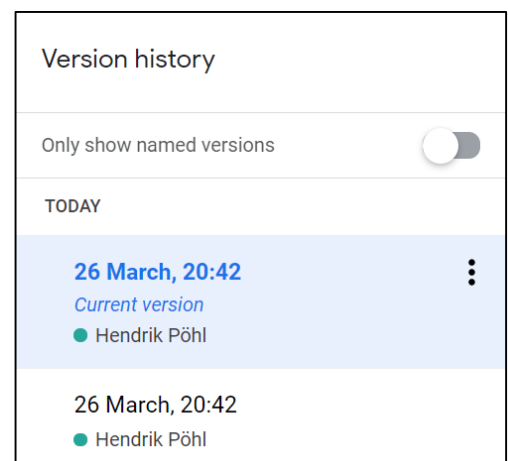


Figure 5 [1]



Figure 6 [1]