Translating a Course in 13 Steps

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Introduction

The UNPAN Online Training Centre, OTC, delivers courses on various topics in public administration. Its main objective is to increase the opportunities for government officials from all over the world to access training materials on public administration, electronic and mobile government, citizen engagement in development management, institution and human resources management, knowledge management in government.

UNPAN online courses are available to anyone with Internet access and are provided free of charge. The courses are available in English, French, Ukrainian, Russian and Arabic.

To further enhance the course offering of the UNPAN Online Training Centre, UNPAN Partners and other interested organizations are encouraged to collaborate with the Division for Public Administration and Development Management, DPADM, of the United Nations Department of Economic and Social Affairs (UNDESA) to develop new courses or translate existing ones into other languages.

The complete list of the existing courses can be viewed by clicking on the link below:
Accessing the UNPAN OTC Platform

In order to start developing and/or translating, you need to have access to the UNPAN OTC platform, where all the courses are hosted. Please send an email to unpan@un.org to receive access.

The 13 Steps for Translating

Please note that the screenshots and examples in the instructions below are based on an existing course entitled ‘Knowledge Management in Government’.

1 – After log-in at http://unpan3.un.org/lms with your username and password, you should see the following screen:

2 – Scroll down to locate the course that was assigned to you:
3 - Click on 'AUTHOR' to view the course screen.

4 - Each folder on the left side of the screen contains a module and related assessments. When you click on the plus sign, the folder will expand and you will be able to see the entire screens of that module.
5 - When you click on a page inside the folder, the contents of the page will open on the right pane. Scroll down to view the contents. When you place your mouse on the text, you should see three options: add, edit and library.
Please do not click on ‘add’ or ‘library’, otherwise you will delete the current text or replace it with an empty text box.

6 – Click on 'edit' and a new window will open, asking if you want to change the content of the page. Please select 'this location' to change the text only in this page.

Warning: editing multiple instances of this content

The content you are about to edit exists in multiple locations. Below is a list of all the locations where this content appears.

1. Knowledge Management in Government Organization, Introduction
2. Knowledge Management in Government Organization - RUSSIAN, Introduction

Do you want to change the content for all location listed above or for this location only.  
this location  change all

Please do not select ‘change all’, since this option allows you to change automatically the same text that is available in other courses.

7 – Next, a new window will open with the content. You are now ready to start the translation.
Along with the unprecedented pace of development of information and communication technologies (ICTs) human society has evolved into a knowledge society. Today, no one doubts that better management of knowledge within the organization will lead to improved efficiency, effectiveness, innovation and competitive edge. As customers demand and receive more customization at ever diminishing costs from knowledge-oriented private sector firms, people have come to expect similar benefits from the public sector. As a result, individuals, institutions and governments are being forced to deal with the changing nature of work and learning, as well as with their own changing expectations.

Knowledge management in its current form probably first received significant attention in 1990s, with leading private sector companies developing procedures to generate, capture, manage and distribute information and knowledge and the promotion of knowledge. Public sector organizations, especially government entities, are typically thought to be late adopters to this knowledge management wave. However, due to the ever-increasing pressure for higher efficiency and effectiveness and the growing needs for sharing knowledge among different government entities at different levels as well as coping with this inevitable trend, government is quickly catching up and is fully prepared to reap the benefits generated from knowledge management programs.

The following material is designed as a brief introduction and guidance for better understanding and implementing knowledge management projects in government organizations.

Translating the content on the pictures:

The images with text in English also need to be translated. Please follow the steps below to update an image:

8 - To download the image, click on it to see the 'media editing options' (add, edit and library):
9 - Click on 'edit' and select option 'this location'. A new window will open and you will have the option to download the image. You can click ‘cancel’ to close the window after the download is completed:

10 - Once you updated the image, you can replace it by following the instructions in step 9 and clicking on ‘browse’ to select the file in your computer. After the image is uploaded, please click on 'save'.
Animations:

11 - To edit animations such as the one on page 8 of the ‘Knowledge Management in Government’, please select the slides to view the correspondent image and text box:

12 - Follow the steps 9 and 10 to download, modify and upload the image. To edit the text, please follow the steps 5, 6 and 7. Please remember that some animations are comprised of more than one image/slide, and all should be translated.

Flash Files:

Some courses may contain flash files, which can only be edited with the appropriate software, such as Adobe Flash Professional (you can download a free trial at http://tiny.cc/adobe-flash). However,
before editing it, you will need to convert the .swf extension into .flv (click for instructions: http://tiny.cc/convert). Once you have the .flv file, you can edit it with Adobe Flash and save again as a .swf file.

Alternatively, you can convert the content on the flash file into an image with text or just text.

Assignments:

13 - The screens with assignments need to be translated.

If you need further instructions on Udutu, you can access the **UDUTU 1,2,3 Guide at** http://tiny.cc/udutu-guide.

For further information and instructions, please don’t hesitate to contact Ms. Michelle Alves de Lima (alvesdelima@un.org) of the UNPAN Management Unit - UMU/DPADM/UNDESA.