# EVALUATION HELPER DOCUMENT – Colorado Specific

Instructions in this document take the user through the steps for gathering, processing, and receiving demographic and risk management information from the first and last sessions of a Colorado Annie’s Project course. The results will help you and the presenters better prepare to meet the participants’ needs. You can also use some of the information to help participants get to know each other better. The evaluation procedures are described in detail below. Participants will need to complete the survey online before the program begins or during the first session. If they complete them during the first session, remind them to bring a computer or a tablet to take the survey.

# Pre- and Post-Course ONLINE Surveys

**Step 1:** Create ID codes

The first item in each evaluation instrument asks the participant to enter her individual ID code from her Annie’s Project (AP) Portfolio. Individual codes will be used instead of names to match participants’ pre-, post-, and follow-up survey responses. Create the codes following the instructions below. This way the codes are assigned anonymously, and no names are associated with participant responses.

Download the code sheet located on the facilitator page of the website: <http://www.anniesproject.org/instructors-facilitators-login/>under the Evaluations for an Annie’s Project

– Level I heading.

Change the first four letters of the example code to four letters that indicate the site of your class. Use all CAPS. You may use the first four letters of the city. For example, Ames, Iowa can be AMES. However, if your site begins with a common word you may choose four letters that are more unique. For example, West Liberty could be designated by WLIB instead of just WEST to make it more descriptive.

Change the next two letters to the two-letter abbreviation for your state. Use all CAPS.

The last two numbers represent the 2-digit number from 10-89 assigned to the participant. Make sure that there are no duplicate numbers within your class.

Print the sheet of labels. The file is currently formatted for Avery 5160. Place one label inside each AP portfolio.

**Step 2:** Obtain the Pre-course Survey Links

Email Brent Young at [brent.young@colostate.edu](mailto:brent.young@colostate.edu) to obtain your pre-evaluation survey link. Please kindly give Brent at least two weeks to generate your survey links. The survey should be completed during first session before you begin the course content. If you have access to a computer lab or devices before the participants are ready to begin, you may want to start the computers, open the

Internet browser, and paste the URL in the address space. Then participants can just press ‘enter’ to go to the survey and begin. If you do not have access to a computer lab, remind the ladies to bring a laptop device or a tablet to complete the survey. You may email them the link before hand or at the beginning of the first session. Remember, you must have a wifi connection available for participants to complete the survey.

**Step 3:** Initiate pre-course reports

Send an email to Brent Young at [brent.young@colostate.edu](mailto:brent.young@colostate.edu). Write “Annie’s Pre Report” in the subject. Make sure you send him your location and request a pre-evaluation report from Qualtrics. Remember, the information in this report is confidential. However, you may summarize the results in aggregated form in reports you make about your work, making sure that no participant can be identified. The information is primarily intended as feedback for you as you reflect on the course and plan for future courses.

**Step 4:** Login and complete the post-course survey

Email Brent Young at [brent.young@colostate.edu](mailto:brent.young@colostate.edu) to obtain your post-evaluation survey link. Please kindly give Brent at least two weeks to generate your survey links. The survey should be completed during last session before you end the program. Again, if you have access to a computer lab or devices before the participants are ready to begin, you may want to start the computers, open the Internet browser, and paste the URL in the address space. Then participants can just press ‘enter’ to go to the survey and begin. If you do not have access to a computer lab, remind the ladies to bring a laptop device or a tablet to complete the survey. You may email them the link before hand or at the beginning of the last session. Remember, you must have a wifi connection available for participants to complete the survey.

**Step 5:** Initiate post-course reports

Send an email to Brent Young at [brent.young@colostate.edu](mailto:brent.young@colostate.edu). Write “Annie’s Post Report” in the subject. Make sure you send him your location and request a post-evaluation report from Qualtrics. Remember, the information in this report is confidential. However, you may summarize the results in aggregated form in reports you make about your work, making sure that no participant can be identified. The information is primarily intended as feedback for you as you reflect on the course and plan for future courses.

Summary Reports and Pre-Post Comparison Reports are discussed at the end of this document.

# Summary Reports

Data collected from individual sites will be combined for analysis at the state and national levels. Reports will be provided for state coordinators and to the Director of Administration – Annie's Project – Education for Farm Women. We can’t do this without you! It is important for each Annie’s Project 7 facilitator to collect and submit pre- and post- surveys in order to document the work that is being done and the impact of AP on participants.

# Pre-Post Comparisons

Data from the pre-, post-, and follow-up surveys will be aggregated and compared statistically to see if there is a significant difference in knowledge or actions after completing Annie’s Project. These

comparison reports will be sent to state coordinators and the Director of Administration, Annie's Project

– Education for Farm Women.