

Instructions



Mid-Atlantic: Delaware, Maryland,
New Jersey, Pennsylvania, Washington, D.C.

STEP A

Creating a Gmail Account

STEP A

Step A: In order to use Google Applications (Google Docs, Google Forms) you will need to create a Google Account by visiting the **Account Creation Page**

<https://accounts.google.com/SignUp>

Note: You can skip this step if already have a Google Account

The screenshot shows a web browser window with the URL <https://accounts.google.com/SignUp>. The page title is "Create your Google Account". The main heading is "Create your Google Account". Below this, it says "One account is all you need" and "A single username and password gets you into everything Google." There are icons for Google, Gmail, Google+, YouTube, and Google Maps. Below these, it says "Take it all with you" and "Switch between devices, and pick up wherever you left off." There is an image of a laptop, a smartphone, and a tablet. On the right side, there is a form with the following fields: "Name" (First and Last), "Choose your username" (with a dropdown menu showing "@gmail.com" and a link "I prefer to use my current email address"), "Create a password" (with a dropdown menu), "Confirm your password" (with a dropdown menu), "Birthday" (Month, Day, and Year), "Gender" (I am...), "Mobile phone" (with a dropdown menu), and "Your current email address" (with a dropdown menu). The browser's taskbar at the bottom shows various application icons and the system clock indicating 10:21 AM on 2/20/2015.

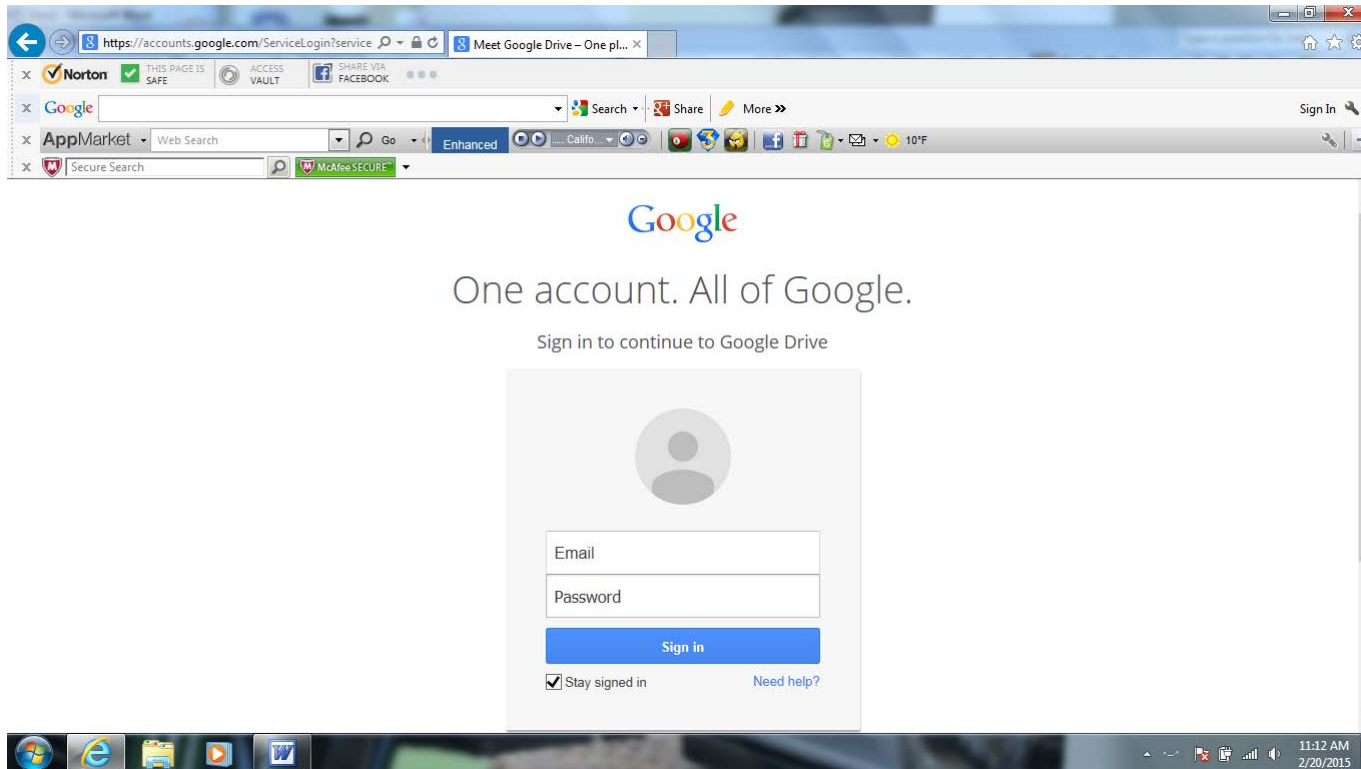
STEP B

Accessing Google Drive on the web

STEP B

Step B: Once you have a Google Account, the next step is to Sign In to Google Drive <https://drive.google.com/#my-drive>

Note: Google Drive offers 15 GB of free space to save and store files on the web



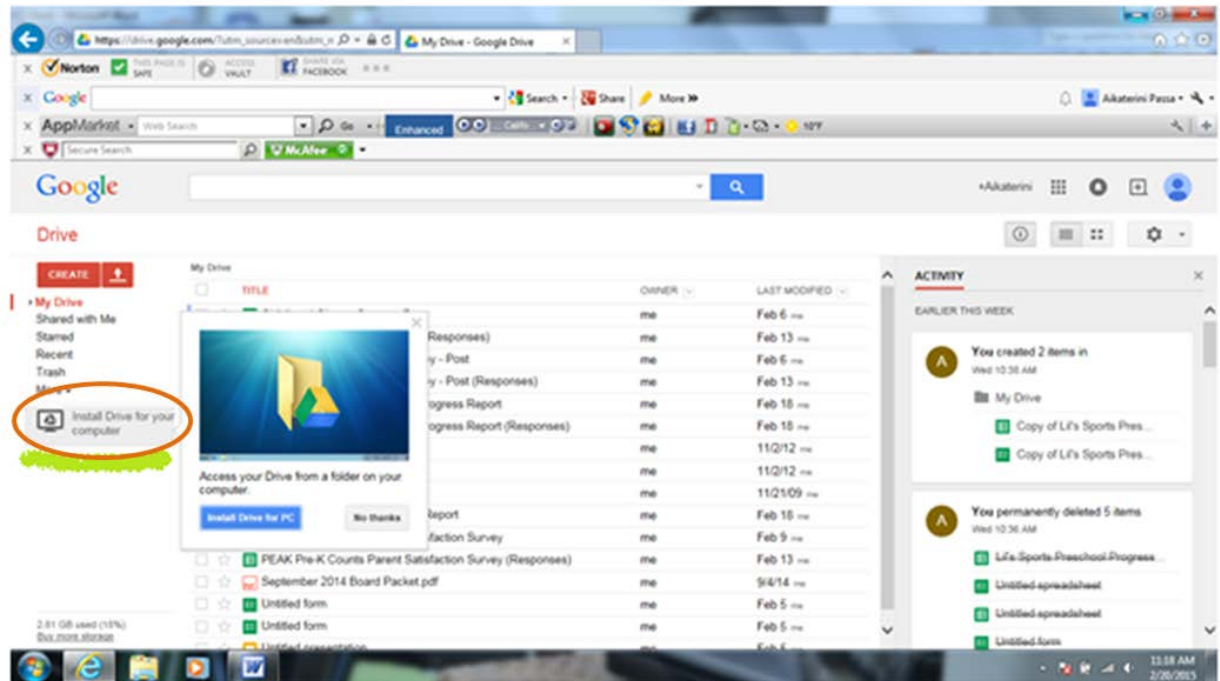
STEP C

Downloading Google on your PC

STEP C

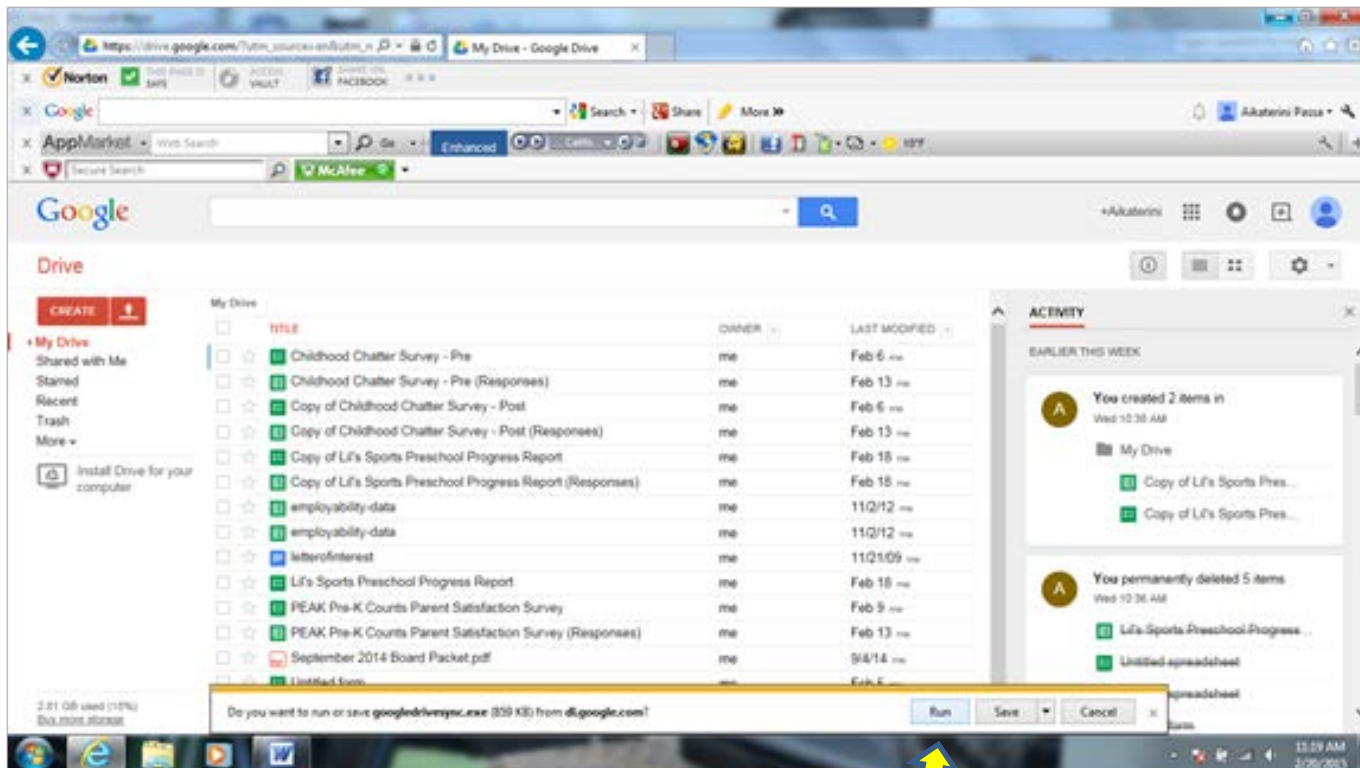
Step C: Download Google Drive on your PC to keep files on your desktop synced with your files stored on the web.

1. When signed in your Google Drive you will view all files that have been stored on the web.
2. On the left side of the web page there will be the icon (see screen shot below) to install the Drive to your computer.
1. Click **Install Drive to PC**



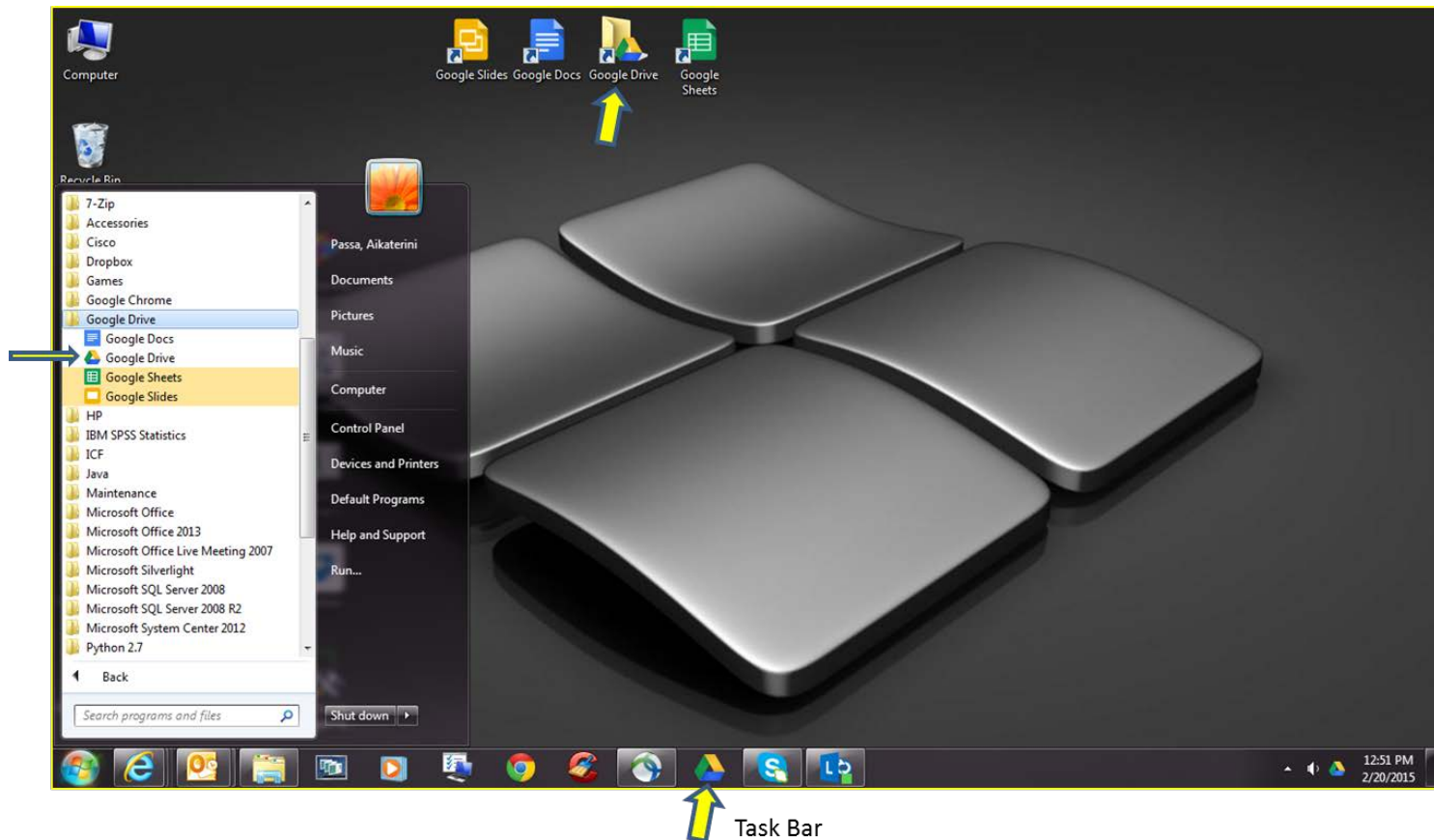
STEP C

4. Follow the installation Instructions that will be displayed to the bottom of the web page by running googledrivesync.exe . Click **Run**.



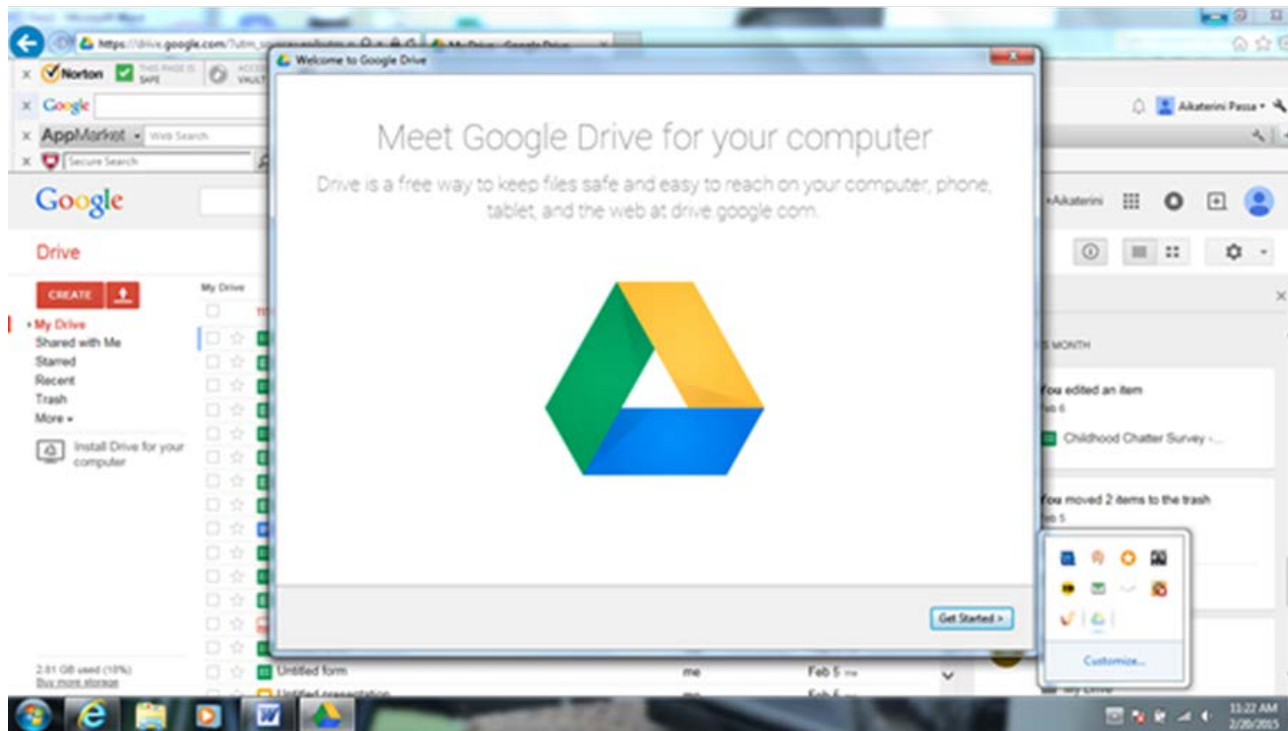
STEP C

5. After installation is completed a shortcut icon of the Google Drive will appear in your computer's Task Bar. There will be also a short cut icon in the Start Menu and on the desktop's screen.



STEP C

6. Go to Task Bar or the Start Menu and click on the icon of the Google Drive.
7. Follow the 'Get Started' prompting instructions to connect to your computer's Google Drive folder.



STEP C

- After this initiating step (Step 7), every time you click on the icon of the Google Drive you will have access to your Google Docs files.
That way you can:
 - i. Drag files into and out of the folder.
 - ii. Rename files.
 - iii. Move files and folders around.
 - iv. Edit and save files.
 - v. Move files to trash.
 - vi. Access your files even when you're not connected to the Internet.

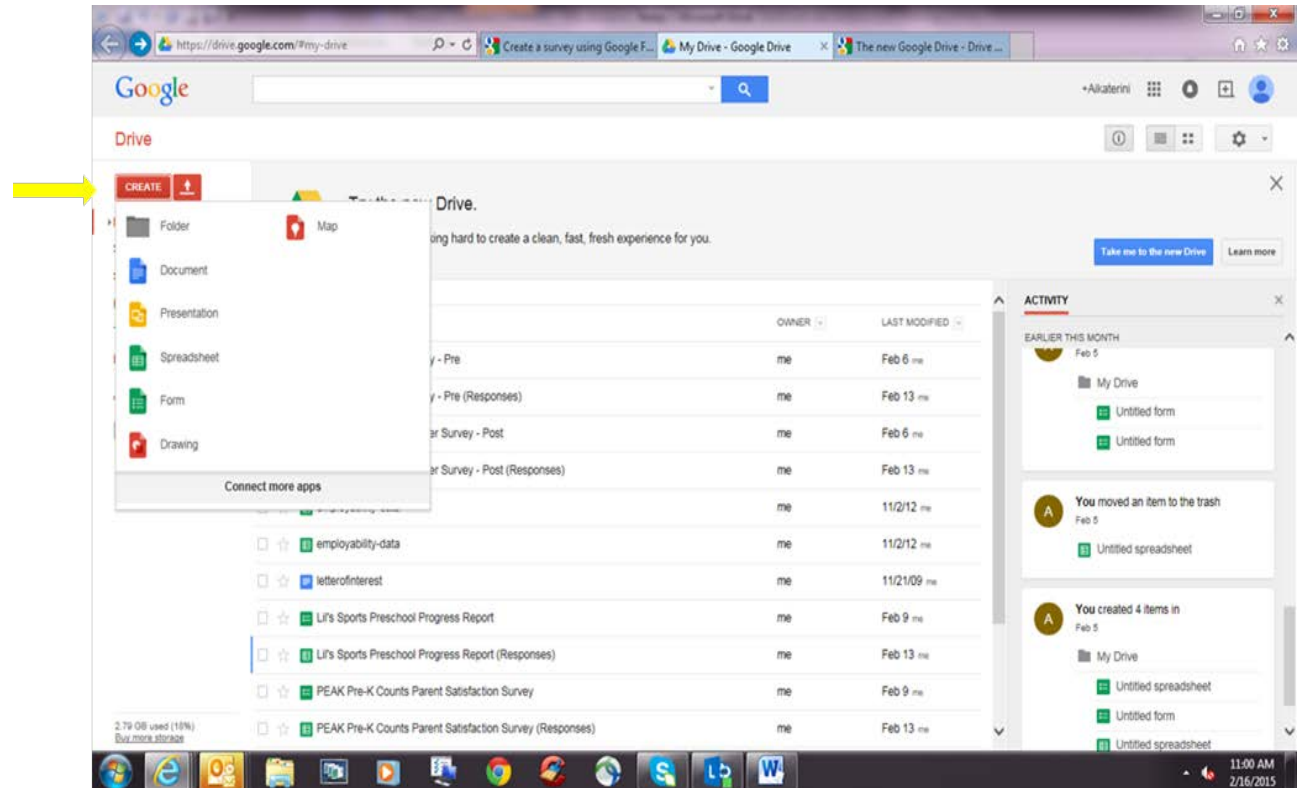
Step D

Get Started with the Google Drive Tools

Step D

Step D: Get Started with the Google Drive Tools

- Sign In to Google Drive <https://drive.google.com/#my-drive>
- Locate and select the **CREATE** button on the Google Drive website (red icon on the left) and the following Google Tools will be displayed:
 - ✓ Document
 - ✓ Presentation
 - ✓ Spreadsheet
 - ✓ Form



Step D

Google Drive Tools

- To create a Survey select the option 'Form'. See slides **14-26** for more information and for illustrative examples.
- To create a MS Excel-like spreadsheet select the option 'Spreadsheet'.
[Free tutorial on Google Sheets](#)
- To create a MS Word-like text-based document select the option 'Document'.
- To create a PowerPoint-like slideshow presentation select the option 'Presentation'.

Create a Survey using Google Forms

- Select the 'Form' option. The form will appear in a new tab on the browser.
- Type the title of your survey in the text field 'Untitled form'.

The screenshot displays the Google Forms editor interface. At the top, the title 'Untitled form' is visible in the header bar. Below the header, there is a menu bar with options: File, Edit, View, Insert, Responses (0), Tools, Add-ons, and Help. A toolbar contains buttons for 'Edit questions', 'Change theme', 'View responses', and 'View live form'. On the right side, there is a 'Send form' button and the user's email address 'ap7014@gmail.com'. The main content area is divided into two sections. The top section, titled 'Form Settings', contains three checkboxes: 'Show progress bar at the bottom of form pages', 'Only allow one response per person (requires login)', and 'Shuffle question order'. The bottom section, titled 'Page 1 of 1', contains a large text field for the title, which currently says 'Untitled form'. A blue box with the text 'Title of Survey' and a yellow arrow points to this text field. Below the title field is a 'Form Description' section. The 'Question Title' field contains 'Untitled Question'. The 'Help Text' field is empty. The 'Question Type' dropdown is set to 'Multiple choice', and there is a checkbox for 'Go to page based on answer'. Below this, there are two radio buttons: 'Option 1' and 'Click to add option'. There is also a link that says 'or Add "Other"'. At the bottom, there is an 'Advanced settings' section with a 'Done' button and a checkbox for 'Required question'. An 'Add item' button is located at the very bottom.

Create a Survey using Google Forms

- Start the development of the survey items by naming each question item (Question Title text field) and selecting the preferred question type (Question Type text field).

Untitled form

File Edit View Insert Responses (0) Tools Add-ons Help All changes saved in Drive

Edit questions Change theme View responses View live form

Form Settings

- ☐ Show progress bar at the bottom of form pages
- ☐ Only allow one response per person (requires login)
- ☐ Shuffle question order

Page 1 of 1

Untitled form

Form Description

Question Title

Help Text

Question Type

Text

Paragraph text

Multiple choice

Checkboxes

Choose from a list

Scale

Grid

Date

Time

Advanced settings

Done

Add item

To view all available survey item types click on the drop-down menu next to Question Type

How to add/edit questions advise the following link <https://support.google.com/docs/answer/2839737?hl=en>

Examples

- An example of a Grid survey item (slides 17-18)
- An example of a Multiple Choice survey item (slides 19-20)
- An example of a Checkbox survey item (slides 21-22)
- Other types of survey items (slides 23-26)

Question Type: Grid

Copy of Childhood Chatter Survey - Post ☆ 🚩

File Edit View Insert Responses (3) Tools Add-ons Help All changes saved in Drive

Edit questions Change theme View responses View live form

The Grid option is suitable for any Likert-type or other ordinal scale* items that ask respondents to order their responses.

* In ordinal scales, a response is made to fit on a continuum or scale that is ordered from positive to negative.

Question Title: Please indicate the level of your agreement to the following statements:

Help Text:

Question Type: Grid ★

Row 1 label: After the workshop, I had a good understand. ✕

Row 2 label: After the workshop, I struggled with this part. ✕

Row 3 label: After the workshop, I felt confident about part. ✕

Row 4 label: Row 4 ✕

Row 5 label: Click to add row

Column 1 label: Not at All ✕

Column 2 label: 1 ✕

Column 3 label: 2 ✕

Column 4 label: 3 ✕

Column 5 label: Strongly Agree ✕

Column 6 label: Click to add column

Advanced settings

Done ☐ Require one response per row

Note: On the right of an existing question, there will be 3 functions: Edit, Duplicate, Delete Item.

This part will list all statements; each row represents a statement. Click on the row box and type the statement.

This part will list the preferred ordinal scale.

Click **Done** to review the question (see next slide)

Question Type: Grid

Copy of Childhood Chatter Survey - Post ☆

File Edit View Insert Responses (3) Tools Add-ons Help All changes saved in Drive

Edit questions Change theme View responses View live form

Form Description

Please indicate the level of your agreement to the following statements:

	Not at All	1	2	3	Strongly Agree
After the workshop, I had a good understanding of child development and parenting.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
After the workshop, I struggled with this parenting topic.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
After the workshop, I felt confident about parenting.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Row 4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Add item

Confirmation Page

Your response has been recorded.

☒ Show link to submit another response

☐ Publish and show a public link to form results ⓘ

☐ Allow responders to edit responses after submitting

Send form

To edit an existing item, drag the cursor on the question and click on the Edit icon.

When done with editing, move on to the next question by clicking on Add Item.

Question Type: Multiple-Choice

PEAK Pre-K Counts Parent Satisfaction Survey

File Edit View Insert Responses (2) Tools Add-ons Help All changes saved in Drive

Edit questions Change theme View responses View live form

Question Title Please indicate the time of day that works best for you and your family for a w

Help Text

Question Type Multiple choice ☐ Go to page based on answer

☐ Morning (at drop-off) x

☐ Lunch-time x

☐ Afternoon (right before pick-up) x

☐ Afternoon (right after pick-up) x

☐ Evening x

☐ Click to add option or Add "Other"

Advanced settings

☐ Required question

Click **Done** to view the item (next slide)

Please provide feedback on other types of activities you would like to see as a part of the PEAK program or use the space below to share comments you may have regarding the PEAK program.

Click **Add Item** to create a new question

List of all response choices.
Note: Click the symbol x that appears next to each choice to delete that option if needed.

Suitable when a list of possible answers is provided for the respondent to choose among.

Question Type: Multiple-Choice

The screenshot shows the Google Forms editor interface. The title bar at the top reads "PEAK Pre-K Counts Parent Satisfaction Survey" with a star icon and a menu icon. Below the title bar is a menu bar with options: File, Edit, View, Insert, Responses (2), Tools, Add-ons, and Help. A status bar indicates "All changes saved in Drive". On the right side of the title bar, there is a user profile icon for "ap7014@gmail.com" and a "Send form" button.

The main editing area contains a question titled "PEAK uses your input to plan future workshops and activities -- please let us know which topics would be helpful to you and your family (check all that apply):". The question has a list of checkboxes for various topics: Kindergarten readiness, Discipline & parenting, Healthy eating & fitness, Budgeting tips, Community resources, Curriculum-based (math, science, literacy, etc.), Social/emotional, and Other: [text input field].

Below this question is another question titled "Please indicate the time of day that works best for you and your family for a workshop:". This question has a list of radio buttons for time slots: Morning (at drop-off), Lunch-time, Afternoon (right before pick-up), Afternoon (right after pick-up), and Evening.

At the bottom of the main editing area, there is a text input field for feedback, followed by an "Add item" button. A blue bracket points to this button with the text "Click **Add Item** to create a new question".

On the right side of the editor, there is a sidebar with a "Note: To edit an existing item, drag the cursor on the question and click on the Edit Icon." Below the note are three icons: a pencil (Edit), a document with a plus sign (Duplicate), and a trash can (Delete). Below these icons, the text reads "Other features are to Duplicate the item (paste) or Delete."

Question Type: Checkbox

PEAK Pre-K Counts Parent Satisfaction Survey ☆

File Edit View Insert Responses (2) Tools Add-ons Help

Edit questions Change theme View responses View live form

Send form

Suitable when a list of possible answers is provided for the respondent to choose among. In the same way as Multiple-choice items, the Checkbox question type collects categorical responses.

Question Title:

Help Text:

Question Type: ★ Checkboxes

- ☐ Kindergarten readiness
- ☐ Discipline & parenting
- ☐ Healthy eating & fitness
- ☐ Budgeting tips
- ☐ Community resources
- ☐ Curriculum-based (math, science, literacy, etc.)
- ☐ Social/emotional
- ☐ Click to add option
- ☐ Other:

Advanced settings

Done ☐ Required question

Add all options and then click **Done**. You should include all categorical response options on which you hope to get information.

Question Type: Checkbox

PEAK Pre-K Counts Parent Satisfaction Survey

File Edit View Insert Responses (2) Tools Add-ons Help

Edit questions Change theme View responses View live form

I participated in the following activities this year (please check all that apply):

- ☐ Breakfast Club
- ☐ PEAK workshops
- ☐ Classroom Volunteering
- ☐ Classroom Donations
- ☐ Special Classroom Events (Holiday Party)
- ☐ PEAK newsletters
- ☐ Other:

PEAK uses your input to plan future workshops and activities – please let us know which topics would be helpful for you and your family (check all that apply):

- ☐ Kindergarten readiness
- ☐ Discipline & parenting
- ☐ Healthy eating & fitness
- ☐ Budgeting tips
- ☐ Community resources
- ☐ Curriculum-based (math, science, literacy, etc.)
- ☐ Social/emotional
- ☐ Other:

Please indicate the time of day that works best for you and your family for a workshop:

- ☐ Morning (at drop-off)
- ☐ Lunch-time
- ☐ Afternoon (right before pick-up)
- ☐ Afternoon (right after pick-up)
- ☐ Evening

To edit an existing item, drag the cursor on the question and click on the Edit Icon.

Text Item: Other Survey Item Types

CLASS Observation Sheet

File Edit View Insert Responses (2) Tools Add-ons Help

Edit questions Change theme View responses View live form

Page 1 of 1

CLASS Observation Summary Sheet

Form Description

Teacher

Center/ID

Observer

Date

Start Time

End Time

Text Item: Suitable for open-ended questions gathering feedback or other form of discrete information such as Names.

One can also create **Date** and **Time** items

Drop-Down List: Other Survey Item Types

CLASS Observation Sheet ☆ 📄
File Edit View Insert Responses (2) Tools Add-ons Help All changes saved in Drive

Send form

Edit questions Change theme View responses View live form

Question Title Indicate the Cycle you are reporting data for

Help Text

Question Type ★ Choose from a list - ☐ Go to page based on answer

1. Cycle 1 x
2. Cycle 2 x
3. Cycle 3 x
4. Cycle 4 x
5. Cycle 5 x
6. Cycle 6 x
7. Click to add option

Advanced settings
Done ☐ Required question

For that cycle, indicate the number of students observed

For that cycle, indicate the number of adults observed

Suitable when a list of possible answers is provided for the respondent to choose among. Unlike Multiple-choice and checkbox items, the respondent can only choose ONE option.

A drop-down list of all offered response choices will be created. The respondent will click on a down arrow and the list of choices will appear.

Rating Scales: Other Survey Item Types

Rating scales are a type of ordinal scale in which choices are placed in a numerical order from the lowest to the highest and respondents choose along this continuum.

See next slide for a comparison of a rating and Likert scale.

The screenshot shows a web-based form builder interface for the "PEAK Pre-K Counts Parent Satisfaction Survey". The interface includes a top navigation bar with a menu icon, the survey title, and a "Send form" button. Below the navigation bar is a toolbar with options like "Edit questions", "Change theme", "View responses", and "View live form". The main content area is titled "Page 1 of 1" and "PEAK Pre-K Counts Parent Satisfaction Survey". It contains a "Form Description" section with two text input fields labeled "PEAK Site" and "Teachers(s)". Below this is a "Question Title" field with the text "Please indicate how useful it is to you and your family to receive the PEAK qu...". A "Help Text" field is also present. The "Question Type" is set to "Scale", indicated by a green star icon. The "Scale" is configured from "1" to "5". The scale labels are "1: Not Useful At All" and "5: Extremely Useful". There is a "Done" button and a checkbox for "Required question".

PEAK Pre-K Counts Parent Satisfaction Survey

File Edit View Insert Responses (2) Tools Add-ons Help

ap7014@gmail.com

Send form

Edit questions Change theme View responses View live form

Page 1 of 1

PEAK Pre-K Counts Parent Satisfaction Survey

Form Description

PEAK Site

Teachers(s)

Question Title: Please indicate how useful it is to you and your family to receive the PEAK qu

Help Text

Question Type: Scale

Scale: 1 to 5

1: Not Useful At All

5: Extremely Useful

Done

☐ Required question

Grid vs. Scale Question Type

PEAK Pre-K Counts Parent Satisfaction Survey

File Edit View Insert Responses (2) Tools Add-ons Help

Edit questions Change theme View responses View live form

☐ Show progress bar at the bottom of form pages
☐ Only allow one response per person (requires login)
☐ Shuffle question order

Page 1 of 1

PEAK Pre-K Counts Parent Satisfaction Survey

Form Description

PEAK Site

Teachers(s)

Please indicate how useful it is to you and your family to receive the PEAK quarterly newsletter.

1 2 3 4 5

Not Useful At All ☐ ☐ ☐ ☐ ☐ Extremely Useful

Please indicate how useful it is to you and your family to stop by the PEAK parent breakfasts.



Not Useful At All Somewhat Useful Useful Very Useful Extremely Useful

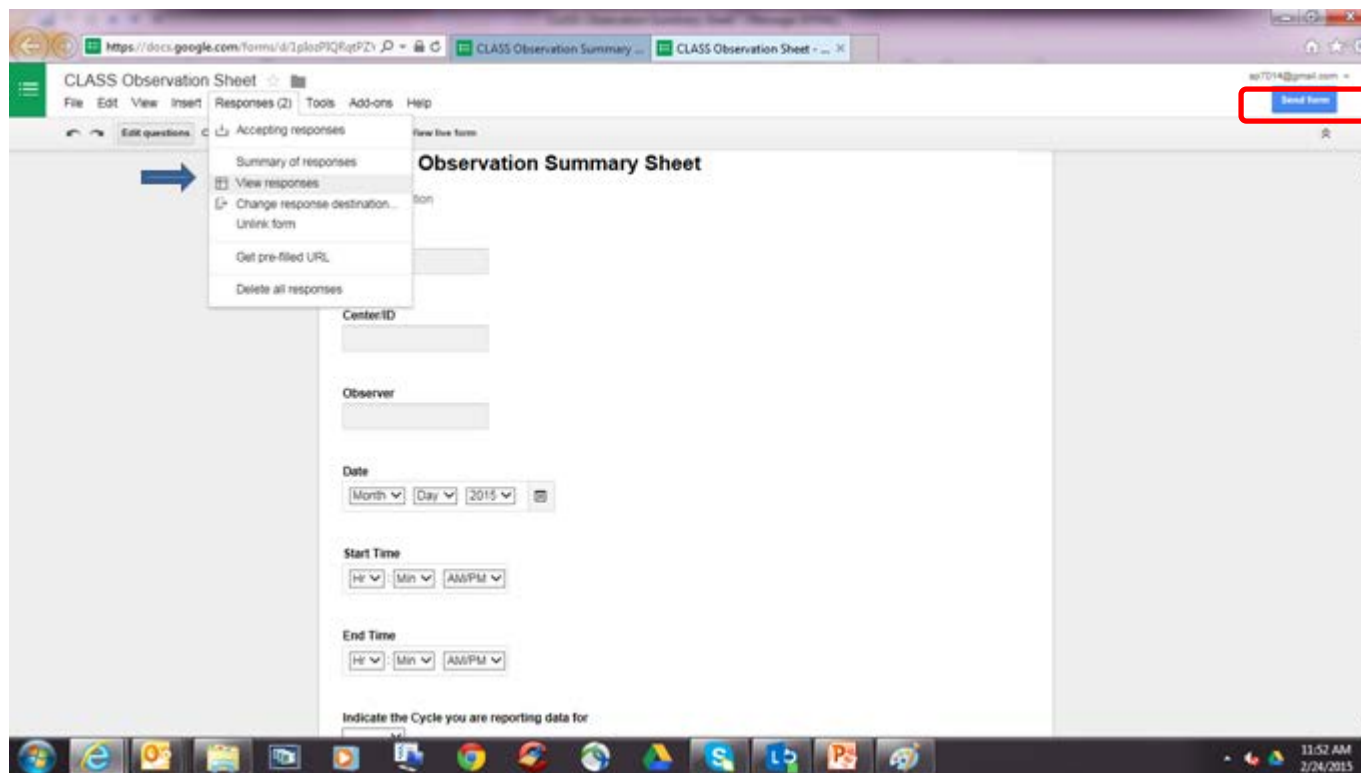
☐ ☐ ☐ ☐ ☐

Step E

- Exporting Survey Responses to Excel
- Excel Macros

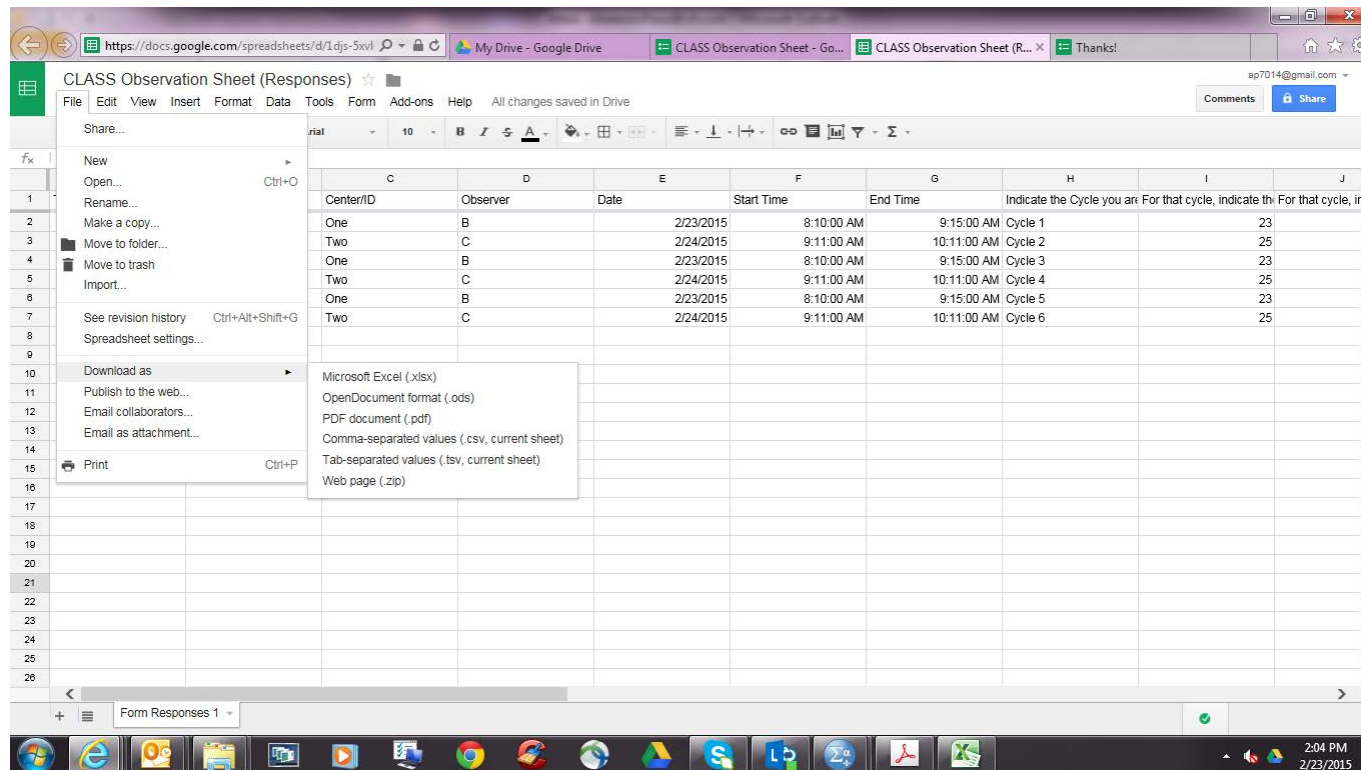
Exporting Survey Responses to Excel

1. After the survey is done click 'Send Form'  to email the form to the respondents.
2. To view all responses, in the toolbar click **Responses** and then select **View Responses** .
3. All responses are saved in a Google Excel spreadsheet (slide 28).



Exporting Survey Responses to Excel

4. To export the data to MS Excel, click on the File tab and choose option Download as Microsoft Excel (.xlsx) as it is shown below.
5. Other options offered in Google Sheets under the File button are: Delete the file (Move to Trash), Rename, Make a copy or Email as attachment.



Exported Data in Excel

- Check the data if there are variables that need to be transformed to their original format. For instance, the format of the Time questions of the Google Sheet gets distorted when data are exported in Excel. To correct, in Excel select the Time variables and do right click. Select the Format Cells option and choose the Time format.

The screenshot shows the 'Format Cells' dialog box in Microsoft Excel. The dialog box is open over a spreadsheet titled 'CLASS Observation Sheet (Responses)2'. The spreadsheet has columns for 'Timestamp', 'Teacher', 'Start Time', 'End Time', and 'Indicate the Cycle you are For that cycle, indi'. The 'Format Cells' dialog box shows the 'Time' category selected, with '13:30:55 PM' chosen as the type. The 'Locale (location)' is set to 'English (U.S.)'.

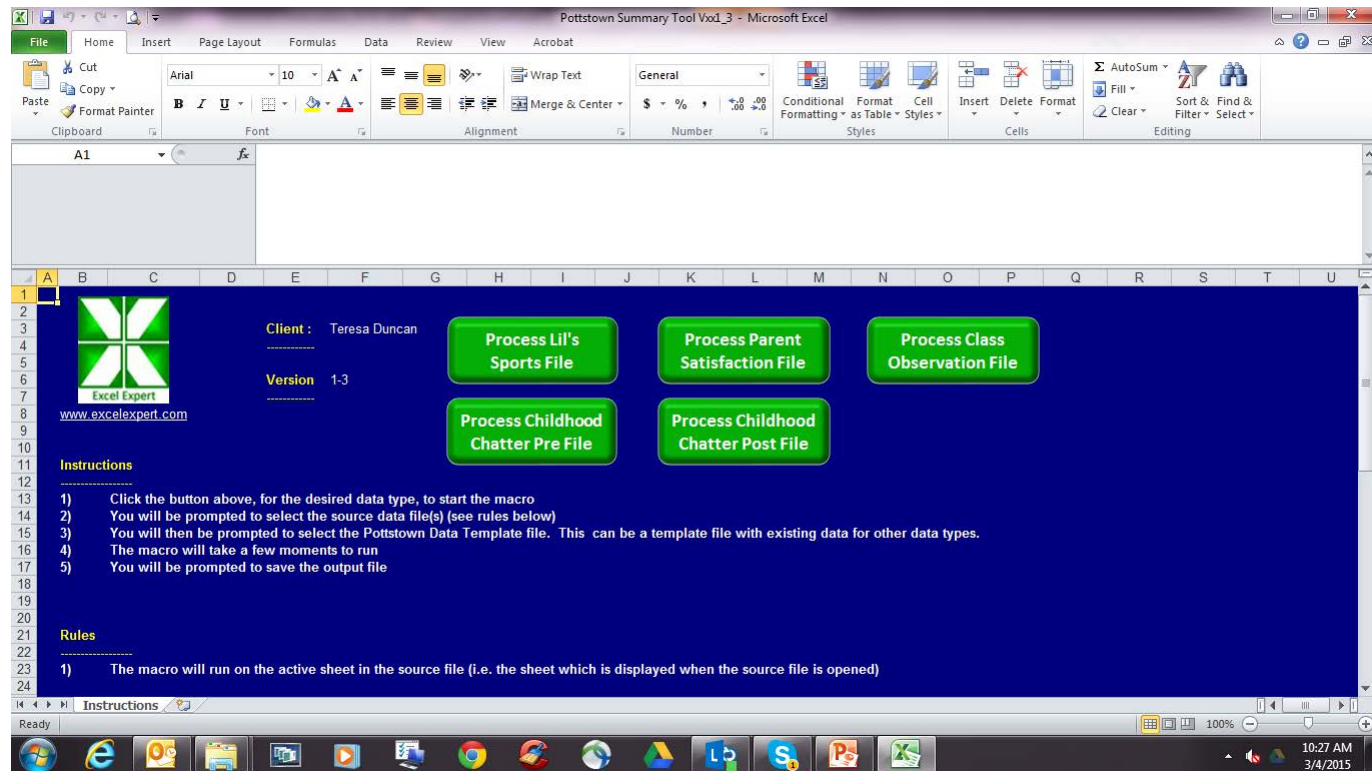
Timestamp	Teacher	Start Time	End Time	Indicate the Cycle you are For that cycle, indi
2/23/2015 13:41:54 A		0.340277778	0.385416667	Cycle 1
2/23/2015 14:03:07 B		0.382638889	0.424305556	Cycle 2
2/23/2015 13:41:54 A		0.340277778	0.385416667	Cycle 3
2/23/2015 14:03:07 B		0.382638889	0.424305556	Cycle 4
2/23/2015 13:41:54 A		0.340277778	0.385416667	Cycle 5
2/23/2015 14:03:07 B		0.382638889	0.424305556	Cycle 6

Excel Macros

To automate a repetitive task, for instance to analyze survey data, you can use a macro in Excel.

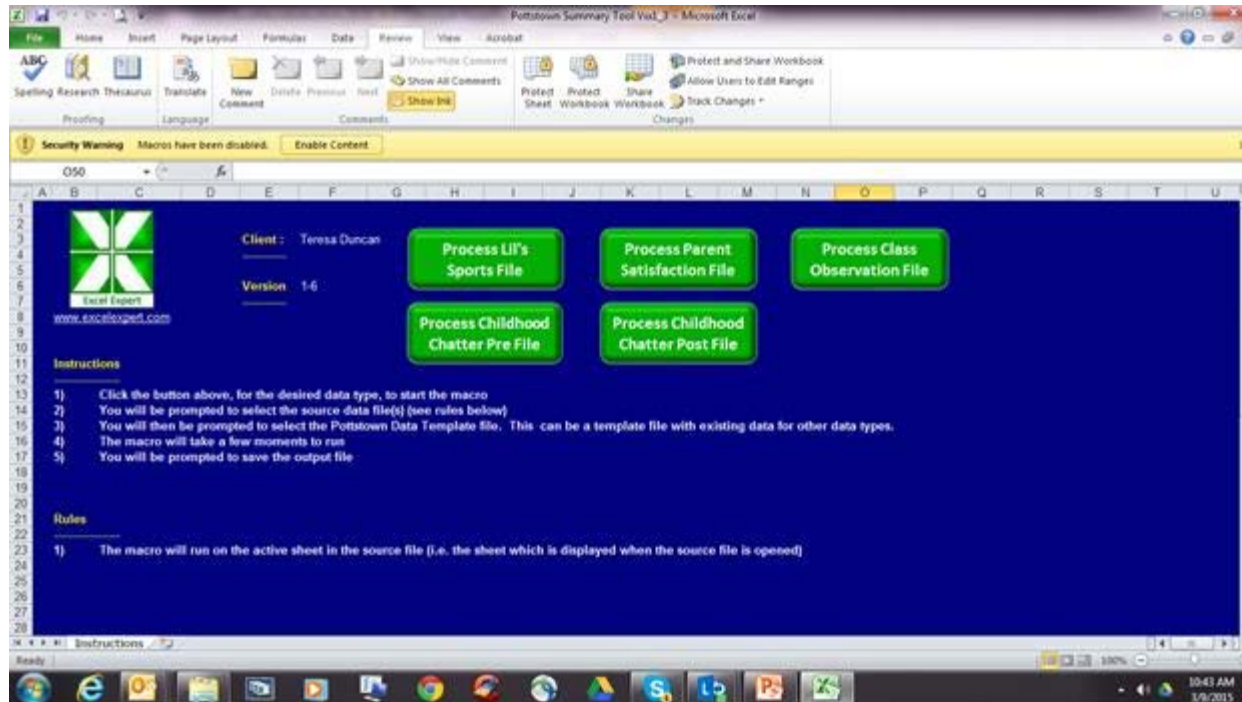
1. In the attached zipped folder locate and open the Excel macro file: *Pottstown Summary Tool Vxx1_3*.

Note: Please save first the attached zipped folder containing the macro itself and fake survey data on your Desktop ,and then extract and save all files in a new folder.



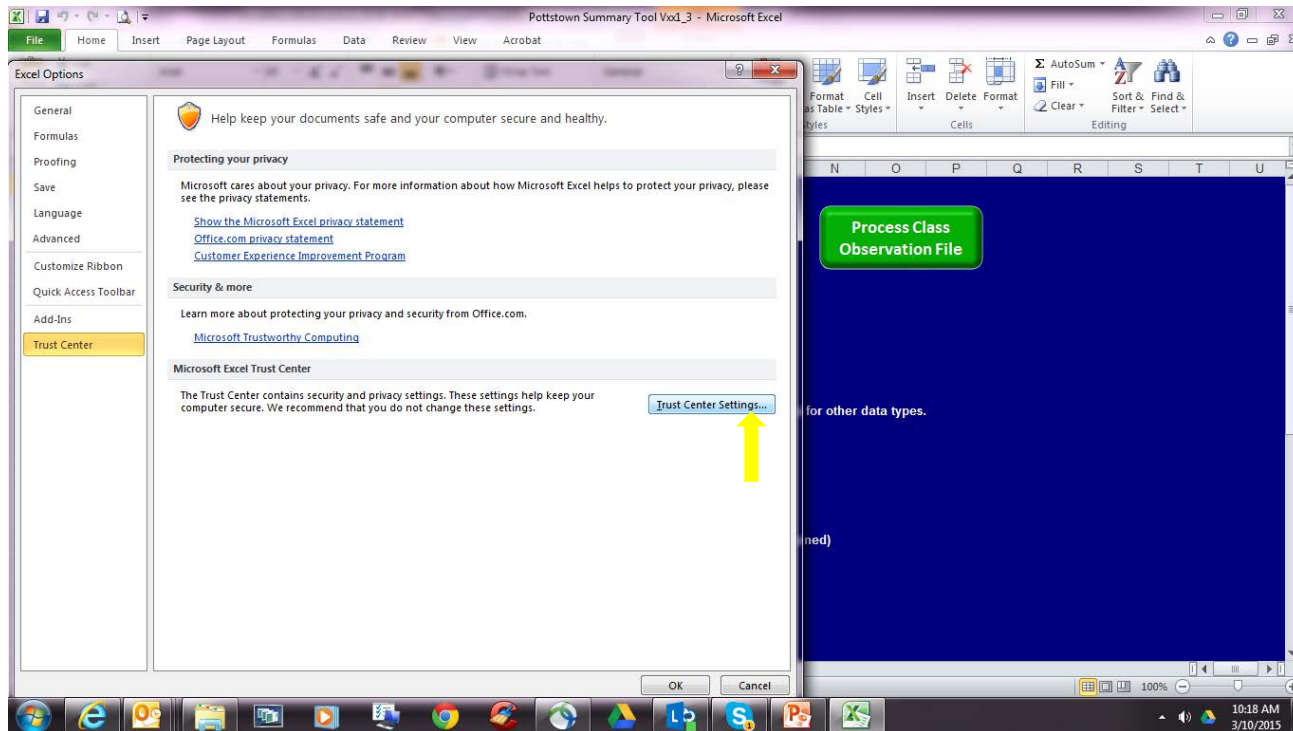
Enabling Macros

- If you were prompted about this when you opened this file ensure you selected 'Enable Macros' or 'Enable Content'.



Enabling Macros

- If you were not prompted about this and your solution does (or should) require macros – then your macro security is set too high.
 - To correct this simply choose the File tab | Options | Trust Center | Trust Center Settings and then click the Macro Center Settings. Choose Enable Macros. You will then need to re-open the file. Also visit: Support.Office.com



Using Excel Macros

2. The macro will automate tasks for 5 instruments (5 green buttons). Click the button for the desired data type to start the macro.

Instrument	Button in Macro	Instructions (slides)
Childhood Chatter Survey - Pre Responses	Process Childhood Chatter Pre File	35-42
Childhood Chatter Survey - Post Responses	Process Childhood Chatter Post File	
PEAK Pre-K Counts Parent Satisfaction Survey	Process Parent Satisfaction File	43-46
Lil's Sports Preschool Progress Report	Process Lil's Sports File	47-50
CLASS Observation Summary Sheet	Process Class Observation File	51-54

3. Instructions how to use the Macro for each Instrument are illustrated here.
4. Table in slide X summarizes all resulting outputs per Instrument.

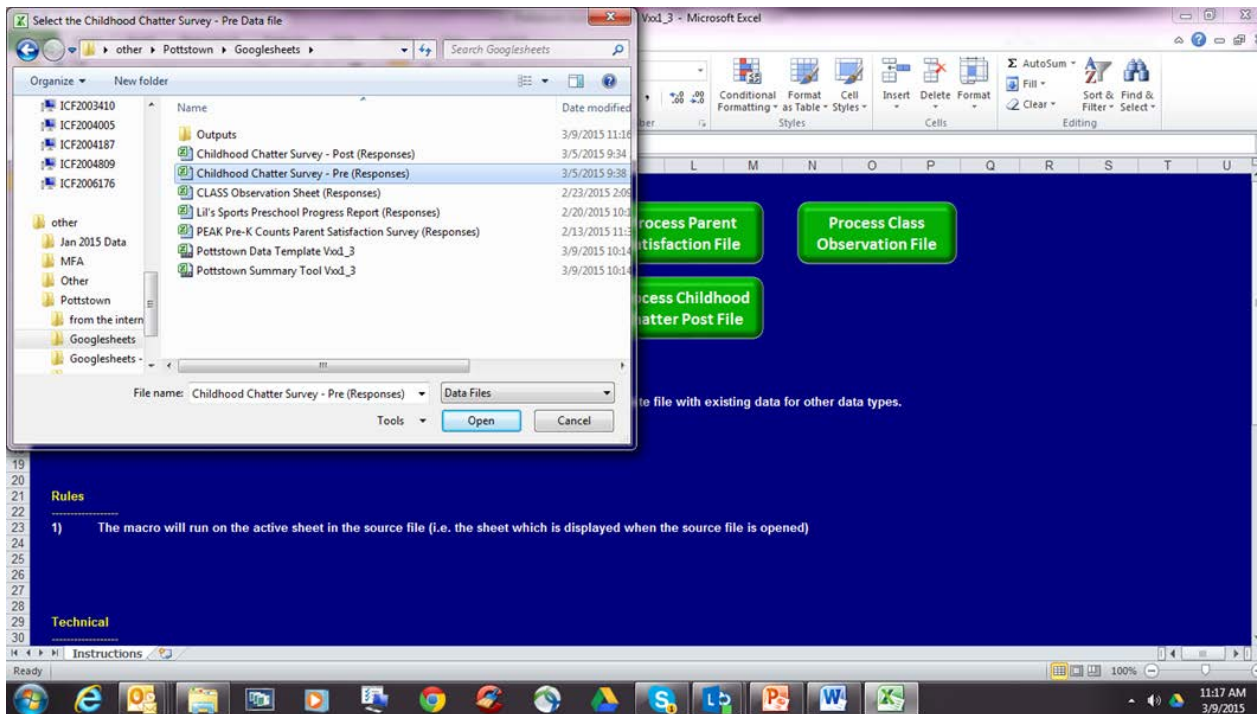
Childhood Chatter Pre-Post Surveys

Macro will result to

- Individual Item Analysis of Pre – Post responses
- Visual Display of Pre-Post responses

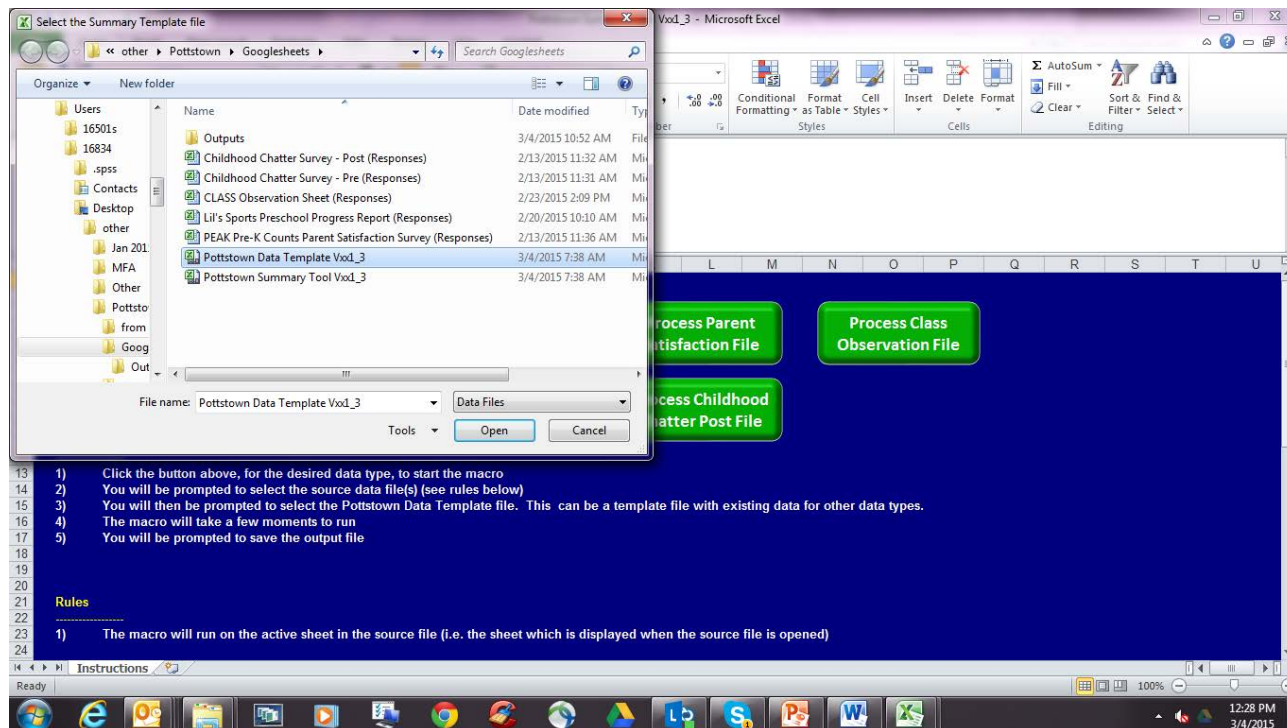
Childhood Chatter Pre-Post Surveys

- A. Click the **Process Childhood Chatter Pre File** button.
- B. You will be prompted to select the source data file (this will be the Google Form survey data exported to Excel - see slide 28). For illustrative purposes, select the “Childhood Chatter Survey - Pre (Responses)” excel file containing a few fake responses provided in the enclosed zipped folder. **Reminder:** In order to be able to select any file you will have to extract (unzip) and save all files in a new folder.



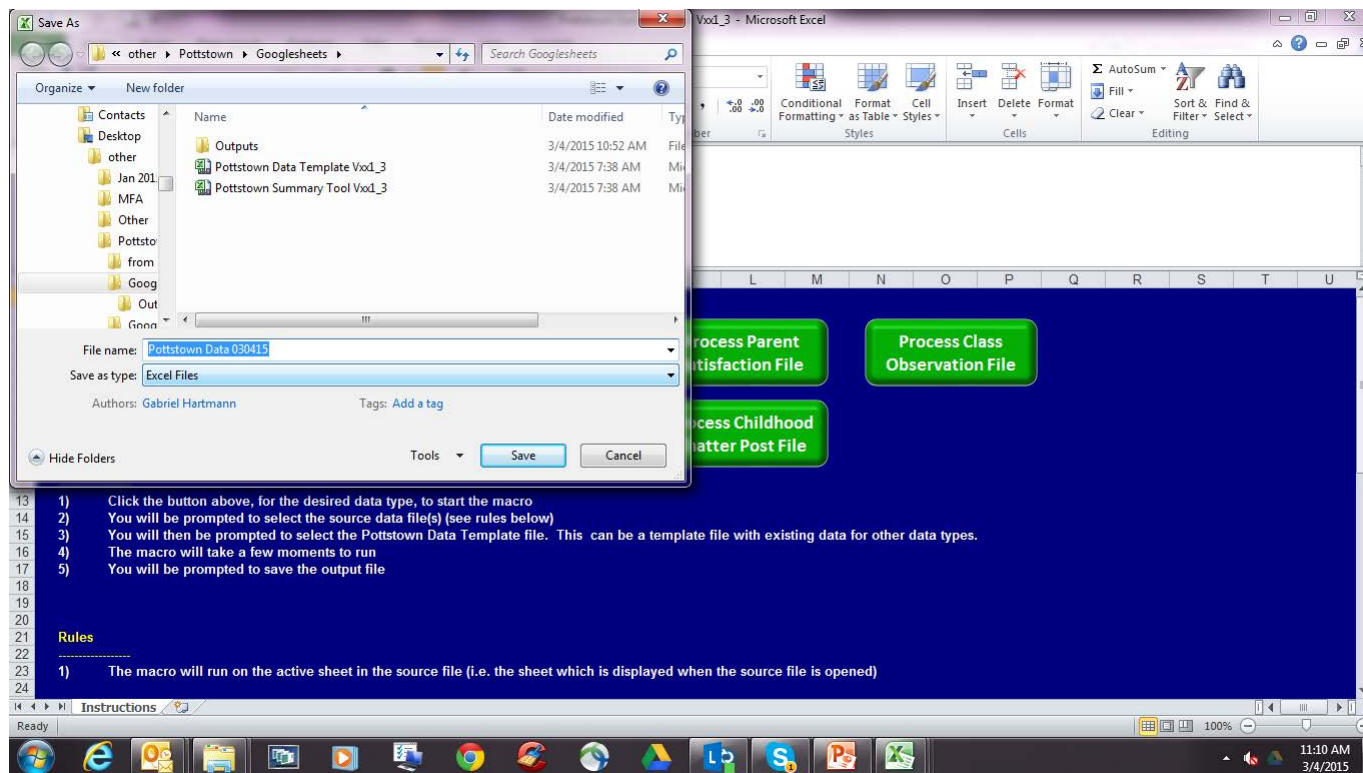
Childhood Chatter Pre-Post Surveys

- C. The macro will prompt you a 2nd time, this time to select the *Pottstown Data Template Vxx1_3* file (as the screen shot shows below). Click Open.
- D. The macro will take a few moments to run.



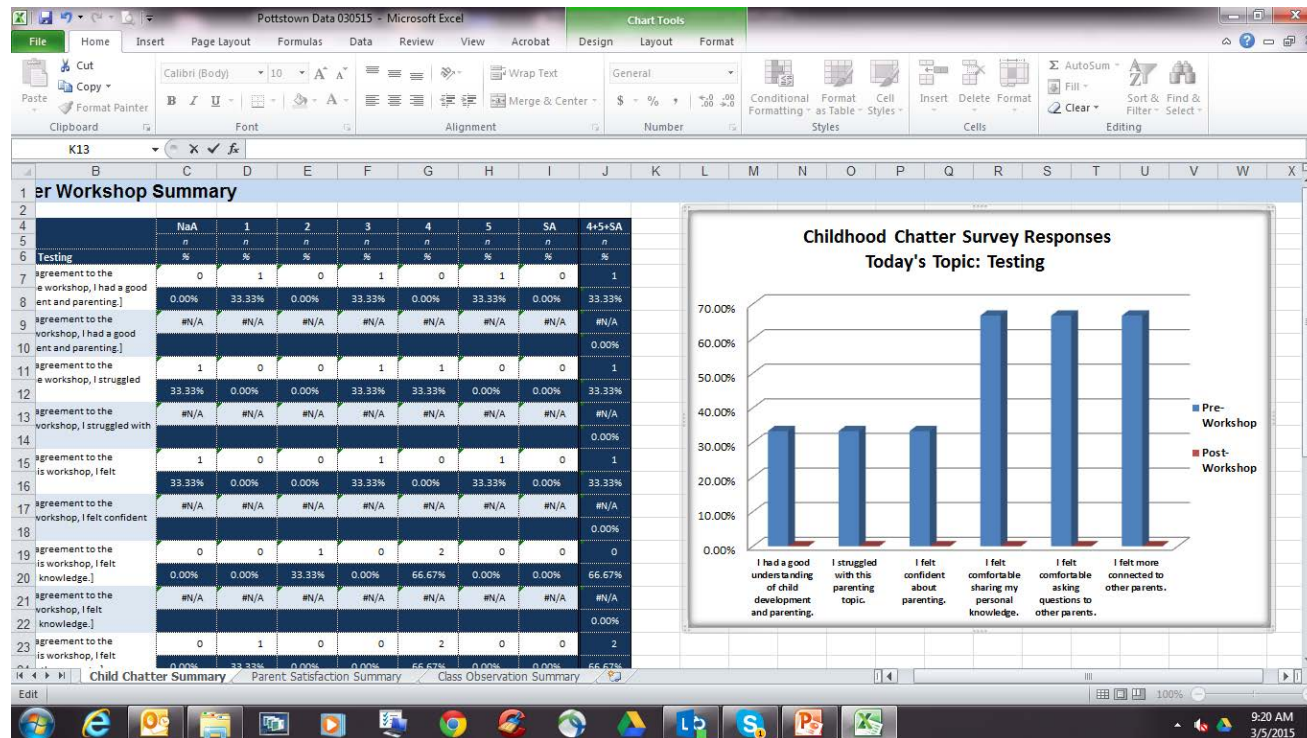
Childhood Chatter Pre-Post Surveys

- E. You will be prompted to save the output file.
Note that the macro by default will generate the File Name “Pottstown Data” with the Date the file was processed.
- F. A pop-up window will appear that ‘Process Complete’. Click Ok.



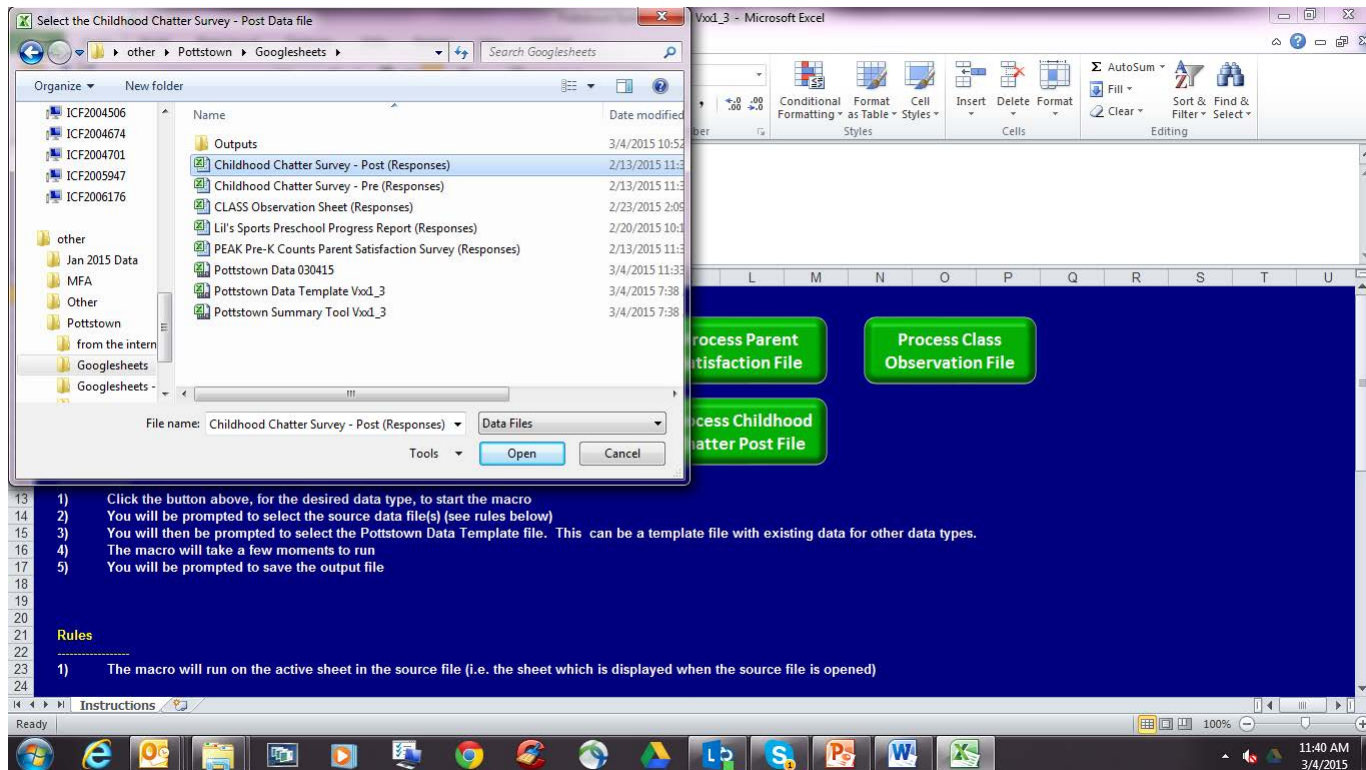
Childhood Chatter Pre-Post Surveys

- G.** The Output file will open displaying summary results for each Pre survey item with a Graph displaying just the Pre survey responses.
Note that the macro will produce summary results and a graph for each assessed Workshop.
- H.** Close the file.



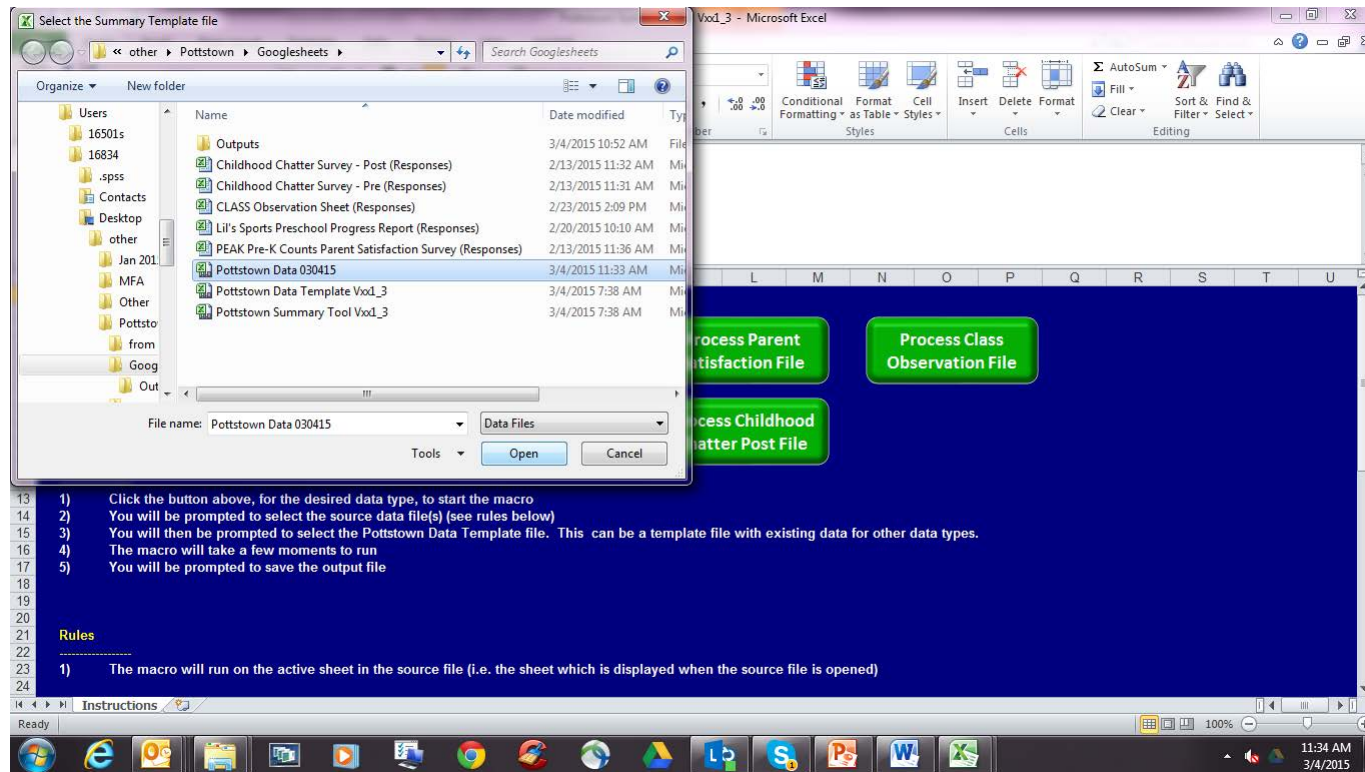
Childhood Chatter Pre-Post Surveys

- I. Repeat steps with the Childhood Chatter Survey – Post
 - Open the Excel macro file: *Pottstown Summary Tool Vxx1_3*.
 - Click the **Process Childhood Chatter Post File** button.
 - Select the “Childhood Chatter Survey - Post (Responses)” file.



Childhood Chatter Pre-Post Surveys

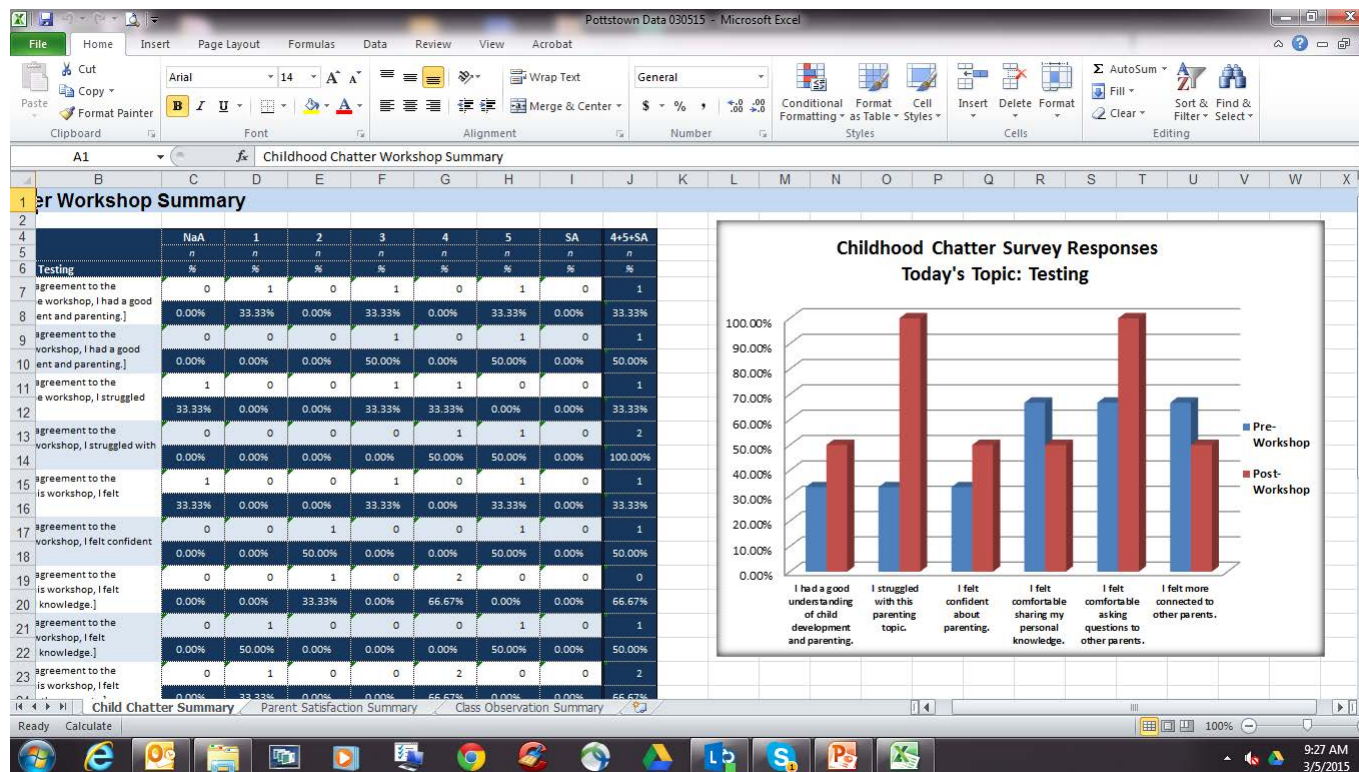
- Select the saved pre data file from step E (slide 35) when prompted for the data template (**Do not select** *Pottstown Data Template Vxx1_3*)



- You can then save the output to the same or a different file.

Childhood Chatter Pre-Post Surveys

- The new Output file will have summary results for all Pre - Post survey items with a Graph displaying both the Pre-Post survey responses.
Note that the macro will produce summary results and a graph for each assessed Workshop.



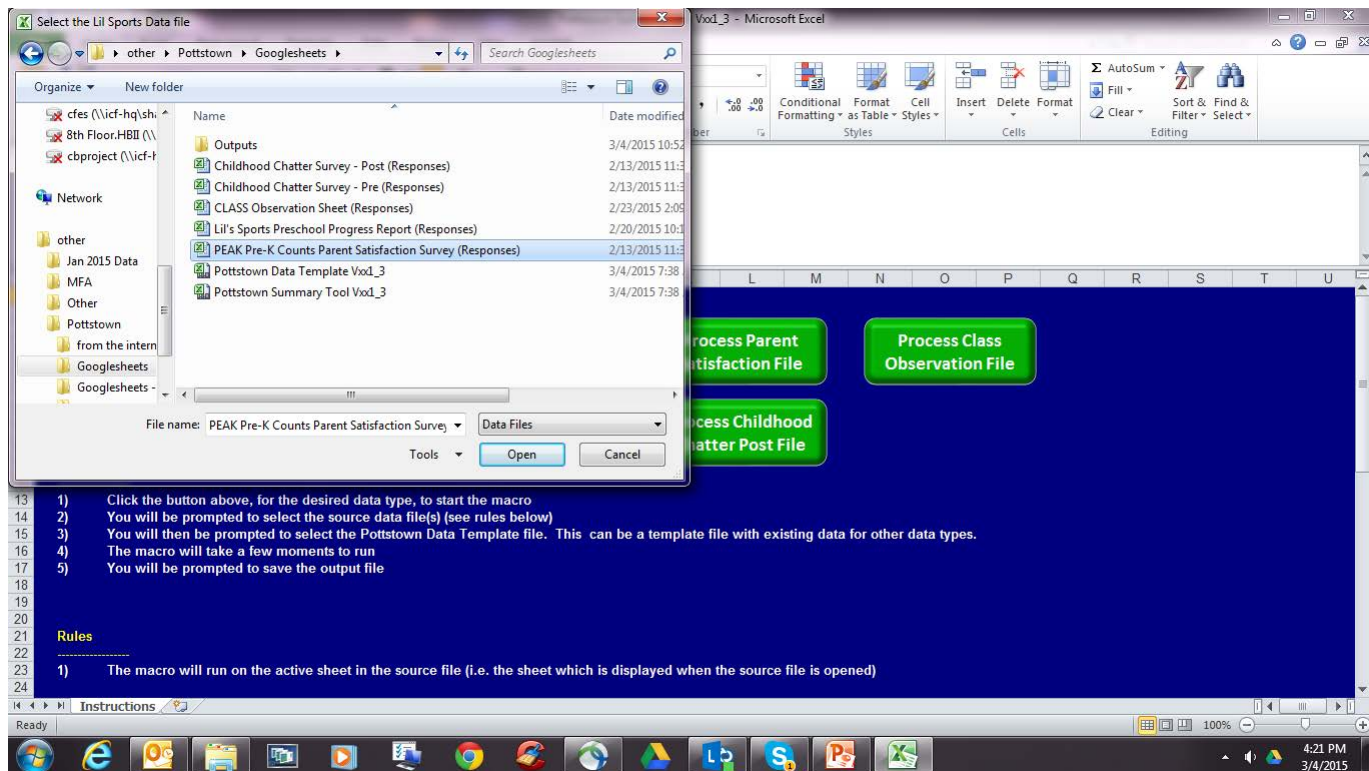
PEAK Pre-K Counts Parent Satisfaction Survey

Macro will result to

- Individual Item Analysis of responses
- Visual Display of responses

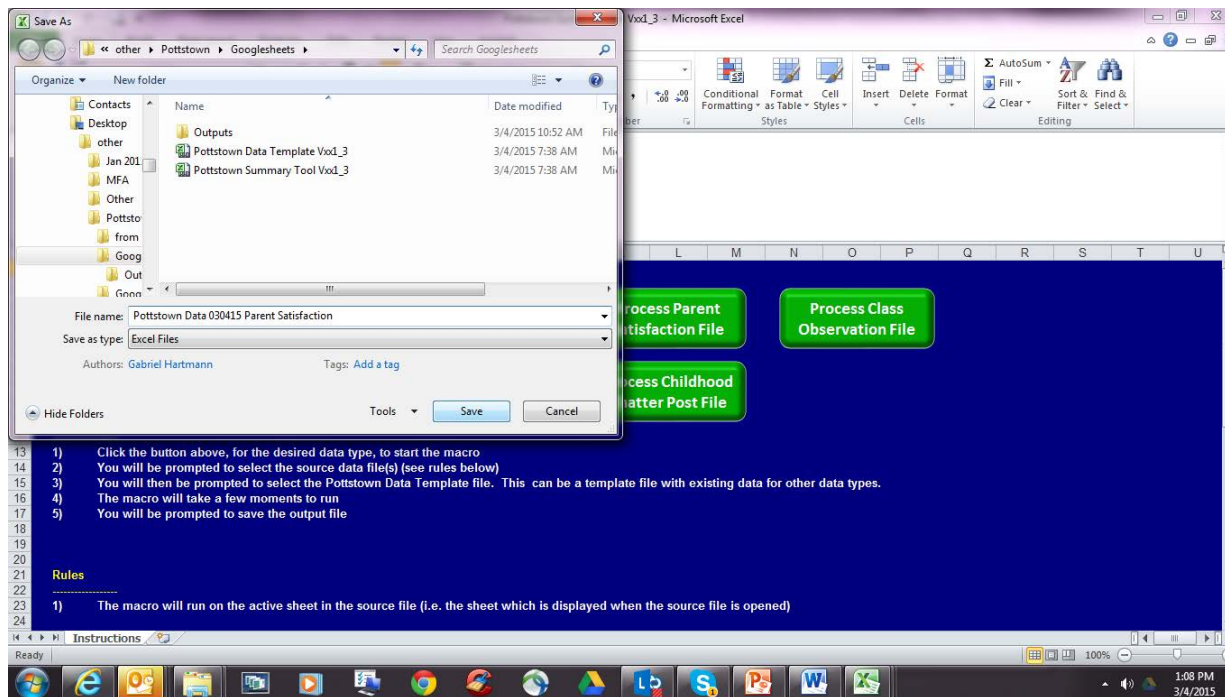
PEAK Parent Satisfaction Survey

- Open the Excel macro file: *Pottstown Summary Tool Vxx1_3*.
 - A. Click the **Process Parent Satisfaction File** button.
 - B. Select the “PEAK Pre-K Counts Parent Satisfaction Survey (Responses)” file.



PEAK Parent Satisfaction Survey

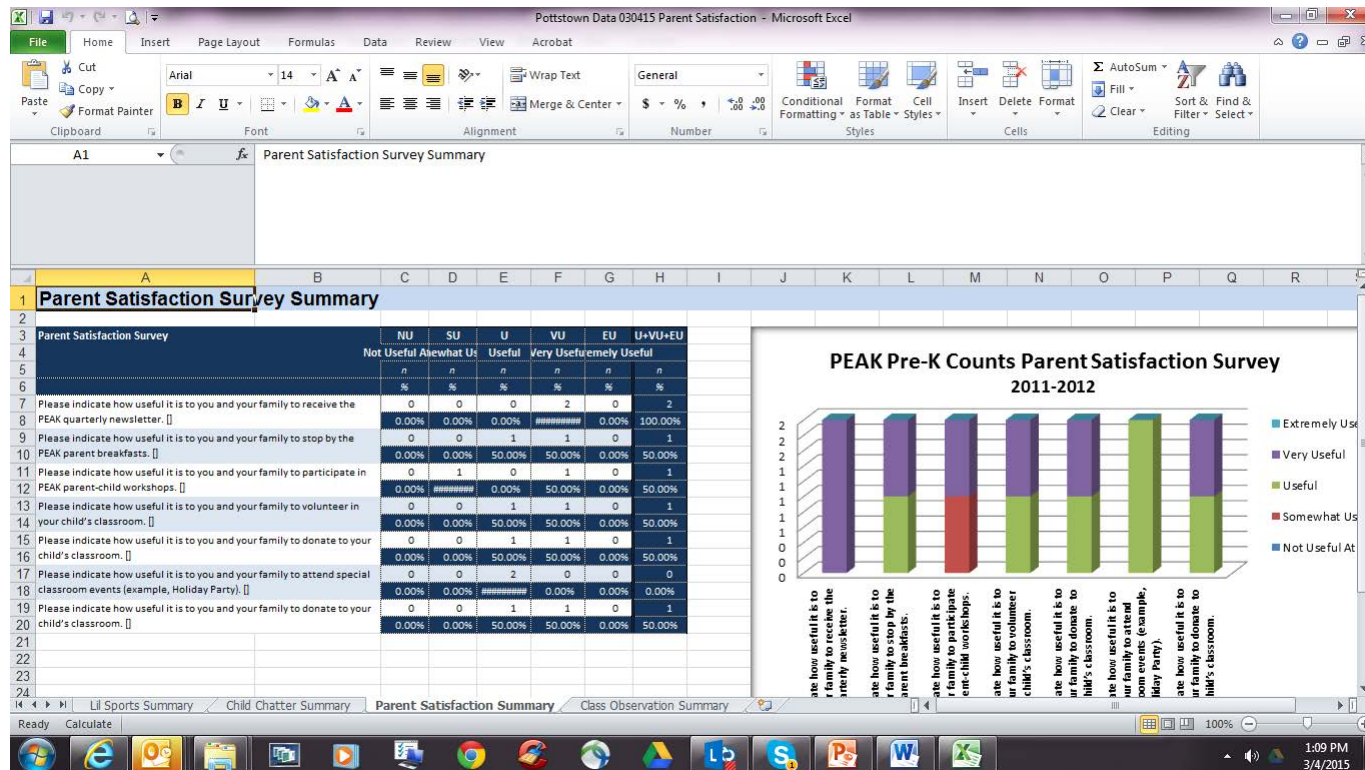
- C. The macro will prompt you a 2nd time, this time to select the *Pottstown Data Template Vxx1_3* file.
- D. You will be prompted to save the output file. Save the file with a different name than the default file name (for instance, Pottstown Data DATE Parent Satisfaction).



Note: A pop-up window will appear that 'Process Complete'. Click Ok

PEAK Parent Satisfaction Survey

E. The Output file will open displaying summary results for each survey item of the Usefulness Likert question with a Graph. The macro will also process 3 feedback questions about participation in activities.



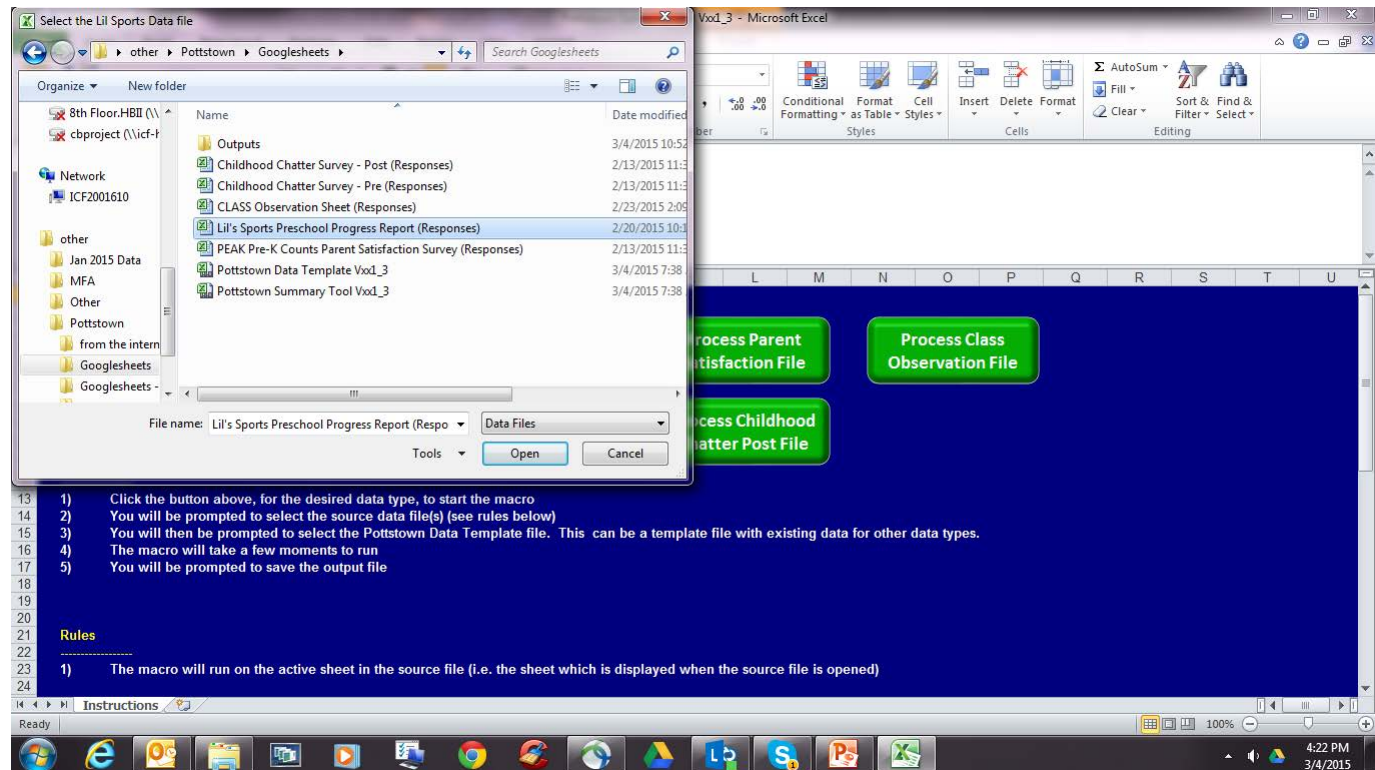
Lil's Sports Progress Report

Macro will result to

- Analysis of Pre-Post records
- Visual Display of Pre-Post records

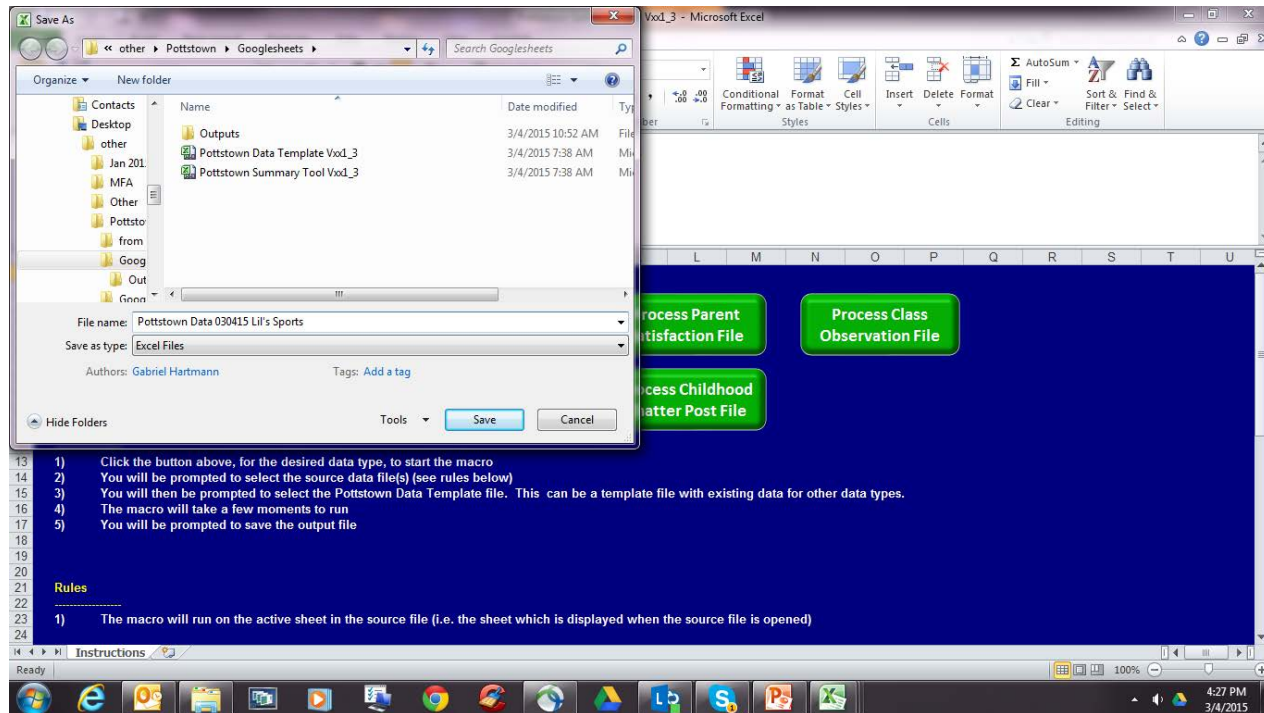
Lil's Sports Progress Report

- Open the Excel macro file: *Pottstown Summary Tool Vxx1_3*.
 - A. Click the **Process Lil's Sports File** button.
 - B. Select the "Lil's Sports Preschool Progress Report Responses)" file.



Lil's Sports Progress Report

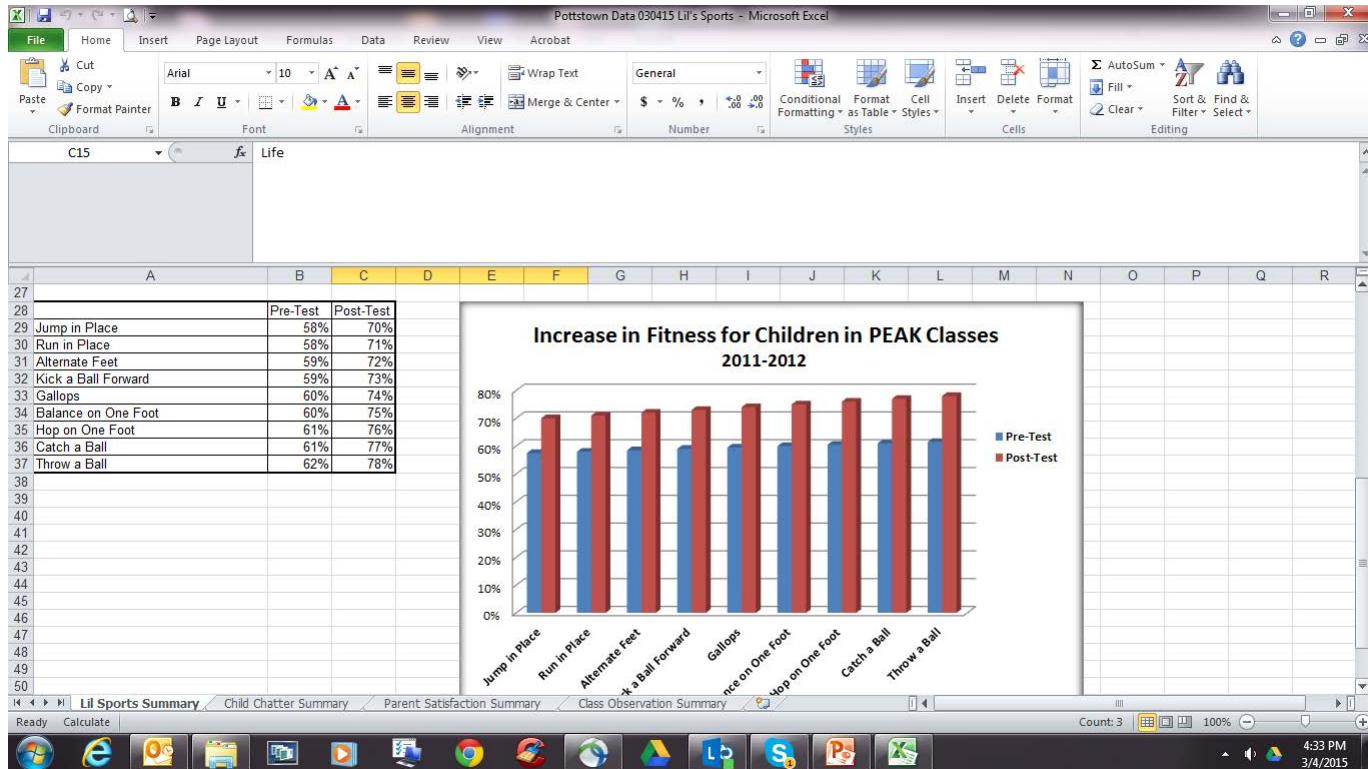
- C. The macro will prompt you a 2nd time, this time to select the *Pottstown Data Template Vxx1_3* file.
- D. You will be prompted to save the output file. Save the file with a different name than the default file name (for instance, Pottstown Data DATE Lil's Sports).



Note: A pop-up window will appear that 'Process Complete'. Click Ok

Lil's Sports Progress Report

E. The Output file will open displaying average percentages across assessed classrooms on Motor Skill Activities with a Graph.



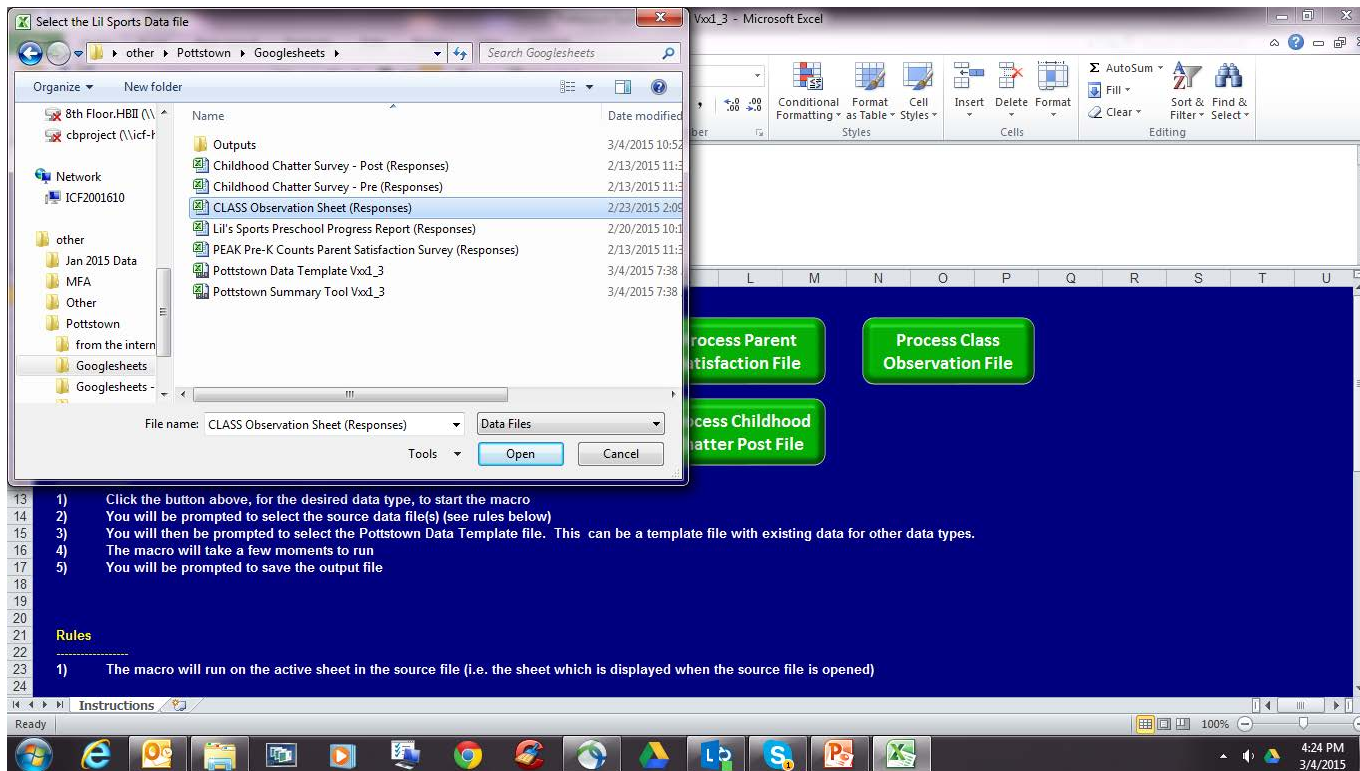
CLASS Observation Summary Sheet

Macro will result to

- Averages of observation scores across classrooms
- Calculation of the 3 CLASS domain scores (emotional support, Instructional Support, Classroom Organization)

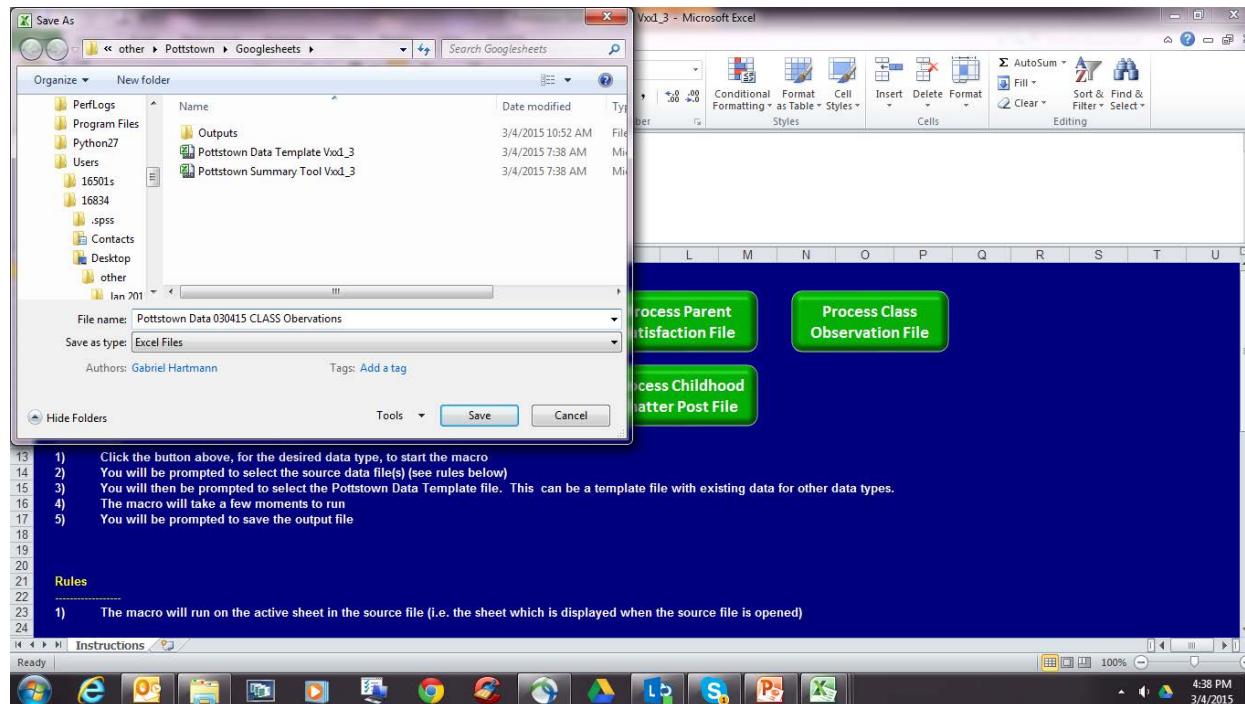
CLASS Observation Summary Sheet

- Open the Excel macro file: *Pottstown Summary Tool Vxx1_3*.
- A. Click the **Process Class Observation File** button.
- B. Select the “CLASS Observation Sheet (Responses)” file.



CLASS Observation Summary Sheet

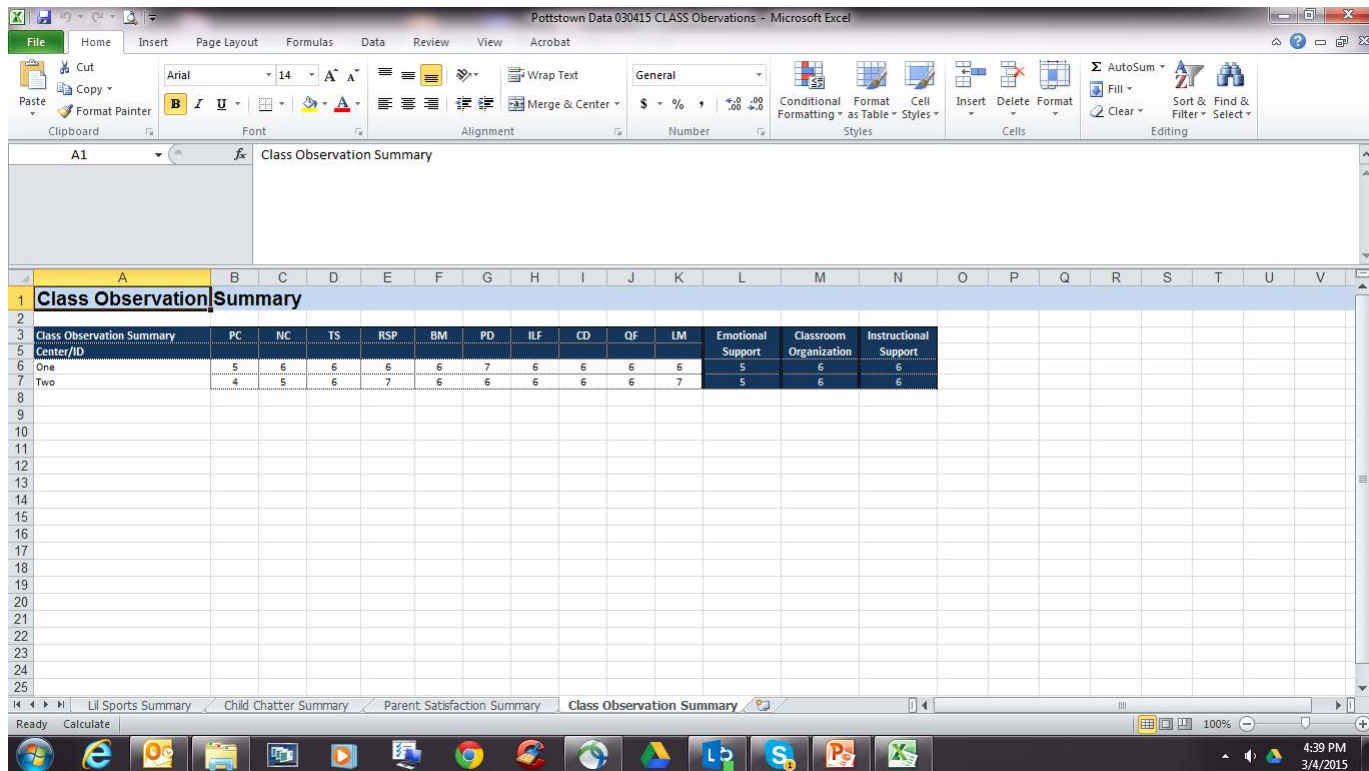
- C. The macro will prompt you a 2nd time, this time to select the *Pottstown Data Template Vxx1_3* file.
- D. You will be prompted to save the output file. Save the file with a different name than the default file name (for instance, Pottstown Data DATE CLASS Observations).



Note: A pop-up window will appear that 'Process Complete'. Click Ok

CLASS Observation Summary Sheet

E. The Output file will open displaying average scores on 10 CLASS dimensions observed in each classroom and the estimated 3 CLASS domain scores (emotional support, Instructional Support, Classroom Organization) .



Class Observation Summary Center/ID	PC	NC	TS	RSP	BM	PD	ILF	CD	QF	LM	Emotional Support	Classroom Organization	Instructional Support
One	5	6	6	6	6	7	6	6	6	6	5	6	6
Two	4	5	6	7	6	6	6	6	6	7	5	6	6

Excel Macro Outputs

Instrument (Google Form)	Survey Item Analysis (for each item)	Graphs
Childhood Chatter Survey - Pre Childhood Chatter Survey - Post	<ul style="list-style-type: none"> Individual Counts for each response category Percentages within each response category / total percentage of the positive categories 4, 5, Strongly Agree. 	Of Pre-Post responses
PEAK Pre-K Counts Parent Satisfaction Survey	<ul style="list-style-type: none"> Individual Counts for each response category Percentages within each response category / total percentage of the positive categories "useful," "very useful," and "extremely useful". 	Of Usefulness Likert responses
Lil's Sports Preschool Progress Report	<ul style="list-style-type: none"> Average percentage across X classrooms on Motor Skill Activities 	Of Pre-Post activities
CLASS Observation Summary Sheet	<ul style="list-style-type: none"> Average scores across X classrooms on all observed classroom dimensions / calculations of the 3 domain scores (emotional support, Instructional Support, Classroom Organization) 	n/a

Questions

Katerina Passa

Aikaterini.Passa@icfi.com

Gabriel Hartmann

gabriel.hartmann@forwardsquare.com