

Instructions



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

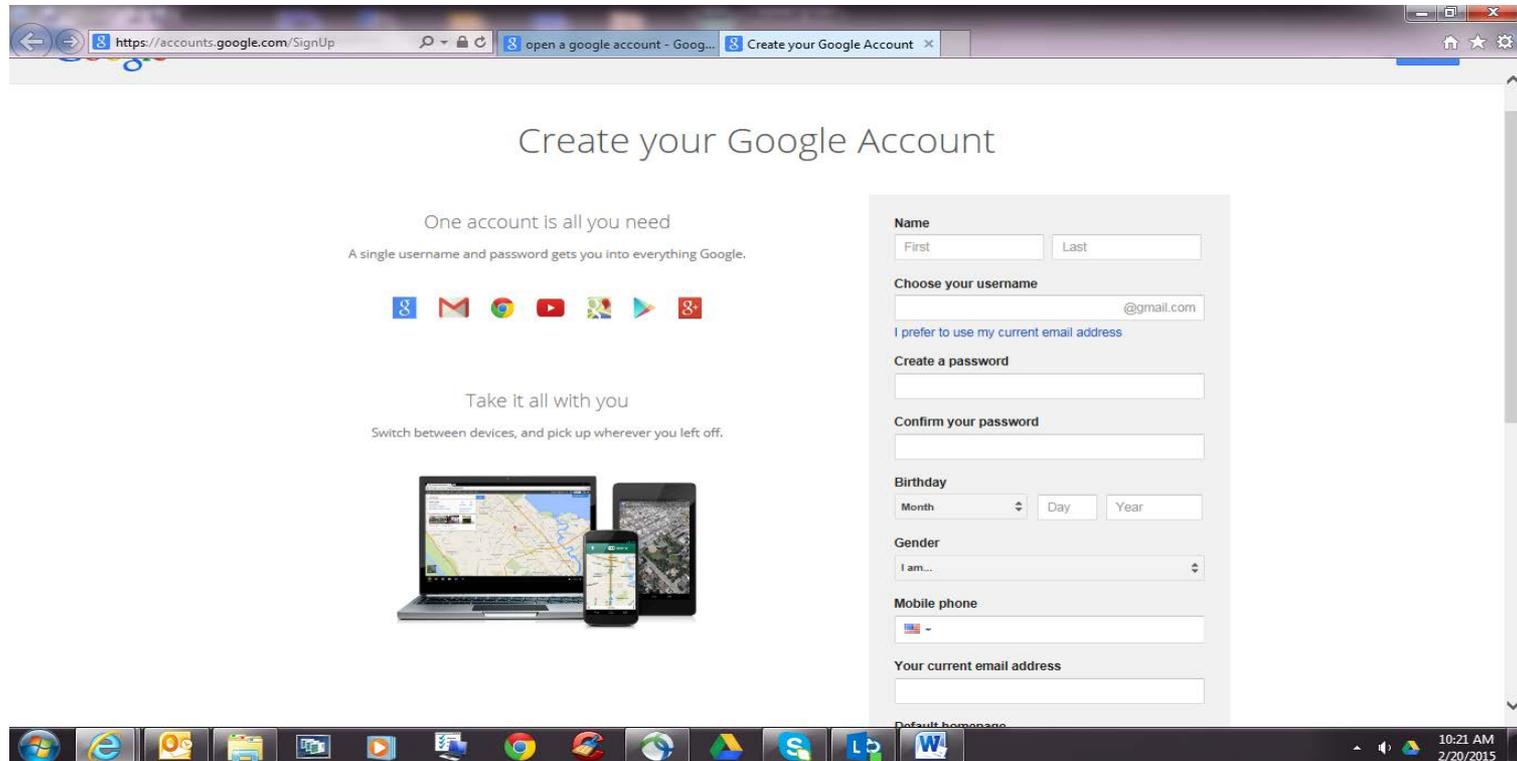
STEP A

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



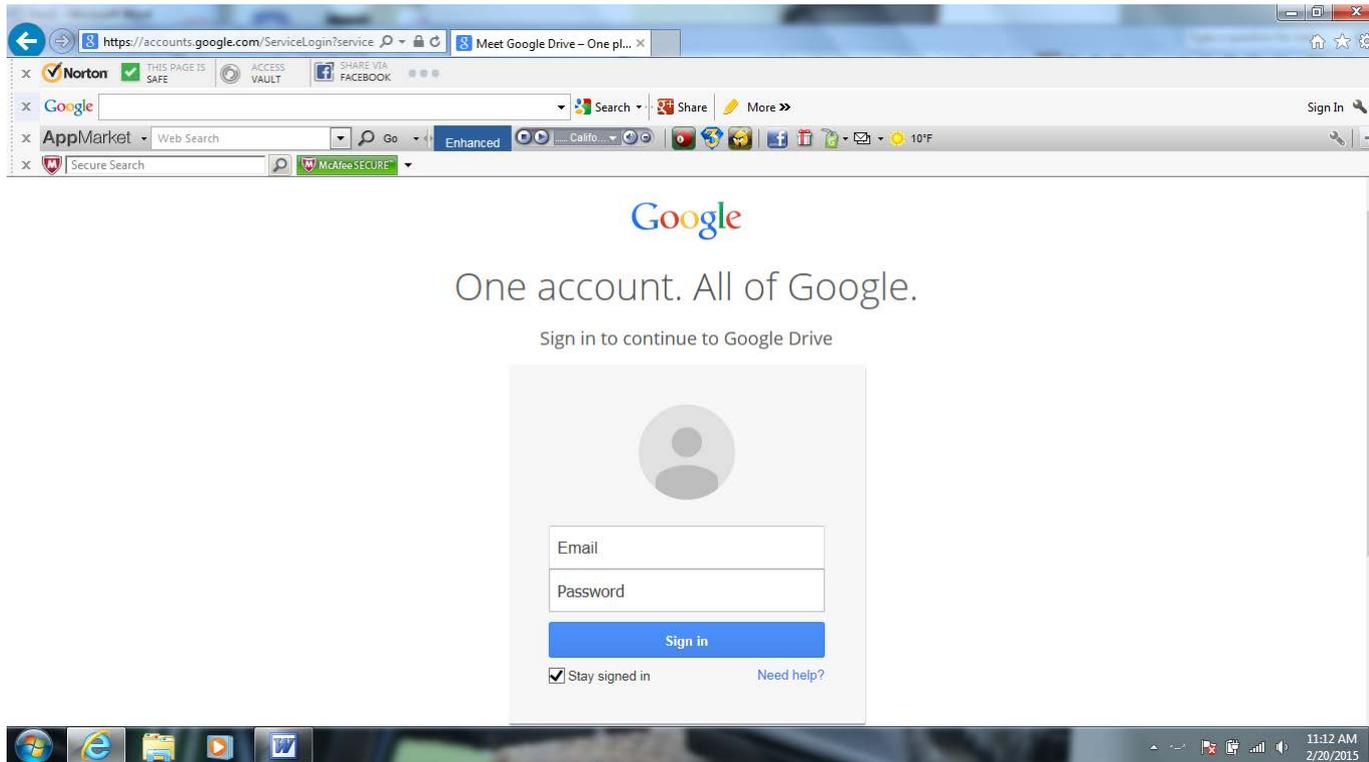
STEP B

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



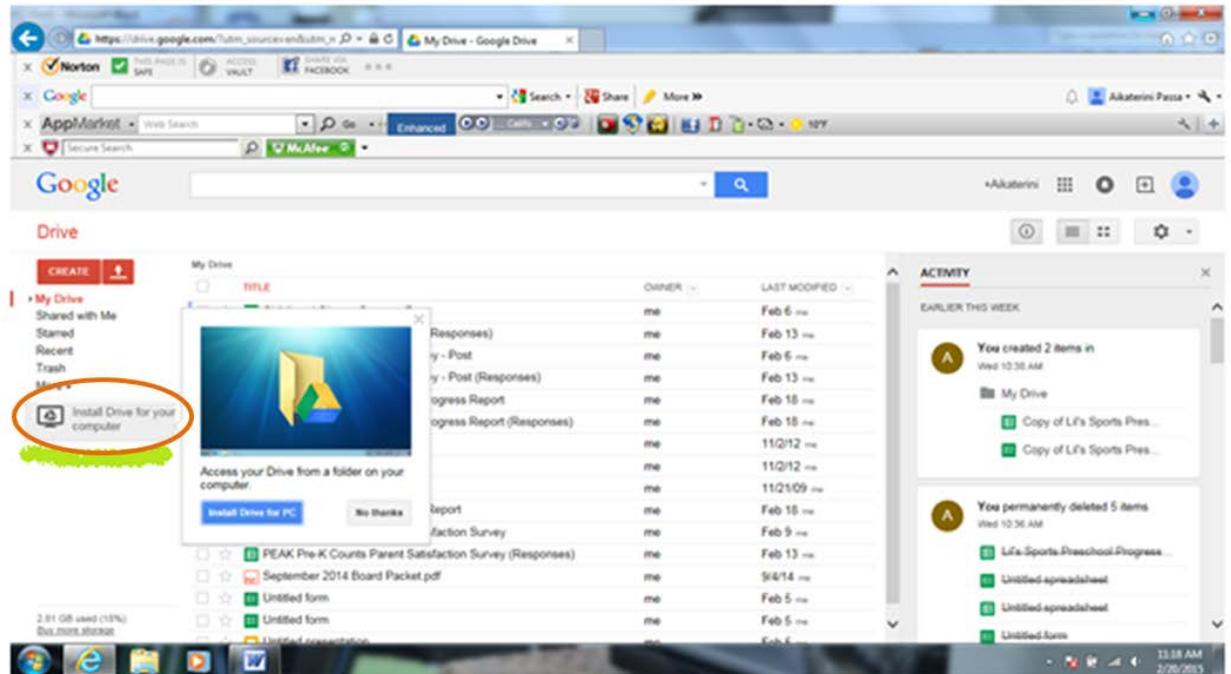
STEP C

Downloading Google on your PC

STEP C

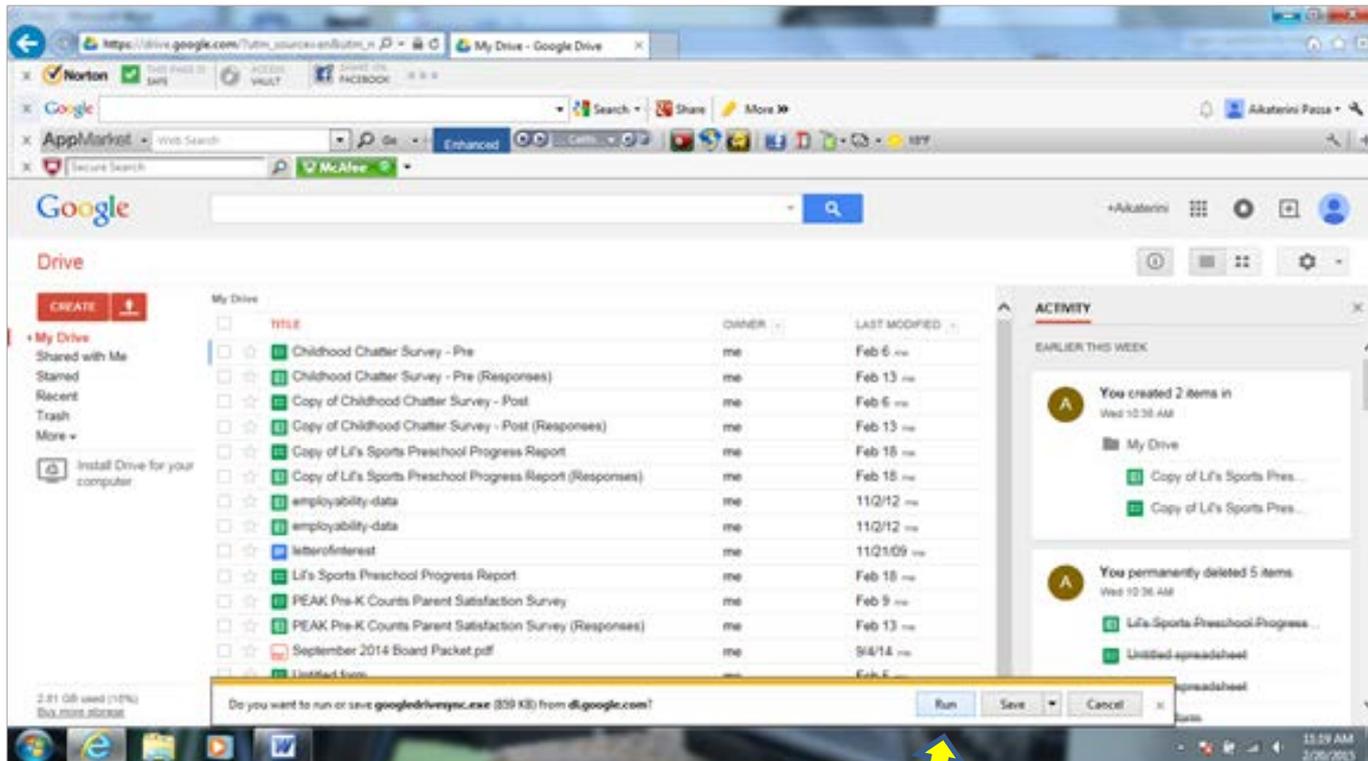
Step C: Download Google Drive on your PC to keep files on your desktop synced with your files stored on the web.

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**



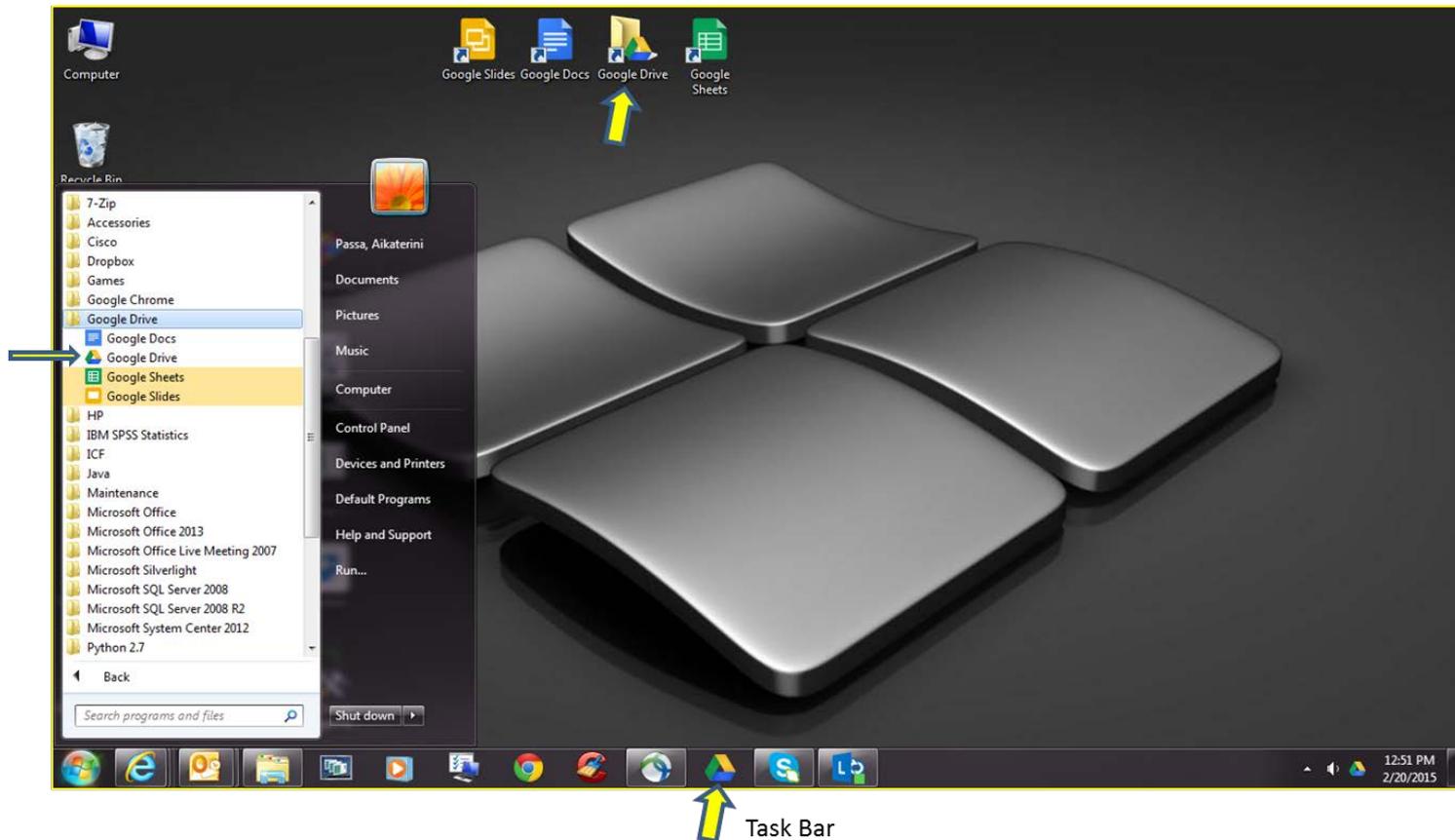
STEP C

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



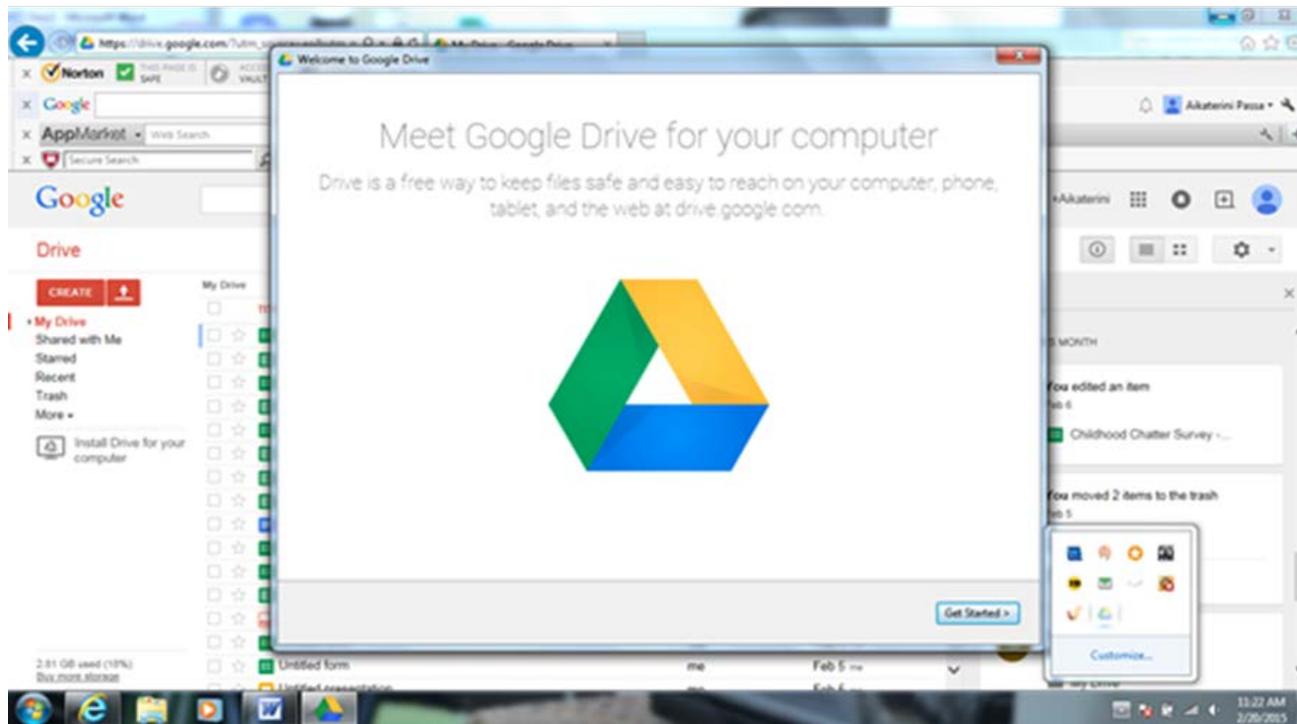
STEP C

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.

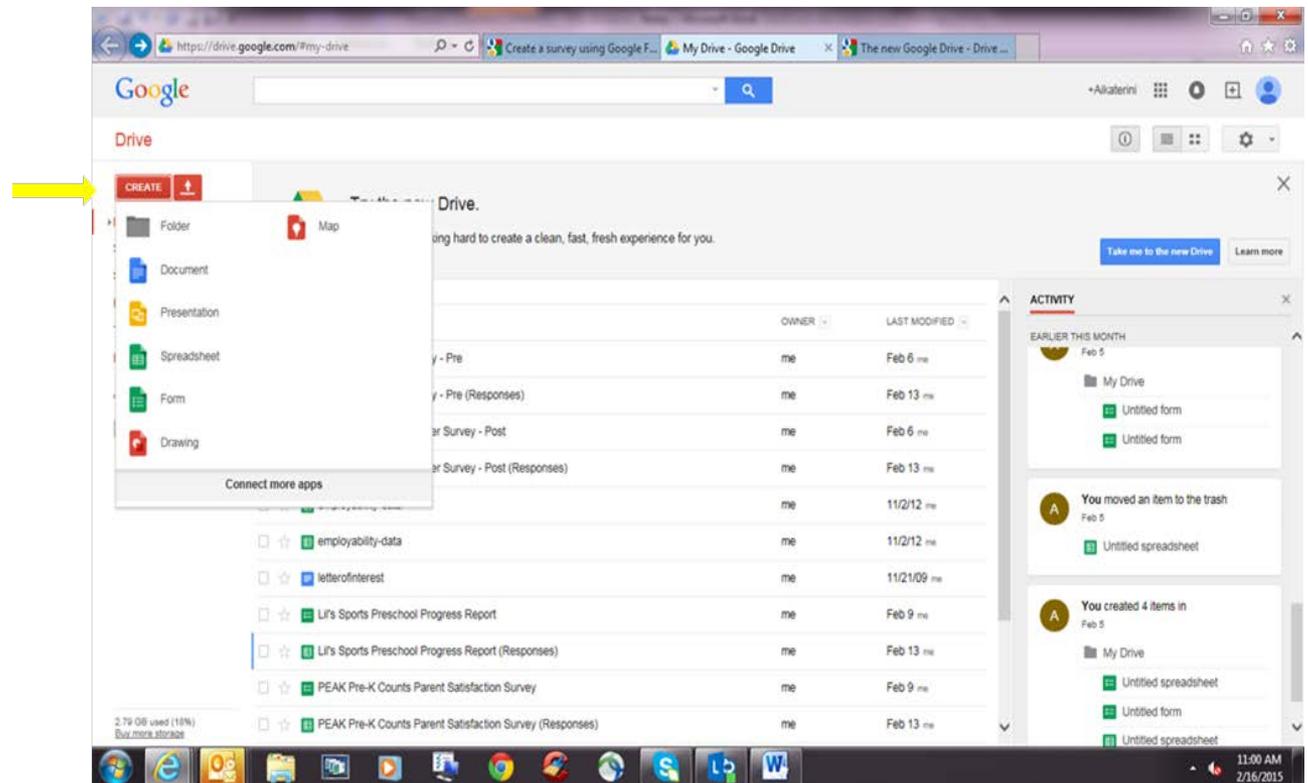
Step D

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



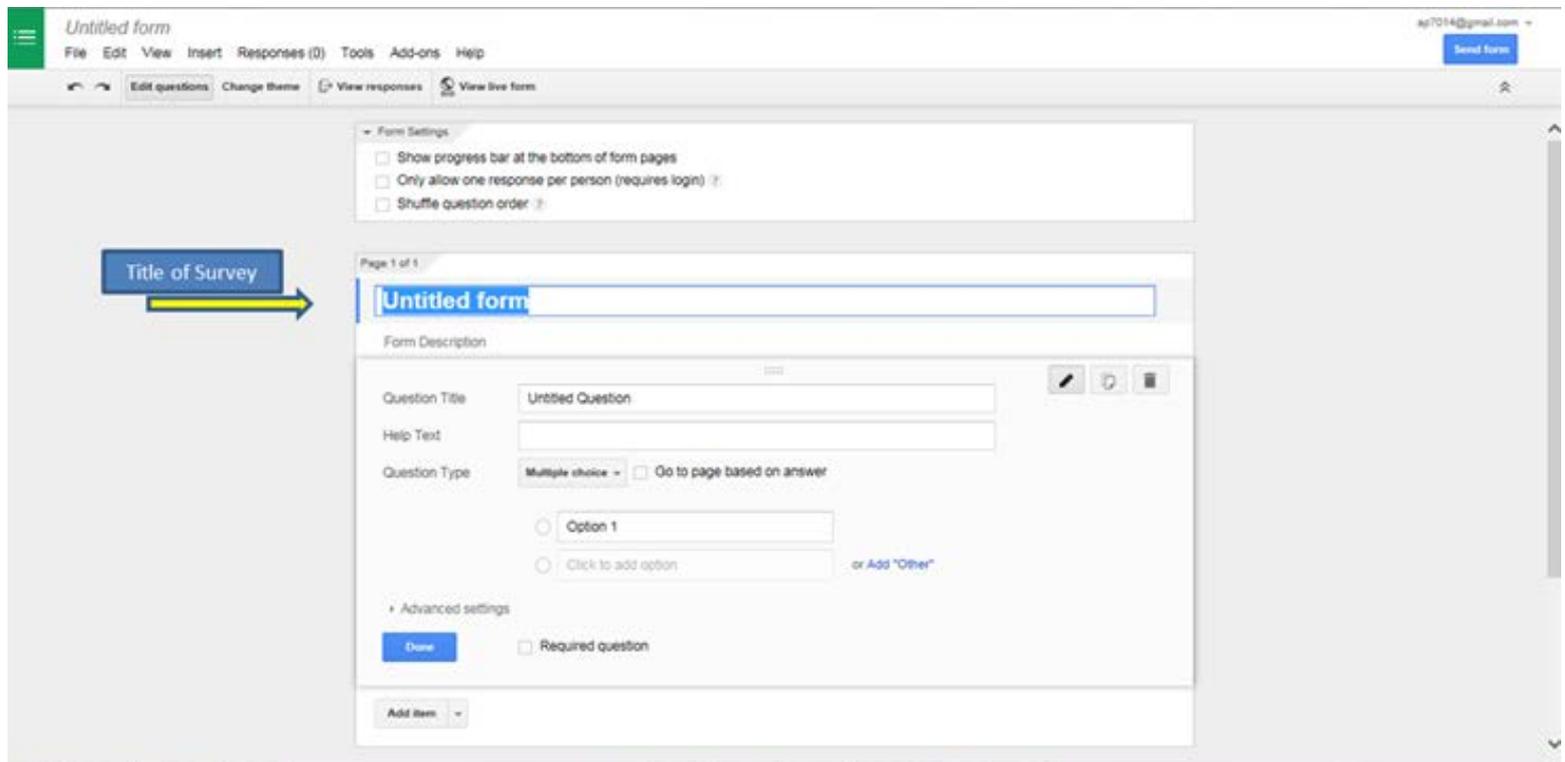
Step D

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

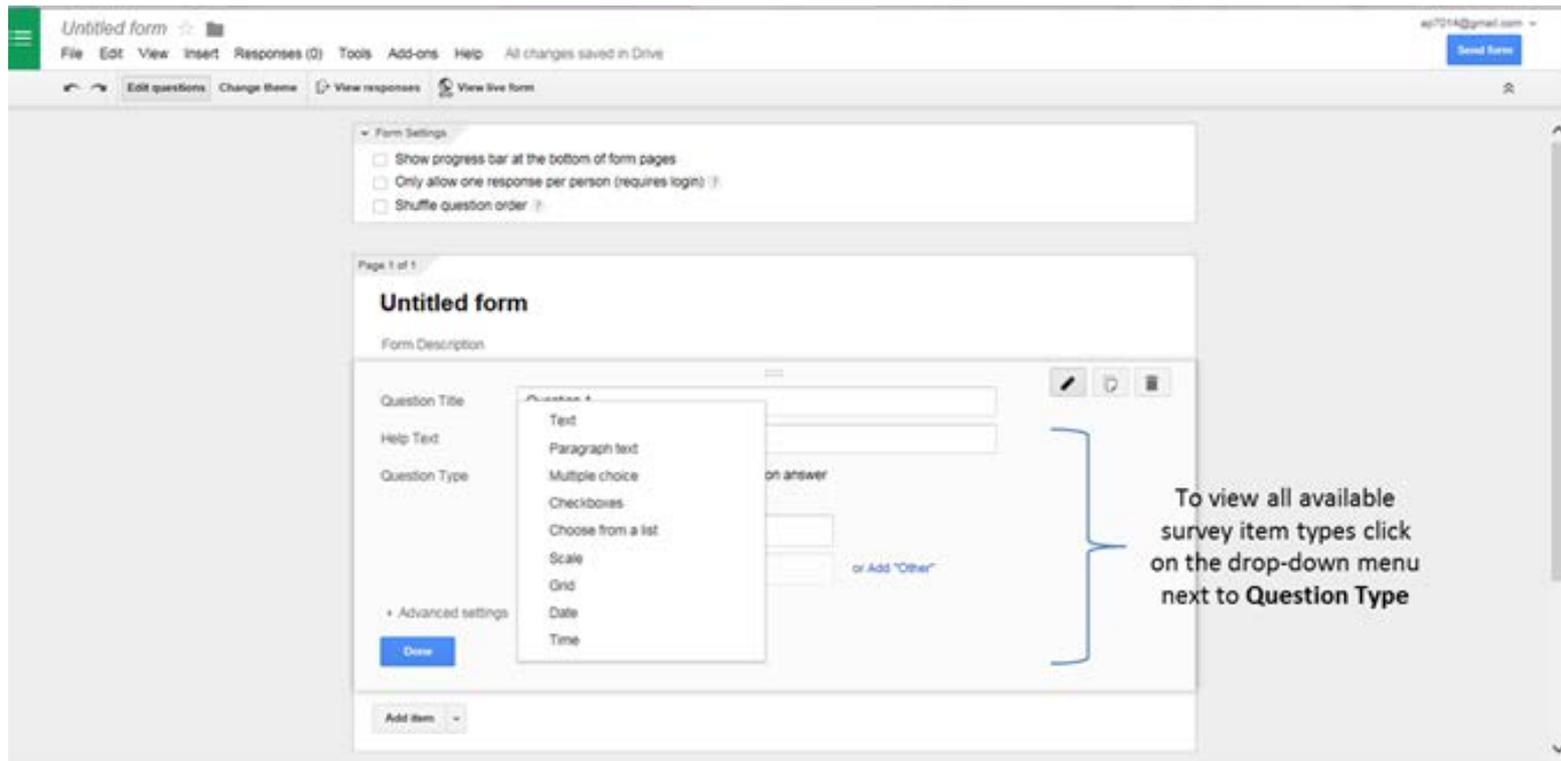
- Select the 'Form' option. The form will appear in a new tab on the browser.
- Type the title of your survey in the text field 'Untitled form'.



The screenshot displays the Google Forms editor interface. At the top, the title 'Untitled form' is visible in the header. Below the header, there are navigation buttons: 'Edit questions', 'Change theme', 'View responses', and 'View live form'. The main content area is divided into sections. The 'Form Settings' section includes options for 'Show progress bar at the bottom of form pages', 'Only allow one response per person (requires login)', and 'Shuffle question order'. Below this is the 'Page 1 of 1' section, which contains a text field for the form title, currently set to 'Untitled form'. A blue box highlights this text field, and a yellow arrow points to it from a label 'Title of Survey' on the left. Below the title field is the 'Form Description' section, followed by the 'Question Title' field (set to 'Untitled Question'), 'Help Text' field, and 'Question Type' dropdown (set to 'Multiple choice'). There are also options for 'Go to page based on answer', 'Option 1', and 'Click to add option'. At the bottom, there is an 'Advanced settings' section with a 'Done' button and a 'Required question' checkbox. An 'Add item' button is located at the very bottom of the editor.

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).



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

Send form

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. x

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

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

Row 4 label: Row 4 x

Row 5 label: Click to add row

Column 1 label: Not at All x

Column 2 label: 1 x

Column 3 label: 2 x

Column 4 label: 3 x

Column 5 label: Strongly Agree x

Column 6 label: Click to add column

Advanced settings

Require one response per row

Done

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 ☆ 📄 ap7014@gmail.com

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

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"/>				
After the workshop, I struggled with this parenting topic.	<input type="radio"/>				
After the workshop, I felt confident about parenting.	<input type="radio"/>				
Row 4	<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

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

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

Question Type: Multiple-Choice

The screenshot shows the Google Forms editor interface for a survey titled "PEAK Pre-K Counts Parent Satisfaction Survey". The question being edited is: "Please indicate the time of day that works best for you and your family for a w...". The question type is set to "Multiple choice". The response options are: "Morning (at drop-off)", "Lunch-time", "Afternoon (right before pick-up)", "Afternoon (right after pick-up)", "Evening", and "Click to add option" (with a link to "Add 'Other'").

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

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

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

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

Question Type: Multiple-Choice

The screenshot shows a Google Forms editor interface for a survey titled "PEAK Pre-K Counts Parent Satisfaction Survey". The main content area contains a question: "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):". Below this question are several checkboxes with labels: "Kindergarten readiness", "Discipline & parenting", "Healthy eating & fitness", "Budgeting tips", "Community resources", "Curriculum-based (math, science, literacy, etc.)", "Social/emotional", and "Other:" followed by a text input field. Below the checkboxes is another question: "Please indicate the time of day that works best for you and your family for a workshop:", with radio button options for "Morning (at drop-off)", "Lunch-time", "Afternoon (right before pick-up)", "Afternoon (right after pick-up)", and "Evening". At the bottom of the main area is a text input field with the prompt: "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." and an "Add item" button. The right-hand sidebar contains a "Note" and a set of editing icons (edit, duplicate, delete). The note reads: "Note: To edit an existing item, drag the cursor on the question and click on the Edit Icon." Below the icons, it says: "Other features are to Duplicate the item (paste) or Delete." A bracket points from the "Add item" button to the text: "Click **Add Item** to create a new question".

PEAK Pre-K Counts Parent Satisfaction Survey

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

ap7014@gmail.com

Send form

Edit questions Change theme View responses View live form

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):

- 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

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.

Add item

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

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

Other features are to Duplicate the item (paste) or Delete.

Question Type: Checkbox

The screenshot shows a survey editor interface for a "PEAK Pre-K Counts Parent Satisfaction Survey". The question title is "PEAK uses your input to plan future workshops and activities -- please let us!". The question type is set to "Checkboxes". The options listed are: Kindergarten readiness, Discipline & parenting, Healthy eating & fitness, Budgeting tips, Community resources, Curriculum-based (math, science, literacy, et), Social/emotional, Click to add option, and Other: Their answer. A blue bracket on the right side of the options list points to the text: "Add all options and then click Done. You should include all categorical response options on which you hope to get information." The interface also includes a "Done" button and a "Required question" checkbox.

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.

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

The screenshot displays a web-based form editor for a "CLASS Observation Sheet". The interface includes a top navigation bar with "File", "Edit", "View", "Insert", "Responses (2)", "Tools", "Add-ons", and "Help". Below this is a secondary bar with "Edit questions", "Change theme", "View responses", and "View live form". The main content area shows a "Form Description" section with the title "CLASS Observation Summary Sheet".

Annotations on the left side of the form describe the "Text Item" type:

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

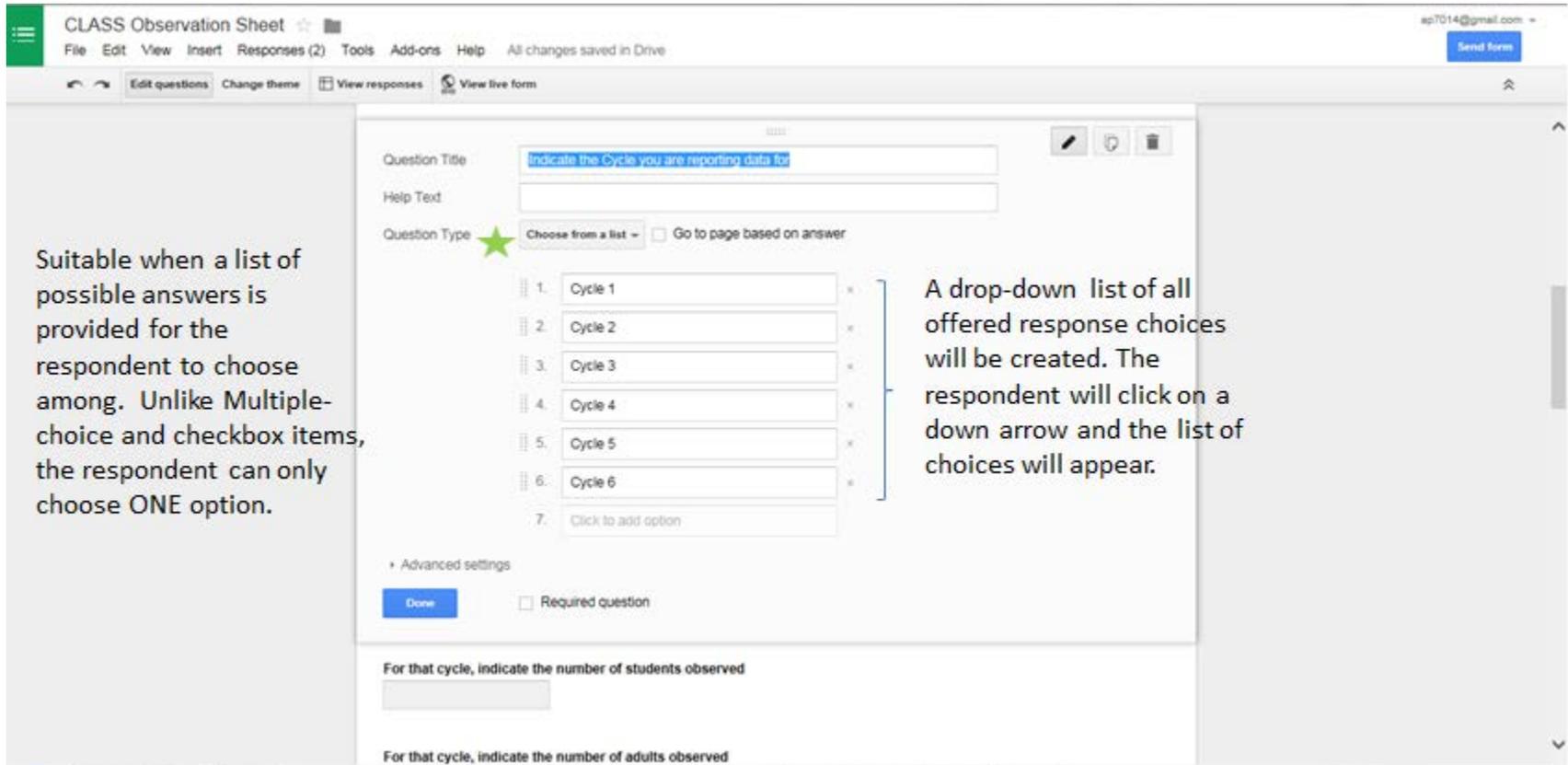
Annotations on the right side describe the "Date and Time" item types:

- One can also create Date and Time items

The form fields visible are:

- Teacher: A text input field with edit, lock, and delete icons.
- Center/ID: A text input field.
- Observer: A text input field.
- Date: A date picker with dropdowns for Month, Day, and Year (2015), and a calendar icon.
- Start Time: A time picker with dropdowns for Hr, Min, and AM/PM.
- End Time: A time picker with dropdowns for Hr, Min, and AM/PM.

Drop-Down List: Other Survey Item Types



The screenshot shows the Google Forms editor interface for a form titled "CLASS Observation Sheet". The question being edited is "Indicate the Cycle you are reporting data for". The question type is set to "Choose from a list". The list of options includes "Cycle 1" through "Cycle 6" and a "Click to add option" button. The "Go to page based on answer" checkbox is unchecked. Below the question, there are two text input fields: "For that cycle, indicate the number of students observed" and "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 survey creation tool. At the top, the title is "PEAK Pre-K Counts Parent Satisfaction Survey" with a star icon and a menu icon. Below the title is a menu bar with "File", "Edit", "View", "Insert", "Responses (2)", "Tools", "Add-ons", and "Help". On the right, there is a user profile "ap7014@gmail.com" and a "Send form" button. Below the menu bar are navigation buttons: "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 includes a "Form Description" section with two text input fields: "PEAK Site" and "Teachers(s)". Below this is a "Question Title" field containing the text "Please indicate how useful it is to you and your family to receive the PEAK q...". There is a "Help Text" field below the question title. The "Question Type" is set to "Scale" with a green star icon. The "Scale" is configured from "1" to "5". The scale options are: "1: Not Useful At All" and "5: Extremely Useful". There is a "Done" button and a "Required question" checkbox at the bottom.

Grid vs. Scale Question Type

The screenshot displays a survey editor for "PEAK Pre-K Counts Parent Satisfaction Survey". The interface includes a top navigation bar with "File", "Edit", "View", "Insert", "Responses (2)", "Tools", and "Add-ons". Below this is a toolbar with "Edit questions", "Change theme", "View responses", and "View live form". A settings panel on the left contains options for "Show progress bar at the bottom of form pages", "Only allow one response per person (requires login)", and "Shuffle question order".

The main content area shows "Page 1 of 1" and the survey title. It includes two text input fields: "PEAK Site" and "Teachers(s)".

The first question is a scale question: "Please indicate how useful it is to you and your family to receive the PEAK quarterly newsletter." It features a horizontal scale with five radio buttons labeled "1", "2", "3", "4", and "5". Below the scale, the text "Not Useful At All" is aligned with the first radio button and "Extremely Useful" is aligned with the fifth.

The second question is a grid question: "Please indicate how useful it is to you and your family to stop by the PEAK parent breakfasts." It features a horizontal row of five radio buttons with labels "Not Useful At All", "Somewhat Useful", "Useful", "Very Useful", and "Extremely Useful" positioned above them.

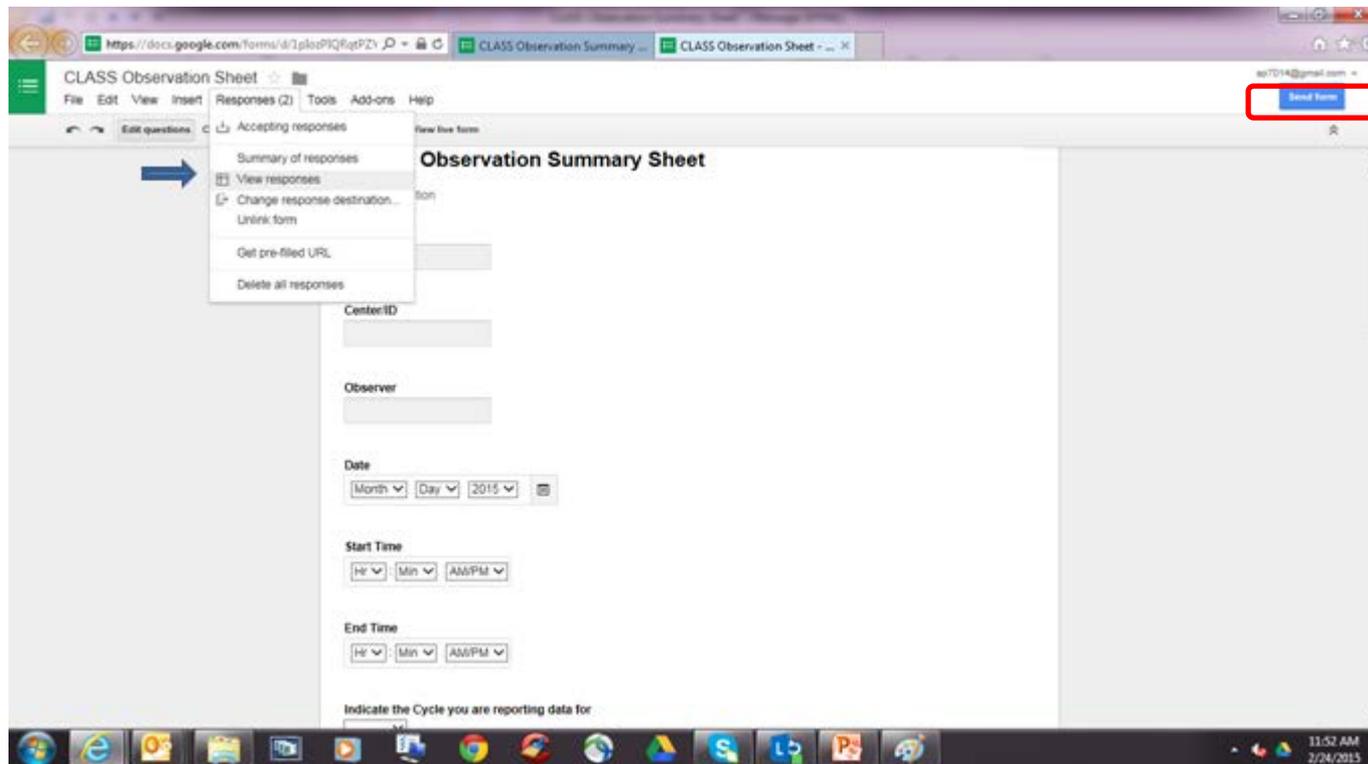
Two blue callout boxes are overlaid on the image: "Scale" is positioned to the left of the first question, and "Grid" is positioned to the right of the second question. Brackets connect these boxes to their respective question types.

Step E

- Exporting Survey Responses to Excel
- Excel Macros

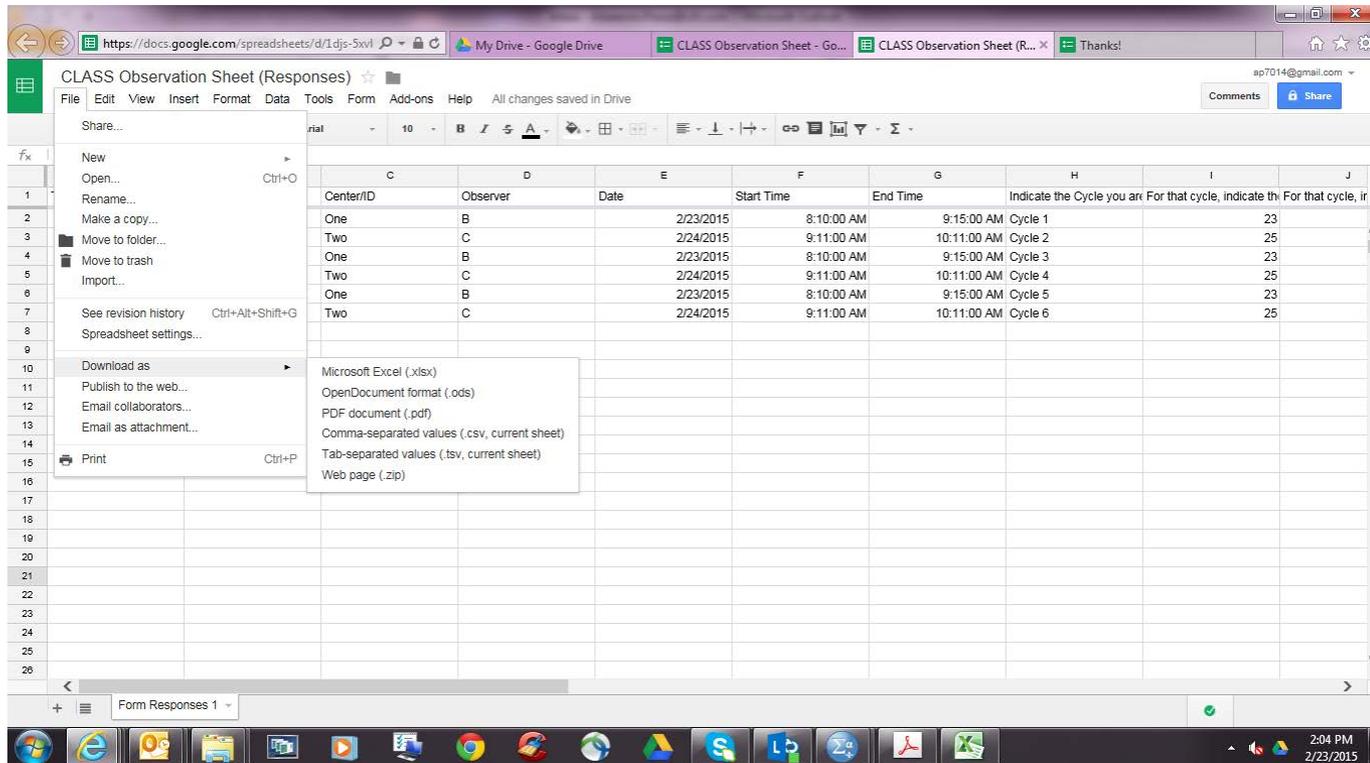
Exporting Survey Responses to Excel

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 Microsoft Excel interface with the 'Format Cells' dialog box open. The 'Time' category is selected in the 'Category' list, and the '13:30:55 PM' format is chosen in the 'Type' list. The background spreadsheet displays data for 'Start Time' and 'End Time' in columns F and G, and 'Indicate the Cycle you are For that cycle, indi' in column H. The data rows show timestamps and cycle numbers.

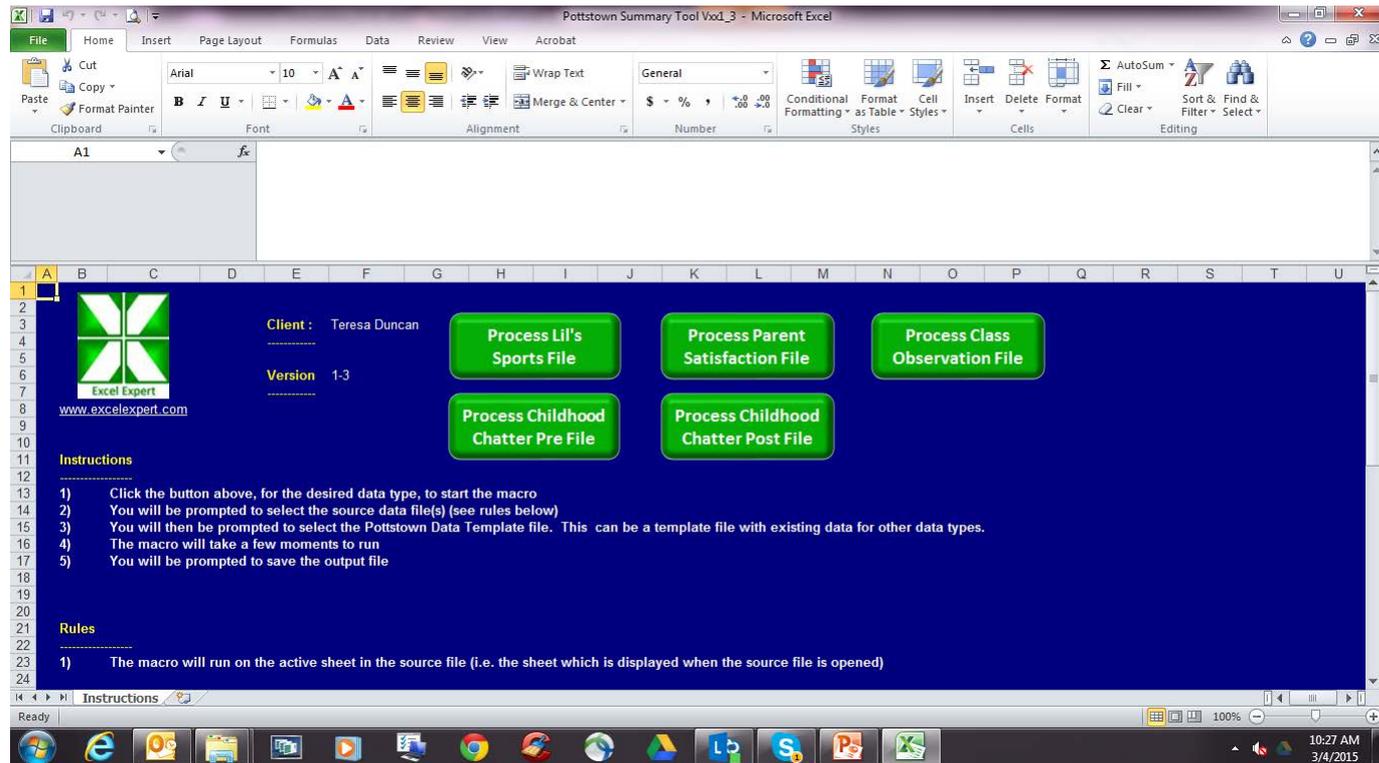
Start Time	End Time	Indicate the Cycle you are For that cycle, indi
0.340277778	0.385416667	Cycle 1
0.382638889	0.424305556	Cycle 2
0.340277778	0.385416667	Cycle 3
0.382638889	0.424305556	Cycle 4
0.340277778	0.385416667	Cycle 5
0.382638889	0.424305556	Cycle 6

Excel Macros

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

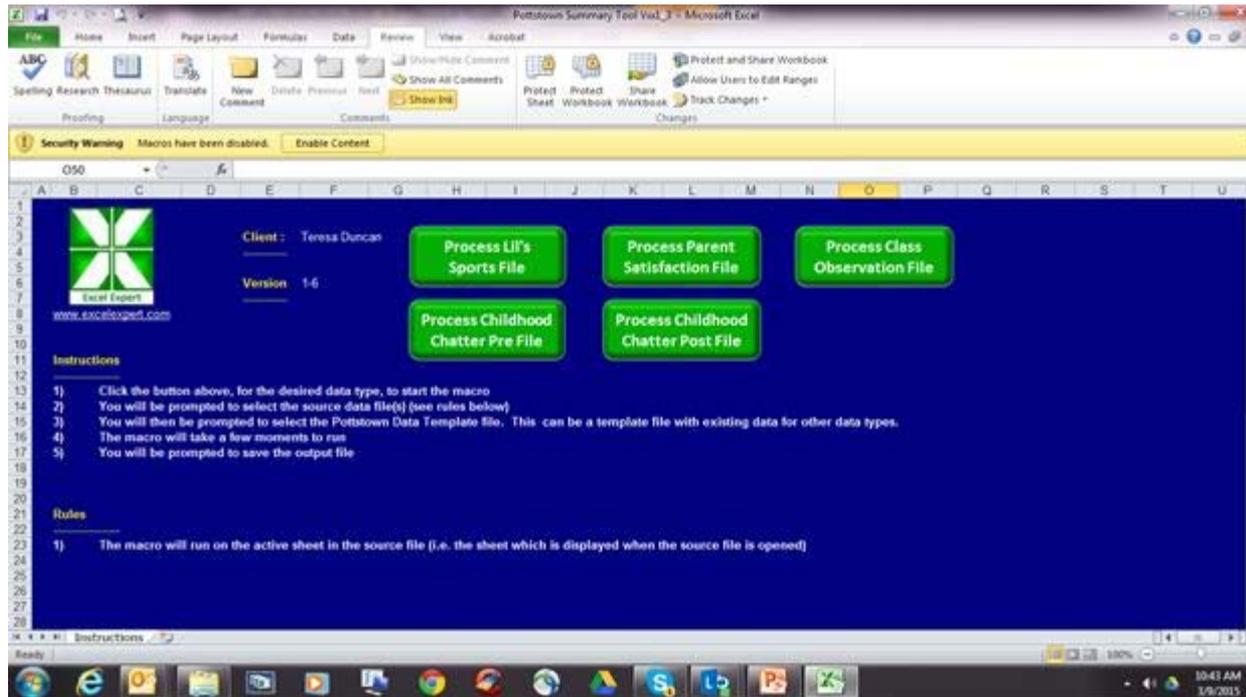
1. In the attached zipped folder locate and open the Excel macro file: *Pottstown Summary Tool Vxx1_3*.

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.



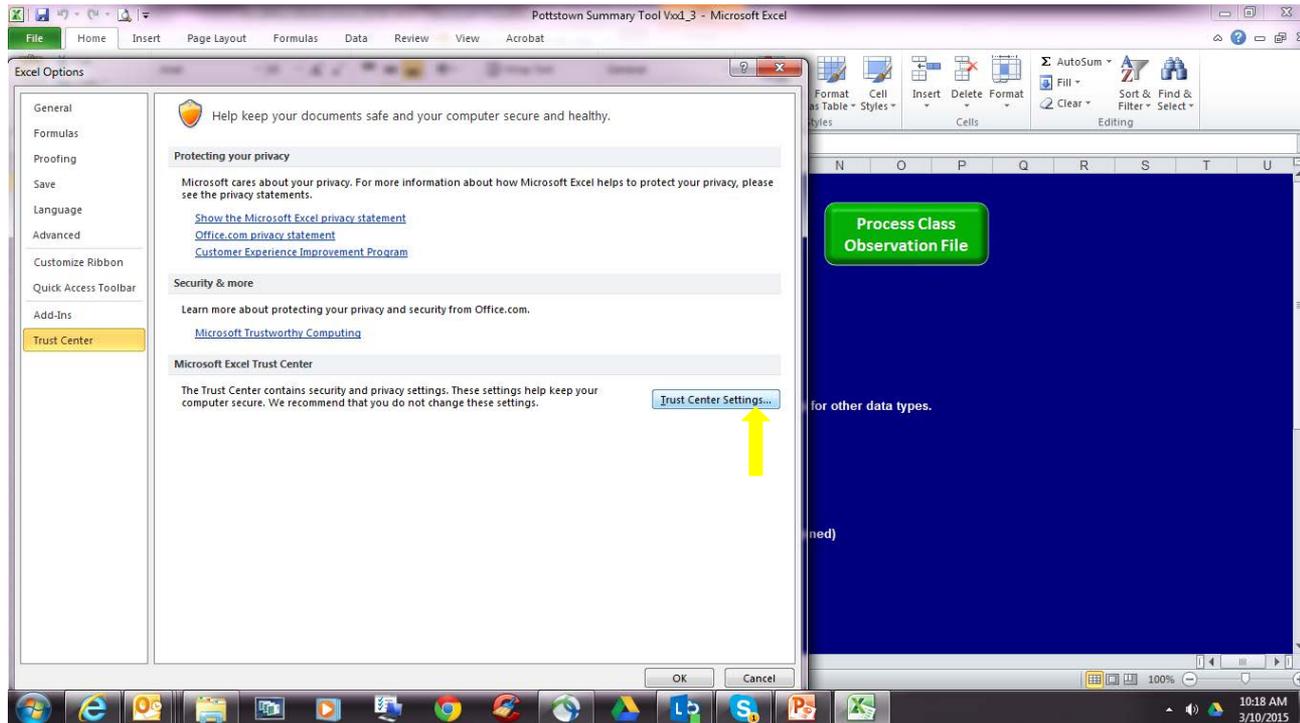
Enabling Macros

- 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

- 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

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

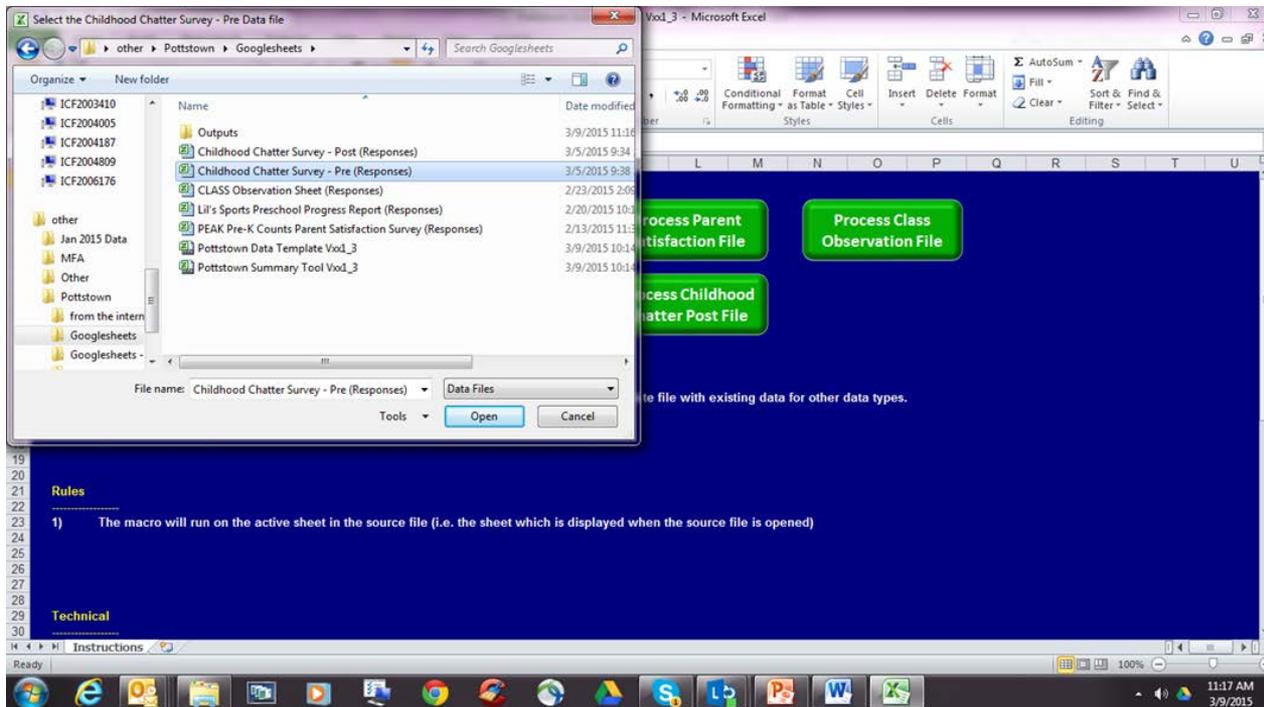
Childhood Chatter Pre-Post Surveys

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.

The screenshot shows a file selection dialog box titled "Select the Summary Template file" with the file "Pottstown Data Template Vxx1_3" selected. The background is a Microsoft Excel spreadsheet with a macro interface. The interface includes three green buttons: "Process Parent Satisfaction File", "Process Class Observation File", and "Process Childhood Chatter Post File". Below the spreadsheet, there are instructions and rules for the macro.

Instructions:

- 1) Click the button above, for the desired data type, to start the macro
- 2) You will be prompted to select the source data file(s) (see rules below)
- 3) You will then be prompted to select the Pottstown Data Template file. This can be a template file with existing data for other data types.
- 4) The macro will take a few moments to run
- 5) You will be prompted to save the output file

Rules:

- 1) The macro will run on the active sheet in the source file (i.e. the sheet which is displayed when the source file is opened)

Childhood Chatter Pre-Post Surveys

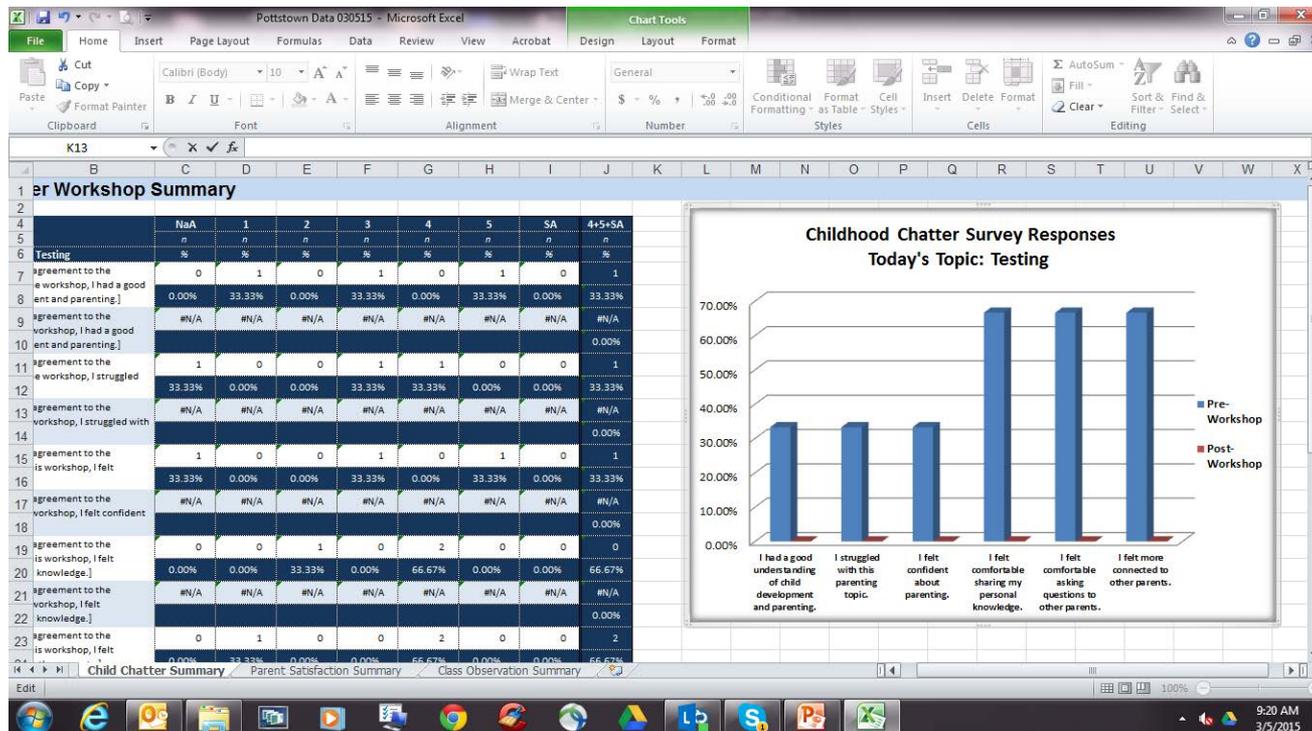
- E. You will be prompted to save the output file.
Note that the macro by default will generate the File Name “Pottstown Data” with the Date the file was processed.
- F. A pop-up window will appear that ‘Process Complete’. Click Ok.

The screenshot displays a Windows desktop environment. In the foreground, a 'Save As' dialog box is open, showing the file path 'other > Pottstown > Google sheets'. The file name is 'Pottstown Data 030415' and the save type is 'Excel Files'. In the background, an Excel spreadsheet is visible with a blue macro interface overlay. The interface contains three green buttons: 'Process Parent Satisfaction File', 'Process Class Observation File', and 'Process Childhood Chatter Post File'. Below the buttons, there is a list of instructions and rules. The system tray at the bottom shows the time as 11:10 AM on 3/4/2015.

13 1) Click the button above, for the desired data type, to start the macro
14 2) You will be prompted to select the source data file(s) (see rules below)
15 3) You will then be prompted to select the Pottstown Data Template file. This can be a template file with existing data for other data types.
16 4) The macro will take a few moments to run
17 5) You will be prompted to save the output file
18
19
20
21 **Rules**
22
23 1) The macro will run on the active sheet in the source file (i.e. the sheet which is displayed when the source file is opened)
24

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.

The screenshot displays a Windows desktop environment. On the left, a file selection dialog box titled "Select the Childhood Chatter Survey - Post Data file" is open, showing a folder structure with "Childhood Chatter Survey - Post (Responses)" selected. On the right, a Microsoft Excel window titled "Vxx1_3 - Microsoft Excel" is visible, showing a macro interface with three green buttons: "Process Parent Satisfaction File", "Process Class Observation File", and "Process Childhood Chatter Post File". Below the Excel window, a text area contains instructions and rules for the macro.

13 1) Click the button above, for the desired data type, to start the macro
 14 2) You will be prompted to select the source data file(s) (see rules below)
 15 3) You will then be prompted to select the Pottstown Data Template file. This can be a template file with existing data for other data types.
 16 4) The macro will take a few moments to run
 17 5) You will be prompted to save the output file
 18
 19
 20
 21 **Rules**
 22
 23 1) The macro will run on the active sheet in the source file (i.e. the sheet which is displayed when the source file is opened)
 24

Instructions

Ready

11:40 AM
 3/4/2015

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*)

The screenshot displays a Windows file explorer window titled "Select the Summary Template file" overlaid on a Microsoft Excel spreadsheet. The file explorer window shows the "Pottstown > GoogleSheets" folder with a list of files. The file "Pottstown Data 030415" is selected. The Excel spreadsheet is titled "Vx01_3 - Microsoft Excel" and features a blue background with three green buttons: "Process Parent Satisfaction File", "Process Class Observation File", and "Process Childhood Chatter Post File". Below the buttons, there are instructions for using the macro, including a list of steps and rules.

Instructions:

- 1) Click the button above, for the desired data type, to start the macro
- 2) You will be prompted to select the source data file(s) (see rules below)
- 3) You will then be prompted to select the Pottstown Data Template file. This can be a template file with existing data for other data types.
- 4) The macro will take a few moments to run
- 5) You will be prompted to save the output file

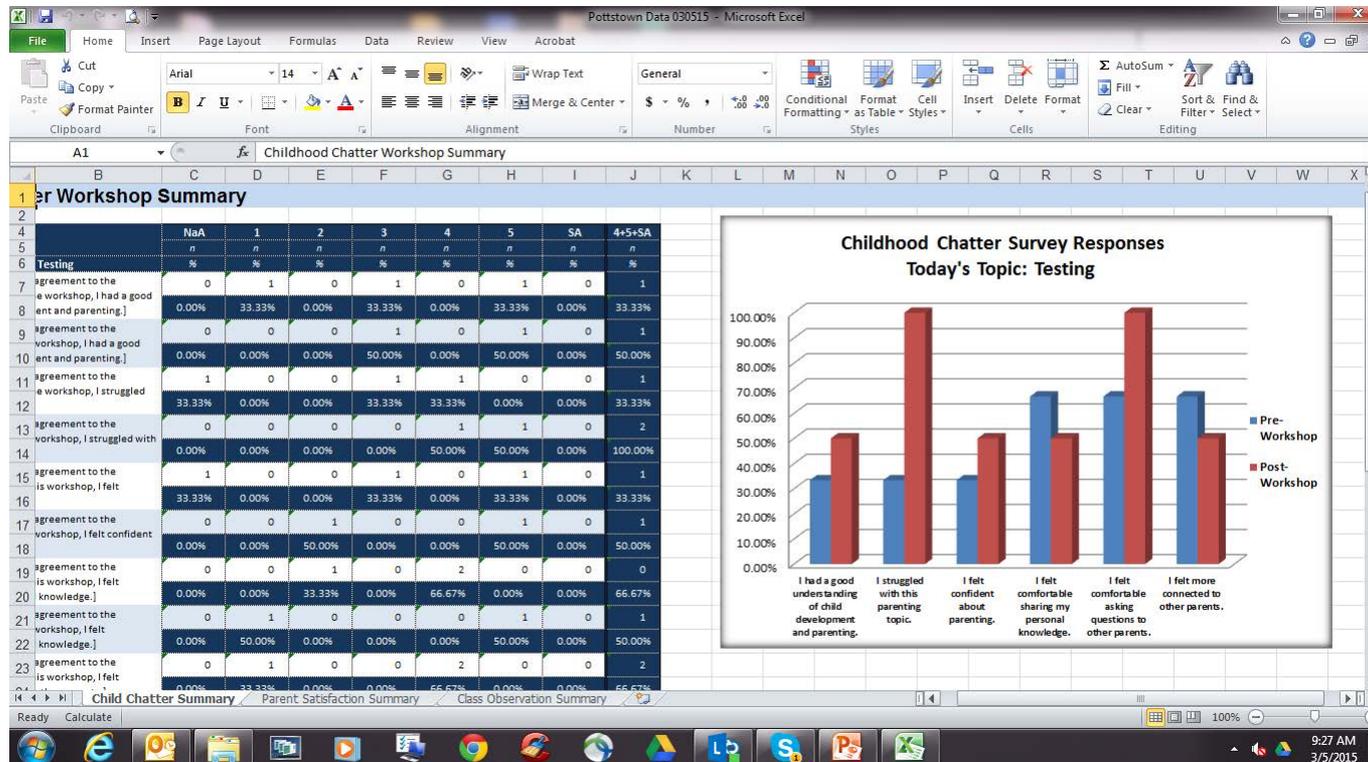
Rules

- 1) The macro will run on the active sheet in the source file (i.e. the sheet which is displayed when the source file is opened)

- 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

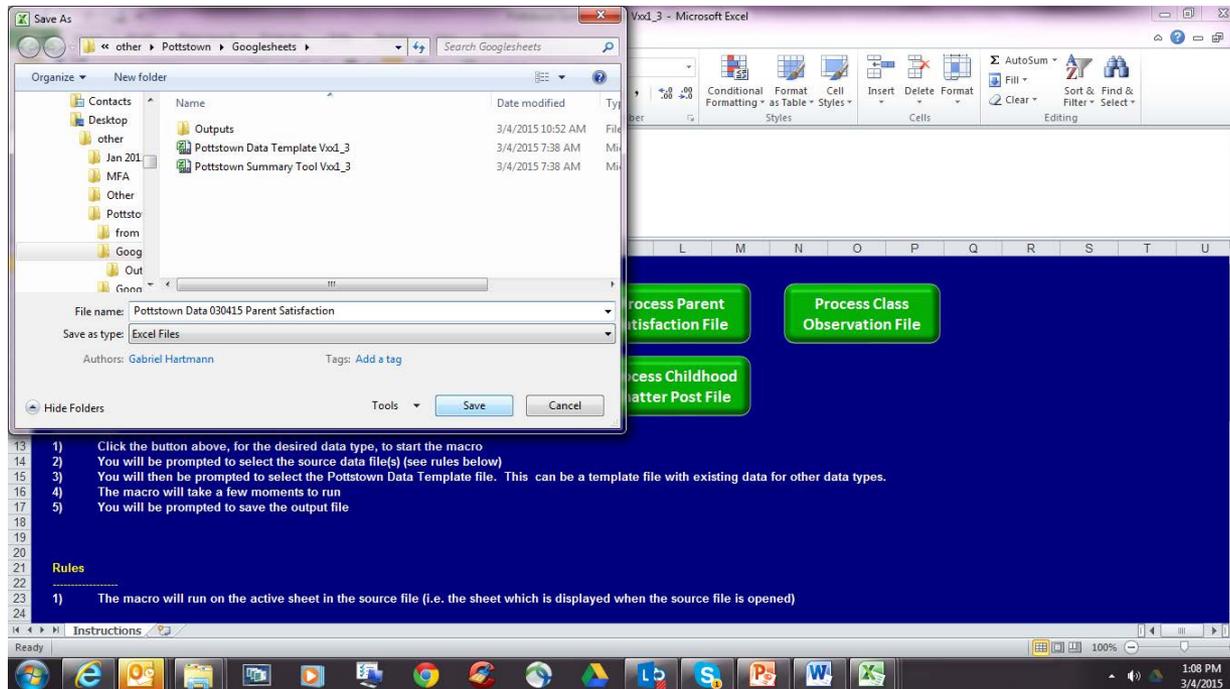
- Open the Excel macro file: *Pottstown Summary Tool Vxx1_3*.
- A. Click the **Process Parent Satisfaction File** button.
- B. Select the “PEAK Pre-K Counts Parent Satisfaction Survey (Responses)” file.

13 1) Click the button above, for the desired data type, to start the macro
14 2) You will be prompted to select the source data file(s) (see rules below)
15 3) You will then be prompted to select the Pottstown Data Template file. This can be a template file with existing data for other data types.
16 4) The macro will take a few moments to run
17 5) You will be prompted to save the output file
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21 **Rules**
22
23 1) The macro will run on the active sheet in the source file (i.e. the sheet which is displayed when the source file is opened)
24

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PEAK Parent Satisfaction Survey

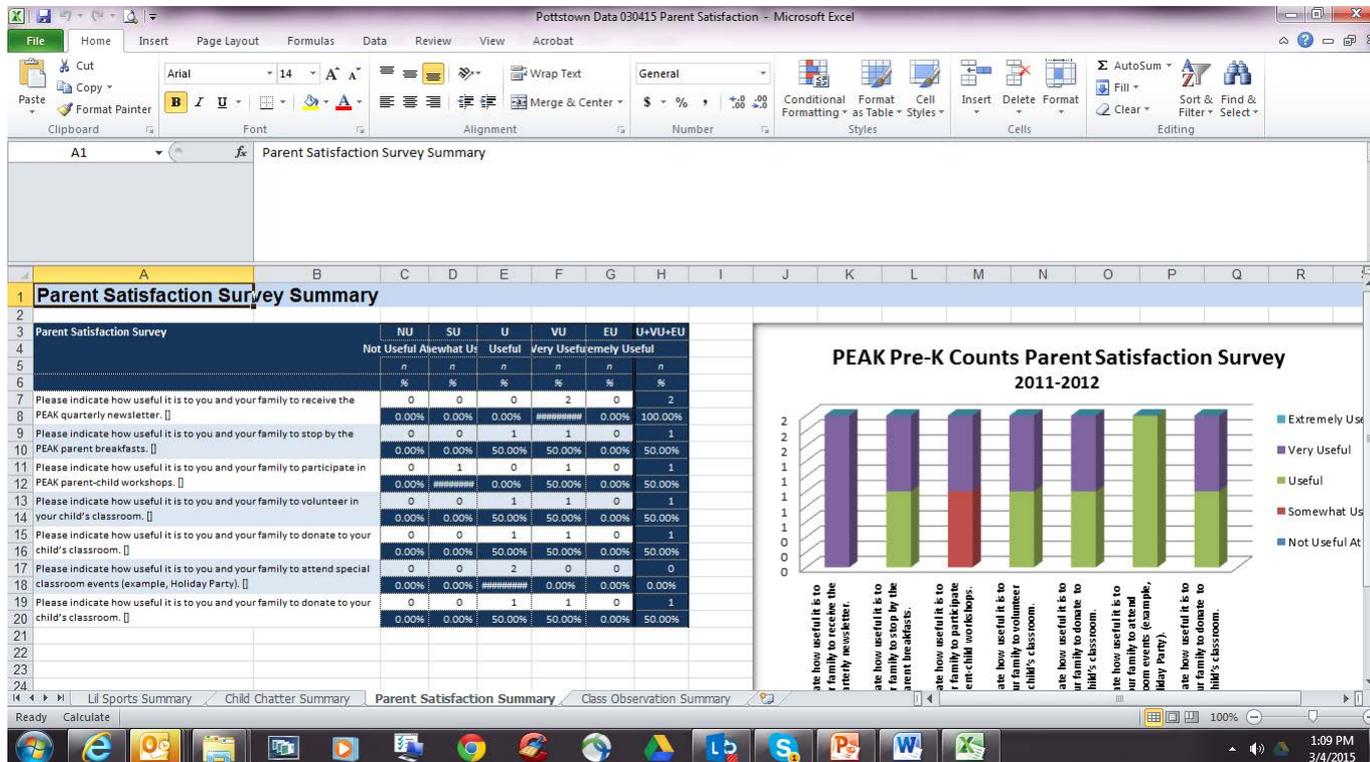
- C. The macro will prompt you a 2nd time, this time to select the *Pottstown Data Template Vxx1_3* file.
- D. You will be prompted to save the output file. Save the file with a different name than the default file name (for instance, Pottstown Data DATE Parent Satisfaction).



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.

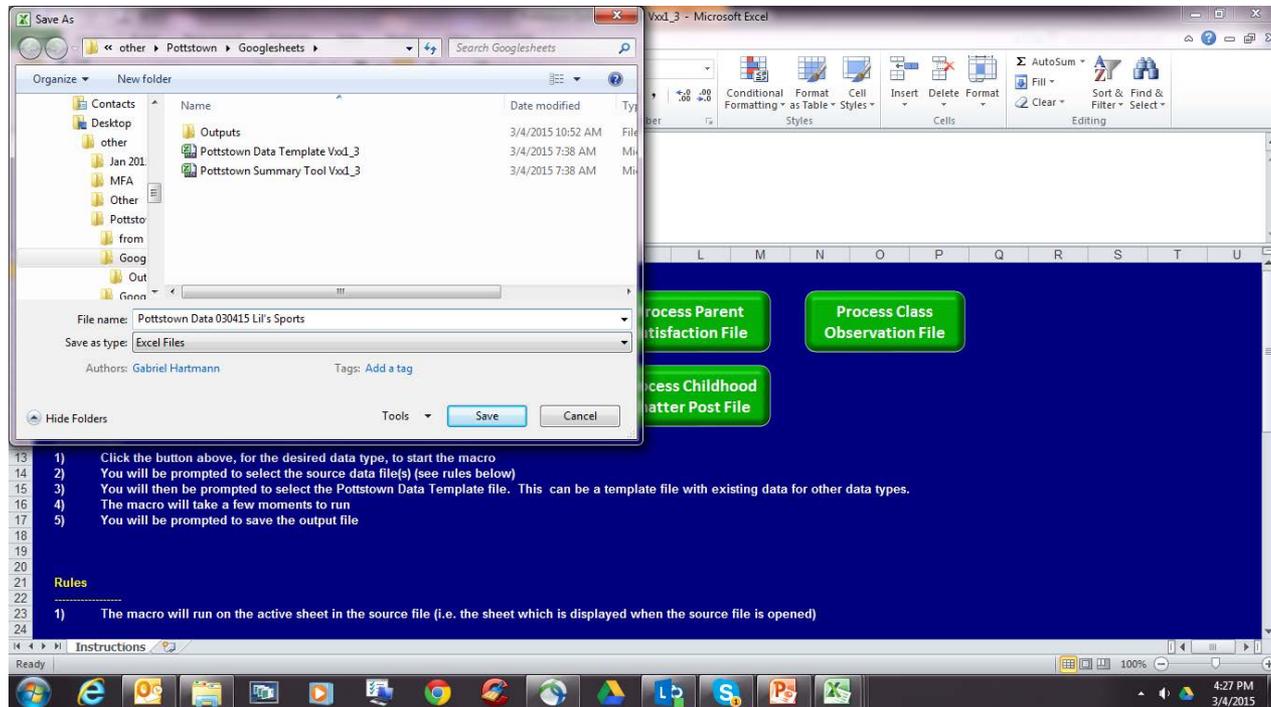
The screenshot displays a Windows desktop environment. In the foreground, a file selection dialog box titled "Select the Lil Sports Data file" is open, showing a folder structure with "Lil's Sports Preschool Progress Report (Responses)" selected. In the background, an Excel spreadsheet titled "Vxx1_3 - Microsoft Excel" is visible, featuring a blue background with several green buttons labeled "Process Parent Satisfaction File", "Process Class Observation File", and "Process Childhood Chatter Post File". Below the spreadsheet, a text area contains instructions and rules for the macro.

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23 1) The macro will run on the active sheet in the source file (i.e. the sheet which is displayed when the source file is opened)
24

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Lil's Sports Progress Report

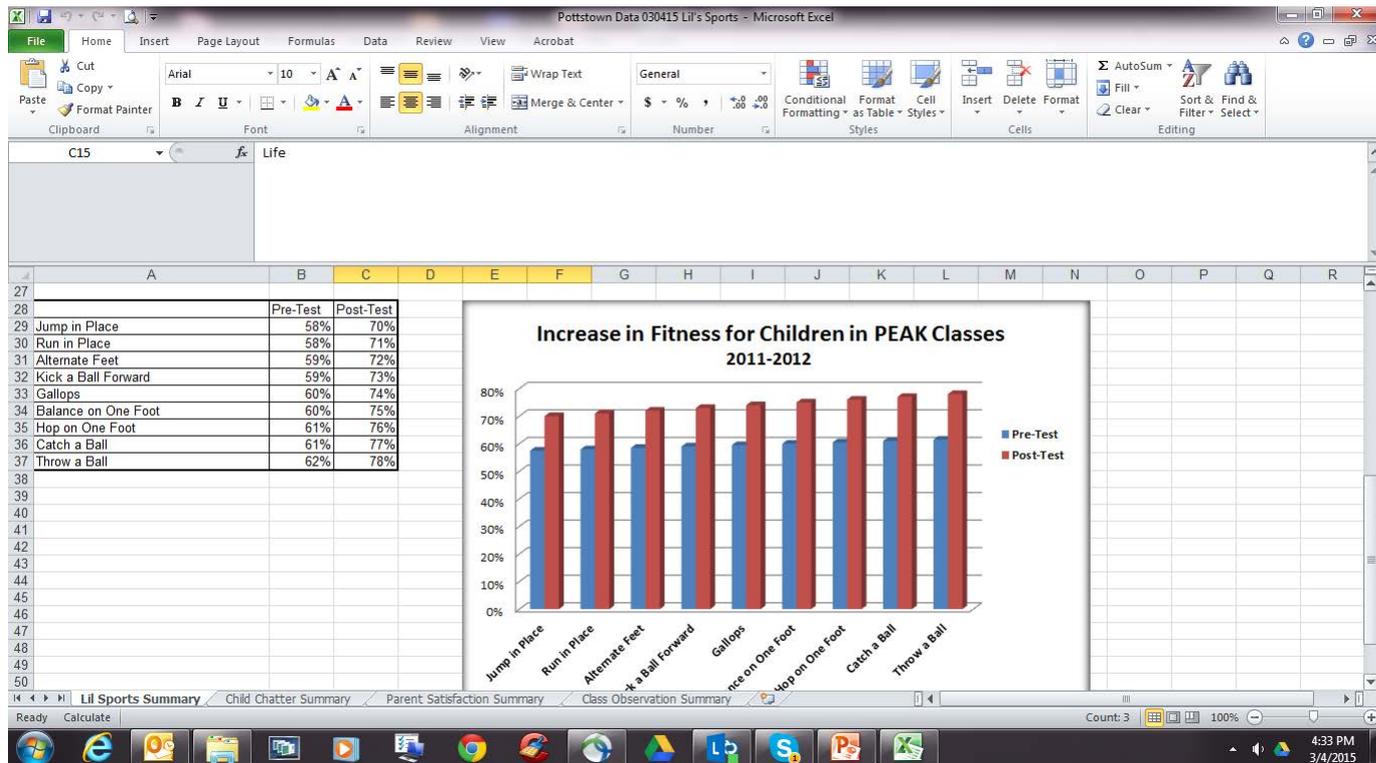
- C. The macro will prompt you a 2nd time, this time to select the *Pottstown Data Template Vxx1_3* file.
- D. You will be prompted to save the output file. Save the file with a different name than the default file name (for instance, Pottstown Data DATE Lil's Sports).



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.

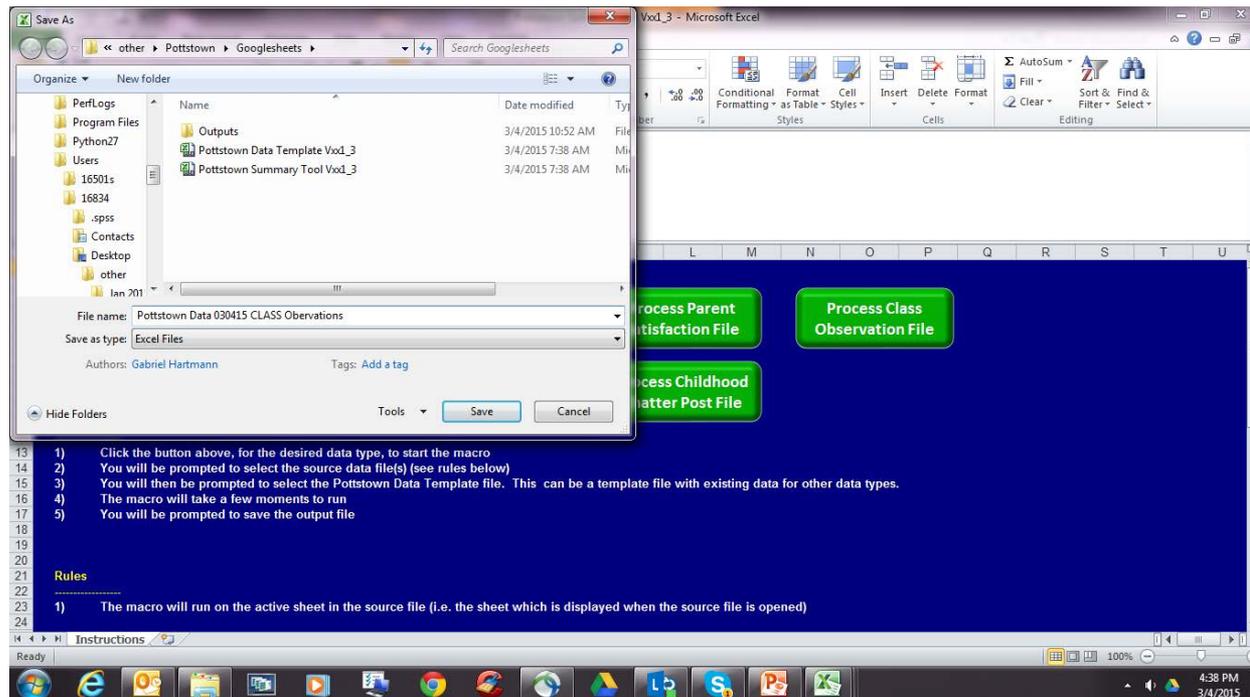
13 1) Click the button above, for the desired data type, to start the macro
 14 2) You will be prompted to select the source data file(s) (see rules below)
 15 3) You will then be prompted to select the Pottstown Data Template file. This can be a template file with existing data for other data types.
 16 4) The macro will take a few moments to run
 17 5) You will be prompted to save the output file
 18
 19
 20
 21 **Rules**
 22
 23 1) The macro will run on the active sheet in the source file (i.e. the sheet which is displayed when the source file is opened)
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Ready

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3/4/2015

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

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