

Phase 4: Making Meaning of Your Data

Workshop 4A (2 Hours)

Note: Workshop 4A is intended for a smaller sub-group of your full team who will be responsible for reviewing the raw data and creating summaries and visualizations that the full team can analyze together. Consider including a team leader and someone with strong data analytics. Workshop 4B will guide the full team through a collaborative data analysis process.

Time	Topic	Activity Notes	Materials/Links
5 min	Welcome <ul style="list-style-type: none">• Check-in• Overview of the project• Today's goals and agenda		PowerPoint
10 min	Progress check-in <ul style="list-style-type: none">• Discuss data collection plan and baseline data	Ask participants to give a brief overview of their baseline data. Prompt them to share any limitations or challenges in collecting that data.	
5 min	The Data Analysis Process <ul style="list-style-type: none">• Define data analysis• Overview of process		"Roadmap for Making Sense of Your Data" on page 25 of the Toolkit https://ies.ed.gov/ncee/edl/abs/regions/northeast/pdf/NE_5.3.5_Evaluation_PD_Brief_12-22-20_accessible.pdf
25 min	Data Analysis Methods <ul style="list-style-type: none">• Common data analysis methods• Benefits and limitations• Quantitative analysis• Qualitative analysis		
25 min	Example Scenario <ul style="list-style-type: none">• Evaluation questions• Step 1: Consider the questions• Step 2: Review relevant data• Step 3: Organize and examine the data		

	<ul style="list-style-type: none"> Step 4: Display the data 		
45 min	Applying the Analysis Process <ul style="list-style-type: none"> Identify a set of evaluation questions that are related to each other Discuss steps 1-4 of the analysis process for each evaluation question 	<p>Give participants 5 minutes to identify a set of evaluation questions that are related to each other. Choose no more than three evaluation questions to address.</p> <p>Give participants 10 minutes per evaluation question (30 minutes total) to reflect on the guiding questions on the slide.</p> <p>As a group, take 10 minutes to share reflections and answer questions.</p> <p><i>Optional: depending on the size of the group, you may want to split into breakout rooms and assign one evaluation to each group to discuss.</i></p>	Handout 9: Aligning evaluation questions with data sources (Page 1)
5 min	Next Steps/Closing <ul style="list-style-type: none"> Analyze baseline data and create visualizations Finalize data collection plan Finalize data collection calendar 		

Workshop 4B (2 hours)

Time	Topic	Activity Notes	Materials/Links
5 min	Welcome <ul style="list-style-type: none"> • Introductions • Objective • Today's goals and agenda 		PowerPoint
15 min	Overview of Collaborative Data Study Protocol <ul style="list-style-type: none"> • Review analysis process steps • Benefits of collaborative data study • Overview of protocol • Differences between observing and interpreting • Preparing to use protocol with a team 		Handout 11: Collaborative Data Study Protocol
40 min	Activity: Collaborative Data Study with Baseline Data <ul style="list-style-type: none"> • Review evaluation questions • Predict • Examine • Ask • Observe • Interpret • Identify 	<p>Give participants 20 minutes to complete steps 1-5. Pause after each step to discuss and answer questions.</p> <p>Give participants 10 minutes to interpret the data.</p> <p>Give participants 10 minutes to identify next steps and implications based on their interpretations.</p> <p><i>We recommend keeping the group together rather than splitting into smaller groups. Multiple perspectives can lead to a richer discussion.</i></p>	Handout 11: Collaborative Data Study Protocol
20 min	Crafting Your Data Story <ul style="list-style-type: none"> • Review analysis process steps • Review purpose of evaluations • Activity: use handout to reflect on evaluation questions, lessons learned, and action steps 	As a group, ask participants to share reflections on the guiding questions. Take notes or ask participants to add their thoughts to the Crafting your Data Story handout.	<p>Handout 12: Crafting Your Data Story</p> <p>Handout 6: Identifying evaluation audiences and purpose (use as a reference as some of the information needed for handout 12 has already been collected here)</p>

25 min	Communicating Your Data Story <ul style="list-style-type: none"> • Introduce table for communicating data story • Activity: use handout to discuss examples from list of stakeholders/audiences 	<p>After reviewing the examples, give participants 10 minutes to complete a couple of rows related to their own audiences/stakeholders.</p> <p>Take 10 minutes to discuss as a group, answer questions, and make modifications.</p>	Handout 13: Communicating Your Data Story
15 min	Reflection and Next Steps <ul style="list-style-type: none"> • Reflect on planning process • Identify next steps to implement evaluation plan 		