

Instructions for Presenters of Strand 1 or 2 Instructional:

Strand 1: Creating a Data Culture, One of Inquiry

Strand 2: Using Data to Improve Learning in Districts and Schools

The Oregon DATA Project has created a detailed plan for evaluating the impact of the professional development sessions. Gathering data is an essential part of that plan. For Strand 1 and 2 Instructional, there are three data-gathering tools that must be completed by all participants. Each tool is located at the DATA Project website: <http://www.oregondataproject.org> and will be found by clicking on ASSESSMENTS located in the left margin under the heading "Project Training."

1. Participant Information Guidelines

- a. **The participant survey only needs to be completed one time.**
 - b. **ID:** All participants will be asked to use a special ID for their submissions. This ID will be a 10-character string. The first six characters will consist of the first two letters of the participant's first, middle, and last name. The last four characters will consist of the month and date of the participant's birthday expressed in mmdd format (example: February 6 would be 0206).
 - c. **Session Code:** The session code should be written so the participants can see it. The session code is a character string made up of the ESD affiliated with the training followed by a date string in the format yymmdd. Example: If the training is being put on by High Desert ESD on November 3, 2008, then the session code would be: **highdesert081103**
 - d. **First and Last Name:** Please ask the participants to use title case when entering their names. This will facilitate transfer of the data into form letters or mailings.
 - e. **Email:** Please remind the participants that "spelling counts."
 - f. **School Name and Level:** In the majority of cases, people only need to list the name of the school but not the level (which is gathered in the next field). Example: Fir Elementary School would only need to enter "Fir" in the school name and then select "Elementary" in the level field. If a school does not fit the standard elementary, middle, or high school setup, they may need to enter a longer school name and then select "Other" in the level field. Example: Fir Academy, a grade 7-12 alternative school, would enter "Fir Academy" in the school name and "Other" in the level field. Peace Primary School, a grade K-3 school, would enter "Peace Primary" in the school name and "Elementary" in the level field. Peace Intermediate, a 4-6 school, would enter "Peace Intermediate" in the school name and "Elementary" in the level field.
 - g. **District Name:** Only enter the first part of a district name. Example: Portland Public School District would enter "Portland."
 - h. **ESD:** This is a simple pull-down list; click on the correct ESD.
 - i. **Position:** Check as many as apply.
 - j. **Current Program Use:** Click on the pull-down list and select one response.
- ### 2. Pre-Assessment Data Gathering Tool
- a. The participants use the same 10-character ID, session code, etc. There are multiple statements for which they are asked to select a "levels-of-use" response.
- ### 3. Session Evaluation Data Gathering Tool

- a. The participants use the same 10-character ID, session code, etc. There are multiple statements that they are asked to respond with one of four options.

In our field testing of this process, we used the following routine:

- 10 minutes before the first break, we projected the DATA Project website and handed out the “DATA Project Assessments” document. We walked people through the document and the website so they were comfortable with where documents were located.
- We sent people off to a 26-minute “working break” during which time they could complete and send the Participant Information (5 minutes) and the Pre-Assessment (12 minutes) documents as well as have time to get a drink, snack, etc.
- WARNING: You may find that the wireless network can’t handle the load of everyone doing this at the same time. Strategy: Send half the room to break and then filling out forms and the reverse for the others. It is possible to have people complete these forms during other breaks or after the session if necessary. Recommend giving them a deadline of two days to get them in if you give them time after the sessions.
- The Session Evaluation should take less than 10 minutes to complete at the end of your workshop.

PRESENTERS MUST NOTIFY PRIOR TO STARTING STRAND 1 or 2 TRAINING

We encourage you as a presenter of Strand 1 or 2 Instructional, to go to the Oregon DATA Project website in advance of your workshop sessions and become familiar with the layout. We invite you to submit a Participant Information document to familiarize yourself with the process. If you do this, please use a session code of “TEST.” This will then allow easy recognition of the file and its deletion from the database.

We also request that you send an email to ron.hoppes@state.or.us the day before your sessions begin and let him know that you are about to do the Strand 1 or 2 training **and** who the key contact person and their email address is for follow-up contact. This will allow time to prepare for the influx of data over the next few days, as well as an information connection back to the district as to who has submitted forms. We may need the district contact person to prod some participants to complete the data collection tools.

If you have any questions about the process feel free to contact Ron Hoppes in advance via the e-mail above.