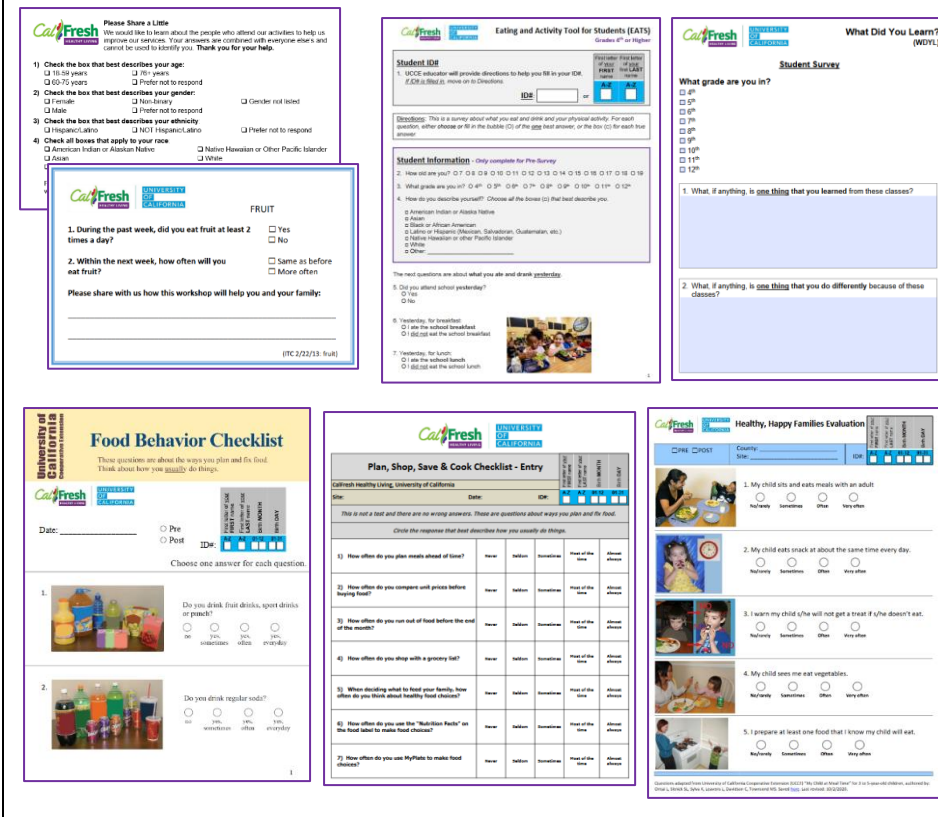


Purpose of Tip Sheet



- **This document will take you step-by-step through the process for accessing online survey links in PEARS and provide you with tips for distributing PEARS or Qualtrics survey links to class participants via Zoom in order to collect participant surveys online when delivering web-based nutrition education classes.**

Using Survey Links to Collect Adult Demographic Cards and Evaluation Surveys in PEARS



- **For web-based nutrition education classes, you can provide participants or teachers with a link to complete PEARS survey(s) online.**
- **The PEARS surveys available for online data collection include:**
 - Adult Demographic Cards,
 - Intent to Change Surveys (ITCs),
 - Plan, Shop, Save & Cook (PSSC),
 - Food Behavior Checklist + Physical Activity (FBC+PA),
 - Healthy Happy Families (HHF),
 - Eating and Activity Tool for Students (EATS), and
 - What Did You Learn? (WDYL).

***Note:** All PEARS surveys collect the adult demographics necessary for reporting direct education. Adult surveys in PEARS are available for online data collection in **English** and **Spanish** with the ability to auto-calculate demographics. Adult demographic cards are also available in **English** and **Spanish** with auto-calculate. To request surveys or adult demographic cards in other languages, please contact the State Office Evaluation Team.

- **The Qualtrics surveys available for online data collection include: TTTs, TOTs, and youth engagement surveys.**

Online Surveys Tip Sheet

PEARS Plan Engage Analyze Reflect

Engage / Program Activities

- Program Activities
- PSE Site Activities
- Social Marketing Campaigns
- Indirect Activities
- Partnerships
- Coalitions

Did you perform any evaluations? Yes

Progress 33%

- General Information
- Collaborators
- SNAP-Ed Custom Data
- Evaluation
- Demographics
- Mark as Complete

Surveys + Attach Survey

Name	Records	Aggregated	Type	Date Delivered	Actions
EATS_Grades4+	0	⊘	Pre	June 20, 2024	📄 ✎ 🔗 ✕
EATS_Grades4+	0	⊘	Post	June 21, 2024	📄 ✎ 🔗 ✕

- **For PEARS surveys**, create a Program Activity for the online nutrition education session/series being delivered.
- Attach the survey(s) you plan to administer online during your class through the **Evaluation** reporting page in your Program Activity.

- **Select a survey** from the drop down list to attach.
- Then, **complete the required fields** which include:
 - selecting the survey and type,
 - estimating the date delivered, and
 - saving the default survey name.

***Note:** If you are administering a pre/post survey, you will need to attach the survey **TWICE**:

- **Once** as a **Pre** survey and
- **Once** as a **Post** survey.

***Note:** For more detailed step-by-step instructions, see the **PEARS Surveys Tip Sheet** on our website under Collecting Surveys through PEARS – see **STEP 1: Attaching Pre/Post Surveys to Program Activities** (pages 2-5).

Evaluation

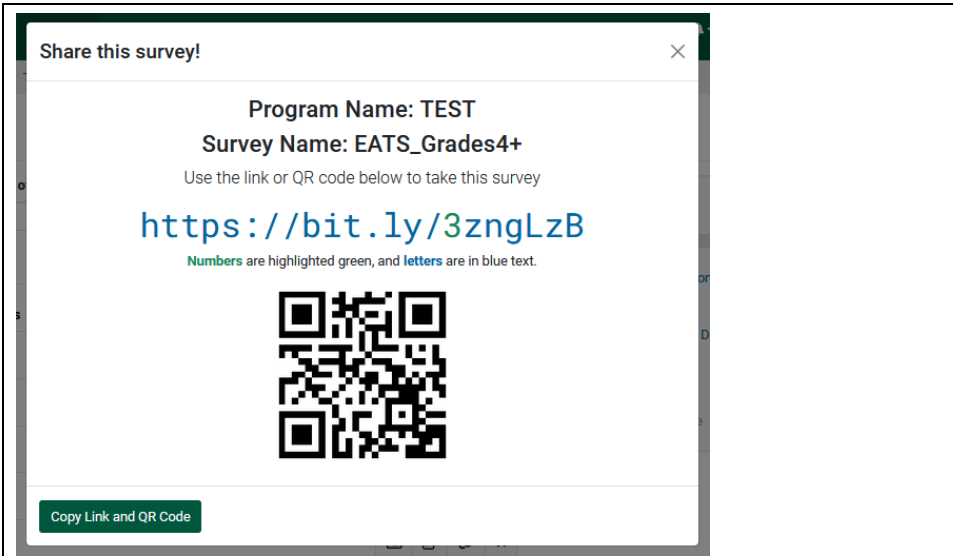
Did you perform any evaluations of this program activity? * Yes

Surveys + Attach Survey

Name	Records	Aggregated	Type	Date Delivered	Actions
EATS_Grades4+	0	⊘	Pre	June 20, 2024	📄 ✎ 🔗 ✕

- After attaching the survey(s) you plan to administer, find the survey you want to collect online in the **Surveys** table and click on the chain link icon (🔗) under **Actions**.
- This button (🔗) will provide you with a public link to have participants fill out the survey online. (see example)

Online Surveys Tip Sheet



- Once you click on the link icon (🔗), a pop-up box will appear with the **survey link** and **QR code**.
- Both the **survey link** and **QR code** can be easily shared with participants during web-based nutrition education classes.
 - To distribute the **survey link** to participants, simply copy and paste the link into the Zoom chat function.
 - See the State Office recommendations for sharing survey links and survey administration practices below (on page 4).
 - Alternatively, the **QR code** can be shared on the screen and participants' can use their phone cameras to read the QR code and follow the web link to the online survey.

Surveys + Attach Survey

Name	Records	Aggregated	Type	Date Delivered	Actions
PSSC - ENGLISH	0	📌	Pre	Jun 20, 2024	📄 📝 🔗 ✕
PSSC - ENGLISH	0	📌	Post	Jul 18, 2024	📄 📝 🔗 ✕
PSSC - SPANISH	0	📌	Pre	Jun 20, 2024	📄 📝 🔗 ✕
PSSC - SPANISH	0	📌	Post	Jul 18, 2024	📄 📝 🔗 ✕
Adult Demographic Data Card - English	0	📌	Pre	Jun 20, 2024	📄 📝 🔗 ✕
Adult Demographic Data Card - Spanish	0	📌	Pre	Jun 20, 2024	📄 📝 🔗 ✕

- You will have to **generate a link for each survey type** that you plan to collect (see examples).
 - Adult Demographic Card (English) = 1 survey link
 - PSSC Pre Survey (English) = 1 survey link **AND** PSSC Post Survey (English) = 1 survey link
 - Pre/post surveys include adult demographics which only need to be completed in the pre-survey.

***Note:** If you have a class with English- and Spanish-speaking participants, you will need to attach and provide links to both the English and Spanish versions of the surveys in PEARS.

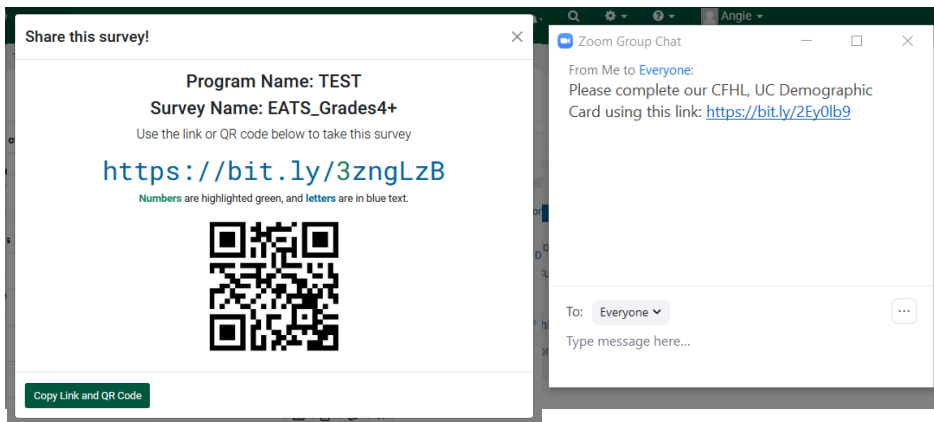
- Adult Demographic Card (English & Spanish) = 2 survey links
- PSSC Pre Survey (English & Spanish) = 2 survey links
- PSSC Post Survey (English & Spanish) = 2 survey links

***Note:** Participants need to complete their pre and post surveys in the same language (English-pre & post or Spanish-pre & post), so the surveys can be matched.

Teacher Tasting Tool (TTT)

Multiple Curricula

- Youth TTT [Consenting form, Process Guide and Survey](#) Give this document to teachers to ensure standardization of data collection
- **Qualtrics Data Entry Portal**



- **For Qualtrics surveys**, you will find the online survey links available on the **Adult** and **Youth** Evaluation Tools webpages under **Qualtrics Data Entry Portal**.

- To distribute the online survey to participants, you can either share the:
 - **survey link(s)** through the Zoom chat function or
 - **QR code(s)** on the screen (PEARS surveys only).
- **Please work with participants to complete the survey during the webinar** – similar to the administration practices used with face-to-face program delivery. Completing the survey **during the webinar** allows you to:
 - answer any questions that participants may have while completing the survey and
 - improves response rate by ensuring that participants complete the survey.

***UCCE Tip:** County programs and the State Office recommend running a mock Zoom class with fellow staff members to practice administering and guiding people through the survey live and familiarize yourself with the administration approach you plan to use.



Create your own 6-digit ID # by entering the:

- ☑ first letter of your **FIRST** name ("M" for Maria Rodriguez-Herrera),
- ☑ first letter of your **LAST** name ("R" for Rodriguez-Herrera),
- ☑ 2-digit number for your birth **MONTH** ("01" for January), and
- ☑ 2-digit number for your birth **DAY** ("03" for the 3rd day).

In this example, the 6-digit ID# is "MR0103".

MAKE SURE THE 6-DIGIT ID# YOU ENTER BEFORE THE PROGRAM MATCHES THE ONE YOU ENTER AFTER THE PROGRAM, SO WE CAN MATCH YOUR SURVEYS. *

- **For the PSSC, FBC+PA, and HHF adult pre/post surveys collected online, participants are required to create and enter their own unique ID# in PEARS.**
- To assist you in helping participants create and enter their **ID#** in adult online surveys, you can use your shared screen in Zoom to:
 - **display the ID code section** of the PSSC pre/post survey and walk through the steps to create the participant ID# together or
 - **display the step-by-step ID code instructions** for online survey administration in **PEARS** – see PowerPoint slides in English and Spanish. See also resource developed by Coraima Linares of UCCE Fresno/Madera posted on Adult Evaluation page PSSC PEARS Survey Guide (English/Spanish)

***Note:** You can ask participants to use the Zoom chat function to chat in their ID#, so you can double check that they have created an accurate six-digit ID#. Remember that the pre and post survey ID#s need to be exactly the same, so the State Office can match the pre and post surveys for data analysis.

1. UCCE educator will provide directions to help you fill in your ID#.

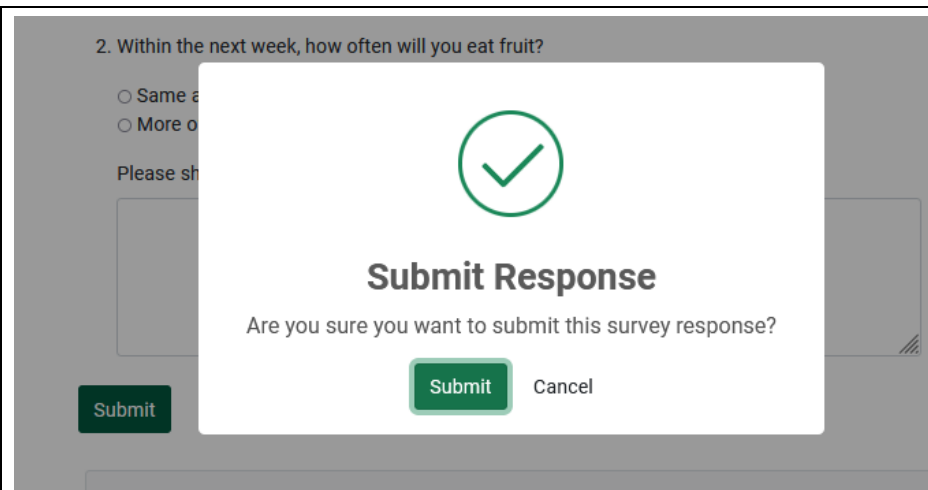
To create your ID#, enter your:

1. First Initial (Ex: Jose = J)
2. Last Initial (Ex: Ortega = O)

Or follow the directions provided. *

- **For EATS pre/post surveys collected online in PEARS, students create and enter a simplified unique ID# often using only the initials from their first and last name.**
- Select the Student ID# approach that will work best for your team by carefully considering the students you work with and the survey administration approach you plan to use.
- After providing the online EATS survey link, ask students to fill in either their: (a) student ID#, (b) class #, or (c) initials. Please take time to make sure students understand how to fill in the Student ID# and answer any questions.

***Note:** Check that each student in the class has a unique Student ID#. If two ID#s --for example student initials-- are the exact same, add a number (e.g. 1, 2, etc.) at the end of the ID to distinguish between them. Make sure to document any pre-survey ID# updates, so you can direct students to repeat this step on their post-surveys.



- To submit online surveys in PEARS using the link or QR code, please remind participants to click the green submit button twice:
 - **first to submit** the online survey
 - **second to confirm** the submission

Surveys

Name	Records	Aggregated	Type
PSSC - ENGLISH	5	<input type="checkbox"/>	Pre
PSSC - ENGLISH	4	<input type="checkbox"/>	Post

How to Address Unmatched Surveys?

- When collecting surveys **in-person**, please continue to only enter survey data into PEARS for matched pre and post surveys.
- If completing pre/post surveys **online**, the state office recognizes that there will be unmatched pre/post survey data.
 - Please don't delete any unmatched adult pre-surveys completed by participants using the public survey link in PEARS.
 - This could result in the **loss of demographic data** entered by participants in their pre-surveys.

This material was funded by USDA's Supplemental Nutrition Assistance Program - SNAP. This institution is an equal opportunity provider. For important nutrition information, visit www.CalFreshHealthyLiving.org.