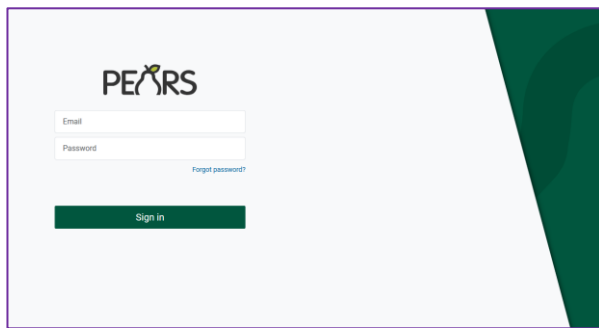
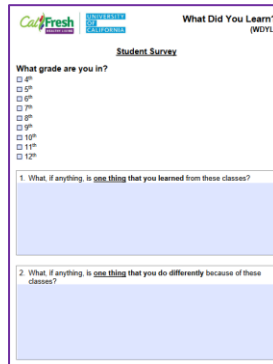
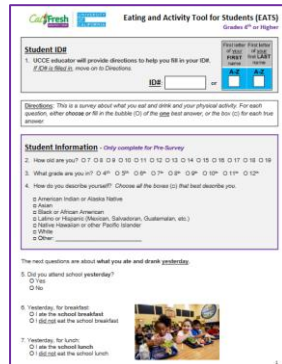


Purpose of Tip Sheet and PEARS Sign-in

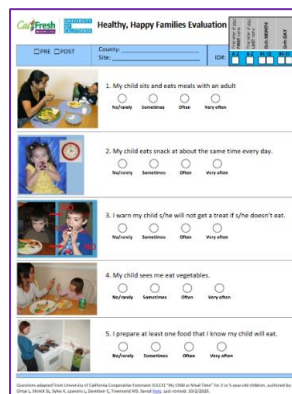
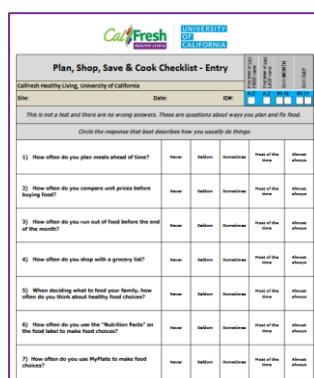
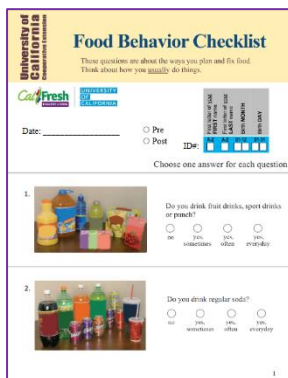


- This document demonstrates the step-by-step process for attaching surveys in PEARS, if administering surveys **in person** – entering matched pre/post survey data into PEARS, using the auto calculate function to generate demographics for your class participants, and collecting surveys online using the survey link/QR code in PEARS.
- To start, you will sign into PEARS [here](#).

CFHL, UC Surveys in PEARS



- If you are collecting the following evaluation surveys, you will find them in PEARS:
 - 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).

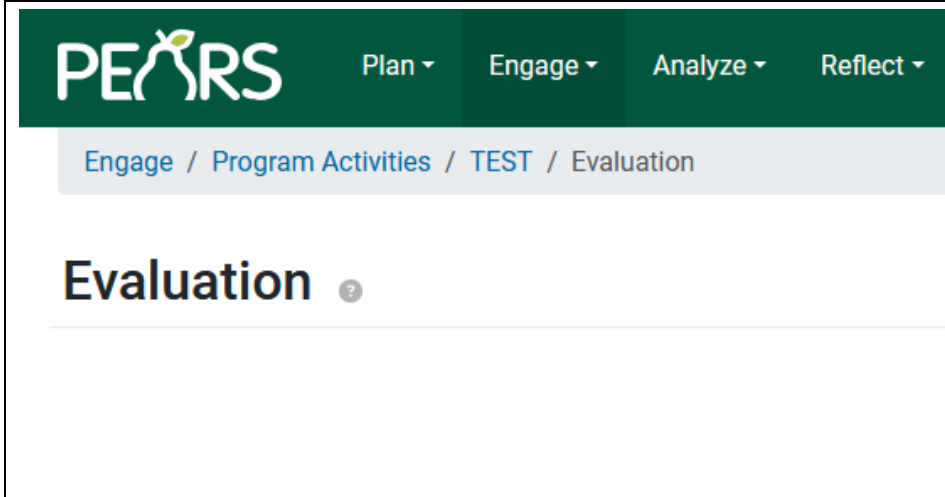


- There is also the option in PEARS to collect/enter:
 - Adult Demographic Data Cards
 - You can use adult demographic cards in PEARS to **Auto Calculate** the demographics.

***Note:** See Canopy instructions [here](#) for how adult demographics can be **Auto Calculated** using more than one attached survey (e.g., class demo cards/eval surveys in English and Spanish).

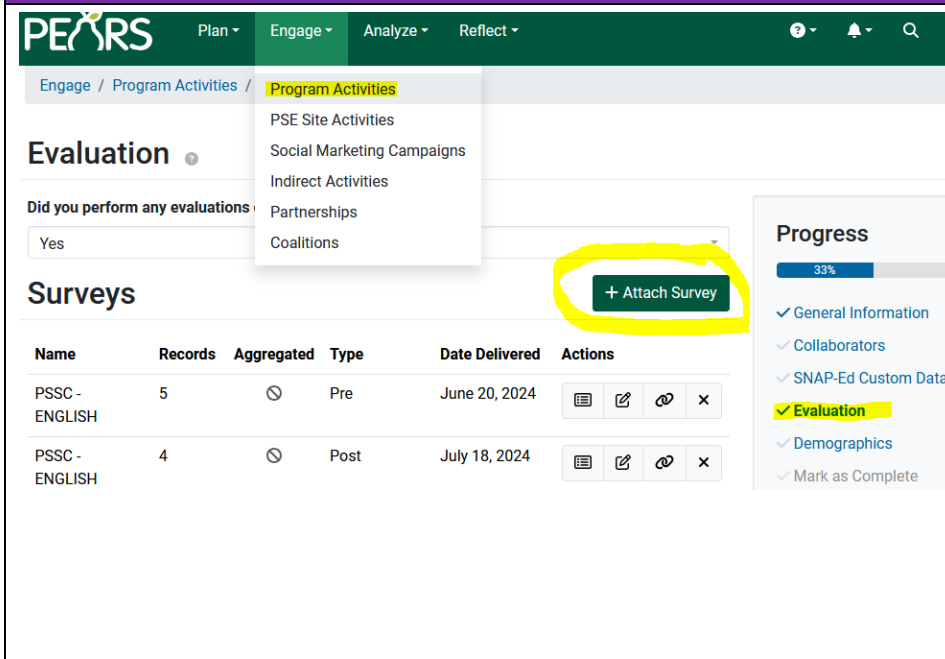
- Demographics can also be tallied by hand and entered on the Program Activity **Demographics** reporting page.

Two Steps for Surveys in PEARS



- **There are two steps you will follow when using PEARS to collect direct education survey data.**
 1. First, you will attach the survey(s) you plan to administer through the Evaluation reporting page in Program Activities.
 2. You will either:
 - Collect surveys **in-person** and enter them into PEARS or
 - Administer surveys **online** using the survey link/QR code. See **Online Survey Tip Sheet** under Collecting Surveys through PEARS.

STEP 1: Attaching Surveys to Program Activities



- To attach a survey to your program activities, go directly to the **Engage** drop down banner in PEARS and select **Program Activities**.
- Next, click on the blue link for **Evaluation** under the **Progress** bar on the right side of the page.
- From the **Evaluation** page, click on the green **[+Attach Survey]** button to attach a survey.

***Note:** If administering surveys **online**, make sure to attach the survey(s) to your Program Activity in PEARS before your classes begin and have the survey link/QR code ready to share.

***Note:** If collecting data **in-person**, to promote data quality and reduce the potential for inconsistent data entry and errors, it may be helpful to designate 1-2 staff to enter the survey data into PEARS.

<div data-bbox="121 219 434 258"> <h3>Add Program Survey ✕</h3> </div> <div data-bbox="121 306 218 339"> <p>Survey *</p> </div> <div data-bbox="128 350 764 396"> <input type="text"/> </div> <div data-bbox="121 406 560 433"> <p>Select an evaluation survey to add to this program.</p> </div> <div data-bbox="121 456 201 488"> <p>Type *</p> </div> <div data-bbox="128 500 764 545"> <input type="text"/> </div> <div data-bbox="121 568 294 599"> <p>Date Delivered *</p> </div> <div data-bbox="128 610 764 656"> <input type="text" value="mm/dd/yyyy"/> </div> <div data-bbox="121 685 210 716"> <p>Name *</p> </div> <div data-bbox="128 727 764 773"> <input type="text"/> </div>	<ul style="list-style-type: none"> • Next, select a survey to attach. • Then, complete the required fields for the survey which include: <ul style="list-style-type: none"> ○ selecting the survey and type, ○ estimating the date delivered, and ○ saving the default survey name. <p>*Note: If you are administering a pre/post survey, attach the survey TWICE:</p> <ul style="list-style-type: none"> • Once as a Pre survey and • Once as a Post survey.
<div data-bbox="121 816 201 844"> <p>Survey *</p> </div> <div data-bbox="128 855 680 1032"> <input type="text" value="pss"/> <ul style="list-style-type: none"> PSSC - ENGLISH PSSC - SPANISH </div>	<ul style="list-style-type: none"> • Survey: Select the survey you want to attach from the dropdown list of surveys available. • In this example, I chose the Plan Shop Save & Cook (PSSC).
<div data-bbox="121 1065 189 1094"> <p>Type *</p> </div> <div data-bbox="128 1105 680 1338"> <input type="text"/> <ul style="list-style-type: none"> Pre Post PSSC - ENGLISH </div>	<ul style="list-style-type: none"> • Type: Next, select the appropriate Type for the survey you are attaching. • You will choose: <ul style="list-style-type: none"> ○ Pre for all pre-surveys and adult demo cards, ○ Post for all post-surveys, and ○ Retrospective for ITCs and WDYL surveys. • Only relevant survey types will appear in the drop down. You can see for PSSC - ENGLISH, only 'Pre' and 'Post' options are available.

<p>Date Delivered *</p> <p>07/16/2024</p>	<ul style="list-style-type: none"> • Date Delivered: Then, enter the date the survey was administered. 																		
<p>Name *</p> <p>PSSC - ENGLISH</p> <p>Save Cancel</p>	<ul style="list-style-type: none"> • Name: The survey name will automatically populate. • Last, Click the green [Save] button at the bottom of the page. 																		
<p>PEARS Plan Engage Analyze Reflect</p> <p>Engage / Program Activities / TEST / Evaluation</p> <p>"PSSC - ENGLISH" was added successfully.</p> <p>Evaluation</p> <p>Did you perform any evaluations of this program activity? *</p> <p>Yes</p> <p>Surveys + Attach Survey</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Records</th> <th>Aggregated</th> <th>Type</th> <th>Date Delivered</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>PSSC - ENGLISH</td> <td>5</td> <td></td> <td>Pre</td> <td>June 20, 2024</td> <td> </td> </tr> </tbody> </table>	Name	Records	Aggregated	Type	Date Delivered	Actions	PSSC - ENGLISH	5		Pre	June 20, 2024		<ul style="list-style-type: none"> • PEARS provides a message confirming that the survey was added successfully and you will see it listed in the Surveys table on the Evaluation page. <p>*Note: If you are administering a pre/post survey, attach the survey TWICE:</p> <ul style="list-style-type: none"> • Once as a Pre survey and • Once as a Post survey. 						
Name	Records	Aggregated	Type	Date Delivered	Actions														
PSSC - ENGLISH	5		Pre	June 20, 2024															
<p>Surveys + Attach Survey</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Records</th> <th>Aggregated</th> <th>Type</th> <th>Date Delivered</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>PSSC - ENGLISH</td> <td>5</td> <td></td> <td>Pre</td> <td>June 20, 2024</td> <td> </td> </tr> <tr> <td>PSSC - ENGLISH</td> <td>4</td> <td></td> <td>Post</td> <td>July 18, 2024</td> <td> </td> </tr> </tbody> </table>	Name	Records	Aggregated	Type	Date Delivered	Actions	PSSC - ENGLISH	5		Pre	June 20, 2024		PSSC - ENGLISH	4		Post	July 18, 2024		<ul style="list-style-type: none"> • Next Step: If you are using a pre/post survey or a survey in multiple languages (e.g., ITC-English and ITC-Spanish), you will follow STEP 1 again to attach any additional surveys needed (e.g., pre and post, English and Spanish). • In this example, I completed STEP 1 twice to attach both the Pre and Post PSSC - ENGLISH survey.
Name	Records	Aggregated	Type	Date Delivered	Actions														
PSSC - ENGLISH	5		Pre	June 20, 2024															
PSSC - ENGLISH	4		Post	July 18, 2024															

STEP 2: Entering Survey Data Collected in-Person for Program Activities

Surveys + Attach Survey

Name	Records	Aggregated	Type	Date Delivered	Actions
PSSC - ENGLISH	5		Pre	June 20, 2024	
PSSC - ENGLISH	4		Post	July 18, 2024	

- For surveys collected **online**, see the **Online Survey Tip Sheet** under [Collecting Surveys through PEARS](#) for step by step instructions and SKIP to the next section for auto calculating Demographics.
- For surveys collected **in-person**, wait to enter survey data until after you complete all your classes, match the pre/post surveys using the ID#, and then **ONLY** enter the **MATCHED** pre and post surveys.
 - Select the Program Activity and navigate to the **Evaluation** page, you will see a table listing the survey(s) you attached for this program activity.

***Note:** For pre/post surveys, you should see **BOTH a Pre and Post survey** attached and listed in the table. Make sure to attach the survey(s) in all languages needed for the class. If additional surveys are needed, follow **STEP 1** to attach any missing surveys.

Surveys + Attach Survey

Name	Records	Aggregated	Type	Date Delivered	Actions
PSSC - ENGLISH	5		Pre	June 20, 2024	
PSSC - ENGLISH	4		Post	July 18, 2024	

Note: In the original image, a yellow circle highlights the first button in the actions column of the first row, with a tooltip that says "Enter Response Data".

If collecting surveys in-person:

- To enter survey data for the program activity, you will select the pre or post survey and click on the first button under **Actions**.
 - If you hover over the first button , you will see that it is labeled **Enter Response Data**.

***Note:** When collecting data **in-person**, to promote data quality and reduce the potential for inconsistent data entry and errors, some UCCE teams find it helpful to designate 1-2 staff to enter the survey data into PEARS.

Add New Response (PSSC - ENGLISH) Delete Go Back to Attach Surveys

« 1 ... 4 5 **New** »

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 Maria 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. *

This material was funded by USDA's Supplemental Nutrition / nutrition information, visit www.CalFreshHealthyLiving.org.

« 1 ... 4 5 **New** »

Save **Save and Add New**

If collecting surveys *in-person*:

- Next, the PEARS survey you selected will appear and you can begin adding survey responses.
- Again, you will only enter the **MATCHED** pre and post survey data that you collected.

CAUTION: Make sure to **enter ID#s consistently**, so we can match and analyze your surveys.

- If you collected demographic cards and matched pre/post surveys (stapled together or matched using ID#), enter the demographic data into the pre-survey. You can skip demographic questions in the post-survey.
- Once you have entered data for all survey questions, click the green **[Save and Add New]** button and a new survey will immediately pop-up, so you can continue to enter your remaining surveys.
- When you have entered all of your surveys, click the green **[Save]** button.

Note: You will follow this same process to enter all of your **Pre** and **Post** surveys for the program activity selected.

Surveys

+ Attach Survey

Name	Records	Aggregated	Type	Date Delivered	Actions
PSSC - ENGLISH	5	<input type="checkbox"/>	Pre	June 20, 2024	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
PSSC - ENGLISH	5	<input type="checkbox"/>	Post	July 18, 2024	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

If collecting surveys *in-person*:

- Please only enter **MATCHED** pre/post surveys.
 - You can confirm that you entered the same number of matched surveys in the **Surveys** table under **Records**.
- In this example, 5 matched PSSC surveys were entered, so you can see **5 Pre-surveys** and **5 Post-surveys**. These #s should always match when collecting surveys in person.

Note: If you plan to use the **[Auto Calculate]** function to generate your class demographics, make sure to attach the adult demographic data card for participants without matched surveys.

Auto Calculating Adult Demographics for Program Activities

PEARS can compute the demographic makeup of participants automatically. To use this tool, first enter survey response data, or ask your administrators about using site-wide demographics as estimates.

Auto Calculate

- If your team decides to enter Adult Demographic Cards collected **in-person** into PEARS or administers the Adult Demographic Data Card or evaluation surveys with adult demographics in PEARS **online**, you will be able to **[Auto Calculate]** the Program Activity – **Demographics** for your adult class participants in PEARS.
- Follow **STEP 1** above to attach surveys in PEARS.
- For surveys collected **in-person**, follow **STEP 2** above to enter the survey data into PEARS.

PEARS can compute the demographic makeup of participants automatically. To use this tool, first enter survey response data, or ask your administrators about using site-wide demographics as estimates.

Auto Calculate

Progress
33%

- ✓ General Information
- ✓ Collaborators
- ✓ SNAP-Ed Custom Data
- ✓ Evaluation
- ✓ **Demographics**

Report the total number of unique participants for this program activity. Also include the demographic makeup of participants.

Total *
0

- Next, you will click on the blue link for **Demographics** under the **Progress** bar on the right side of the page.
 - At the top of the **Demographics** page, you will click on the green **[Auto Calculate]** button.
- *Note:** See Canopy instructions [here](#) for how adult demographics can be **Auto Calculated** using more than one attached survey (e.g., class demo cards/evaluation surveys in English and Spanish).

Auto Calculate

How would you like to compute demographic totals?

- Site-wide demographics for 1094 Kirk Elementary
- Survey responses attached to this program**

Continue

- If you are delivering **ADULT** classes at a **SCHOOL (K-12)**, you will have the option to choose from the
 - Site-wide demographics for the school (students) or
 - **Survey responses** attached to this program
 - Make sure to select **Survey responses** to **[Auto Calculate]** the demographics using **ADULT** class participants.
- *Note:** For adult classes in other settings, **SKIP to the next step.**

Auto Calculate Using Survey Responses ✕

This method computes participant demographics based on survey response data. Please select the survey you wish to use for this calculation.

Select ...

Select ...

- PSSC - ENGLISH (Pre)
- PSSC - ENGLISH (Post)

Yes
No

- Next, a box will pop-up asking you if you would like to **[Auto Calculate]** participant demographics using survey responses.
- Select the survey you want to pull participant demographics from – in this case **PSSC - ENGLISH (Pre)**. If you have more than one pre-survey attached, see the note below.
- Click on the green **[Yes]** button to auto calculate the demographics for your class participants.

***Note:** See Canopy instructions [here](#) for how adult demographics can be **Auto Calculated** using more than one attached survey (e.g., adult demo cards and eval surveys, surveys in English and Spanish, etc.).

Gender *

Female	3			
Male	1			
Non-Binary				
Prefer not to respond				
Unknown				

The sum of all gender fields must equal 5, which is the total specified above. The sum is currently 4.

Gender *

Female	3			
Male	1			
Non-Binary				
Prefer not to respond				
Unknown	1			

- Once you complete the **[Auto Calculate]** pop-up box, PEARS will automatically generate the participant demographics.
- Review the demographic tables for **red error messages** and manually fix entries to reflect the participant **Total**.
- If the demographic questions have missing responses, please enter these additional participants under **Unknown**.

***Note:** The total participants in the Gender, Age, and Ethnicity tables must sum to the **Total** class participants.

- After reviewing the demographics, click on the green **[Save]** button at the bottom of the page.

This material was funded by USDA's Supplemental Nutrition Assistance Program - SNAP. This institution is an equal opportunity provider. Visit www.CalFreshHealthyLiving.org for healthy tips.