

Administration Protocol

I. Purpose

The purpose of the Teacher Feedback Survey is to collect feedback, observations and suggestions from teaching staff to help improve our virtual program delivery. You can use this survey with teaching staff of all grade levels in schools, early care and education (ECE) sites, or other settings where series based direct education is delivered **virtually** using approved CalFresh Healthy Living (CFHL) curricula.

II. Who Should Administer

CFHL-UCCE staff can provide teaching staff with a printable version of the survey or a link to complete the survey online in PEARS.

III. When to Administer

The retrospective Teacher Feedback Survey should be shared with teaching staff to complete after concluding the virtual series based direct education. Some UCCE teams have suggested that the survey or online survey link might be shared with the teaching staff to complete when the UCCE Community Educator is delivering the final lesson – to increase the likelihood that teaching staff will be able to complete the survey.

IV. Materials Needed

- PDF copy of the [teacher consent page](#) with the UCCE local contact information added.
- Electronic or printed copy of this administration protocol.
- Printed copy of the [survey](#) or link/QR code to the online survey in PEARS.

V. Before You Begin

- Review the teacher consent page, add the local UCCE contact information, and create a PDF of the teacher consent page to share with the teacher.
- Create a Program Activity in [PEARS](#) for your direct education class.
- If you plan to have teaching staff complete the survey online, attach the Teacher Feedback Survey to the Program Activity you created in PEARS and create a unique survey link/QR code to share with the teacher.
- For more detailed instructions about attaching and sharing survey links in PEARS, see the [Online Survey Links Tip Sheet](#) (pages 2-3).