

# Administration Protocol

## I. Purpose

The purpose of the Teacher Observation Survey is to collect information from teaching staff about the outcomes of virtual nutrition and/or physical activity lessons delivered with young students especially in **Pre-K to 3<sup>rd</sup> grade** – an age group where self-report is developmentally challenging. This tool can also be used with 4<sup>th</sup> to 8<sup>th</sup> grade teachers, but when possible, self-report evaluation tools are recommended for older students. You can use this survey with teaching staff 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.

This new Teacher Observation Survey is much shorter than the previously used Teacher Observation Tool for two reasons. First, teaching staff have less opportunity to observe changes in students with the distance learning format commonly used in the 2020-21 School Year. Second, the survey was designed to be quite short (only 5 questions) given educators considerable work burdens and limited time.

## 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 Observation 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 Observation 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).