

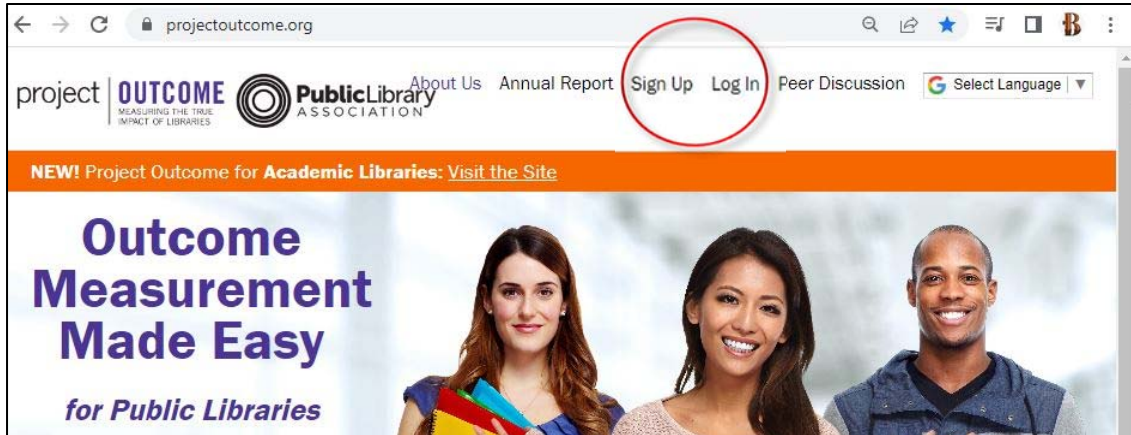
UPDATED 2022-23 Workshop Evaluation Survey Set Up

PLA Digital Literacy Workshop Incentive

At the end of this process, you will have a link to a survey you can share with your participants. Participants are not required to fill out a survey.

Start here: <https://www.projectoutcome.org/>

1. Sign Up or Log In.



2. Create an Account

3. Make a Survey based on a Template:

Once you are logged in you will land on the home page.

Find and click on “Survey Management” under the PLA logo.

The screenshot shows the Survey Management dashboard. The top navigation bar includes links for Survey Management, Data Dashboard, Resources, and Peer Discussion. The 'Survey Management' link is circled in red. Below the navigation bar, there are two main sections: 'Survey Management' and 'Resources'. The 'Survey Management' section contains a 'Create New Survey' button and a list of surveys. The first survey is 'unnamed - 09/15/2022 (1)' with 0 responses. The second survey is 'Template:' with 1 survey created. The 'Resources' section contains links to Tutorials, Writing Open-Ended Survey Questions, and Case Studies.

4. Choose a Template:

- Find the “Template: Digital Literacy PLA Incentive Cohort” created by Mary-Clare Bietila.
- To the right of this template, click on “Create Survey from Template” under Actions.
- To advance to the next page click on the purple arrow on the right side

The screenshot shows the Survey Management dashboard with a list of surveys. The 'Create Survey From Template' button in the Actions column is circled in red. The dashboard includes a search bar and a table of surveys.

Survey Name	Topic	Program	Created By	Date	Class	Type	Status	Responses/Surveys	Actions
Template: Digital Literacy PLA Incentive Cohort	Digital Learning	Digital Literacy PLA Incentive Cohort	Mary-Clare Bietila	09/19/2022	Template	Immediate	Publish...	0 Surveys	Create Survey From Template Edit Template

5. The survey settings from the template will display.

- No action is needed
- To advance to the next page click on the purple arrow on the right side

project **OUTCOME** **PublicLibrary** ASSOCIATION

Welcome, mbietila@ala.org
Account | Log Out

Survey Management Data Dashboard Resources Peer Discussion Select Language ▼

Create Digital Learning Immediate Survey from Template

1 **Source, Topic & Type** ✓ Program Information ✓ Survey Settings ✓ Custom Questions 5 Administer Survey

Survey Source

Create New Survey

Copy Existing Survey

Use Template

Template

Initiative

Template:
Template created by DigitalLearn
Date TBD

Survey Topic

Digital Learning

Survey Type

Immediate

6. Program Information

- Select “Add Logo” Add your library’s logo and replace the image of circles
- Program Name: Enter the specific Workshop’s title i.e., “Donuts and Devices” (you will create one survey for each workshop)
- Program Date: Select the date of the workshop
- Location: Select “Ask Respondents”
- To advance to the next page click on the purple arrow on the right side

The screenshot shows a web form titled "Create Digital Learning Immediate Survey from Template". At the top, a progress bar indicates five steps: 1. Source, Topic & Type (checked), 2. Program Information (active), 3. Survey Settings (checked), 4. Custom Questions (checked), and 5. Administer Survey (disabled). The main content area features a large blue square with a white circular logo placeholder. Below this is an orange "ADD LOGO" button with a question mark icon. A red circle highlights the button. Text below the button states: "*Logo may be deleted after creating the survey". Further down, it lists file format rules: "File formats allowed: jpg, jpeg, png, gif", "File size should be under 2 MB", and "Image size should be 300x300 px". The "Program Name" field is labeled with a question mark icon and contains the text "DigitalLearn basics TEST". Below this is the "Program Date" field, also with a question mark icon, showing "09/15/2022" and a "Multi-day Program" link. At the bottom, the "Location" field is labeled with a question mark icon. Navigation arrows (back and forward) are visible on the left and right sides of the form.

7. Survey Settings

- The name field will populate based on your previous answer
- You can adjust this by going back to the previous page
- You have the option of designing a thank you page and linking to it here. When a user completes the survey, it will take them to that page. This is optional.
- To advance to the next page click on the purple arrow on the right side

Create Digital Learning Immediate Survey from Template

✓ Source, Topic & Type

✓ Program Information

3 **Survey Settings**

✓ Custom Questions

5 Administer Survey

Survey Name ⓘ *Not visible to respondents*

DigitalLearn basics TEST - 09/15/2022

The information below will be displayed on your survey to respondents.

Intro Message ⓘ *Optional*

Please take a few minutes for this brief survey and let us know if, as a result of participating in the DigitalLearn basics TEST program...

Footer Message ⓘ *Optional*

Thanks! Your feedback will help the library improve and better serve our community.

Thank You Page URL ⓘ *for online surveys only*

Use Default URL

Example Thank You Page

8. Custom Questions

- This survey template will ask the following standardized survey questions:

Please take a few minutes for this brief survey and let us know if, as a result of participating in the "Donuts & Devices" program...

1. You feel more knowledgeable about using digital resources
2. You feel more confident when using digital resources
3. You intend to apply what you just learned
4. You are more aware of resources and services provided by the library
5. What did you like most about the program?
6. What could the library do to improve your learning?

- Optional: You may add any custom questions
- To advance to the next page click on the purple arrow on the right side

Create Digital Learning Immediate Survey from Template

✓ Source, Topic & Type

✓ Program Information

✓ Survey Settings

4 Custom Questions

5 Administer Survey

WARNING: Project Outcome has designed the base surveys to provide a standardized set of evaluation tools, so adding questions is strongly discouraged.

The surveys have been designed to maximize patron response rates with simple wording, single-page formatting, and by preserving respondents' anonymity. Adding questions to the standardized surveys may deter patron participation and increase abandonment rates. Before adding a question to the survey, please consider the following:

- How will patrons react to this question?
- Will the extra question raise concerns about anonymity and data sharing?
- How will your library make use of the information gathered through this question?
- Is this question crucial to helping or improving the program, service, or library at large?
- Choose from a list of pre-set questions or write your own custom question.

[view less](#)

Do you want to add questions to the standardized survey?

Yes ☐

No ☒

9. Administer Survey

- You did it! You should see a PDF of the survey which you can print or save
- You can download it in English, Spanish or French
- The key item is the Online Survey Link which you can copy and share with your participants
- Reminder surveys are anonymous and voluntary

Create Digital Learning Immediate Survey from Template

✓ Source, Topic & Type

✓ Program Information

✓ Survey Settings

✓ Custom Questions

5 Administer Survey

Congratulations! Your survey is ready. ?

[Download Survey English](#) | [Spanish](#) | [French](#)
[Online Survey Link English](#) | [Spanish](#) | [French](#)

pdf_preview.pdf

1 / 1 | 92% + | [Icons]

1

Please take a few minutes for this brief survey and let us know if, as a result of participating in the DigitalLearn basics TEST program...

- You feel more knowledgeable about using digital resources**

Strongly Disagree	Disagree	Neither	Agree	Strongly Agree	N/A
-------------------	----------	---------	-------	----------------	-----
- You feel more confident when using digital resources**

Strongly Disagree	Disagree	Neither	Agree	Strongly Agree	N/A
-------------------	----------	---------	-------	----------------	-----
- You intend to apply what you just learned**

Strongly Disagree	Disagree	Neither	Agree	Strongly Agree	N/A
-------------------	----------	---------	-------	----------------	-----
- You are more aware of resources and services provided by the library**

Strongly Disagree	Disagree	Neither	Agree	Strongly Agree	N/A
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- What did you like most about the program?**

Reminders:

Approved Workshops (choose one or more):

- Internet Basics
- Cybersecurity Basics
- Email Basics
- Computer Basics (Windows 10)
- Computer Basics (Mac OS 11)
- Video Conferencing (Zoom)
- Tablet Basics (Android)
- Tablet Basics (iOS)

What About Other DigitalLearn Workshop Topics?

Once you meet your minimum number of learners using one or more of the 8 approved topics you are free to conduct workshops on other topics.

Where to Find the Approved Workshop Resources

<https://www.training.digitallearn.org/>

Languages Available

Available both in English and Spanish

You may use awarded funds to have resources translated into another language.

Number of Workshops Required and Deadlines

Tier 1: \$4,000

- 2 or more workshops by December 1, 2022
- 1 or more workshops by March 1, 2023

Tier 2: \$7,000 3 or more workshops by December 1, 2022

- 2 or more workshops by March 1, 2023

Learner Requirements

Tier 1: \$4,000

- 12 or more learners by December 1, 2022
- 6 or more learners by March 1, 2023

Tier 2: \$7,000

- 30 or more learners by December 1, 2022
- 20 or more learners by March 1, 2023

Reaching the minimum number of learners is the most important requirement.

PLA has estimated the number of workshops it should take to achieve the learner goal. It may require more workshops.