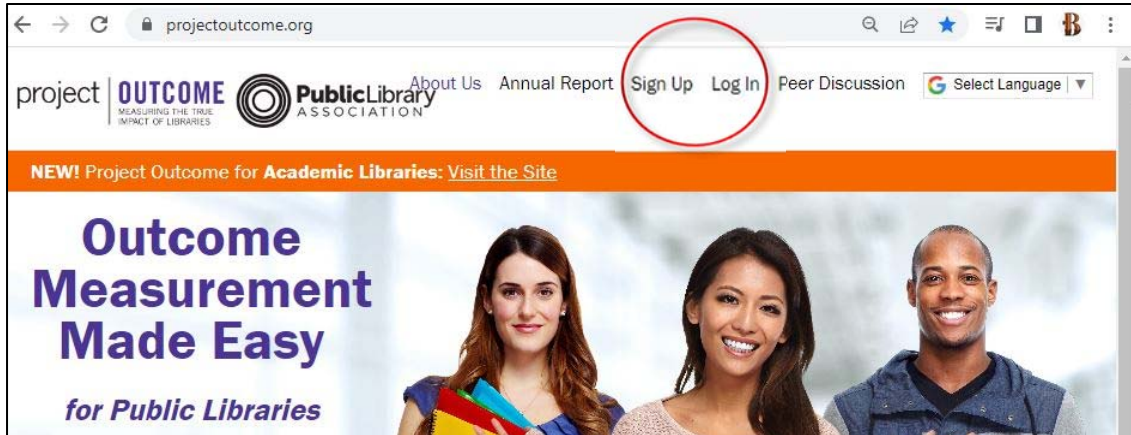# UPDATED 2022-23 Workshop Evaluation Survey Set Up
PLA Digital Literacy Workshop Incentive

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.

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

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

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

Questions? Contact digitalLearnHelp@ala.org

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

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

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.