

## Instructions for conducting FNP evaluation-3-6<sup>th</sup> Grade-FY 2010

### General Instructions:

- **Go to** the FNP website located at <http://www.humec.ksu.edu/fnp/>
- Under **Evaluation**; **click** on 3-6th Grade.
- To **Create your own evaluation** form, select and open the template form making sure that you have a Pre and Post template.
- **Select** evaluation questions from those provided on the FNP website. **Choose questions that are applicable to the lesson that will be taught.** The questions are categorized according to Behavioral Objectives. Several additional questions are provided that are not on the Professor Popcorn Modified Evaluation. Many of these fill the need Kids a Cookin' and other curriculum needs. The number of questions used varies according to audience, time limitations, and program topic. **Cut and paste the questions to the template.** You may have to re-number the questions to maintain order.
- **The Professor Popcorn modified evaluation is also provided for printing.**
- **Ensure that all information is at the top of the evaluation sheet:** date, school, grade and county. This information can be used to identify evaluations, should they be misplaced. Do not include the child's name.
- **Print** a copy and **duplicate** enough copies for your class.
- Make sure that **PRE and POST-TESTS are clearly marked** in the upper right hand corner of the evaluation form.
- If your **class is a mixture of age groups use age appropriate evaluation forms.** At times you may have to decide whether to use the K-2 or 3-6 evaluation forms for the entire group.

### Pre-test Instructions:

- **PRE-TESTS are to be administered at the beginning of a series of lessons.** If there is only one lesson or a display presented to this group then collect PRE and POST-TESTS before and after the lesson presentation. **REMEMBER, a series of four or more classes are recommended.**
- Have the FNP staff, teacher, or other staff **administer the PRE-TEST to the class PRIOR** to teaching the lesson. This should be done the same day as the lesson.
- **Read each question and answers orally** to the audience.
- Upon completion, the **PRE-TESTS should be collected** and clipped together.
- **Enter** the client activity information and evaluation data into **the newly revamped On-line Program Activity Sheet (.NET).** (See the User's Guide and directions below).

### Present the Lesson or Series of Lessons:

**Updated Feature:** Before going out to your programming site-print the updated Program Activity Data Sheet located on the FNP Website. This is a complete checklist of information needed to complete the Online Program Activity Sheet (.NET).

**Post-test instructions:**

- The **POST-TEST should be administered upon completion of the final lesson in the series (ideally the same day)**. Questions should correspond directly to those used on the PRE-TEST.
- Ensure that **all information is at the top of the evaluation sheet**: date, school, grade and county. This information can be used to identify evaluations, should they be misplaced. Do not include the child's name.
- **Read each question and answers orally** to the audience.
- **Collect** all POST-TESTS and clip them together.
- **Enter** the client and programming information and evaluation data into **the On-line Program Activity Sheet (.NET)**. (See the User's Guide and directions below)

**Completion of the On-line Program Activity Sheet:**

- After each lesson **create an On-line Program Activity Sheet (.NET)** and enter client and evaluation data. This is the updated online reporting system (same address new look) for submitting reports to the State FNP Office.
- **Access** the activity sheet at: <http://intranet.oznet.ksu.edu/fnprs/>
- In the Center of the page, **click on Program Activity Sheet**.
- Click on **Add Program Activity** and begin entering the information ensuring that all text boxes are completed. You will have Evaluation data (survey information) only after collecting PRE and POST-TESTS. If you have not collected evaluations with your programming bypass this text box. Remember, you are **REQUIRED** to collect evaluation data with programming so please make every effort to do so. Report all programming activity even when evaluations are not collected.
- Since evaluation data is collected at two separate visits for this age group, ensure that all Post and Post-Post tests are linked properly in the database. Explained in the User's Guide (.NET).
- When all information is entered **print a hard copy** for future reference.
- Click on the **Done** button to submit the information to the database where it will be stored.
- **Enter Program Activity Sheets at least quarterly.**

**Teacher Feedback Form** - This form is available on the FNP website under Evaluation. Give this form to the teacher after completing a series of lessons. Entry directions are provided in the updated User's Guide-2010.