

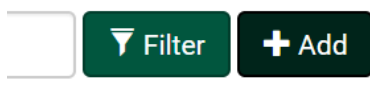
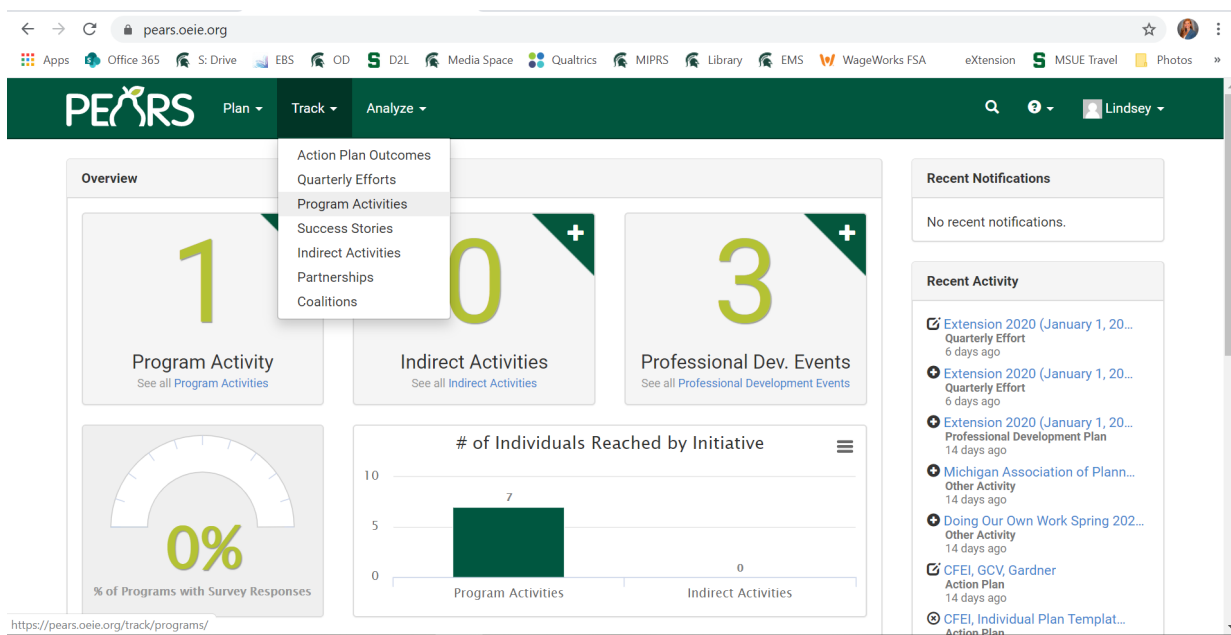
## How to Create and Enter GCV Surveys in PEARS

The GCV Common Evaluation Survey is now available in PEARS. By using the questions from this survey (as your program evaluation, or added on to your current survey tool), it will allow us to collect data across all of our programs throughout the year and report overall impact of our team. The survey is already pre-loaded into PEARS and can be copied each time a Program Activity takes place. If you would like to use some of the Common Eval questions, but not all, you may select the ones to use or remove. Wording of the questions cannot be changed.

**To use the GCV Common Evaluation AS IS for your program:**

Login to PEARS

Select Track v Program Activities



Add Program Activity (this can be done prior to the program taking place or afterwards). It should be done for each time the program takes place (Ex. Communicating through Conflict-Kalkaska March 2020)

*If you have questions, contact Norma Lundeen at [nlundeen@msu.edu](mailto:nlundeen@msu.edu) 517-432-7691*

## Add Program Activity ?

Program Activities track information about direct education meetings or interventions. Each activity should represent a unique intervention but may include multiple sessions or meetings with the same audience.

### Program activity name \*

This is a name you give the program activity for your reference.

### Program areas \*

Select the appropriate program areas for this program activity.

### Action plan

PFT action plans are listed in PEARS to assist PFTs in developing their Action Plan Outcomes.

### Site \*



Choose the site where this program was delivered. You may also select an organization that includes multiple sites (e.g. a school district or grocery chain). [What are inactive sites?](#)

### Unit \*

This is the unit where the program activity was delivered.

### Delivery people



These are the names of the users who delivered the program activity. If you helped deliver the program activity, remember to add yourself.

### Method used to deliver this program \*

Add information about the program (see example above)

### Sessions ?

If this program activity involves multiple meetings or sessions with the same audience, please indicate those below.

#### Start Date \*

#### Start Time

#### Length (min) \*

#### # Participants

#### Using IM

☐



### Comments

Optional. Use the field below for any additional comments about the Program Activity.

Note: If you are setting up the survey prior to the program taking place, you may need to leave the “Participants” field blank until after.

Select Save and Continue




Then Attach Surveys

If you have questions, contact Norma Lundeen at [nlundeen@msu.edu](mailto:nlundeen@msu.edu) 517-432-7691

## Progress

25%

- ✓ Program Activity Information
- ✓ Demographics
- ✓ Attach Surveys
- ✓ Mark as Complete

Plan
Track
Analyze

Track / Program Activities / Communicating through Conflict-Kalkaska March 2020 / Attach Surveys

### Attach Surveys

You don't currently have any surveys attached to this program activity. Click the **Attach Survey** button to attach surveys to this program activity, or click the **Mark as Complete** button if this program doesn't use a survey

Attach Survey

or

Continue to [Mark as Complete](#)

Select the GCV Common Evaluation. Aggregate responses would allow you to tally up the results ahead of time and enter them all at once. In most cases for the GCV Survey, you will not check this box. It may be helpful for the Civil Rights forms.

Plan
Track

Track / Program Activities / Communicating through Conflict-Kalkaska March 2020 / Attach Surveys

### Attach Surveys

You don't currently have any surveys attached to this program activity. Click the **Attach Survey** button to attach surveys to this program activity, or click the **Mark as Complete** button if this program doesn't use a survey

Survey \*

GCV Common Evaluation

Select an evaluation survey to add to this program.

Type \*

Post

Date Delivered \*

03/19/2020

Name \*

GCV Common Evaluation

☐ Aggregate responses
 

Select this option if you would like to aggregate your responses instead of entering them individually.

Cancel

Save

Once the survey has been attached, you can use the public link if participants are responding electronically



If you collect data from paper survey, it can be entered manually.



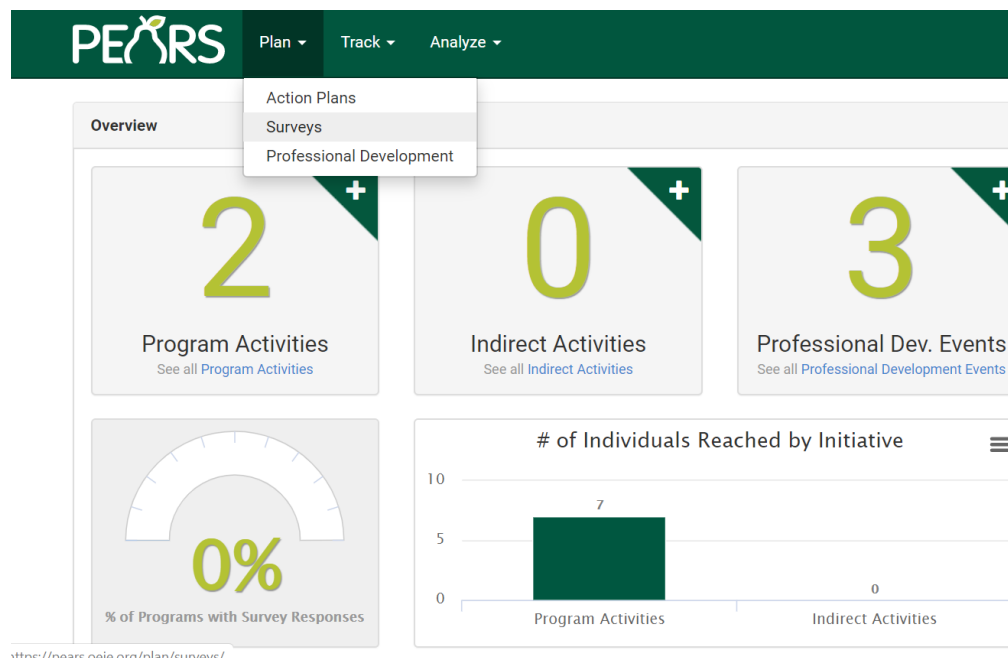
You will also want to Attach the Demographic Data Collection Form in the same place. The process for collecting this information is similar.

If you have questions, contact Norma Lundeen at [nlundeen@msu.edu](mailto:nlundeen@msu.edu) 517-432-7691

## To Create a Survey in PEARS that includes GCV Common Eval and Program-Specific Questions

In many cases, you may have a survey that you already use for your program. This process allows you to combine the GCV Evaluation and your program-specific survey into one. You will be able to see your program-specific data and the questions that are the same as the GCV Evaluation will be reported there as well. Each program will need to copy the GCV Common Eval and then add their program-specific questions by following the steps below.

Under Plan select Surveys



The GCV Common Evaluation will be shared with everyone on the team, so it should appear on your list of surveys. Click there now

The screenshot shows the 'Surveys' page in PEARS. It includes a search bar, a 'Filter' button, and an 'Add' button. Below is a table of surveys:

Title	User	Status	Created	Last Modified
Communicating Through Conflict Evaluation	Sparty Spartan	Draft	Feb. 10, 2020, 10:42 a.m.	Feb. 10, 2020, 10:59 a.m.
GCV Common Evaluation	Norma Lundeen	Active	Feb. 6, 2020, 1:16 p.m.	Feb. 10, 2020, 10:32 a.m.
Vegetable Indicator Survey	Norma Lundeen	Active	Jan. 29, 2020, 2:11 p.m.	Jan. 29, 2020, 3:19 p.m.
Adult Series Enrollment Form	Rebecca Henne	Inactive	Aug. 16, 2018, 3:42 p.m.	Jan. 14, 2020, 11:25 a.m.
Adult Survey Pre/Post	Rebecca Henne	Inactive	Oct. 22, 2018, 8:20 a.m.	Jan. 14, 2020, 11:25 a.m.

If you have questions, contact Norma Lundeen at [nlundeen@msu.edu](mailto:nlundeen@msu.edu) 517-432-7691

Select Copy



Rename the survey for the Program Title. In this case, it should not be site specific, but rather the name of the program so it can be reused for each Program Activity throughout the year. (Ex. Communicating through Conflict)

## Copy "GCV Common Evaluation"

Note: After clicking copy, please make sure the general information and other data are correct.

Select additional data you want to copy from this survey:

Name \*

Power of Participation

- ☒ Questions
- ☒ Permissions

Copy Cancel

[FAQ](#) [Contact Us](#)

You will want to unselect Permissions unless it is to be shared with the entire GCV team. You will have the option to share the survey with instructors of that particular program after.

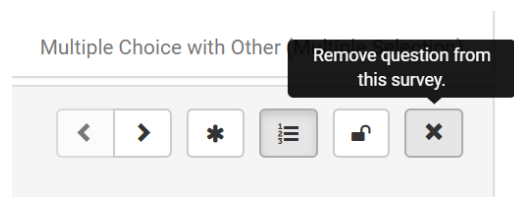
At the bottom of the survey, select Add Question

Continue

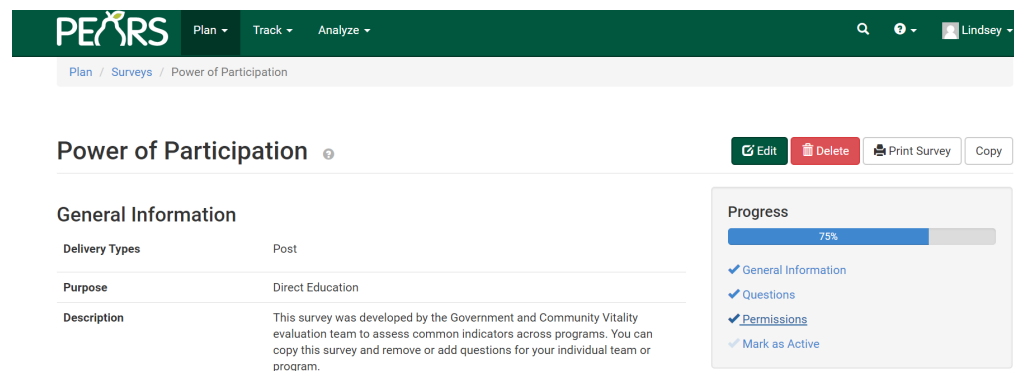
Back to Details

Add Question

You can adjust the survey with the additional questions you would like. If there is a question on the GCV Common Evaluation that is not appropriate for your particular program, you may remove it.



To share this newly-created survey with other instructors, select Permissions



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Add Shares **+ Add Shares**

Individual User where you can search for anyone in PEARS to add.

The left screenshot shows the 'Add Share' form with the 'Scope' dropdown menu open. The menu lists 'Individual User', 'Unit', and 'Organization'. The 'Individual User' option is highlighted. The right screenshot shows the 'Add Share' form with the 'User' dropdown menu open. The menu lists 'Select a user', 'Please enter 2 or more characters', and a search bar. The 'Select a user' option is highlighted.

Once the survey has been created and shared, each time you (or other Instructors with survey access) do a Program Activity, you can add this program-specific survey. The GCV Common Evaluation data will now be collected in both places.

The screenshot shows the 'Attach Surveys' form. The form has a table with columns 'Name', 'Records', and 'Aggregated'. The table lists several surveys, including 'Extension Demographic Data Collection form for Adults', 'GCV Common Evaluation', and 'Communicating Through Conflict Evaluation'. The 'Communicating Through Conflict Evaluation' survey is selected. The form also includes a 'Name' field and an 'Aggregate responses' checkbox. The 'Aggregate responses' checkbox is checked, and the text below it says 'Select this option if you would like to aggregate your responses instead of entering them individually.'

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