

Administration Protocol

I. Purpose

The purpose of the What Did You Learn? qualitative retrospective survey is to collect information about any changes in dietary and physical activity knowledge and behaviors from students in **grades 4th and higher**. You can use this survey in schools or other settings where **two or more sessions** of series based direct education are **delivered in person or virtually** using approved CalFresh Healthy Living (CFHL) curricula.

II. Who Should Administer

CFHL-UCCE staff who have delivered all or part of the curricula should administer the What Did You Learn? survey. In rare cases (such as COVID-19 restrictions) where CFHL, UCCE staff are unable to visit sites in-person or collect surveys virtually, they can review the administration protocol and student consent procedure with extenders and work with them to administer the survey. The State Office will review these procedures annually with UCCE staff input.

III. When to Administer

The What Did You Learn? qualitative retrospective survey should be administered to an entire class immediately following series-based delivery after all of the planned lessons have been completed. When possible, administer the survey immediately after the conclusion of the last class in the series. If that is not possible, administer the survey as soon as possible after concluding the series, but not more than two weeks after its completion.

IV. Materials Needed

For **online** administration:

- PDF copy of the student consent page to read aloud and provide to students with the UCCE local contact information added (see VI. Student Consent).
- Electronic or printed copy of this administration protocol.
- Electronic copy of survey administration PowerPoint (PPT) slides that include:
 - Link to the What Did You Learn? survey in PEARS.
 - Entire text of the CFHL-UC youth consent memo (REQUIRED by IRB).
 - Slide showing the two open-ended questions from the What Did You Learn? survey to display while students respond.

For **in-person** administration of the paper survey:

- Single copy of survey cover page with survey administration instructions,
- Copies of student survey and consent cover page with the UCCE local contact information added (see VI. Student Consent) for whole class – printed front and back, in color, on white paper,
- Extra copy of the survey and consent cover page for your reference to read aloud,
- Pencils - one per student plus extras (if needed), and
- Survey administration protocol.

V. Before You Begin

- See WDYL survey and support materials posted on the [Youth Evaluation Tools](#) webpage.
- Review consent page, add local UCCE contact, and create PDF to share with students. If using hard copy surveys, add local UCCE contact before printing.
- Create a Program Activity in PEARS for your direct education, so you have the PEARS Program Activity ID to add to the cover page for classes where hard copy surveys will be administered **in-person**.
 - *Note: If you are collecting surveys from a mixed group of students with more than one PEARS Program Activity, you can select a single Program Activity ID to provide for all of these students to simplify data collection. Please just add the following note in the PEARS General Information Comments section: “The WDYL survey was collected from a mixed group of students with more than one PEARS Program Activity. These students received the same classes/activities. To streamline data collection, we provided students with the PEARS Program Activity ID XXXXXX, but the data are also for the following IDs: XXXXXX, XXXXXX, etc.”*
- For **in-person** administration, UCCE staff should fill in the date, site name, county, and PEARS Program Activity ID on the cover page and keep this cover page together with the student surveys collected in each class.
- For **online** administration, attach the WDYL survey to your Program Activity in PEARS and generate the relevant online survey link to share with students.
- For **online** administration, please also download and edit the survey administration PowerPoint (PPT) slides to:
 - Add the UCCE local contact information (slides 1 and 5) and
 - Insert the WDYL survey link from PEARS into the notes section (slide 2).
- Practice administration with colleagues to become familiar with the protocol/PPT. Note: When practicing, create a “TEST” Program Activity in PEARS. Please remember to delete the “TEST” Program Activity when you are done practicing administration.

VI. Student Consent

The UC Davis Institutional Review Board (IRB) requires our program to obtain consent for all youth program evaluation. In order to secure consent to participate in the WDYL Survey, CFHL, UCCE staff must read the student consent page aloud to students prior to administration, either virtually or in person. Consent to participate is assumed to have been provided if a student responds to the WDYL questions after hearing and/or reviewing the consent memo, which is provided to students as a paper copy or as an electronic link or file. The IRB does not require a signed student consent form or parental consent. The student consent is included as the first page of both the printed hard copy of the WDYL Survey and the online survey in PEARS (e.g., see the printable [English Survey](#) and [WDYL Survey in PEARS](#) link under What Did You Learn? (WDYL) on the [Youth Evaluation Tools](#) webpage).