Online Surveys Tip Sheet (PEARS and Qualtrics)

Purpose of Tip Sheet

- *This document will take you step-by-step through the process for accessing online survey links in PEARS and Qualtrics as well as distributing survey links to class participants via Zoom in order to collect participant surveys online when delivering web-based nutrition education classes.*

Using Survey Links to Collect Adult Demographic Cards and Evaluation Surveys in PEARS

- *For web-based nutrition education classes, you can provide participants or teachers with a link to complete PEARS survey(s) online.*
- *The PEARS surveys currently available for online data collection include:*
  - *Demographic Cards,*
  - *Intent to Change Surveys (ITCs),*
  - *Plan, Shop, Save & Cook (PSSC),*
  - *Food Behavior Checklist + Physical Activity (FBC+PA),*
  - *Healthy Happy Families (HHF),*
  - *Adult Physical Activity Survey (APAS), and*
  - *What Did You Learn? (WDYL).*

Note: All PEARS surveys collect the adult demographics necessary for reporting direct education. Most PEARS surveys are currently available for online data collection in English and Spanish with the ability to auto-calculate demographics. Adult demographic cards are available in English, Spanish and Chinese with auto-calculate as well as Hmong without auto-calculate.

- *Create a Program Activity for the online nutrition education session/series being delivered.*
- *Attach the survey(s) you plan to administer online during your class through the **Evaluation** reporting page in your Program Activity.*
  - *__Select a survey__ from the drop down list to attach.*
  - *Then, **complete the required fields** which include:*
    - *selecting the survey and type,*
    - *estimating the date delivered, and*
    - *saving the default survey name.*

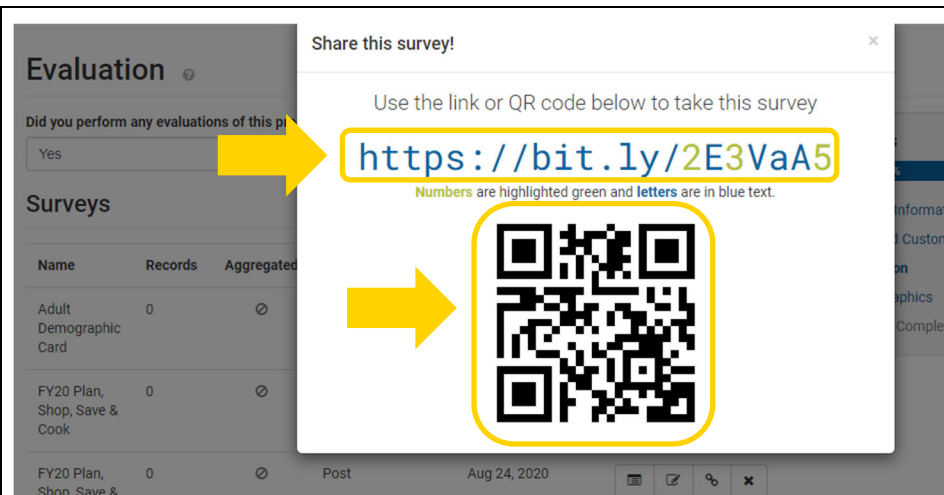*__*Note__: If you are administering a pre/post survey, you will need to attach the survey __TWICE__:*

- ***Once** as a __Pre__ survey and*
- ***Once** as a __Post__ survey.*

*__*Note__: For more detailed step-by-step instructions, see the __PEARS Surveys Tip Sheet__ – __STEP 1__: Attaching Pre/Post Surveys to Program Activities (pages 2-5).*

- *After attaching the survey(s) you plan to administer, find the survey you want to collect online in the **Surveys** table and click on the chain link icon (🔗) under **Actions.***

- *This button (🔗) will provide you with a public link to have participants fill out the survey online. (see example)*

- *Once you click on the link icon (🔗), a pop-up box will appear with the **survey link** and **QR code**.*
- *Both the **survey link** and **QR code** can be easily shared with participants <u>during web-based nutrition education classes</u>.*
  - o *To distribute the **survey link** to participants, simply copy and paste the link into the Zoom chat function.*
    - ▪ *See the State Office recommendations for sharing survey links and survey administration practices below (on page 4).*
  - o *Alternatively, the **QR code** can be shared on the screen and participants' can use their phone cameras to read the QR code and follow the web link to the online survey.*
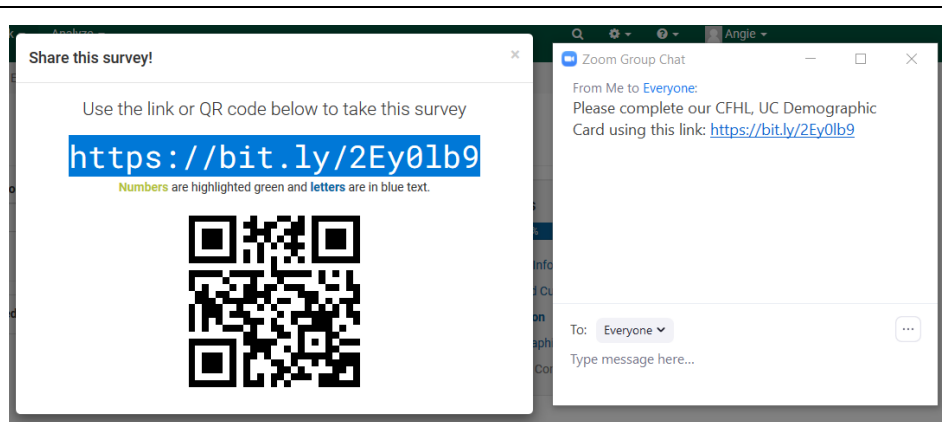

- *You will have to **generate a link for each survey type** that you plan to collect (see examples).*
  - o *Adult Demographic Card (English) = 1 survey link*
  - o *PSSC Pre/Post Survey (English) = 2 survey links*
    - ▪ *Includes adult demographics which only need to be completed in the pre-survey.*

*__*Note__: Participants need to complete their pre and post surveys in the same language (English pre/post or Spanish pre/post), so the surveys can be matched.*

*__*Note__: If you have a class with English- and Spanish-speaking participants, you will need to attach and provide links to both the English and Spanish versions of the surveys in PEARS.*

- *Adult Demographic Card (English/Spanish) = 2 survey links*
- *PSSC Pre/Post Survey (English/Spanish) = 4 survey links*

Cal Fresh HEALTHY LIVING | **UNIVERSITY OF CALIFORNIA**

Share this survey!

Use the link or QR code below to take this survey

https://bit.ly/2Ey0lb9

Numbers are highlighted green and letters are in blue text.

Zoom Group Chat

From Me to Everyone:
Please complete our CFHL, UC Demographic Card using this link: https://bit.ly/2Ey0lb9

To: Everyone ⌄

Type message here...

- *To distribute the online survey to participants, you can either share the:*
  - *survey link(s) through the Zoom chat function or*
  - *QR code(s) on the screen.*
- ***Please work with participants to <u>complete the survey during the webinar</u>*** *– similar to the administration practices used with face-to-face program delivery. Completing the survey **during the webinar** allows you to:*
  - *answer any questions that participants may have while completing the survey and*
  - *improves response rate by ensuring that participants complete the survey.*

==*UCCE Tip*==*: One county program that uses the participant link approach suggested "first time users" arrange a "mock" Zoom class with staff members and conduct a practice run. This helps you practice and fine tune the new approach with live participants.*

FY21 Plan, Shop, Save & Cook

Please Share a Little

We would like to learn about the people who attend our activities to help us improve our services. Your answers are combined with everyone else's and cannot be used to identify you. **Thank you for your help.**

*ONLY ANSWER THE DEMOGRAPHIC QUESTIONS <u>*BEFORE*</u> YOU START THE PROGRAM/CLASSES.*

Create your own <u>6-digit ID#</u> by entering the:

1. <u>first letter</u> of your FIRST name ("M" for Maria Rodriguez-Herrera),

2. <u>first letter</u> of your LAST name ("R" for Maria Rodriguez-Herrera),

3. <u>2-digit number</u> for your birth MONTH ("01" for January), and

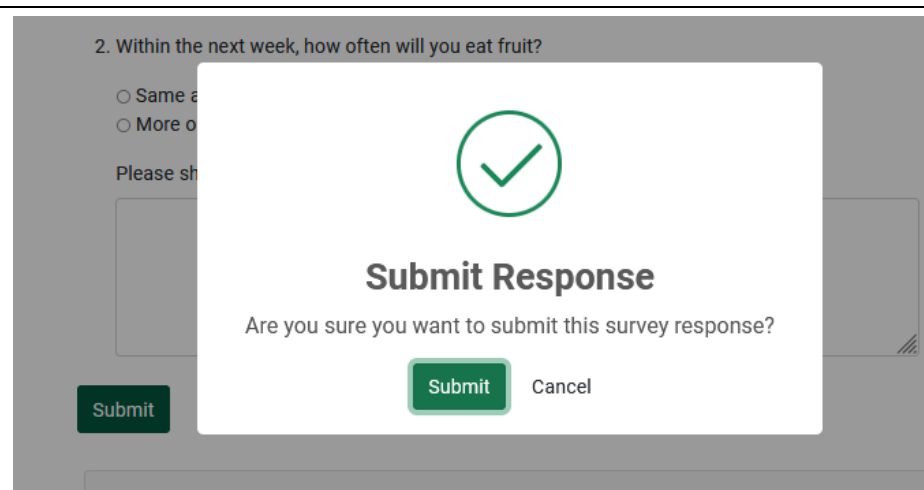4. <u>2-digit number</u> for your birth DAY ("03" for the 3rd day).

In this example, the <u>6-digit ID#</u> is "MR0103".

MAKE SURE THE 6-DIGIT ID# YOU ENTER BEFORE THE PROGRAM MATCHES THE ONE YOU ENTER AFTER THE PROGRAM, SO WE CAN MATCH YOUR SURVEYS. *

- ***For the PSSC, FBC+PA, and HHF pre/post surveys collected online, participants are required to create and enter their own unique ID# in PEARS.***
- *To assist you in helping participants create and enter their **ID#** in online surveys, you can use your shared screen in Zoom to:*
  - ***display the ID code section*** *of the PSSC pre/post survey and <u>walk through the steps to create the participant ID# together</u> or*
  - ***display the step-by-step ID code instructions*** *for **online** survey administration in **PEARS** – see PowerPoint slides in <u>English</u> and <u>Spanish</u>. See also resource developed by Coraima Linares of UCCE Fresno/Madera posted on Adult Evaluation page PSSC PEARS Survey Guide (<u>English</u>/<u>Spanish</u>)*

==*Note*==*: You can ask participants to use the Zoom chat function to chat in their ID#s, so you can double check that they have created an accurate six-digit ID#. **Remember that the pre and post survey ID#s need to be <u>exactly the same</u>, so the State Office can match the pre and post surveys for data analysis.***

2. Within the next week, how often will you eat fruit?

○ Same a
○ More o

Please sh

✓

Submit Response

Are you sure you want to submit this survey response?

Submit   Cancel

Submit

- *To submit online surveys in PEARS using the link or QR code, please remind participants to <u>click the green submit button twice</u>:*
  - *first to submit the online survey*
  - *second to confirm the submission*

Evaluation

Name	Records	Aggregated	Type
FY21 Plan, Shop, Save & Cook	7	⊘	Pre
FY21 Plan, Shop, Save & Cook	6	⊘	Post

How to Address Unmatched Surveys?
- *If completing pre/post surveys <mark>online</mark>, the state office recognizes that there will be unmatched pre/post survey data.*
  - *Please <u>don't delete any unmatched surveys completed by participants using the public survey link</u> in PEARS.*
  - *This could result in the loss of demographic data entered by participants in their pre-surveys.*
- *When you resume collecting surveys <mark>in-person</mark>, please continue to <u>only enter survey data</u> into Qualtrics and/or PEARS <u>for matched pre/post surveys</u>.*