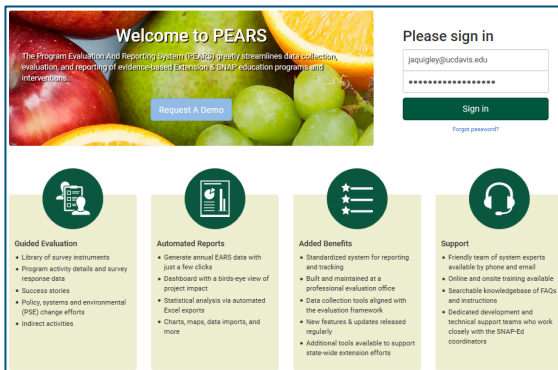


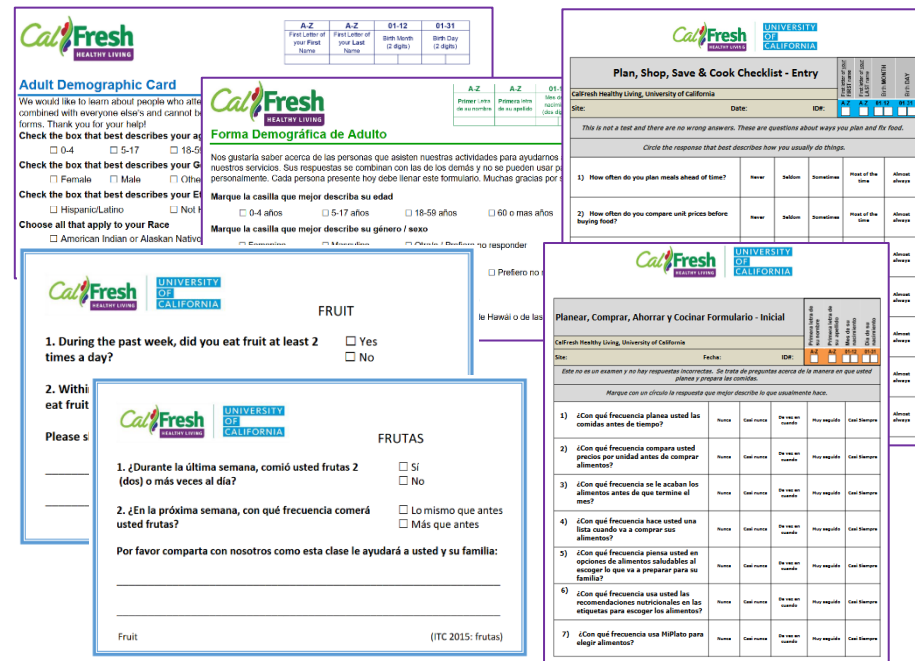
Purpose of Tip Sheet and PEARS Sign-in



- **This document will take you step-by-step through the process for generating a public survey link in PEARS and distributing the link to adult class participants via Zoom in order to collect adult participant surveys online when delivering web-based nutrition education classes.**

- **To start, you will sign into PEARS here:**
<https://pears.oeie.org/accounts/signin/>

Using Survey Links to Collect Adult Demographic Cards and Pre/Post Surveys in PEARS



- **For web-based nutrition education classes, you can provide adult participants with a link to complete some PEARS survey(s) online.**
- **The PEARS surveys currently available for online data collection include:**
 - Demographic Cards,
 - Intent to Change Surveys (ITCs), and
 - Plan, Shop, Save & Cook (PSSC).

***Note:** These PEARS surveys are currently only available for online data collection in English and Spanish.

***Note:** All PEARS surveys collect the adult demographics necessary for reporting direct education. However, **Spanish-language surveys cannot be used to auto-generate adult participants' demographics for Program Activities.** Class demographics from participants using Spanish-language surveys need to be **hand tallied** and entered into the **Demographics** reporting page of the Program Activity.

PEARS Online Adult Survey Link Tip Sheet

The screenshot shows the PEARs system interface. The 'Track' menu is open, highlighting 'Program Activities'. Below, the 'Surveys' table is visible with a '+ Attach Survey' button. A progress sidebar on the right shows 'Evaluation' checked. Yellow arrows indicate the steps: clicking 'Track', selecting 'Program Activities', clicking '+ Attach Survey', and checking 'Evaluation' in the progress sidebar.

- 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).

The screenshot shows the 'Surveys' table with a callout box. A yellow arrow points to the chain link icon in the 'Actions' column. A callout box says 'Get a public link to have participants fill out the survey online' with an arrow pointing to the chain link icon.

- 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)

PEARS Online Adult Survey Link Tip Sheet


Share this survey!




Use the link or QR code below to take this survey







<https://bit.ly/2E3VaA5>

Numbers are highlighted green and letters are in blue text.

QR Code

- 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 during web-based nutrition education classes.
 - 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).
 - 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.

Name	Records	Aggregated	Type	Date Delivered	Actions
Adult Demographic Card	0		Pre	Aug 18, 2020	 

Name	Records	Aggregated	Type	Date Delivered	Actions
FY20 Plan, Shop, Save & Cook	0		Pre	Aug. 3, 2020	 
FY20 Plan, Shop, Save & Cook	0		Post	Aug. 24, 2020	 

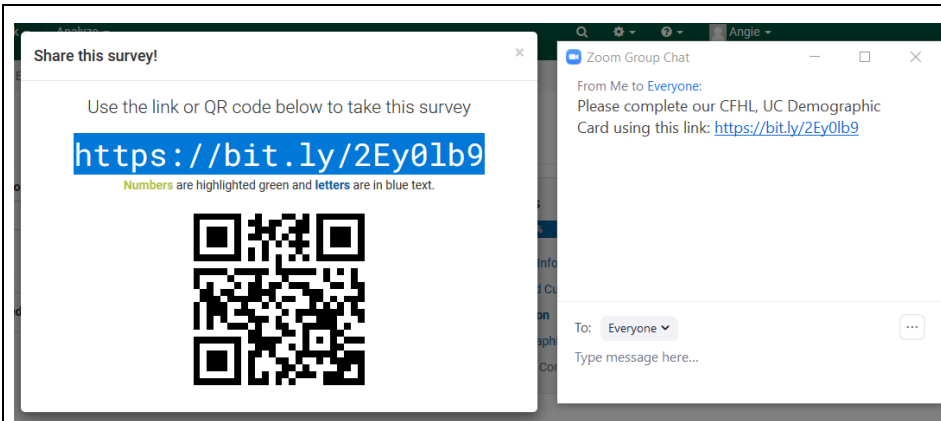
- You will have to **generate a link for each survey type** that you plan to collect (see examples).
 - Adult Demographic Card (English) = 1 survey link
 - PSSC Pre/Post Survey (English) = 2 survey links
 - Includes adult demographics which only need to be completed in the pre-survey.

***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.

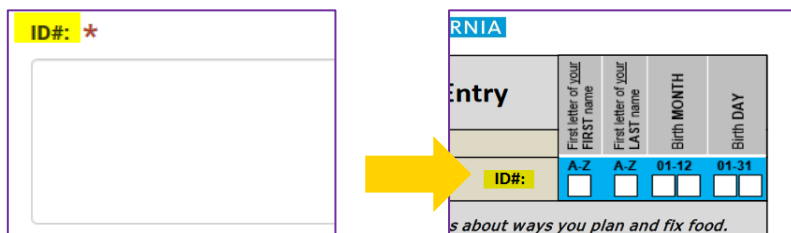
- Adult Demographic Card (English/Spanish) = 2 survey links
- PSSC Pre/Post Survey (English/Spanish) = 4 survey links

PEARS Online Adult Survey Link Tip Sheet



- 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 **complete the survey during the webinar** – 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.



How to Complete the ID Code on Evaluation Tools

First Step...

First letter of your FIRST name

First letter of your LAST name

Birth MONTH

Birth DAY

Primera letra de su nombre

Primera letra de su apellido

Mes de su nacimiento

Día de su nacimiento

- Participants will begin filling in their ID box by starting from furthest left
- In the first box of either the English or Spanish version, input the **first letter** of participant's **FIRST** name
 - For example: Maria Rodriguez

- For the PSSC pre/post survey 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 the online survey, you can use your shared screen in Zoom to:
 - display the ID code section of the PSSC pre/post survey and walk through the steps to create the participant ID# together or
 - display step-by-step ID code instructions using either the **Poster** or **PowerPoint Slides** format.

***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 exactly the same, so the State Office can match the pre and post surveys for data analysis.

Using Survey Links to Collect Adult Demographics & Food Behavior Checklist + Physical Activity

PEARS

Adult Demographic Card

We would like to learn about people who attend our activities to help us improve services. Your answers are combined with everyone else's and cannot be used to identify you. Everyone here today should fill out one of these forms. Thank you for your help!

Check the box that best describes your age

Check the box that best describes your Gender/Sex

Check the box that best describes your Ethnicity

Choose all that apply to your Race

Forma Demográfica de Adulto

Nos gustaría saber acerca de las personas que asisten nuestras actividades para ayudarnos a mejorar nuestros servicios. Sus respuestas se combinan con las de los demás y no se pueden usar para identificarlo personalmente. Cada persona presente hoy debe llenar este formulario. Muchas gracias por su ayuda.

Marque la casilla que mejor describe su edad

Marque la casilla que mejor describe su género / sexo

Marque la casilla que mejor describe su etnicidad

Elige todo lo que corresponda a su raza

Qualtrics

Food Behavior Checklist

These questions are about the ways you plan and fix food. Think about how you usually do things.

Do you eat fruits or vegetables as snacks?

Liste de hábitos alimenticios

Estas preguntas son sobre cómo usted escoge y prepara la comida. Pense en lo que usualmente hace.

¿Come frutas o verduras entre comidas?

- PEARS surveys cannot include photos so surveys like the Food Behavior Checklist are better collected in Qualtrics
- **For web-based classes, you can use online survey links to collect adult participants' demographics and the Food Behavior Checklist + Physical Activity pre/post survey.**
- **You will access the online:**
 - Demographic Card in **PEARS** (see pages 1-4) and
 - Food Behavior Checklist + Physical Activity (FBC+PA) pre/post survey via a link **Qualtrics**.

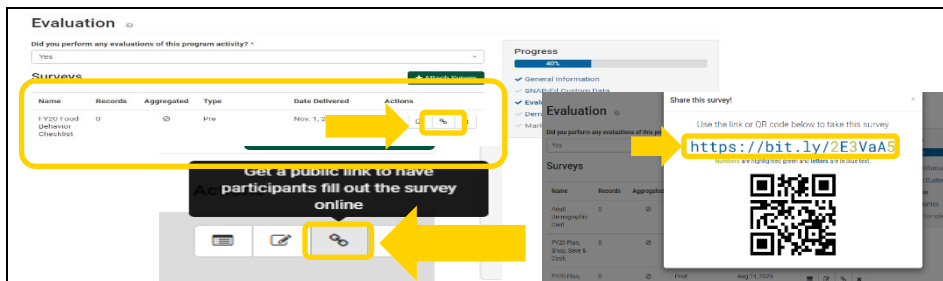
***Note:** These surveys are only available for online data collection in English and Spanish.

***Note:** The Spanish-language demographic card cannot be used to auto-generate adult participants' demographics for Program Activities. Please hand tally and enter these demographics into the Demographics reporting page of the Program Activity.

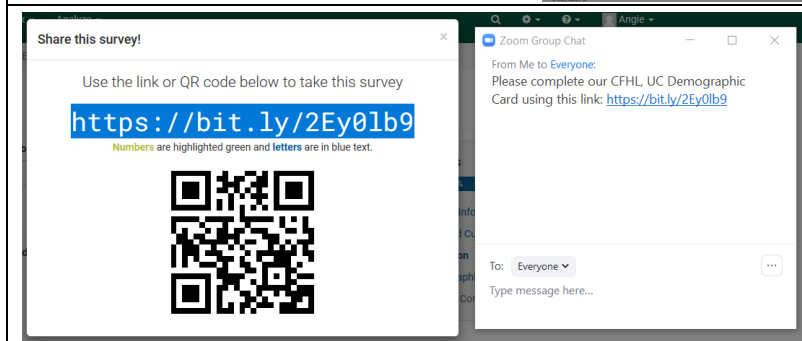
To collect the **Adult Demographic Card**:

- Create a Program Activity for the online nutrition education session/series being delivered.
- Click **Attach Survey** on the **Evaluation** reporting page in your Program Activity.
- Then, **complete the required fields** which include:
 - selecting the survey (e.g. Adult Demographic Card) and type (e.g. Pre),
 - estimating the date delivered, and
 - saving the default survey name.

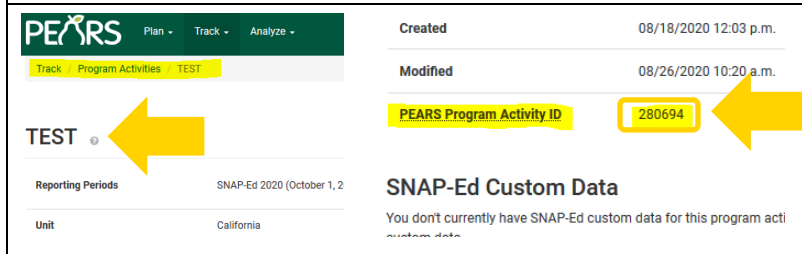
PEARS Online Adult Survey Link Tip Sheet



- In the **Surveys** table, click on the chain link icon (🔗) under **Actions** to get a public link so participants can fill out the survey online. (see example)
- Once you click on the icon (🔗), a pop-up box will appear with the **survey link** and **QR code**.
- Please use the **survey link** which can easily be shared with participants during web-based nutrition education classes.

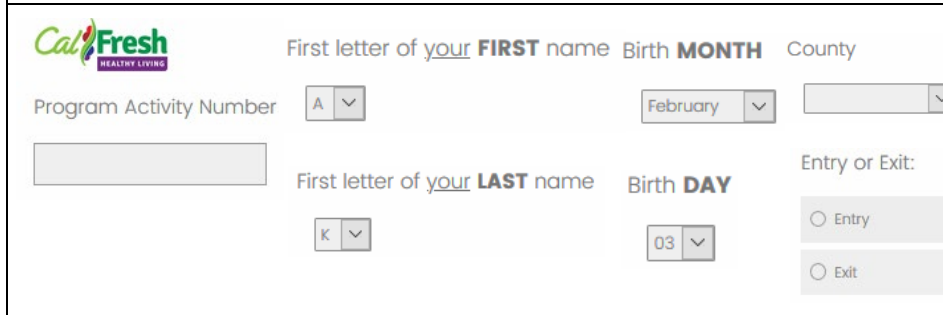


- You can distribute the Demographic Card by **copying/pasting the link into Zoom chat** or **sharing the QR code on the screen** and asking participants to complete the demographic card and FBC+PA survey during the webinar – similar to the administration practices used with face-to-face program delivery. That way, you can:
 - answer any questions that participants may have while completing the survey and
 - help ensure that you get a better response rate.



To collect the FBC+PA pre/post survey, you will then copy/paste the following into the Zoom chat function:

- the **link to the Qualtrics FBC survey** (**English** or **Spanish**),
- the **PEARS Program Activity Number** (see highlights in example), and
- the **County** where the class is occurring.



- Next, work with participants to enter:
 - the **Program Activity Number** from the Zoom chat,
 - their **first/last initials** and **birth month/day** to create their **unique ID#**,
 - the **UCCE County**, and
 - select either **Entry** (for the Pre-survey) or **Exit** (for the Post-survey).
- Then, they will advance to the FBC+PA survey questions.