

Administration Protocol

I. Purpose

The purpose of the Teacher Observation Tool (TOT) is to collect information from teaching staff about their perceptions of nutrition/health related behavior changes in students and themselves compared to the beginning of the school year. The TOT is appropriate for evaluation of nutrition and/or physical activity lessons delivered over the school year (over at least three months) with young students, especially in **Pre-K to 3rd grade** – an age group where self-report is developmentally challenging. You can use this survey with teaching staff in schools, early care and education (ECE) sites, and afterschool settings where staff have an extended period of time (e.g., several hours) during the day to observe students and series based direct education is delivered **in-person** using approved CalFresh Healthy Living (CFHL) curricula.

This tool can also be used with 4th to 6th grade teachers, but when possible, self-report evaluation tools are recommended for older students. The TOT is not collected from teachers of middle and high school students or teachers only offering physical education (PE) instruction during the school day, because they typically only observe students for a single class period and not over the entire school day.

II. Who Should Administer

CFHL-UCCE staff can provide teaching staff with a printable version of the survey or a link to complete the survey online in Qualtrics.

III. When to Administer

The retrospective TOT should be shared with teaching staff to complete after concluding their series based direct education. Some UCCE teams have found including the hard copy survey in no prep teacher kits works well. Other teams recommend sharing the hard copy survey or online survey link with teaching staff to complete while the UCCE Community Educator delivers the final lesson – to increase the likelihood that teaching staff will be able to complete the survey. Please work closely with teaching staff to determine what may work best for them.

IV. Materials Needed

- PDF copy of the teacher consent page with the UCCE local contact information added.
- Electronic or printed copy of this administration protocol.
- When administering **paper surveys**, you will need printed copies of the TOT.
 - You will find a printable version of the **Teacher Observation Tool** on the [Youth Evaluation Tools](#) webpage under Teacher Observation Tool.
- For **online survey** administration, you will need the Qualtrics survey link to share.
 - You will find the link to the online survey on the [Youth Evaluation Tools](#) webpage under Teacher Observation Tool (e.g., see [Online Data Entry Portal](#) link).



What Did You Learn? Qualitative Retrospective Survey

V. Before You Begin

- Review the teacher consent page, add the local UCCE contact information, and create a PDF of the teacher consent page to share with the teacher.
- If you plan to have teaching staff complete the survey online, make sure to provide them with the link to the TOT Survey in Qualtrics.
 - You will find the link to the online survey on the [Youth Evaluation Tools](#) webpage under Teacher Observation Tool (e.g., see [Online Data Entry Portal](#) link).

This material was produced by the University of California CalFresh Nutrition Education Program with funding from USDA SNAP, known in California as CalFresh (formerly food stamps). These institutions are equal opportunity providers and employers. CalFresh provides assistance to low-income households and can help buy nutritious foods for better health. For CalFresh information, call 1-877-847-3663.