

Instructions for conducting FNP evaluation-K-2nd Grade-FY 2008

General Instructions:

- **Go to** the FNP website located at <http://www.humec.ksu.edu/fnp/>
- Under **Evaluation**; **click** on K-2nd Grade.
- **Select evaluation questions** from those provided on the FNP website. **Choose questions that are applicable to the lesson that will be taught.**
- **Ensure that all information is at the top of the evaluation sheet:** date, school, grade and county. This information can be used to identify evaluations, should they be misplaced. Do not include the child's name.
- **Print** a copy of the **PRE-TESTs, POST-TESTs, and POST-POST TESTs** and **duplicate** enough copies for your class.
- Duplicate and **differentiate** your **PRE, POST, and POST-POST-TESTs**. You may do this by printing PREs on White, POSTs on Blue, and POST-POSTs on Yellow. A more economical option is to print all evaluations on white paper and making sure they are clearly marked PRE, POST, etc.
- If your **class is a mixture of age groups use age appropriate evaluation forms**. At times you may have to decide whether to use the K-2 or 3-6 evaluation forms for the entire group.
- **Evaluations (PRE and POST-TESTs) for this group are to be completed with each lesson presented.**
- **POST-POSTs are to be administered two to three weeks after the program delivery.** Post-Posts may consist of only one or two previously presented (within a series) evaluation questions. Example: If six Pre-Posts were delivered only select one or two questions (Grain and Vegetable for instance) of those previously presented evaluations to conduct a POST-POST evaluation.

Pre-test Instructions:

- Have the FNP staff, teacher, or other staff **administer the PRE-TEST (white or marked Pre) to the class PRIOR to teaching the lesson.** This should be done the same day as the lesson.
- **Read each question and answers orally** to the audience.
- Upon completion, the **PRE-TESTs should be collected** and clipped together.

Present the Lesson:

Before going out to your programming site-print the updated Program Activity Data Sheet located on the FNP Website. This is a complete checklist of information needed to complete the Online Program Activity Sheet (.NET). There are new or changed reporting criteria for FY 2008-this form will insure that you don't forget this information and everything is on a quick reference sheet.

Post-test instructions:

- The **POST-TEST (blue or marked Post) should be administered directly upon completion of the lesson (ideally the same day).** Questions should correspond directly to those used on the PRE-TEST.

- Ensure that **all information is at the top of the evaluation sheet**: date, school, grade and county. This information can be used to identify evaluations, should they be misplaced. Do not include the child's name.
- **Read each question and answers orally** to the audience.
- **Collect POST-TESTS** (blue or marked Post) and group them with the corresponding **PRE-TESTS** (white or marked Pre).

Post-Post test instructions:

- **Choose** one or two evaluation questions that were presented within the series to use as a Post-Post test.
- **Ensure that all information at the top of the page has been completed** so Post-Posts can be matched to corresponding Pre and Post-Tests.
- **Leave the Post-Post Tests (yellow or marked P-P) with the teacher** or program administrator. Ask them to **administer the Post-Post two to three weeks after the last Post-Test was given.**
- **Instruct the teacher to read each question and answers orally.**
- **Provide the teacher with a self-addressed stamped envelope to mail the Post-Post tests back to your county office or make arrangements to pick them up.**
- **Upon receiving the Post-Posts enter** them into the On-line Program Activity Sheet (.NET) ensuring that they are accurately linked to the previously entered Pre and Post-Tests. Complete instructions are provided in the User's Guide, located under Evaluation on the FNP website at: <http://www.humec.ksu.edu/fnp/>

Completion of the On-line Program Activity Sheet:

- Upon return to the office **create an On-line Program Activity Sheet (.NET)** and enter client and evaluation data. This is the updated online reporting system for submitting reports to the State FNP office.
- **Access** the activity sheet at: <http://intranet.oznet.ksu.edu/fnprs/>
- In the Center of the page, **click on Program Activity Sheet.**
- Click on **Add Program Activity** and begin entering the information ensuring that all text boxes are completed. **You will have Evaluation data (survey information) only after collecting PRE, POST, and POST-POST TESTS.** If you have not collected evaluations with your programming, bypass this text box. Remember, you are **REQUIRED** to collect evaluation data with programming so please make every effort to do so. **Detailed instructions are provided in the User's Guide (.NET) on the FNP website. Make sure that all Pre, Posts, and Post-Posts are entered correctly and linked as explained in the User's Guide (.NET).** This will match them within the database.
- When all information is entered, **print a hard copy** for future reference.
- Click on the **Done** button to submit the information to the database where it will be stored.
- **Don't wait too long to enter your PASs and Surveys-Time will get away from you and it is a required reporting function.**

Teacher Feedback Form-This form is available on the FNP website under Evaluation. Give this form to the teacher after completing a series of lessons. Entry directions are provided in the updated User's Guide-2008.