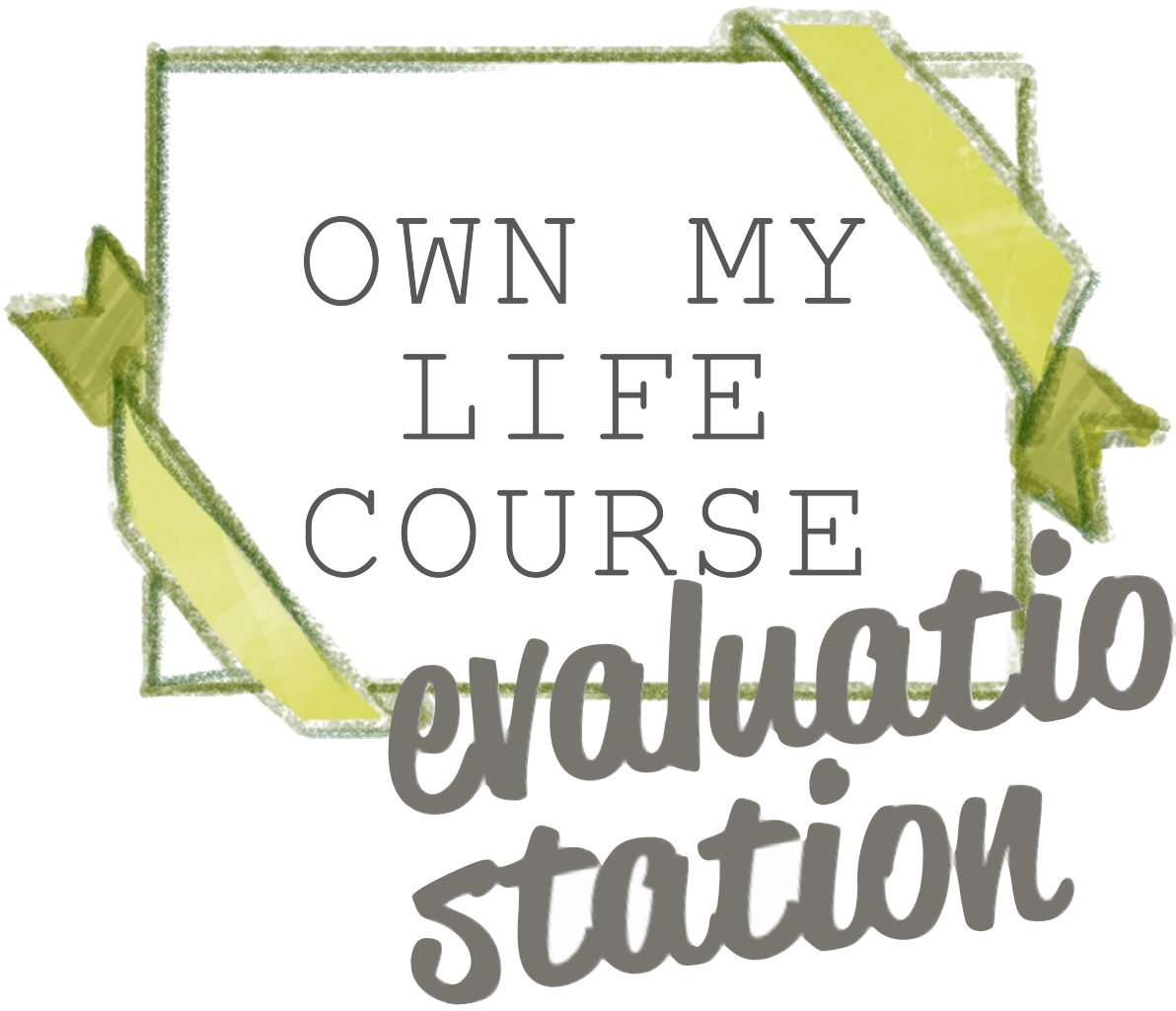
OWN MY
LIFE
COURSE
evaluation
station

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evaluation station

Welcome!

We have developed this Evaluation Station to give organisations running the course easily accessible data about how well the course is working and the difference it is making in women's lives. It is designed to be easy to use, even for those with few technical skills.

There are two packs available:

1. The Fancy Evaluation Pack

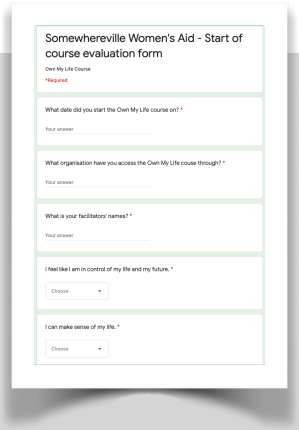
This is for all online courses and, where possible, we advise using this for all in-person courses. This pack provides you with Google Forms which automatically update to an online Google Sheet, ensuring all your data is fully accessible online and is seamlessly automated, with minimal effort for facilitators. Because this requires your course participants to complete an online form, either on their own device (phone/tablet/laptop/PC) or on a device provided to them during the session, it may not be the right option where it is unsafe for women to use their own device and don't have access to an alternative device.

2. The Basic Evaluation Pack

For courses where online forms are not suitable, we provide printable forms and use *Google Sheets* for you to add your data to. This is not an automated process and requires some additional work.

Fancy Evaluation Pack

When requested, you will receive an individualised Evaluation Pack for your organisation. This will be permanently valid, although an organisation can request a maximum of two packs per calendar year.


Somewhereville Women's Aid - Start of course evaluation form

Own My Life Course

*Required

What date did you start the Own My Life course on? *

Your answer

What organisation have you access the Own My Life couse through? *

Your answer

What is your facilitators' names? *

Your answer

I feel like I am in control of my life and my future. *

Choose

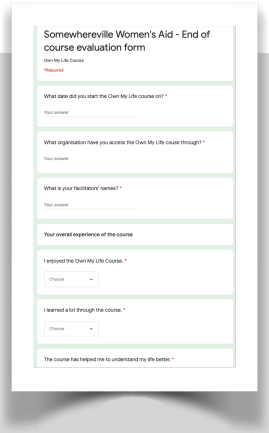
I can make sense of my life. *

Choose

Start of Course Evaluation Link

You can then send this link to each course participant during Session 1, where they should be given time to complete the form.

1


Somewhereville Women's Aid - End of course evaluation form

Own My Life Course

*Required

What date did you start the Own My Life course on? *

Your answer

What organisation have you access the Own My Life couse through? *

Your answer

What is your facilitators' names? *

Your answer

Your overall experience of the course

I enjoyed the Own My Life Course. *

Choose

I learned a lot through the course. *

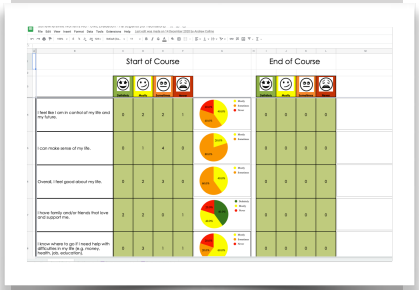
Choose

The course has helped me to understand my life better. *

End of Course Evaluation Link

You can then send this link to each course participant during Session 12, where they should be given time to complete the form.

2


Start of Course

End of Course

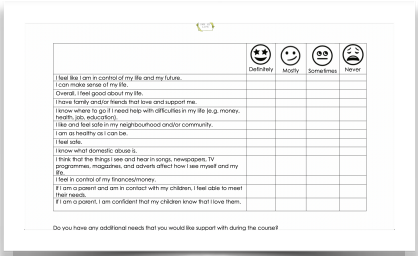
Google Sheets Link

This is a spreadsheet link (operating similarly to Microsoft Excel). The answers from all participants' start and end of course forms will automatically be added to this spreadsheet. The data is displayed with percentages and pie charts.

3

Basic Evaluation Pack

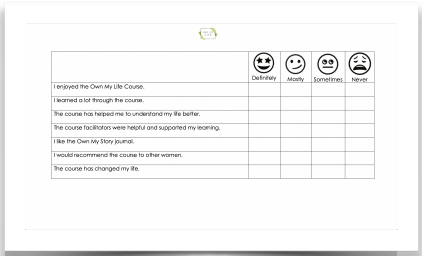
When requested, you will receive an individualised Evaluation Pack for your organisation. This will be permanently valid, although an organisation can request a maximum of two packs per calendar year.



Start of Course Printable PDF

These can be printed out and provided to each participant during Session 1, where they should be given time to complete the form.

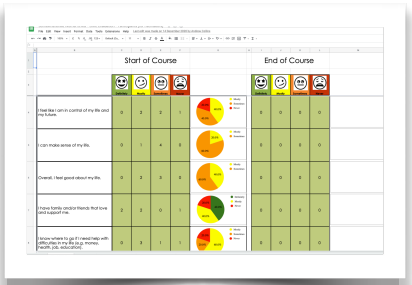
1



End of Course Printable PDG

These can be printed out and provided to each participant during Session 12, where they should be given time to complete the form.

2



Google Sheets Link

This is a spreadsheet link (operating similarly to Microsoft Excel). You can input the participants' start and end of course data into the spreadsheet. The data is displayed with percentages and pie charts.

3

PROCESS
evaluation
station

Process

Each organisation running the Own My Life course requests:
a) Fancy
b) Basic
Evaluation Pack using the **online form HERE**.

START

Once this request has been processed, we will email out an individualised **Evaluation Pack** (either automated or non-automated).

2

When the organisation starts a new course, participants are given either the:
a) **Start of course evaluation link** to complete, or
b) printed **Start of course evaluation PDF** to fill in.

3

a) The Automated Pack **Google Sheets link** automatically updates as new forms are completed.

OR

b) The facilitator will need to input the form data into the non-automated Google Sheet.

4

When the course reaches Session 12, participants are either given the: a) **End of course evaluation link** to complete or,
b) printed **End of course evaluation PDF** to fill in.

5

a) The **Google Sheets link** will automatically update as new forms are completed.

OR

b) The facilitator will need to input the form data into the non-automated Google Sheet

6

FINISH

The system will continue working forever, however We can provide new links annually (with a maximum of **TWO** sets per calendar year). Reorder using the **online form HERE**.

evaluation station

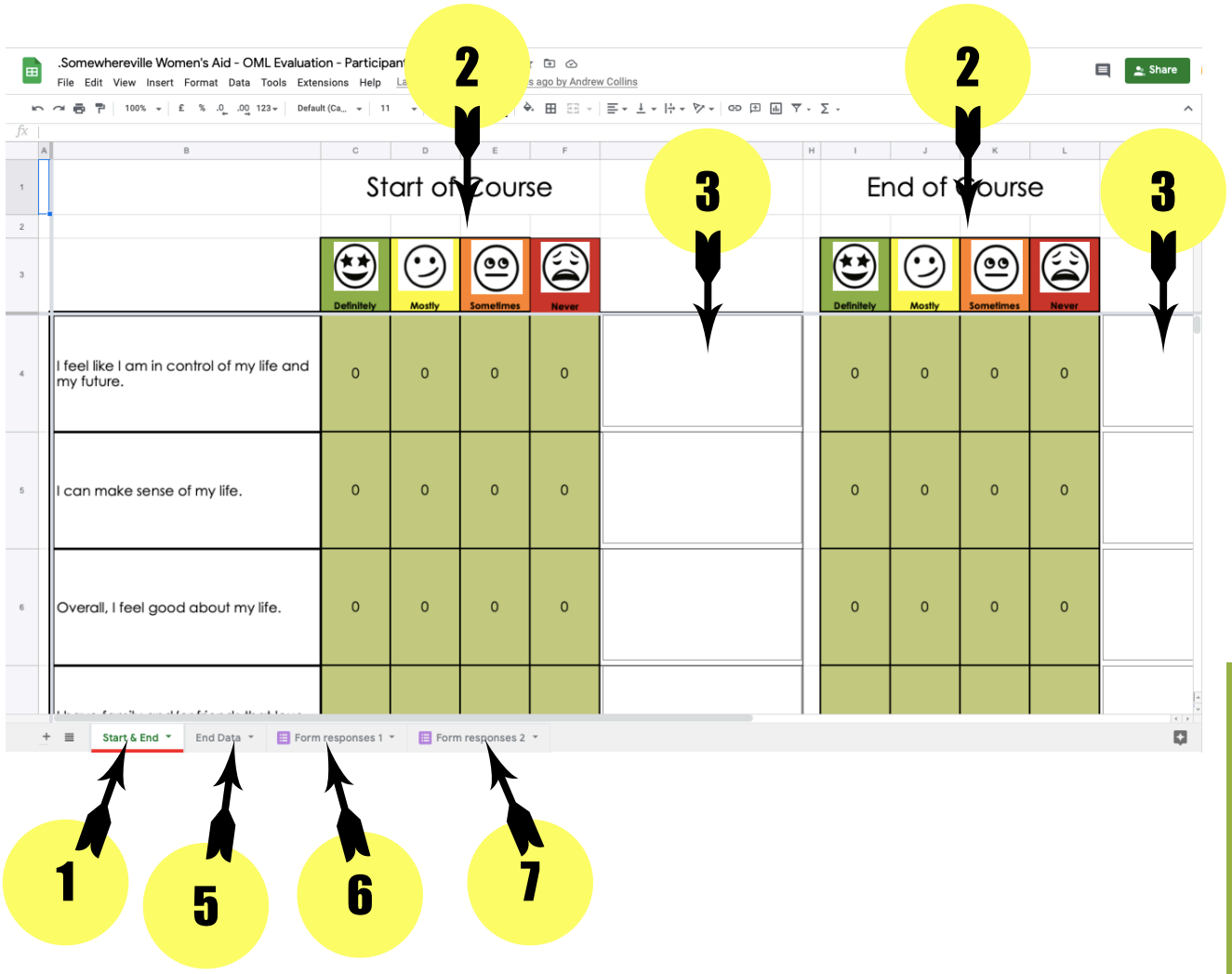
Ordering an Evaluation Pack

To order an Evaluation Pack, organisations must complete the order form. CLICK HERE to access the form. Your request will be processed and an evaluation pack sent to you within 10 working days of submitting the form. If you have any difficulties in completing the form, please email info@ownmylifecourse.org.

Fancy Evaluation Pack

Start and End Tab

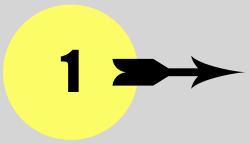
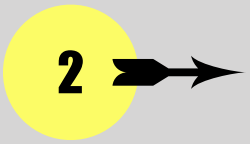
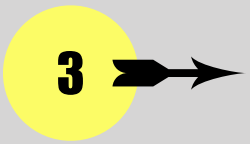
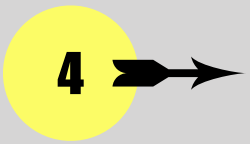
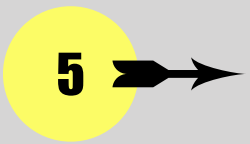
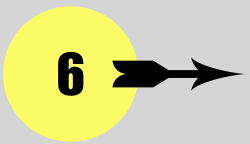
An example Google Sheets Evaluation spreadsheet (on the "Start & End" Tab).



Fancy Evaluation Pack

Start and End Tab

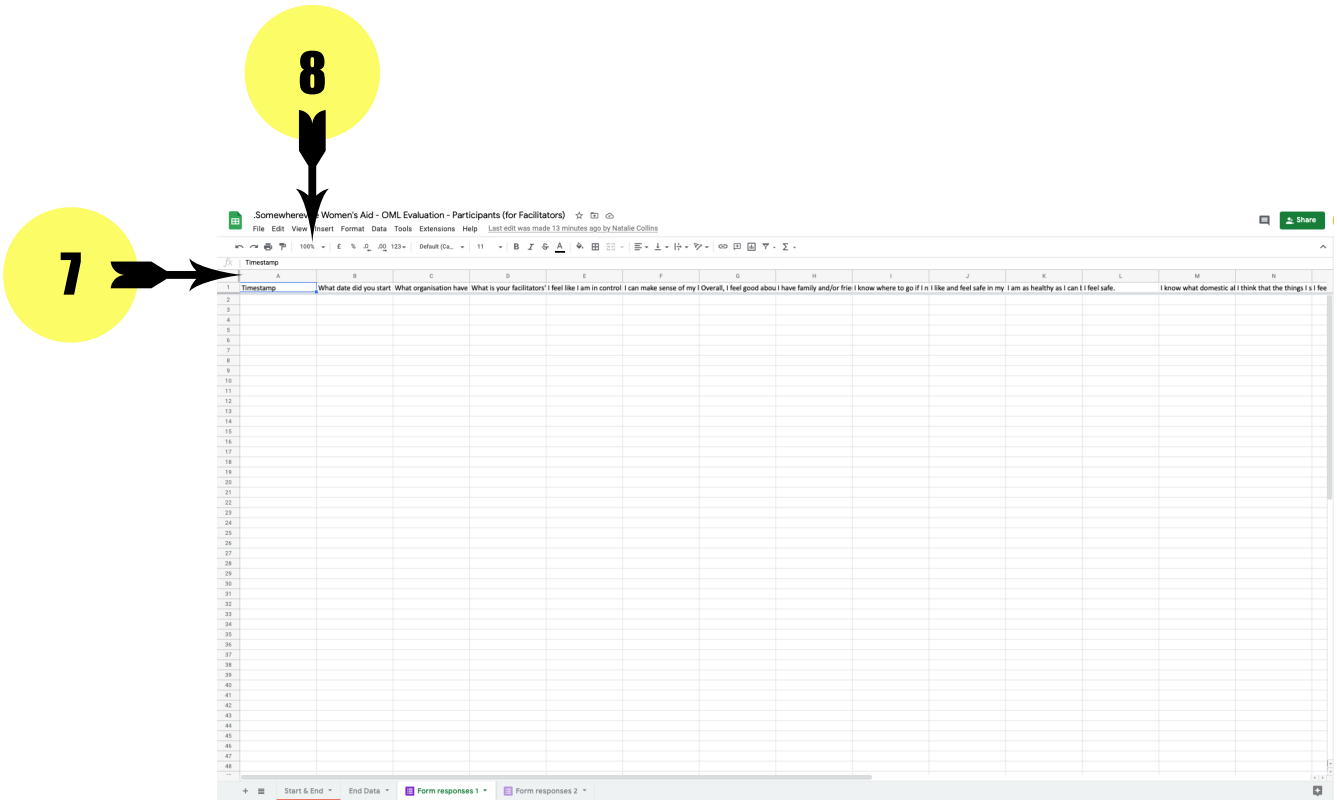
PLEASE NOTE: There will be no data in any of the sheets until participants begin completing the Start of course (and/or End of course) Google form.

	This is the Start and End Tab and gives you access to the Sheet that has all the Start and End of course numerical data on it. Participant's evaluation form responses will automatically be added to the sheet.
	These columns are where the data from participants' answers is inserted automatically as participants complete the online form.
	Pie charts will automatically appear in these columns as data arrives from the online Start and End evaluation forms.
	This is the End Data Tab and if you click it, it will take you to the End of Course data Sheet. This will automatically be updated when participants complete the End of Course evaluation form.
	This is the Form Responses 1 Tab and if you click it, it will take you to a Sheet with all the answers to the Start of Course evaluation form. This includes answers to the text based questions.
	This is the Form Responses 2 Tab and if you click it, it will take you to all a Sheet with all the answers to the End of Course evaluation form. This includes answers to the text based questions.

Fancy Evaluation Pack

Form Responses 1 and 2 Tabs

An example Google Sheets Evaluation spreadsheet (accessed by clicking the "Form responses 1" tab). It stores the Start of Course evaluation form data in its "raw" form. This sheet (and the "Form responses 2" tab) may look daunting but because most of the data is already presented in pie charts, there are only a few columns of data that you need to take note of.



7 →	This is how you work out what "letter" each column is (e.g. A, B, C, D etc.)
8 →	This allows you to "zoom" into the sheet so that you can properly read the text.

INSTRUCTIONS

Fancy Evaluation Pack

Form Responses 1

The columns to take note of in the "Form Responses 1" tab *are:*

A	Timestamp	This shows the date and time that the Start Form was completed. Because every course's data is in the same table, this is particularly useful if you wanted to see answers for a particular training. Column A is the only data generated by the system, rather than women's answers.
B	What date did you start the course?	Women input an answer into this to supplement the Timestamp. This enables you to know what date the answers are from.
C	What organisation have you accessed the course through?	This information is primarily used by the Own My Life course team, rather than to organisation's using the Evaluation Pack.
D	What is your facilitator's name?	This enables you to establish who the facilitator was for each participant's answers.
R	Do you have any additional needs that you would like support with during the course?	This enables you to work out what additional support needs participants may have when they start the course.

TOP TIP: If you want to make these columns stand out, you could colour the columns the same as you would in Excel. This won't affect how the data works and could make it easier to find the columns you want to check.

Fancy Evaluation Pack

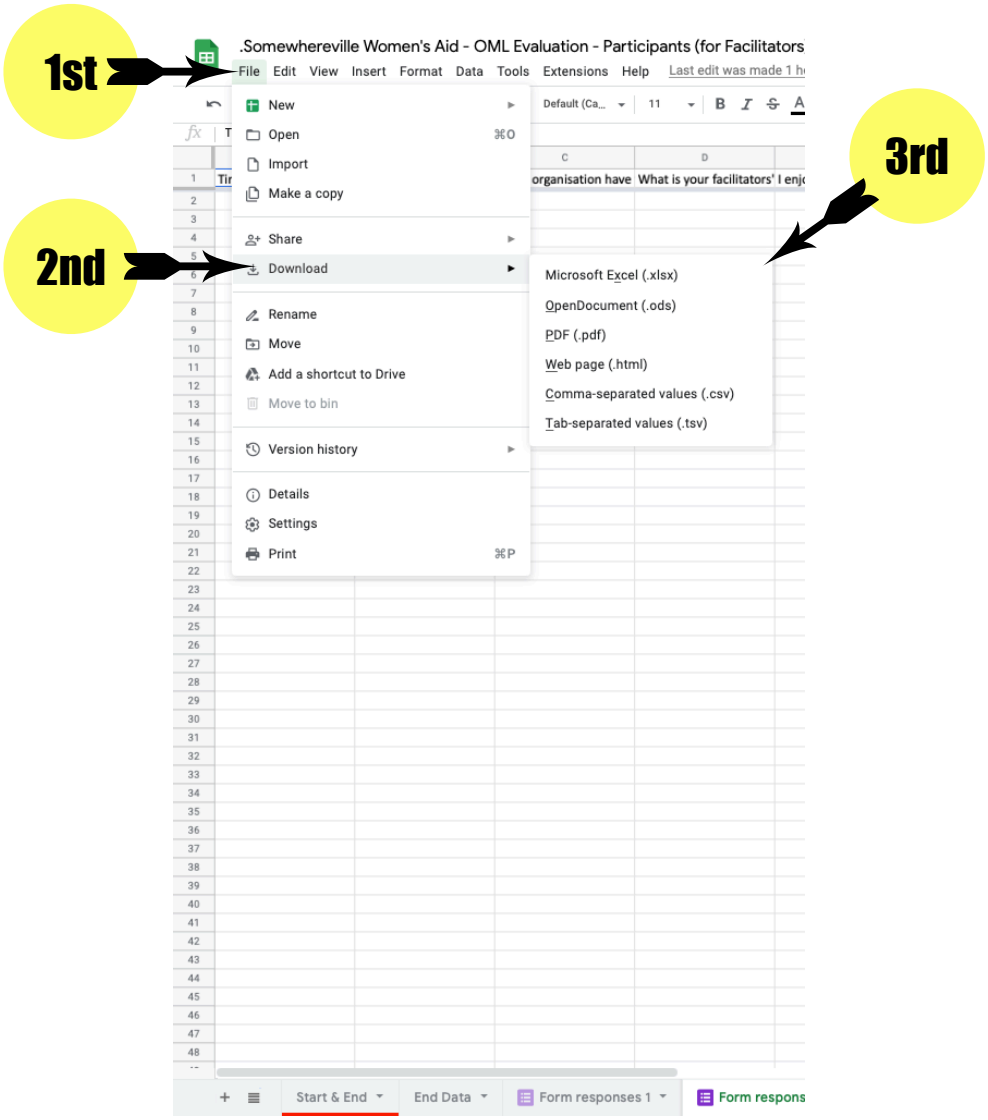
Form Responses 2 Tab

The columns to take note of in the "Form Responses 2" tab *are:*

A	Timestamp	This shows the date and time that the Start Form was completed. Because every course's data is in the same table, this is particularly useful if you wanted to see answers for a particular training. Column A is the only data generated by the system, rather than women's answers.
B	What date did you start the course?	Women input an answer into this to supplement the Timestamp. This enables you to know what date the answers are from.
C	What organisation have you accessed the course through?	This information is primarily used by the Own My Life course team, rather than to organisation's using the Evaluation Pack.
D	What is your facilitator's name?	This enables you to establish who the facilitator was for each participant's answers.
M - V		These are all free text answers that will only appear within this columns. They can be copied and pasted into a new location (e.g. a Word document).
AJ - BA		These are all free text answers that will only appear within this columns. They can be copied and pasted into a new location (e.g. a Word document).

Downloading your evaluation spreadsheet for offline use

Your Google Sheet can be downloaded in a number of formats by going to:

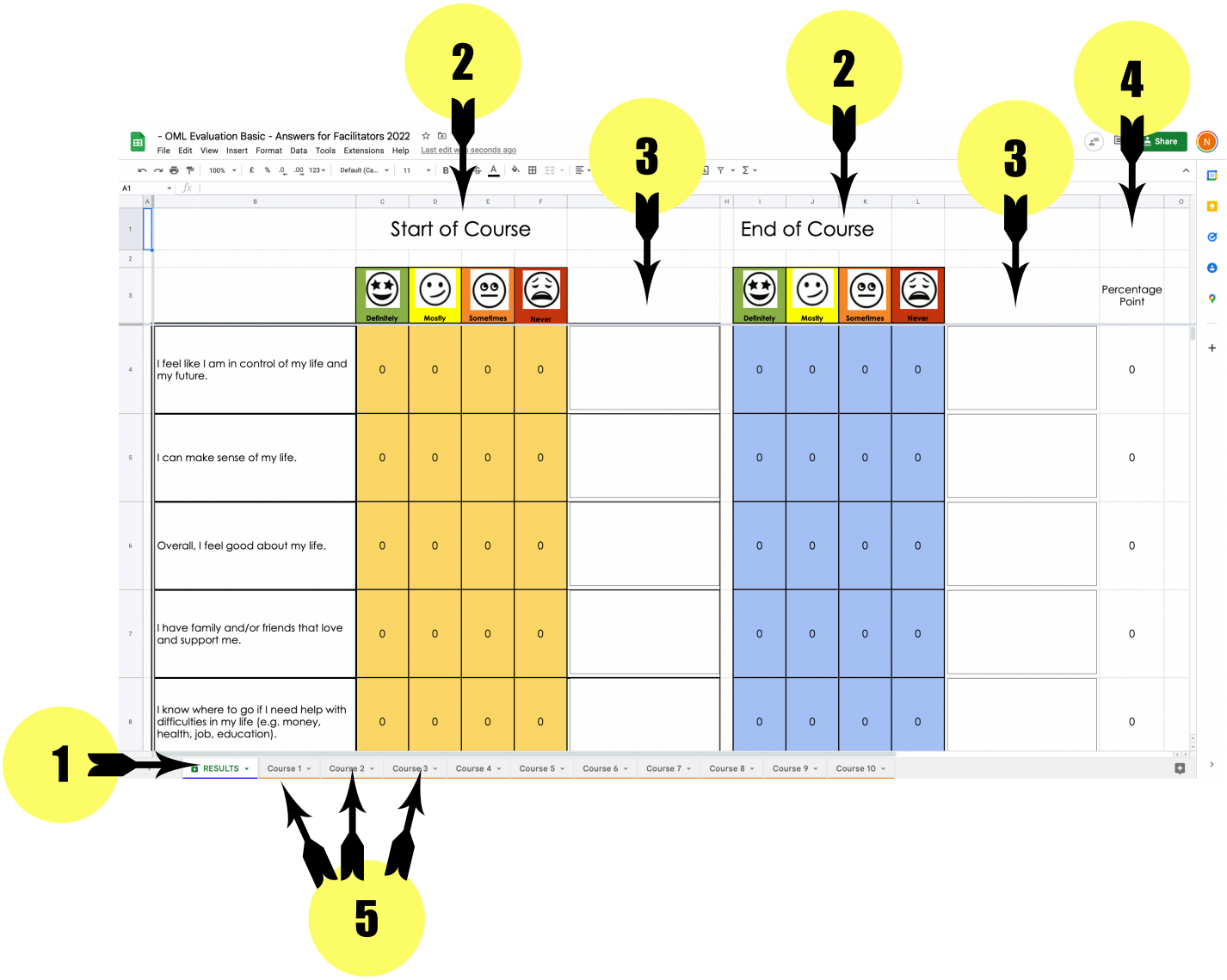


If you are using a Microsoft Windows PC, an easier way of copying the data could be to use Windows' Snipping Tool (soon to be replaced by Snip & Sketch). This allows you to draw a box around anything on your screen and save it as an image.

Basic Evaluation Pack

Results tab

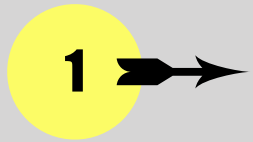
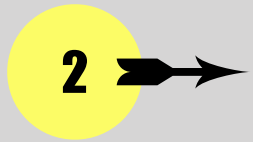
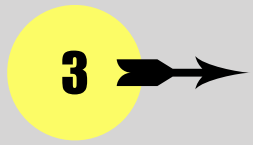
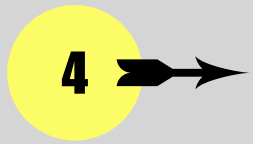
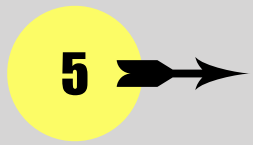
An example Basic Google Sheets Evaluation spreadsheet (on the "RESULTS" Tab). Please note that you do not add any data to this tab. As you add data to the other tabs, the numbers will automatically be added to this tab.



INSTRUCTIONS

Basic Evaluation Pack

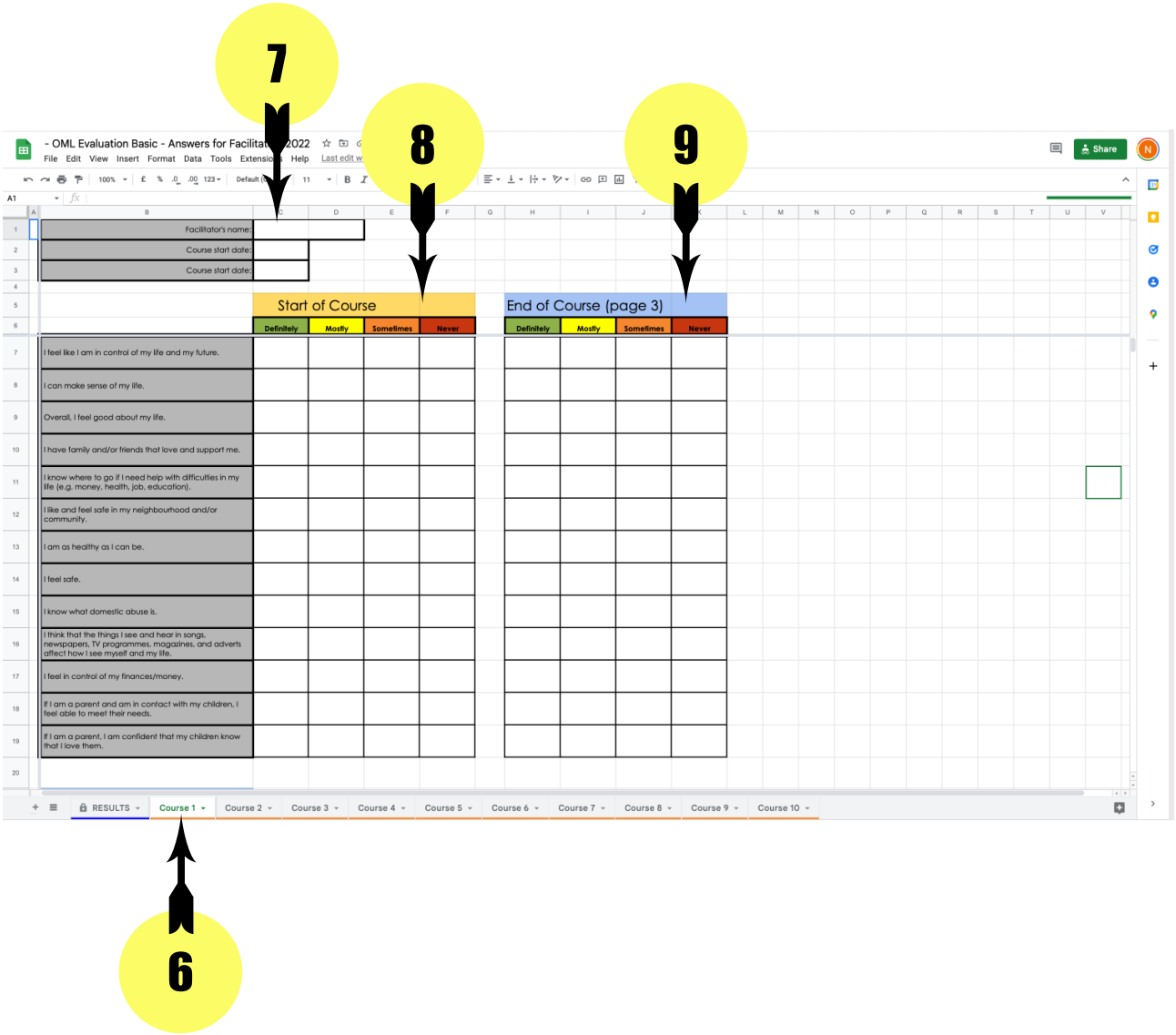
Results Tab

	The tab that is currently open. This screenshot is showing the results tab.
	These columns are where the data is inserted automatically as the facilitator inputs data into the other tabs on this Google Sheet.
	Pie charts will automatically appear in these columns as data arrives when inputted to the other tabs on this Google Sheet by the facilitator.
	This will provide a percentage point increase between the before and after results to show the difference made.
	Each of the other tabs is where data is inputted, where it will automatically be displayed on the results tab.

Basic Evaluation Pack

Course 1 Tab (part 1)

An example Basic Google Sheets Evaluation spreadsheet (on the "Course 1" Tab). This is where you add data.



Basic Evaluation Pack

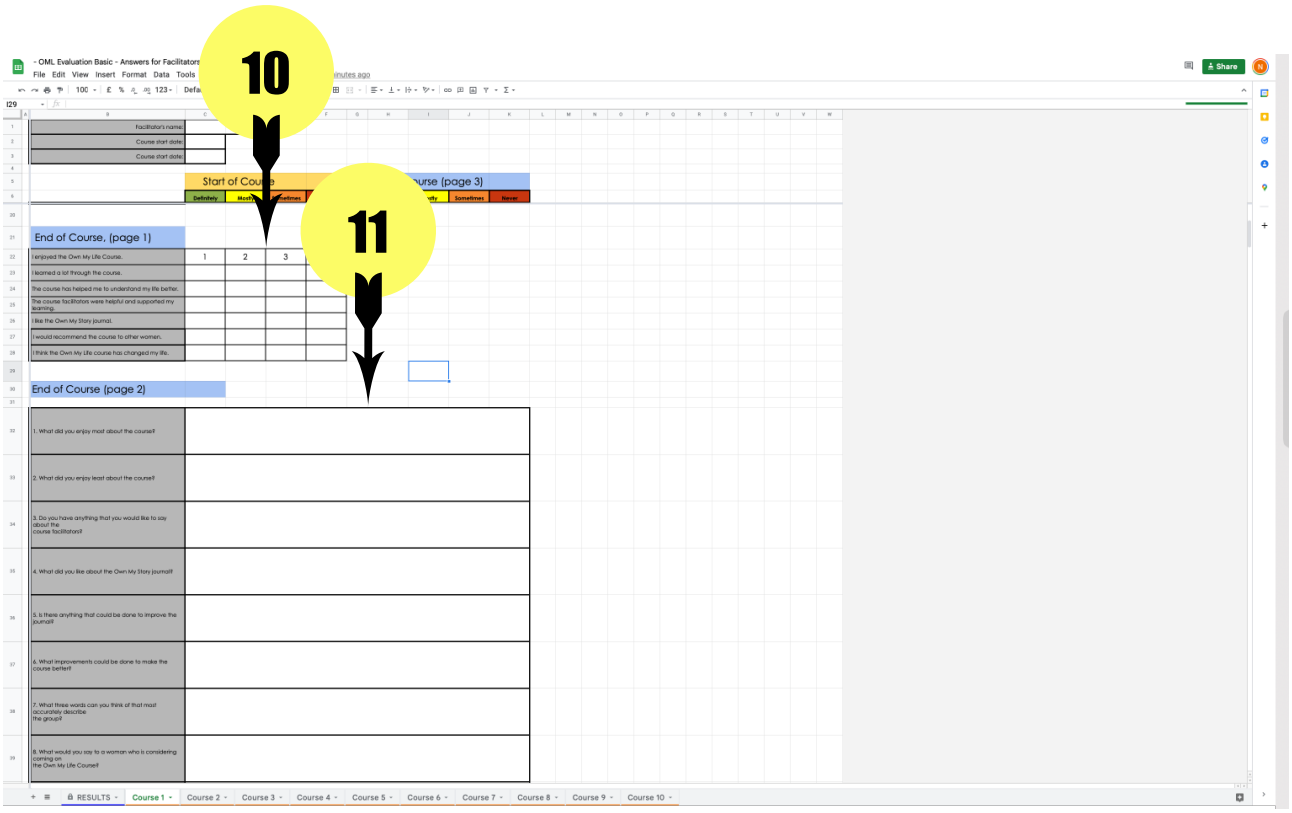
Course Tab (part 1)

6 →	This is the "Course 1" tab that the Google Sheet is open at.
7 →	Input the Facilitator's name, and the course start and end dates here.
8 →	When participants have completed their Printable Start of Course Evaluation Form, the facilitator counts how many participants tick each box and enters the figure into each column (Definitely, Mostly, Sometimes, Never). The results will be displayed in the RESULTS tab.
9 →	When participants have completed their Printable End of Course Evaluation Form, the facilitator counts how many participants tick each box and enters the figure into each column (Definitely, Mostly, Sometimes, Never). The results will be displayed in the RESULTS tab.

Basic Evaluation Pack

Course 1 Tab (part 2)

An example Basic Google Sheets Evaluation spreadsheet (on the "Course 1" Tab), scrolled down to the second part. Please note that you do not add any data to this tab, as you add data to the other tabs, the numbers will be automatically added to this sheet.

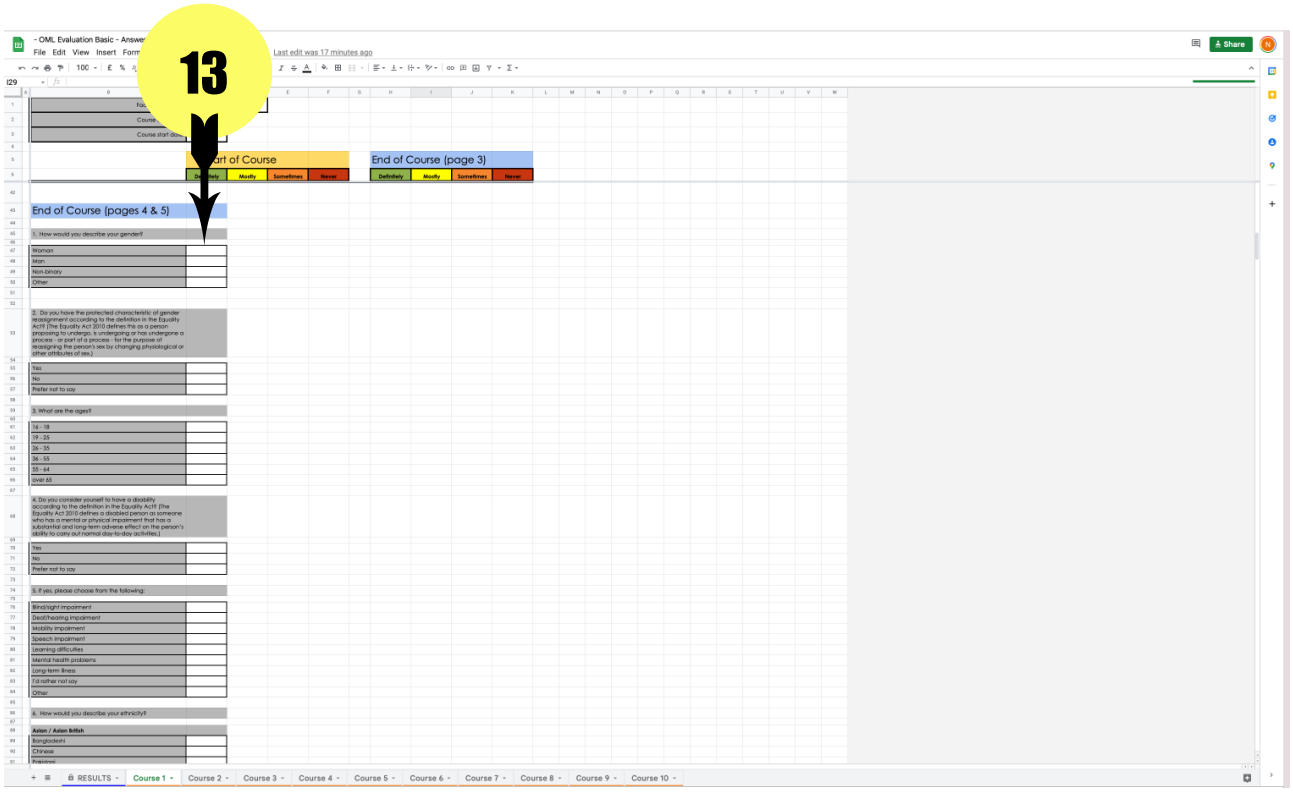


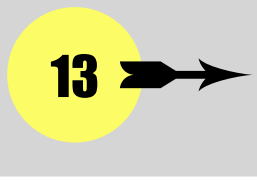
10 →	When participants have completed their Printable End of Course Evaluation Form, the facilitator counts how many participants tick each box and enters the figure into each column (Definitely, Mostly, Sometimes, Never). The results will be displayed in the RESULTS tab.
11 →	The facilitator types all the free text answers participants have added to their Printable End of Course Evaluation Form.

Basic Evaluation Pack

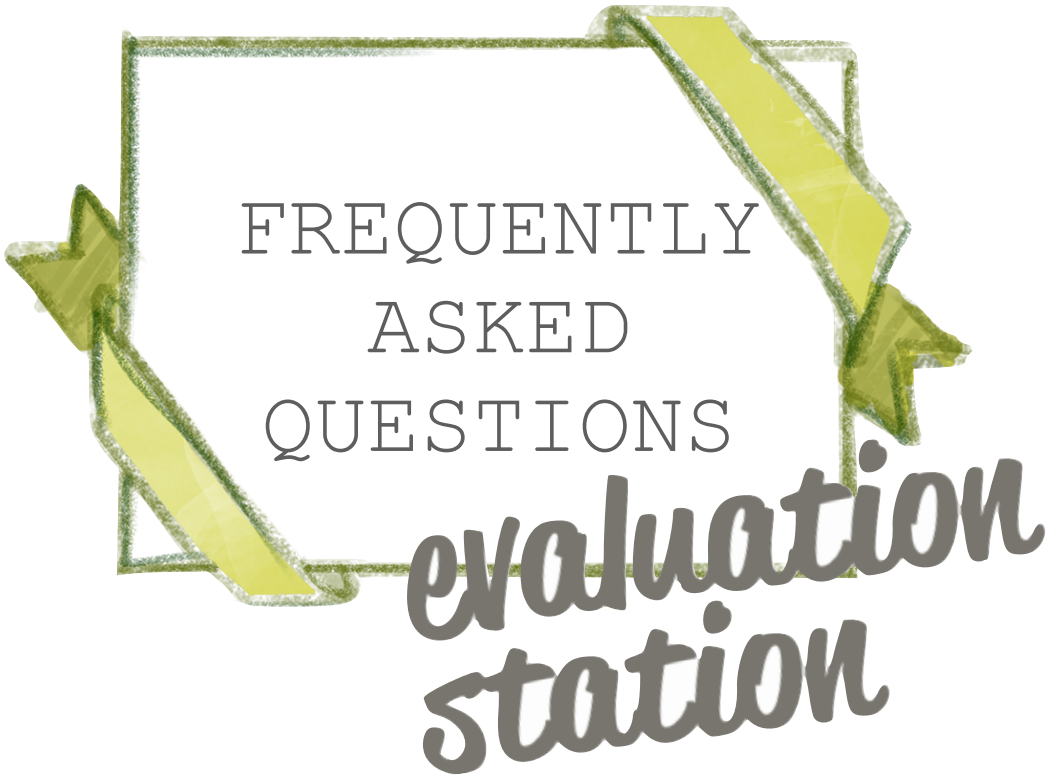
Course 1 Tab (part 3)

An example Basic Google Sheets Evaluation spreadsheet (on the "Course 1" Tab), scrolled down to the second part. Please note that you do not add any data to this tab, as you add data to the other tabs, the numbers will be automatically added to this sheet.





When participants have completed their Printable End of Course Evaluation Form, the facilitator counts how many participants tick each demographic box and enters the figure into the correct cell. The results will be displayed in the RESULTS tab.


FREQUENTLY
ASKED
QUESTIONS
evaluation
station

Frequently Asked Questions

1. I'm really not technical, can I manage it?

We would encourage you to give it a go! Google Sheets is very similar to Excel, so any experience with Excel should be transferable to Google Sheets.

2. Who can access the evaluation links?

Anyone you send them to can access the links, including the Google Sheets spreadsheet. This means you can share the document across your organisation, and anyone can review evaluation data at any point.

3. What about GDPR?

All evaluation data is anonymous and none of the questions give participants space to provide their name or any other personal details.

4. What data does the Own My Life course receive?

We can access all the forms and evaluation spreadsheets and we have a system for adding local course data to a global spreadsheet. We will use this data to improve the course, to prove the impact of the course for funding bids and to inform supporters of the ways they are helping to change women's lives.

5. What about other organisations who are running the course?

They will get their own Evaluation Pack which will automatically update with the data from their course participants.

Frequently Asked Questions

6. How does this differ to the pre-2021 evaluation system?

Previously, the Own My Life team had to update an Excel spreadsheet and send it to facilitators. This took a lot of woman-hours, was inefficient and impractical as more courses begin to run. The system is now almost fully automated and facilitators have immediate and ongoing access to evaluation data.

7. What about if we want to evaluate new or different things than the current forms allow for?

At present, we don't have any facility for tailoring data to individual organisation need. Sorry!

8. Do I need to request a new evaluation pack each time I run a new course?

No. When using the Fancy Evaluation Pack, you can sort through the data using Column A of "Form Responses 1" and "Form Responses 2". When using the Basic Evaluation Pack, you have tabs for up to 10 courses in a year.

9. What if I accidentally delete something on the Google Sheet Spreadsheet?

On a Windows computer or laptop, using the keyboard you can hold down the "CTRL" key and also press "Z" and it will undo the deleting. On a Mac, instead use "CMD" and press "Z".

OWN MY LIFE COURSE

www.ownmylifecourse.org

info@ownmylifecourse.org

The Own My Life course is run by
The Women's Liberation Collective
Registered Charity no.1184411.