

# 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.



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## 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".

