

Frequently Asked Questions

1. What if I'm running the Own My Life course in person?

Printable evaluation forms and the Excel evaluation spreadsheet are still available on the e-Hub for facilitators to download. However, because the data entry is automated, you may prefer to use the online system for in-person courses. If so, you could send a message (Whatsapp, email, text message) with the evaluation form link to each participant's smart phone. If this is not safe for some participants or they do not have a smart phone, you could make the evaluation form available on an internet connected laptop, tablet or work phone for participants to pass round and complete.

2. 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.

3. Who can access the 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.

4. 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.



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5. 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.

6. 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.

7. 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 course begin to run. The system is now almost fully automated and facilitators have immediate and ongoing access to evaluation data.

8. 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!



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

No, you can sort through the data using Column A of *Form Responses 1* and *Form Responses 2*. This allows you to see data from specific courses across the year.

10. Why does the system use April - March as a year?

Many charities and most companies start their financial year in April (in line with the tax year). This means the annual evaluation data can be used for organisation's Annual Reports and in funding that runs accordingly. For those needing different time period measures, the Timestamp column in the *Form Responses* Sheets should allow data to be access for specific time periods.

11. 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".

