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).

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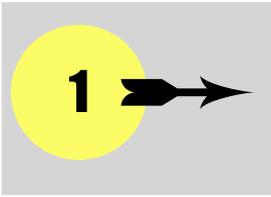
1 → This is the Start and End Tab and gives you access to the Sheet that has all the Start and End of course numerical data on it. Participant's evaluation form responses will automatically be added to the sheet.
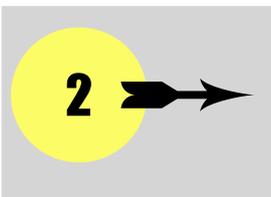
2 → These columns are where the data from participants' answers is inserted automatically as participants complete the online form.
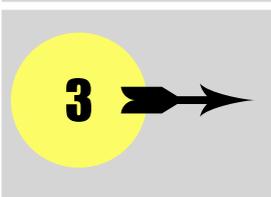
3 → Pie charts will automatically appear in these columns as data arrives from the online Start and End evaluation forms.
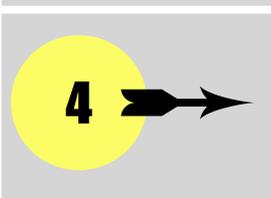
4 → This is the End Data Tab and if you click it, it will take you to the End of Course data Sheet. This will automatically be updated when participants complete the End of Course evaluation form.
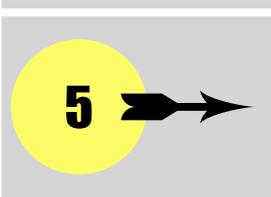
5 → This is the Form Responses 1 Tab and if you click it, it will take you to a Sheet with all the answers to the Start of Course evaluation form. This includes answers to the text based questions.
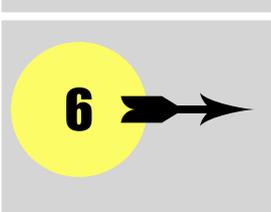
6 → This is the Form Responses 2 Tab and if you click it, it will take you to all a Sheet with all the answers to the End of Course evaluation form. This includes answers to the text based questions.

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.
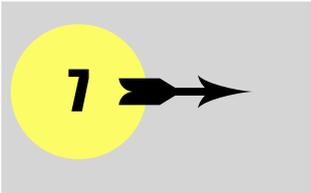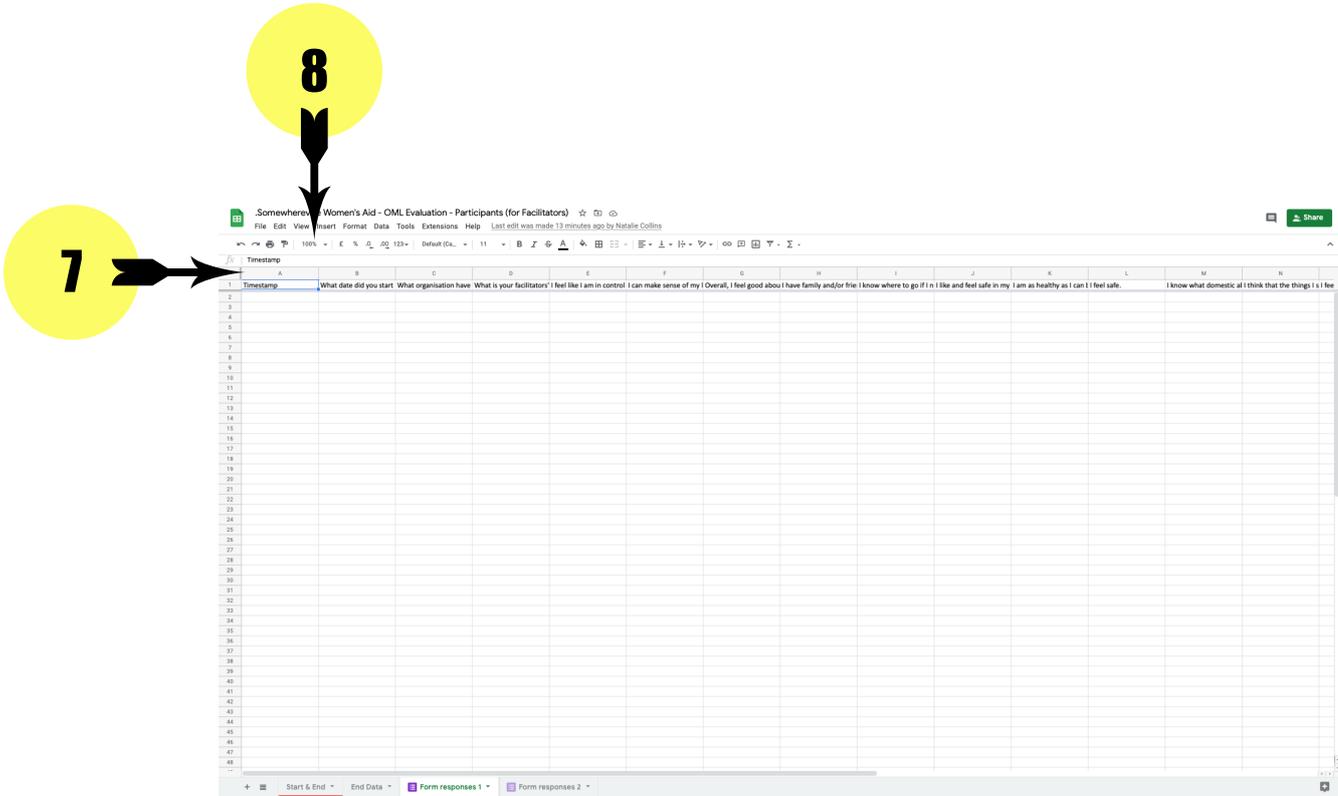
7	This is how you work out what "letter" each column is (e.g. A, B, C, D etc.)
8	This allows you to "zoom" into the sheet so that you can properly read the text.
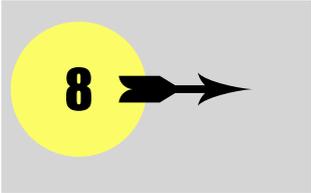
Form Responses 1

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.

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).

INSTRUCTIONS

Downloading your evaluation spreadsheet for offline use

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

1st → File

2nd → Download

3rd →

- Microsoft Excel (.xlsx)
- OpenDocument (.ods)
- PDF (.pdf)
- Web page (.html)
- Comma-separated values (.csv)
- Tab-separated values (.tsv)

File menu items:
- New
- Open ⌘O
- Import
- Make a copy
- Share
- Download
- Rename
- Move
- Add a shortcut to Drive
- Move to bin
- Version history
- Details
- Settings
- Print ⌘P

Sheet tabs: Start & End | End Data | Form responses 1 | Form respons
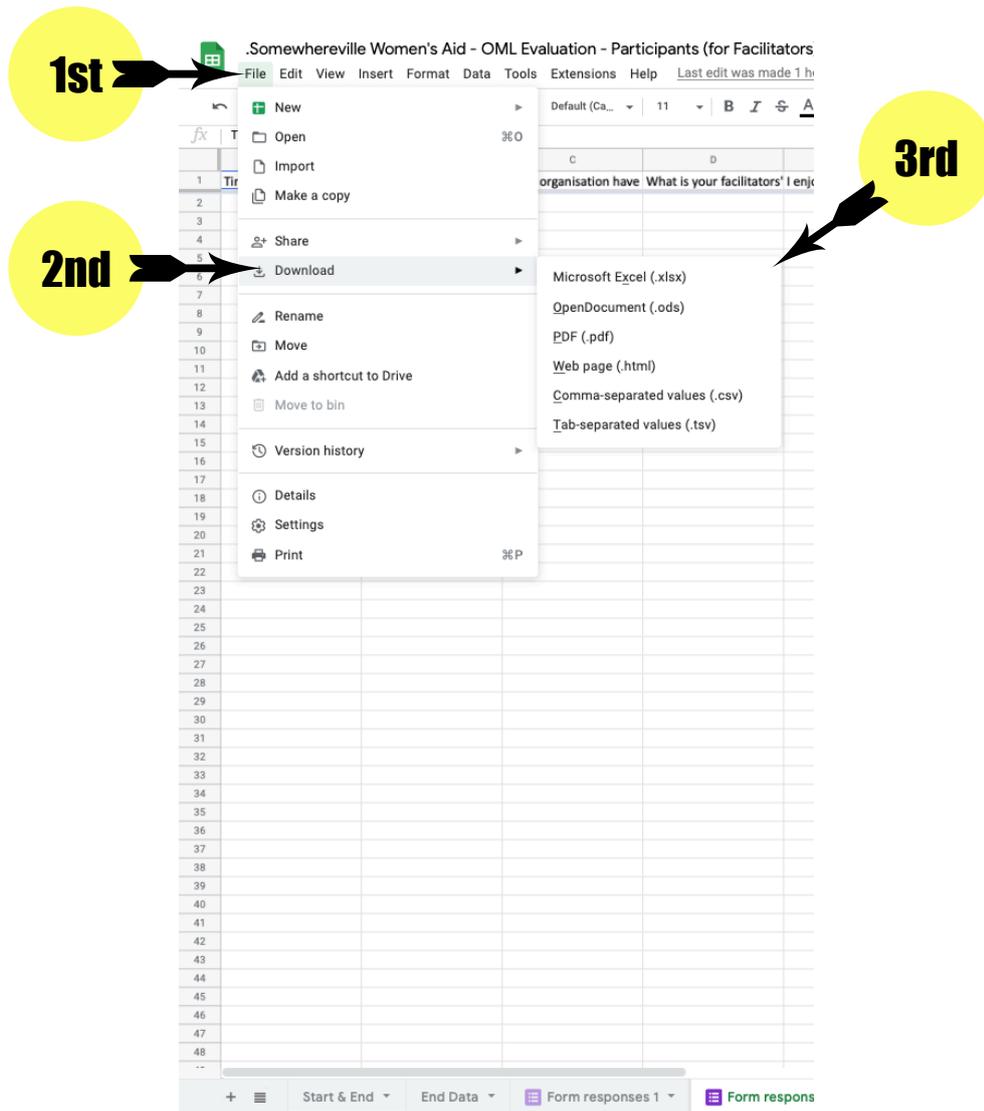
If you are using a Microsoft Windows PC, an easier way of copying the data could be to use Windows' Snipping Tool (soon to be replaced by Snip & Sketch). This allows you to draw a box around anything on your screen and save it as an image.

OWN MY LIFE COURSE evaluation station

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.

2

2

4

3

3

		Start of Course						End of Course					Percentage Point
		Definitely	Mostly	Sometimes	Never			Definitely	Mostly	Sometimes	Never		
4	I feel like I am in control of my life and my future.	0	0	0	0			0	0	0	0		0
5	I can make sense of my life.	0	0	0	0			0	0	0	0		0
6	Overall, I feel good about my life.	0	0	0	0			0	0	0	0		0
7	I have family and/or friends that love and support me.	0	0	0	0			0	0	0	0		0
8	I know where to go if I need help with difficulties in my life (e.g. money, health, job, education).	0	0	0	0			0	0	0	0		0

1 → RESULTS | Course 1 | Course 2 | Course 3 | Course 4 | Course 5 | Course 6 | Course 7 | Course 8 | Course 9 | Course 10

5

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Results Tab

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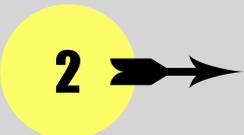
2 ➤ These columns are where the data is inserted automatically as the facilitator inputs data into the other tabs on this Google Sheet.
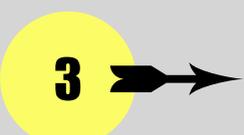
3 ➤ Pie charts will automatically appear in these columns as data arrives when inputted to the other tabs on this Google Sheet by the facilitator.
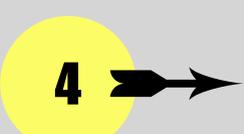
4 ➤ This will provide a percentage point increase between the before and after results to show the difference made.

5 ➤ Each of the other tabs is where data is inputted, where it will automatically be displayed on the results tab.

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INSTRUCTIONS

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.

Course Tab (part 1)

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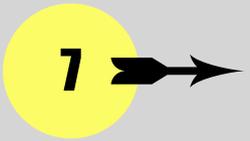
7 ➤➤ Input the Facilitator's name, and the course start and end dates here.
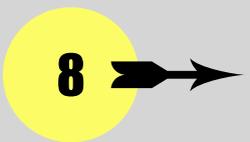
8 ➤➤ When participants have completed their Printable Start of Course Evaluation Form, the facilitator counts how many participants tick each box and enters the figure into each column (Definitely, Mostly, Sometimes, Never). The results will be displayed in the RESULTS tab.
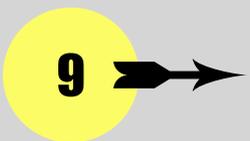
9 ➤➤ When participants have completed their Printable End of Course Evaluation Form, the facilitator counts how many participants tick each box and enters the figure into each column (Definitely, Mostly, Sometimes, Never). The results will be displayed in the RESULTS tab.

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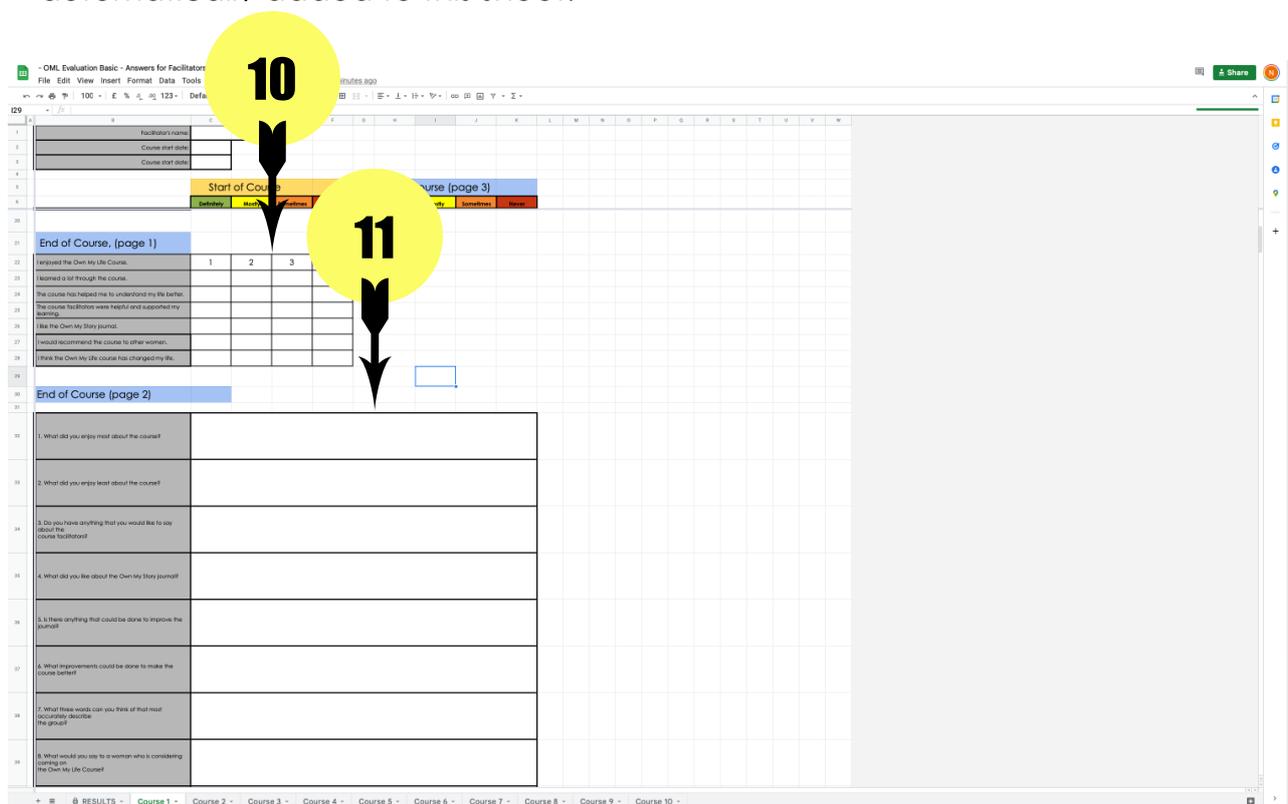
10 → When participants have completed their Printable End of Course Evaluation Form, the facilitator counts how many participants tick each box and enters the figure into each column (Definitely, Mostly, Sometimes, Never). The results will be displayed in the RESULTS tab.

11 → The facilitator types all the free text answers participants have added to their Printable End of Course Evaluation Form.

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evaluation station

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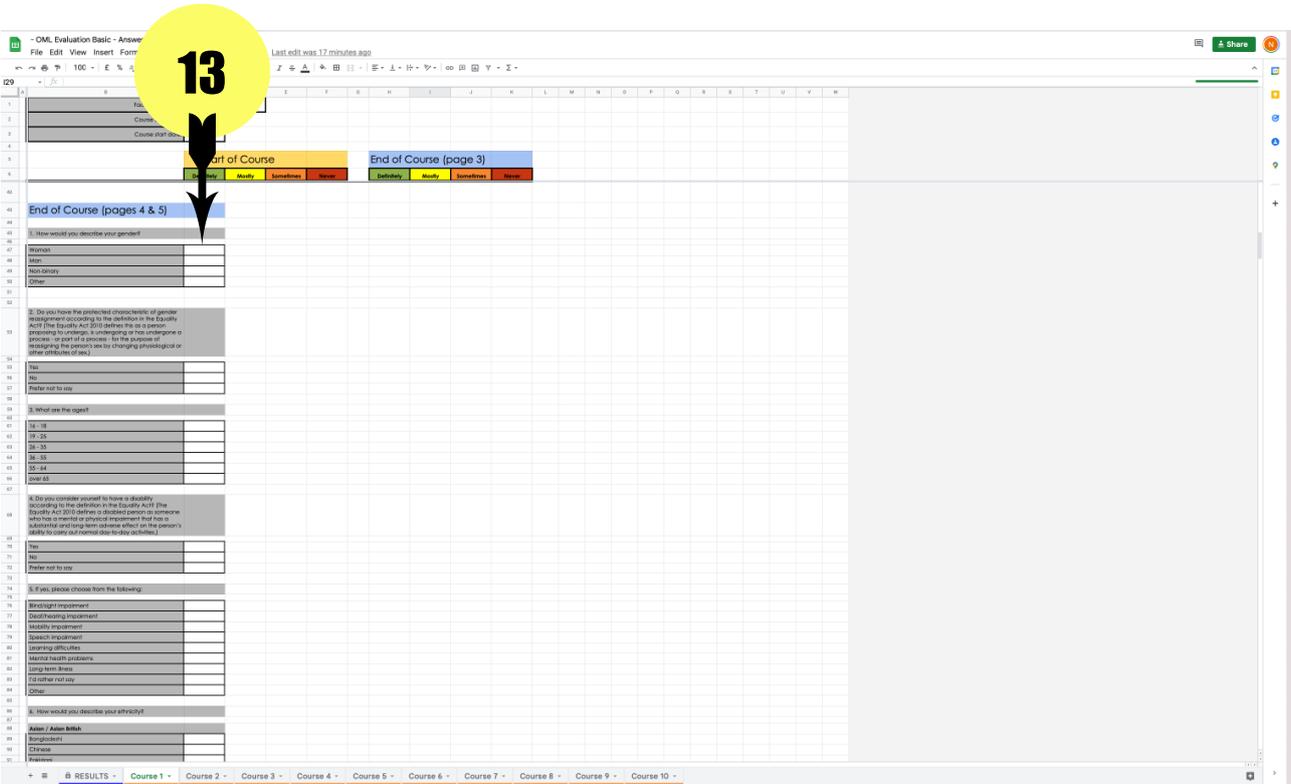
13 ➡ When participants have completed their Printable End of Course Evaluation Form, the facilitator counts how many participants tick each demographic box and enters the figure into the correct cell. The results will be displayed in the RESULTS tab.