

Start and End Data

An example Google Sheets Evaluation spreadsheet (on the *Start & End* Tab), with labels.

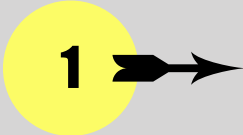
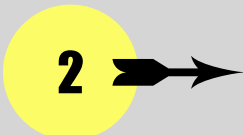
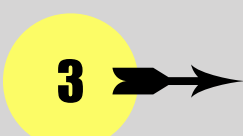
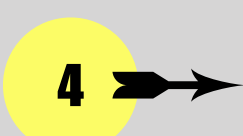
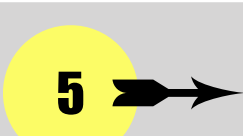
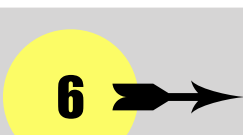
The screenshot shows a Google Sheets spreadsheet with the following structure:

- Tab 1 (labeled 1):** 'Start & End' - This is the active tab.
- Section 2 (labeled 2):** 'Start of Course' - Contains columns for 'Definitely', 'Mostly', 'Sometimes', and 'Never' with corresponding smiley icons.
- Section 3 (labeled 3):** 'End of Course' - Contains the same four columns as Section 2.
- Rows (labeled 4, 5, 6):**
 - Row 4: 'I feel like I am in control of my life and my future.' with '0' in each column.
 - Row 5: 'I can make sense of my life.' with '0' in each column.
 - Row 6: 'Overall, I feel good about my life.' with '0' in each column.
- Columns (labeled 5, 6):** 'Sometimes' and 'Never' columns are specifically labeled with arrows.



Start and End Data

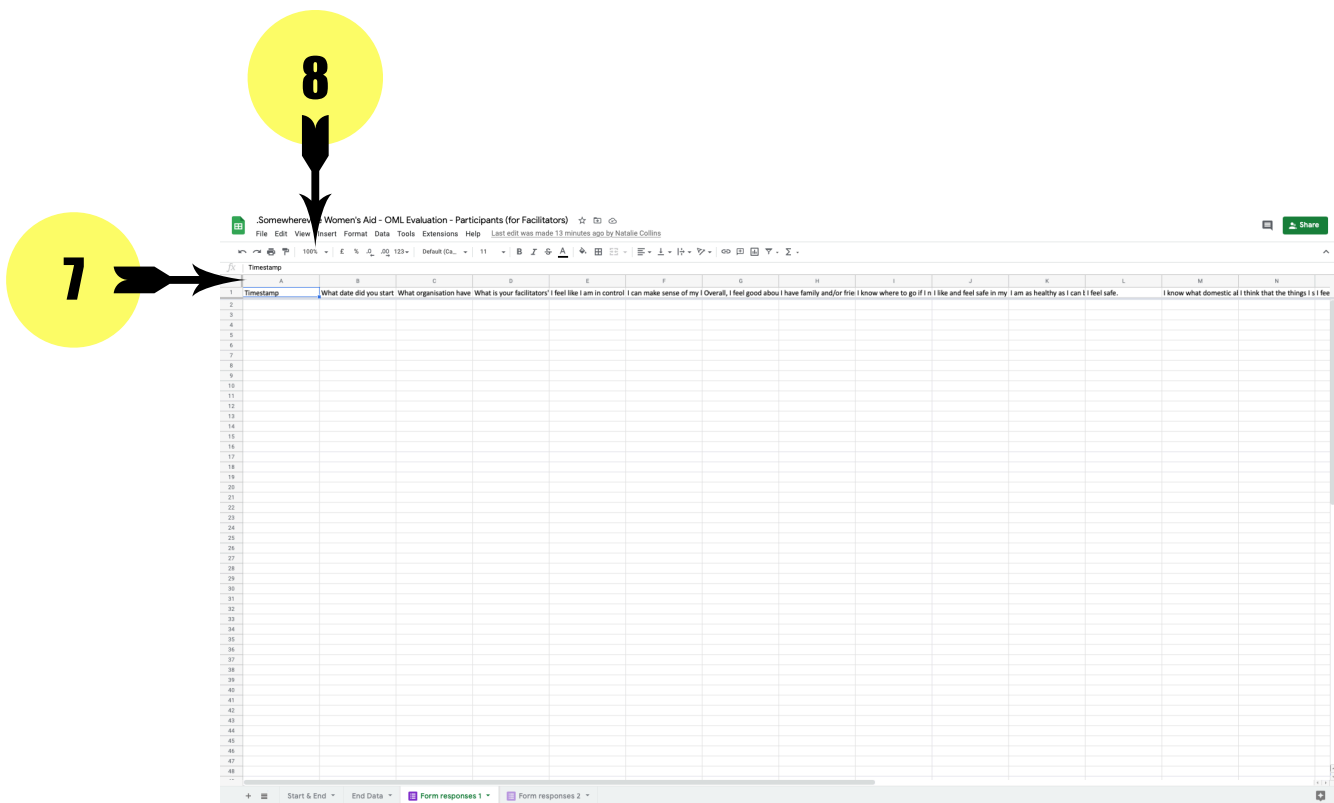
PLEASE NOTE: There will be no data in any of the sheets until participants begin completing the Start of course (and/or End of course) Google form.

	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.
	Pie charts will automatically appear in this column as participants complete the Start of Course evaluation form.
	Pie charts will automatically appear in this column as participants complete the Start of Course evaluation form.
	This is the End Data Tab and if you click it, it will take you to the End of Course data Sheet, which will be automatically 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 all 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.



Form Responses 1 and 2

An example Google Sheets Evaluation spreadsheet (accessed by clicking the *Form responses 1* Tab), with labels. It stores the Start of Course evaluation form data in its “raw” form. This sheet (and the *Form responses 2* Sheet) 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* Sheet 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

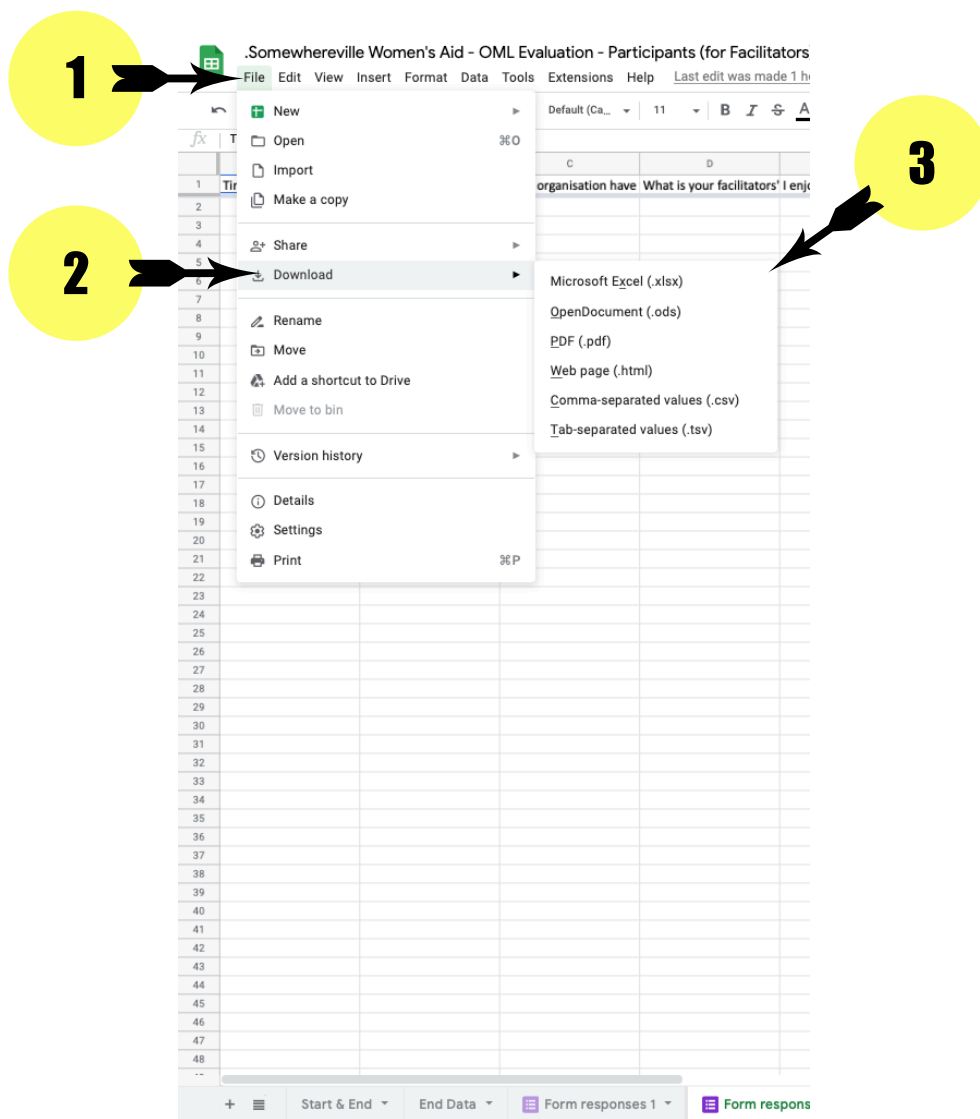
The columns to take note of in the *Form Responses 2 Sheet* are:

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 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.

