



# Afterschool Outcome Measures Online Toolbox

afterschooloutcomes.org

## Getting started!

### Information for Program Directors and Site Coordinators

#### 1. Establish computer and Internet availability

- The Online Toolbox is a web-based survey that must be completed online. If access to computers is limited, identify alternative options such as a school computer lab or single computers/tablets available for small groups of students for rotation.

#### 2. Determine participants

- There are three types of surveys: 1) student self-reports 2) program staff reports of student outcomes and 3) classroom teacher reports of student outcomes. Your report is strongest when you include all three sources, however, you may opt for one or two respondents only.
- Please note that surveys are for students in grades 3-12.

#### 3. Secure principal approval

- You may need to secure principal approval for the use of the Online Toolbox at your program site or for the use of the school computer lab.
- A sample letter to the principal can be downloaded from our website.

#### 4. Complete Excel participant data template

- Upload a list of the names of all participating students, staff, and teachers at your program, as well as student demographic information such as gender, grade, ethnicity, etc.
- The template is customized for each program's needs.
- The template can be uploaded through our *secure program portal*.

#### 5. Download instructions for staff and/or teachers

- Easy-to-follow instructions for administration of surveys are available on our website.
- Staff and teachers need to read these prior to data collection. Guaranteeing confidentiality is crucial for honest responses, and special instructions for English Learners are available.

#### 6. Monitor progress

- We have learned through our extensive field-testing that monitoring by both the program director and site coordinator is very important. Meetings or weekly check-ins with staff and teachers are crucial to the success of the evaluation. Weekly tallies of surveys completed are available on the Program Portal.

#### 7. Seek support

- Our team is available to answer questions at any time by email [afterschool@uci.edu](mailto:afterschool@uci.edu) or by phone 949-824-9225. **We are here to help!**